

Cellma Applicant User Guide



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1. Logging into Cellma

- 1.1. To access Cellma, you will need a CAA Customer Portal Account with access to the 'Medical' service. If you have not yet registered for a Portal Account, please refer to our website:<u>https://www.caa.co.uk/Our-work/About-us/Doing-business-with-the-</u> <u>CAA/Customer-portal/</u>
- 1.2. You can log into the CAA Customer Portal at: https://portal.caa.co.uk
- 1.3. The recommended browser for accessing Cellma is Google Chrome.
- 1.4. Once logged into your portal account, click on 'Your Services' on the left hand side. Then select the 'Medical' link from your list of available services.

Civil Aviation Aut	hority	Welcome IDVCheck221 web site pri	Log Off nt help
Your Services			Civil Aviation Authority
Services Online Your Services Personal Details Accessibility	Your Services You can use the following services: New ATOL Applicant Medical		
	Licencing Forms Apply to Use these Services The following services are available for you to apply to use. Please to supply some details about who you are and provide documenta were want to use.	e note that for services relating to regulatory functio ry evidence of this in order for us to verify your iden	ns, you may be required tity. Click on the services
	e-Exams FCL and e-Licensing Aircraft Maintenance e-Exams ATO E-Licencing TRUSTED Priority Mapping Medical – as a Medical Professional		
	Private Pilot Theoretical Knowledge e-Exams EC Rebate		

1.5. Next, you will be asked to enter your telephone number so that we can send you a code to log into Cellma securely. You can choose between receiving a text message or an automated telephone call.

Cancel
Enter a number below that we can send a code via SMS or phone to in order to authenticate you. Country Code
United Kingdom (+44) 🗸
Phone Number
Phone number
Send Code
Call Me

1.6. Once you have selected 'Send Code' by text or 'Call Me', you will be taken to a page where you can enter the code. Please ensure you type the number into the box, rather than paste it. There is no 'Ok' button: the webpage will take you to the next screen once you have correctly typed in the last digit of the code.

Cancel
We have the following number on record for you. We can send a code via SMS or phone to authenticate you. XXXXX XXX5718
Enter your verification code below, or send a new code

1.7. Once you have entered the code you will be taken to the Cellma home page.

	David Idvcheck221 (DOB:08/12/1968)		∕€cellma
	You have successfully logged in to Cellma Portal. Welcome David		
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Hed Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Answer	
	Apply for UK Class 1 (Flt Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Cellma Record Book Appt. with CAA Specialist How we process your information Logout		
CUPTRIGHT (5) 2021 RIUMED LTD.			

2. Log in issues

2.1. If you have any issues logging into your CAA Portal account and accessing Cellma, you can contact our portal support team on 0330 022 1909 between the hours of 08:30 to 16:30 Monday to Friday.

Alternatively, you can email: customerportalsupport@caa.co.uk

3. Changing your telephone number for log in

3.1. If you want to change the telephone number that you use to receive your log in code, please email our portal support team on <u>customerportalsupport@caa.co.uk</u>. Please confirm your name, DOB and CAA reference number in the email and provide the new telephone number. Our team will reset that for you and confirm by return email when it has been done.

4. Finding your CAA reference number

4.1. Once your portal account has been approved by the CAA, log into your portal account and click on 'Personal Details' on the left-hand side.

Civil Aviation Author	prity	Welcome IDVCheck221 web site	Log Off print help	
Services Online				Civil Aviation Authority
Services Online Your Services Personal Details Accessibility	Welcome David Idvcheck221 The CAA online portal provides access to our online services. When a service is made available online you will be able to: • make an initial application for the service • amend the details that we hold for you • monitor progress of your applications • submit your airline and airport statistical returns As more of our services become available online you will be able to make further application applied for.	ations. Once you are registe nal information that is requir	red, we will not red for the serv	require your ce that you have

- 4.2. This will bring up your personal details and contact information.
- 4.3. In the top row, you will see your CAA reference number.

Civil Aviation Autho	rity		Welcome IDVCheck221 web site	Log Off print help	
Personal Details					Civil Aviation Authority
Services Online Your Services Personal Details Accessibility	To apply for services relating to regulat this in order for us to verify your identity These details must be provided exact It is your responsibility to maintain to Update Personal Information	ory functions we need you to supply son y. This is required for our regulatory cont ctly as they appear on the ID documer these details.	e details about who you are, and pro ol and to provide security around yo tation you have provided.	ovide document ur data within or	ary evidence of ur systems.
	CAA Reference Title * Last Name (Family name, e.g. Earhart) *	702172D Mr 🗸 Idvcheck221			

5. Updating your personal details and contact information

5.1. You must update your personal details in the CAA Customer Portal, before logging into Cellma via the 'medical' service link.

5.2. Once logged into your portal account, click on 'Personal Details' on the left hand side.

Civil Aviation Author	Vielcome IDVCheck221 Log Off web site print
Services Online	Civil Aviation Authority
Services Online Your Services Personal Details Accessibility	Welcome David Idvcheck221 The CAA online portal provides access to our online services. When a service is made available online you will be able to: make an initial application for the service amend the details that we hold for you monitor progress of your applications submit your airline and airport statistical returns As more of our services become available online you will be able to make further applications. Once you are registered, we will not require your personal details to be resubmitted but we will only ask you to supply any specific additional information that is required for the service that you have applied for.

