

SETTING UP YOUR DIGITAL ACCOUNT SERVICE

A STEP BY STEP GUIDE

Set up as a user

If you already have an account [sign in](#)

First name

Annabel

Last name

Smith

Email:

We'll send you an email confirm your identity.

annabel.smith@accounts.co.uk

Create new password

We'll send you an email confirm your identity.

.....

Confirm password

Following the invite link to the service which has been sent to you will take you to this page. Some of your details may already be inputted, but can be changed if necessary. Once you have created a password, click continue.

We've sent you an email

To confirm your identity, we've sent a code to
annabel.smith@accountancy.co.uk

Confirm your identity

Enter code

Continue

Not received an email?

[You can request another email](#)

You may then receive an email to confirm your identity. Click through the link to confirm and register your account.

Add a PAYE Scheme

We need you to add the PAYE scheme for your organisation.

You can do this by using either of the following:

- the Government Gateway login for your organisation
- your accounts office reference number for your organisation

▶ [Find your Government Gateway details](#)

▶ [Find your accounts office and PAYE scheme reference numbers](#)

You can add a PAYE scheme later if you need more time, we can still create your account for you.

☐

Use Government Gateway log in

☐

Use accounts office reference number and employer PAYE scheme reference. **You should only use this if your payroll for your organisation is under £3 million.**

☐

No, I'll do this later



Before you continue, you must make sure you have authority to add PAYE schemes to the account for this organisation

Continue

You will then need to add your business to your digital account. This can be done two ways, however most people use their PAYE scheme reference.

Enter your PAYE scheme details

Enter your accounts office reference number and employer PAYE scheme reference. These details will be checked against the Pensions Regulator.

Accounts office reference number

For example, 123PA12345678

Employer PAYE scheme reference

For example, 123/AB12345

[Continue](#)[Skip this step for now](#)


Enter your PAYE details.

Check your details

Organisation	ACCOUNTANT LIMITED	Change
Address	9 High Street Coventry West Midlands CV1 2WT	
Companies House number	05072050	
PAYE scheme	001/AC00696	Change

These details are correct

Check the details of your company are accurate. If they are not you can change them or search the service for your business.

Manage apprenticeships

Your employer accountHelpSettings ▼Sign out

When do you want to view the employer agreement?

This agreement is between ACCOUNTANCY LIMITED and the Education and Skills Funding Agency (ESFA).

☒

I'll view it now

☐

I'll view it later, after I've created an account

You can skip the agreement and view it when ACCOUNTANCY LIMITED is ready to get or reserve apprenticeship funding.

Continue

The employer agreement must be accepted before any funds can be reserved or apprentices added. If you do not have permission to accept the agreement on behalf of your company you can choose to skip this step, however your access will be limited until the agreement is accepted.

If there is a person in your organisation you would rather accept the agreement, they can be added as a user, once your account is set up.

[Download the agreement](#) (PDF, 304KB)

! The agreement is legally binding. If ACCOUNTANCY LIMITED breaks it, we could close their account and stop them running apprenticeships.


Do you accept the agreement?

By accepting, you confirm that ACCOUNTANCY LIMITED agrees to the terms and conditions and is entering into a legally binding agreement with ESFA.

- ☐ Yes, I accept the agreement
- ☐ Not yet, I'll finish creating an account first

Continue

If you have permission to accept the agreement, click yes at this screen.

 **GOV.UK**

Manage apprenticeships

Your employer account

HelpSettings ▼Sign out

[Home](#) [Finance](#) [Recruitment](#) [Your funding reservations](#) [Apprentices](#) [Your team](#) [More ▼](#)

Set permissions

You can allow TRAINING PROVIDER LIMITED to do tasks on your behalf, this can include creating vacancies, reserving funding and adding apprentice records.

Permissions

Create cohort

☐ Yes ☐ No

Recruitment

☐ Yes ☐ No

Set permissions

The final stage of the process is allow the City of Liverpool College to reserve funding and add apprentices on your behalf, to better support you through the process. This does not give the college access to your account.

Please allow permissions for 'create cohort' and 'recruitment'.