

## 1. Creating your account (If you already have an account go to step 2)

Follow this link and create an account <https://accounts.manage-apprenticeships.service.gov.uk/service/signIn>

You will need your organisation's Government Gateway user ID and password or HMRC reference number. Your payroll or finance department should have these details. If your organisation has a payroll agent, please don't use the agent's login details. You will need to register for HMRC's online services if you don't already have Government Gateway information or HMRC reference number.

Ensure you view and accept the employer agreements before moving on to the next step.

Further help is available at:

<https://help.apprenticeships.education.gov.uk/hc/en-gb/articles/360009437099-Register-for-an-apprenticeship-service-account>

## 2. Setting Provider Permissions

- Log in to your Apprenticeship Service Account via <https://www.gov.uk/sign-in-apprenticeship-service-account>
- Select "Your training providers" and select "Add a new Training Provider"
- Enter our UKPRN – 10006710. We will display as JGA Limited. Click to confirm our details.
- Return to "Your training providers" and select "Set permissions" against JGA Limited
- Allow "Add apprentice records" and "Recruit apprentices"
- Select "Continue" and then "Confirm"
- JGA will create a cohort / reserve funds on your behalf and add the apprentice details. You will be notified to approve these details. Final approval will always remain with the employer.

If you need any support with this process, please get in touch:

[Susan.prestridge@jga-group.co.uk](mailto:Susan.prestridge@jga-group.co.uk)

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See also: <https://help.apprenticeships.education.gov.uk/hc/en-gb/sections/360001841359-Employer>