- 5.3. This will bring up your personal details and contact information. Here, you can edit your name, address, and contact information.
- 5.4. Make your changes and then click on 'Update Personal Information' at the bottom of the page.
- 5.5. Please note: your changes may not appear automatically in the portal. Your changes need to be approved by the CAA before they are reflected in your account.

6. Applying for a medical Self-Declaration

6.1. From your portal home page, click 'Answer' next to Pilot Medical Declaration.

	David Idvcheck221 (DOB:08/12/1968)		Sec
	You have successfully logged in to Cellma Portal. Welcome David		
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Answer	
	Apply for UK Class 1 (Flt Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Celima Record		
	Book Appt. with CAA Specialist How we process your information		
COPYRIGHT © 2021 RIOMED LTD.	Logout		

6.2. You will then be asked to 'Accept' the declaration and confirm that you have read the requirements for self-declaring medical fitness.



6.3. Select which licence you hold; you can select more than one and click 'Next'.

Test Alisonseventyfour (04/05/1976) M BARCODE NO. 5012				
Assessments				
Pilot Medical Declaration		0%		
Choose Licence Type(s) against which you are making a fitness to fly declaration ? 🕥	LICENCE			
UK Part-FCL PPL to fly Part 21 aircraft				
UK Part-FCL PPL to fly non-Part 21 aircraft				
National Private Pilot Licence (NPPL)	Þ			
UK Private Pilot Licence (UK PPL)				
UK Commercial Pilot Licence (CPL) Balloons that is restricted to commercial operation and the privileges of a UK PPI (Balloon and Airships)	L. C.			
UK Part-FCL LAPL to fly Part 21 aircraft				
UK Part-FCL LAPL to fly non-Part 21 aircraft				
UK Part-SFCL SPL				
UK Part-BFCL BPL				
		Next ->		

- 6.4. On the next page you have two options:
 - 1) To confirm you meet the requirements for self-declaring medical fitness
 - 2) To withdraw your previously submitted self-declaration

Assessments
Pilot Medical Declaration
DECLARATION
*I have read and understand the Guidance Notes as part of this declaration and: ⑦
I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (https://www.cca.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private- pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disqualifying medical condition
I hereby withdraw my previously submitted medical declaration as I no longer reasonably believe that I satisfy the requirements of meeting the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency; or I am subject to a disqualifying medical condition.
- Back

6.5. Click on the first option and select the relevant limit for the weight of aircraft you fly. Click 'Save'.

	Assessments	
Pilot Medical Declaration		33.33%
	DECLARATION	
$^{\star}\mathrm{I}$ have read and understand the Guidance Notes as part of this declaration an	nd: 🕐	
I confirm that I have read and understood the CAA guidance on self-declar (https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirem pilots/) and I reasonably believe that I meet the medical requirements for n and Vehicle Licensing Agency and are not subject to a disgualitying medical I hereby withdraw my previously submitted medical declaration as I no Io the requirements of meeting the medical requirements for a Group 1 Licenc Licensing Agency; or I am subject to a disgualifying medical condition. Back	I will only fly aircraft* No Greater than 2000kg MTOM Save COPYRIGHT © 2021 RIOMED LTD.	Next 🗪

6.6. This will turn the top option green. Click 'Next'.

Assessments	
Pilot Medical Declaration	33.33%
DECLARATION	
*I have read and understand the Guidance Notes as part of this declaration and: 🕧	
I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private- pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disqualifying medical condition	
I hereby withdraw my previously submitted medical declaration as I no longer reasonably believe that I satisfy the requirements of meeting the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency; or I am subject to a disqualifying medical condition.	
- Back	Next 🛶

- 6.7. Click 'Accept' to confirm the information you have entered is accurate. You will then be presented with a summary of your medical self-declaration.
- 6.8. We recommend you print a copy of your self-declaration to carry with your licence. To do this, select 'Download/Print'. Alternatively, you can right click on the page and click 'Print' or select Ctrl +P.
- 6.9. Click 'Next.

Cellma Patient Menu		
Assessments and Feedback		3
Pilot Medical Declaration		Type Patient Pre Assessment Download Print
LICENCE		
Question Choose Licence Type(s) against which you are making a fitness to fly declaration ?	Answer UK Part-FCL PPL to fly non-EASA aircraft	
DECLARATION		
Question	Answer	
I have read and understand the Guidance Notes as part of this declaration and:	Comminue and a larve read and bindersoop due Cox guidance on service declaring medical fitness at (https://www.caa.co.uk/General-Aviation/Pilot- licences/Medical-requirements/Medical-requirements for-private-pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not which the adjacualities medical consolition.	
I will only fly aircraft	No Greater than 2000kg MTOM	
Declaration		
I hereby declare that I have carefully considered the statements above and to the best	of my belief my declaration is complete and correct	
		Next 🗪
COPYRIGHT © 2021 RIOMED LTD.		

- 6.10. Click 'Next' again. This will take you to the applications page. Your self-declaration is now submitted.
- 6.11. You can see it if you click on 'Previously Answered Assessments'. There is no further action you need to take.

7. Withdrawing a medical Self-Declaration

- 7.1. If you have a change in your medical status and you no longer meet the requirements for a medical self-declaration, you will need to withdraw your self-declaration.
- 7.2. If you decide to apply for a higher level of medical, you do not need to withdraw your self-declaration. Once your medical certificate is issued by your AME, this will supersede your declaration.
- 7.3. To withdraw a declaration, log into Cellma via the CAA Portal.
- 7.4. From your Cellma home page, click 'Answer' next to Pilot Medical Declaration.

David Idvcheck221 (DOB:08/12/1968)		∑ eellma
You have successfully logged in to Cellma Portal. Welcome David		
Cellma Patient Menu		
Please select requirement.		
Apply for UK Class 1/3 Hed Cert	Answer	
Apply for UK Class 2 Med Cert	Answer	
Apply for a LAPL Med Cert	Answer	
Apply for UK Class 1 (Flt Eng / Nav)	Answer	
Pilot Medical Declaration	Answer	
Access My Cellma Record Book Appt. with CAA Specialist How we process your information Logout		

7.5. You will then be asked to 'Accept' the declaration and confirm that you have read the requirements for self-declaring medical fitness.

	Assessments
-	You have selected to answer the Pilot Medical Declaration
	By continuing with the declaration, I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private-pilots and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disqualifying medical condition.
	FALSE REPRESENTATION STATEMENT It is an offence under Article 256 of the Air Navigation Order 2016 to make, with intent to deceive, any false representation for the purpose of procuring the grant, issue, renewal or variation of any certificate, licence, approval, permission or other document. This offence is punishable, on summary conviction, by a fine and, on conviction on indictment, with a fine or up to two years imprisonment or both.
X Decli	ne Accept

- 7.6. Select which licence you hold and click 'Next'.
- 7.7. On the next page you have two options:
 - 1) To confirm you meet the requirements for self-declaring medical fitness
 - 2) To withdraw your previously submitted self-declaration

Assessments
Pilot Medical Declaration
DECLARATION
*I have read and understand the Guidance Notes as part of this declaration and: (\car{e})
I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-privat pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disgualifying medical condition
I hereby withdraw my previously submitted medical declaration as I no longer reasonably believe that I satisfy the requirements of meeting the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency; or 1 an subject to a disqualifying medical condition.
- Back

7.8. Click on the second box so it turns green. Click 'Next'.

Assessments	
Pilot Medical Declaration	33.33%
DECLARATION	
*I have read and understand the Guidance Notes as part of this declaration and: 🕐	
I confirm that I have read and understood the CAA guidance on self-declaring medical fitness at (https://www.caa.co.uk/General-Aviation/Pilot-licences/Medical-requirements/Medical-requirements-for-private- pilots/) and I reasonably believe that I meet the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency and are not subject to a disgualifying medical condition	
I hereby withdraw my previously submitted medical declaration as I no longer reasonably believe that I satisfy the requirements of meeting the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency; or I am subject to a disqualifying medical condition.	
- Back	Next →

7.9. Click 'Accept' to confirm the information you have entered is accurate. You will then be presented with a summary page.

Cellma Patient Menu		
Assessments and Feedback		\mathbf{O}
Pilot Medical Declaration		Type Patient Pre Assessment Download Print
LICENCE		
Question Choose Licence Type(s) against which you are making a fitness to fly declaration ?	Answer UK Part-FCL PPL to fly non-EASA aircraft	
DECLARATION		
Question I have read and understand the Guidance Notes as part of this declaration and:	Answer I hereby withdraw my previously submitted medical declaration as I no longer reasonably believe that I satisfy the requirements of meeting the medical requirements for a Group 1 Licence issued by the Driver and Vehicle Licensing Agency; or I am subject to a disqualifying medical condition.	
Declaration		
I hereby declare that I have carefully considered the statements above and to the best	of my belief my declaration is complete and correct	Next →
COPYRIGHT © 2021 RIOMED LTD.		

- 7.10. If you would like to save or print a copy of your self-declaration, select 'Download/Print'.
- 7.11. Alternatively, you can right click on the page and click 'Print' or select Ctrl +P.
- 7.12. Click 'Next'.
- 7.13. The withdrawal of your medical self-declaration has now been completed.
- 7.14. If you have previously started an application, you will be able to resume it.

8. Applying for a medical certificate

8.1. From your Cellma home page, you can apply for a Class 1, 2, 3 or LAPL medical certificate.

This online application replaces the previously used paper application forms.

Please note: you must apply for a medical certificate within Cellma before you attend your medical appointment.

If you are unsure which class of medical you require, please visit our website.

8.2. To start your application, click on the 'Answer' button next to the relevant class of medical you wish to apply for.

	David Idvcheck221 (DOB:08/12/1968)		Scellma
	You have successfully logged in to Cellma Portal. Welcome David		
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Answer	
	Apply for UK Class 1 (Fit Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Cellma Record Book Appl. with CAA Specialist How we process your information Logout		

8.3. You will then be asked to 'Accept' the declaration.

Amel Riomedtest (21/05/1996) M BARCODE NO. 3678
Assessments
You have selected to answer the Apply for EU Class 1/3 Med Cert
Failure to complete the application form in full may result in non-acceptance of the application form. The making of false or misleading statements or the withholding of relevant information in respect of this application may result in criminal prosecution, denial of this application and/or withdrawal if any medical certificate(s) granted.
CONSENT TO RELEASE OF MEDICAL INFORMATION:
The CAA takes the security of your personal information very seriously. Information is only disclosed to the persons who are subject to a duty of confidentiality and where there are sufficient security measures in place to protect your personal data. If you do not consent to the disclosure of information as described below you may make representations to medicalweb@caa.co.uk
In submitting this application, I am consenting to the disclosure to third parties of all information which I have provided to the CAA and that relates to me. I understand that information would only be disclosed to third parties by the CAA for regulatory purposes. This may include providing information to other medical professionals. Administrative workers and/or IT workers who are assisting the CAA with its regulatory functions may also be given access to personal information in the course of their professional duties
My attention has been drawn to the CAA Medical Department's Fair Processing Notice which is published on the CAA's website.
By clicking on the accept button, I am giving my consent to participate.
Please note: If using on a tablet or mobile device we recommend using landscape

8.4. You will be taken to the assessment page where you can start answering the application questions.

		Jo Bloggs (03/04	/1975) M BARCODE NO	. 1623		
			Assessments			
Apply for EU Class 1/3 Med Cert *{1) State of Romee issue: ©			Application	0%	Contrace Later	
(12) Application ①						
Initial	Re-validation/ Reserval					
(13) Reference Number 🕚						
(14) Type of licence applie	d for 🗇					
Aeroplane Transport Pilot Licence	Hulti-pilet Licence	Commercial Pilat Licence/Instrument	Commercial Pilot Licence	Air Traffic Controller Licence	Private Pilot Licence/Instrument Ra	
Private Pilot Licence	Salplane Pilot Licence	Balloos Filot Licence	LAP.			
17) Last application for me	dical certificate 👘					
Enter date						

- 8.5. Work through the application answering the questions. Questions in red are mandatory, but you should complete all the questions where possible.
- 8.6. Please refer to section 4 for assistance on how to find your CAA ref number.
- 8.7. If you are unsure on a question, you can click on the question mark and it will bring up help text.
- 8.8. You can only move to the next page once you have answered all the mandatory questions.
- 8.9. Some questions when answered will open a pop up with a free text box where you can provide more information.

×	x
*Details of condition :	If Yes, list all medication Name, when started, why taken
COPYRIGHT © 2021 RIOMED LTD.	Save

- 8.10. When you have answered all the questions click 'Next'.
- 8.11. Once you have answered all the questions, you will be presented with a Remarks box, where you can enter any further details if needed.

Assessments					
Apply for UK Class 1/3 Med Cert		97.06	% Continue Later		
(30) Remarks: If previously reported and no change since, so state.					
Nothing further to report					
	17				
- Back			Next →		

- 8.12. Click 'Next'.
- 8.13. You will then be presented with the declaration to confirm that the information you have provided is true and accurate.

Ass	ssments			
Apply for EU Class 1/3 Med Cert			98.46%	Continue Later
Dec	laration			
Linereby declare that I have carefully considered the statements made above and to the best of any miolocaling statements: Take of the statements is and a statements authority may refuse to grant me a medical certificate or may withdraw any medical assessor of the licensing authority, recognising that these documents or electronically is property of the licensing authority, providing that I or my physician may have access to them accesses to them accesses of the licensing authority.	y belief they are comp in connection with this in connection with this for contract of the connection or d data are to be us ording to national law Accept	plete and correct and that I have no as explication, or fail to relaxes the se- lice to any other action applicable ur oper and any or all attachments to a different and attachments to a different action of a medical asses. Medical confidentiality will be resp	t withhed any relevant infor information information der national izw. Hen AME and, where necessas somert and with become and i ected at all times.	mation or made n, the licensing γ, to the remain the

8.14. Once you have accepted the declaration, a message will appear stating that a fee needs to be paid to submit your application and your AME can update any changes at your medical examination. Click 'Pay Now'

Cellma Patient Menu Assessments and Feedback Apply for UK Class 1/3 Hed Cert Application		Type Patient Pre Assessment
Question	Answer	
(1) State of licence issue:	United Kingdom	
(12) Application:	Netal	The second se
(13) Reference Number:		
(14) Type of licence applied for	You must now pay the CAA fee to submit your application. Your AME can update your application at your medical examination, if required.	
(18) Licence number:		
(18) Licence(s) held (type):		
(19) Any limitations on licence(s)/medical certificate held:	Pay Now	
(2) Medical Certificate applied for		
(20) Have you ever had a medical certificate denied, suspended o		

8.15. The screen will then provide details of the invoice and the amount which is due. Click 'Pay Now'.

Mr Test Alisonseventyfour (DC	98: 04/05/1976)	
Assessment I	Payment	0
Please proceed to make payr	nent for your assessment*	
Payment Date	:05/01/2022	
Invoice Number	:14986	
Amount To Pay	: £14.00	
Pay Now	o	
	Mr Test Alisonseventyfour (DO Assessment F Please proceed to make payr Payment Date Invoice Number Amount To Pay	Mr Test Alisonseventyfour (DOB: 04/05/1976) Assessment Payment Please proceed to make payment for your assessment* Payment Date :05/01/2022 Invoice Number :14986 Amount To Pay :£114.00 Pay Now

8.16. Once payment has been successful you will be advised to contact your AME and make an appointment for a medical.

Your		
Cellma Patient Menu		
Assessments and Feedbac	k	0
Apply for UK Class 1/3 Med Cert		Type Patient Pre Assessment Download Print
Application		
Question	Answer	
(1) State of licence issue:		
(12) Application:	Your payment has been processed and your application has been submitted. To view/print your receipt	
(13) Reference Number:	select Applicant Invoices in your Cellma Patient Menu.	
(14) Type of licence applied for	Please contact your AME to book your medical examination if you have not already done so.	
(18) Licence number:		
(18) Licence(s) held (type):	Ok and a set of the se	
(19) Any limitations on licence(s)/medical certificate held:		
(2) Medical Certificate applied for	Class 1	
(20) Have you ever had a medical certificate denied, suspended o	r revoked? No	

8.17. Click 'Ok'. You will now see a summary of the information you entered in your application.

	Test Alisonseventyfour (DOB:04/05/1976)	Secellma
(133) Medical rejection from or for military service	No	
(134) Award of pension or compensation for injury or illness	No	
(170) FH - Heart disease	No	
(171) FH - High blood pressure	No	
(172) FH - High cholesterol level	No	
(173) FH - Epilepsy	No	
(174) FH - Mental illness	No	
(175) FH - Diabetes	No	
(176) FH - Tuberculosis	No	
(177) FH - Allergy/asthma/eczema	No	
(178) FH - Inherited disorders	No	
(179) FH - Glaucoma	No	
Remarks		
Question	Answer	
(30) Remarks: If previously reported and no change since, so state.	TEST	
Declaration		understand that If I have made any
The etry sector that have carefully considered in statements made above and to the or false or misleading statements in connection with this application, or fall to release the sup other action applicable under national law. CONSENT TO RELASE OF MEDICAL INFORMATION: I hereby authorise the release of all in documents or electronically stored data are to be used for completion of a medical assess confidentiality will be respected at all times.	rest or my been upy are compare and concert and unach new not moment any bearant information or made any materials assessing statements. It portion medical information, the licensing authority may refuse to grant me a medical certificate or my withdraw any medical certificate or information contained in this report and any or all attachments to the AME and, where necessary, to the medical assessor of the licensing authority, providing that L or my physician may have access to them accordin ment and will become and remain the property of the licensing authority, providing that L or my physician may have access to them accordin	interstantic tract is trave made any ranted, without prejudice to any thority, recognising that these ig to national law. Medical
		Next 🛶

- 8.18. Review your answers to make sure they are correct and click 'Next'.
- 8.19. You will be taken to the following window. This means your application has been submitted. Click 'Next' again.

Assessments	
You have no other assessments scheduled to be answered	
Please click the 'next' button to return to the feedback menu.	
Next 🛶	

8.20. This will take you to the applications page, where you can also see any assessments previously completed on Cellma. By clicking on 'In Progress and Completed Applications' you can see the application you just submitted.

	A		0
<u></u>	Applications		
	You can y	lew/complete any of the following Applications	
apply for UK Class 1/3 Med Cert	Resume	Pilot Medical Declaration	Answer
apply for UK Class 2 Med Cert	Answer	Apply for a LAPL Med Cert	Answer
opply for UK Class 1 (Flt Eng / Nav)	Answer		
		In Doorses and Completed Applications	
		n r cograss and companies representation	
COPYRIGHT © 2022 RIOMED LTD. Accessibility			

8.21. Your application will show a status of 'To be approved'. Your application will be approved by your AME at your medical appointment. Only applications which are completed and paid will have an approve link for the AME.

<u>.</u>	Applicati	ons					0
Assessment Name	Assessment Type	Answered By	Submitted Date	Submitted Time	Status	View	Resume
Pilot Medical Declaration	Patient Pre-Assessment	The Patient	05/01/2022	11:42 am	Approved	View	
Apply for UK Class 1/3 Med Cert	Patient Pre-Assessment	The Patient			To be approved	View	Resume
pproved By:							
pproved On:							
avment Status:	Awaiting Payment (14986)						

8.22. Click on the blue back arrow to return to the main menu page. If the application is incomplete and you have saved it, you can resume it at any time.

Patient Menu			
<u>A</u>	Applications		
	You can	view/complete any of the following Applications	
pply for UK Class 1/3 Med Cert	Resume	Pilot Medical Declaration	Answer
pply for UK Class 2 Med Cert	Answer	Apply for a LAPL Med Cert	Answer
pply for UK Class 1 (Flt Eng / Nav)	Answer		
		In Progress and Completed Applications	
SPYRIGHT @ 2022 RIOMED LTD. Accessibility	-		

- 8.23. This takes you to the menu page, where you can view documents, certificates, invoices and communications that have been uploaded/submitted since the launch of Cellma.
- 8.24. Click on the blue Logout button at the bottom of the page.

	Applicant Details				\mathbf{O}
8	My Contact History				٥
	Appointments				\mathbf{O}
1	Medications				\mathbf{O}
A	Applications				٥
	Applicant Invoices				٥
A	Applicant Alerts				\bigotimes
4	Texts/Emails	0			\bigcirc
-	Conversations				\bigcirc
	Applicant Letters				\bigotimes
?	Help				\bigcirc
	Certificates	2			٥
	Documents	0			٥
••	Clinics				۲
9 .	Patient Record Access				٥
			Logout		

9. Issues submitting your medical application

- 9.1. If you have any questions regarding the application, you can contact our medical department on 0330 022 1972 between the hours of 08:00 to 16:30 Monday to Friday. Alternatively, you can email medicalweb@caa.co.uk
- 9.2. If you experience any technical issues with Cellma, please take a screenshot of the error message and log the issue on the portal. In the Customer Portal, please go to the 'Your Services' page on the left hand side and select the 'Medical Raise Issues' link. Fill in the form and attach your screenshot. This will raise a case with the CAA and we will email you directly once we have looked into your issue.

10. Viewing and printing a copy of your medical application or self-declaration

- 10.1. If you are visiting your GP for a LAPL medical or you have an appointment with a non-UK AME, you can print a copy of the medical application from Cellma to take with you.
- 10.2. If you have submitted a medical self-declaration, you can print a copy to carry with your licence.

	David Idvcheck221 (DOB:08/12/1968)					
Cellma Patient Menu						
	Please select requirement.					
	Apply for UK Class 1/3 Med Cert	Answer				
	Apply for UK Class 2 Med Cert	Answer				
	Apply for a LAPL Med Cert	Resume				
	Apply for UK Class 1 (Fit Eng / Nav)	Answer				
	Pilot Medical Declaration	Answer				
	Access My Celima Record Book Appt. with CAA Specialist					
	How we process your information					
CORVERCENT @ 2021 BLOWED LTD						

10.3. From the Cellma homepage, click on 'Access My Cellma Record'.

10.4. Click on the blue arrow next to 'Applications'.

8	Applicant Details	٥
1	My Contact History	٥
	Appointments	٥
A	Medications	٥
A	Applications	
	Applicant Invoices	٥

10.5. Click on 'In Progress and Completed Applications'.

<u>.</u>	Applications			0
		You can view/cor	nplete any of the following Applications	
y for UK Class 1/3 Med Cert	Res	ume	Pilot Medical Declaration	Answer
y for UK Class 2 Med Cert	An	wer	Apply for a LAPL Med Cert	Answer
for UK Class 1 (Flt Eng / Nav)	An	wer		
		In Progr	ess and Completed Applications	

10.6. Click on 'View' next to the relevant application.

Cellma Patient Menu									
<u>^</u>	Applicati	ons					0		
Assessment Name	Assessment Type	Answered By	Submitted Date	Submitted Time	Status	View	Resume		
Pilot Medical Declaration	Patient Pre-Assessment	The Patient	05/01/2022	11:42 am	Approved	View			
Apply for UK Class 1/3 Med Cert	Patient Pre-Assessment	The Patient			To be approved	View	Resum		
Approved By:									
Approved On:									
Payment Status:	Awalting Payment (14986)								
COPYRIGHT @ 2022 RIONED LTD. Accessibility									

10.7. This will take you to a summary page showing your answers to all the questions.

	Jo Bloggs (D(DB:03/04/1975)	Seellma
Cellma Patient Menu			
Apj	plications		
MED 160			Type Patient Pre Assessment
Answered By Approved By The Patient		Approved On	Download
Application			
Question	Answer		
(1) State of licence issue:	Approved		
(12) Application	Initial		
(13) Reference Number	569235486		
(14) Type of licence applied for Fixed Wing	Multi-pilot Licence		
(17) Last application for medical certificate	Enter date		
(18) Licence number	236595426879		
(18) Licence(s) held (type)	Multi Pilot		
(19) Any limitations on licence(s)/medical certificate held	No		
(2) Medical Certificate applied for	Class 1		
(20) Have you ever had a medical certificate denied, suspended or revoked?	No		
(21) Flight time total (Hrs)	5000		
(22) Flight time since last aero-medical examination	2500		
(23) Aircraft class/type(s) currently flown	Multi Pilot		
(24) Any aviation accident or reported incident since last aero- medical examination?	No		
(25) Type of flying intended	Sinale Pilot		

10.8. Here you can download a copy of your answers and print them off. Alternatively, you can right click on the page and click 'Print' or select Ctrl +P.

11. Booking a medical appointment

- 10.1 You should book your medical appointment directly with your AME as normal. This is **<u>not</u>** done through Cellma.
- 11.1. For LAPL medicals, contact your AME or GP (if your GP is permitted to complete a LAPL medical for you). Please see the CAA website for further information about LAPL medical certification.
- 11.2. It is recommended that you check your contact information in the portal before attending your medical appointment to ensure it is up to date. Please refer to the section 'Updating your personal details and contact information' for further details.

12. Paying an invoice/charge

12.1. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/1968)		≦cellma
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Resume	
	Apply for UK Class 1 (Flt Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Celima Record Book Appt. with CAA Specialist		
	Logout		

12.2. Click on the blue arrow next to 'Applicant Invoices'.

2	Applicant Details	\mathbf{O}
-	My Contact History	۲
	Appointments	٥
9	Medications	٥
A	Applications	۲
	Applicant Invoices	

12.3. Any outstanding invoices will show as 'awaiting payment' in the Payment Status column and will have a button to 'Pay'.

Jo Bloggs (DOB:03/04/1975)									Seellma
Brywell		Ар	plicant Invoices						\bigcirc
Created	Status	Total	Bill Payer	Payment Status	Payment	Paid	Pay	CP Earned	Request a refund ?
17/07/2019	Editing	£0.00	Jo Bloggs	Paid	17/07/2019				
03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22			
03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22			
03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22			
03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22			
03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22			
02/07/2019	Sent	£0.22	Jo Bloggs	Paid	02/07/2019	£0.22			
03/06/2019	Sent	£77.00	Jo Bloggs	Paid	03/06/2019	£77.00			
24/05/2019	Sent	£77.00	Jo Bloggs	Paid	24/05/2019	£77.00			
24/05/2019	Sent	£77.00	Jo Bloggs	Paid	24/05/2019	£77.00			
29/04/2019	Sent	£0.22	Jo Bloggs	Paid	29/04/2019	£0.22			
13/08/2019	Sent	£0.22	Jo Bloggs	Awaiting Payment			Pay		
2ty		It	em Name		Unit Cost				
18/07/2010	Cant	As	sessment (MED 160)	Augustine Devenant	£ 0.22		Deu		
00/07/2019	Cont	£0.22	Jo Dioggs	Awaiting Payment			Pay		
09/07/2019	Sent	±0.22	To Bloggs	Awaiting Payment			Рау		
	Created 17/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/07/2019 03/06/2019 24/05/2019 24/05/2019 29/04/2019 29/04/2019 13/08/2019 29/04/2019 18/07/2019 09/07/2019 0/207/2019	Created Status 17/07/2019 Editing 03/07/2019 Sent 03/06/2019 Sent 24/05/2019 Sent 13/08/2019 Sent 13/08/2019 Sent 13/08/2019 Sent 13/08/2019 Sent 13/08/2019 Sent 13/08/2019 Sent	Created Status Total 17/07/2019 Editing £0.00 03/07/2019 Sent £0.22 03/06/2019 Sent £0.22 03/06/2019 Sent £0.22 29/04/2019 Sent £0.22 13/08/2019 Sent £0.22 18/07/2019 Sent £0.22 09/07/2019 Sent £0.22 09/07/2019 Sent £0.22 09/07/2019 Sent £0.22 09/07/2019 Sent £0.22 <	Applicant Invoices Created Status Total Bill Payer 17/07/2019 Editing 60.00 Jo Bloggs 03/07/2019 Sent £0.22 Jo Bloggs 03/06/2019 Sent £77.00 Jo Bloggs 24/05/2019 Sent £0.22 Jo Bloggs 24/05/2019 Sent £0.22 Jo Bloggs 29/04/2019 Sent £0.22 Jo Bloggs 13/08/2019 Sent £0.22 Jo Bloggs 13/08/2019 Sent £0.22 Jo Bloggs 18/07/2019 Sent £0.22	Jo Bloggs (DOB:03/04 E Applicant Invoices Created Status Total Bill Payer Payment Status 17/07/2019 Editing £0.00 Jo Bloggs Paid 03/07/2019 Sent £0.22 Jo Bloggs Paid 03/06/2019 Sent £77.00 Jo Bloggs Paid 24/05/2019 Sent £0.22 Jo Bloggs Paid 13/08/2019 Sent £0.22 Jo Bloggs Paid 13/08/2019 Sent<	Jo Bloggs (DOB:03/04/1975) Image: Created Status Total Bill Payer Payment Status Payment 17/07/2019 Editing £0.00 Jo Bloggs Paid 17/07/2019 03/07/2019 Sent £0.22 Jo Bloggs Paid 03/07/2019 03/07/2019 Sent £0.22 Jo Bloggs Paid 02/07/2019 03/06/2019 Sent £77.00 Jo Bloggs Paid 24/05/2019 24/05/2019 Sent £0.22 Jo Bloggs Paid 24/05/2019 29/04/2019 Sent £0.22 Jo Bloggs Paid 24/05/2019 13/08/2019	Jo Bloggs (DOB:03/04/1975) Image: Created Status Total Bill Payer Payment Status Payment Paid 17/07/2019 Editing £0.00 Jo Bloggs Paid 17/07/2019 03/07/2019 Sent £0.22 Jo Bloggs Paid 03/07/2019 £0.22 03/06/2019 Sent £77.00 Jo Bloggs Paid 03/06/2019 £77.00 24/05/2019 Sent £0.22 Jo Bloggs Paid 24/05/2019 £77.00 29/04/2019 Sent £0.22 Jo Bloggs	Do Bloggs (DOB:03/04/1975) Image: Created Status Total Bill Payer Payment Status Payment Paid Pay 17/07/2019 Editing 60.00 lo Bloggs Paid 17/07/2019 03/07/2019 Sent 60.22 lo Bloggs Paid 03/07/2019 £0.22 03/07/2019 Sent £0.22 lo Bloggs Paid 03/07/2019 £0.22 03/06/2019 Sent £77.00 lo Bloggs Paid 02/07/2019 £0.22 24/05/2019 <td>Jo Bloggs (DOB:03/04/1975) Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Status Totol Bill Payer Payment Status Payment Paid Pay CP Earned 17/07/2019 Editing 60.00 Jo Bloggs Paid 17/07/2019 Editing 60.00 Jo Bloggs Paid 03/07/2019 Ed.22 Jo Bloggs Paid 03/06/2019 Ed.22 Jo Bloggs Paid 24/05/2019 Ed.22 Jo Bloggs Paid</td>	Jo Bloggs (DOB:03/04/1975) Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Image: Colspan="6">Status Totol Bill Payer Payment Status Payment Paid Pay CP Earned 17/07/2019 Editing 60.00 Jo Bloggs Paid 17/07/2019 Editing 60.00 Jo Bloggs Paid 03/07/2019 Ed.22 Jo Bloggs Paid 03/06/2019 Ed.22 Jo Bloggs Paid 24/05/2019 Ed.22 Jo Bloggs Paid

12.4. Click on 'Pay' and then 'Pay Now'.

Jo Bloggs (DOB: 03/04/1975)						
	Assessment Payment	0				
Plea	ase proceed to make payment for your assessment* Payment Date : 13/08/2019					
	Invoice Number: 11994 Amount To Pay: £ 0.22					
	Pay Now					
COPYRIGHT © 2019 RIOMED LTD.		Powered by Cellma				

12.5. You will be taken to a secure WorldPay link to make payment using your card.

	Test Mode - This is	not a live transaction.
✓ Order summary		
Payment reference:	62311994	
Description:	Assessment F	ayment
Amount (GBP):	£0.22	
Payment details Indicates a required field		👥 📷 🛤 👥 VISA 🖭
Card number *		Cardholder's name *
Expiry date *		Security code
MM / YY		3 digits on the back of the card or digits on the front of card

12.6. A receipt will be emailed to you.

12.7. If you return to the list of invoices, that item will now be listed as 'Paid.

	Jo Bloggs (DOB:03/04/1975)										
	Successfully paid bill										
Patient Me	Patient Menu										
	Brivelax		Ap	oplicant Invoices							
No	Created	Status	Total	Bill Payer	Payment Status	Payment	Paid	Pay	CP Earned	Request a refund 🕐	
😧 I1689 E1	17/07/2019	Editing	£0.00	Jo Bloggs	Paid	17/07/2019					
	03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22				
	03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22				
	03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22				
	03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22				
😧 I1616	03/07/2019	Sent	£0.22	Jo Bloggs	Paid	03/07/2019	£0.22				
	02/07/2019	Sent	£0.22	Jo Bloggs	Paid	02/07/2019	£0.22				
	03/06/2019	Sent	£77.00	Jo Bloggs	Paid	03/06/2019	£77.00				
	24/05/2019	Sent	£77.00	Jo Bloggs	Paid	24/05/2019	£77.00				
	24/05/2019	Sent	£77.00	Jo Bloggs	Paid	24/05/2019	£77.00				
	29/04/2019	Sent	£0.22	Jo Bloggs	Paid	29/04/2019	£0.22				
	18/07/2019	Sent	£0.22	Jo Bloggs	Awaiting Payment			Pay			
	09/07/2019	Sent	£0.22	Jo Bloggs	Awaiting Payment			Pay			
	02/07/2019	Sent	£0.22	Jo Bloggs	Awaiting Payment			Pay			

12.8. Click on the blue back arrow to return to the main menu.

13. Requesting a refund

13.1. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/1968)		€ocellma
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Resume	
	Apply for UK Class 1 (Fit Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Celima Record Book Appt. with CAA Specialist How we process your information		
	Logout		

13.2. Click on the blue arrow next to 'Applicant Invoices'.

2	Applicant Details	٥
8	My Contact History	٥
	Appointments	٥
9	Medications	٥
A	Applications	٥
	Applicant Invoices	٥

13.3. Click on 'Request a refund' in the 'Request a refund' column.

13.4. Please note: you can only request a refund once the payment status has changed from 'processing payment' to 'paid'.

	laura bloggs (DOB:23/02/1988)										
Patien	t Menu										
	=			Applicant Invoices						0	
No	Created	Status	Total	Bill Payer	Payment Status	Payment	Paid	Pay	CP Earned	Request a refund 🕐	
	29/06/2020	Sent	£156.00	laura bloggs	Paid	29/06/2020	£156.00			Request a refund	
€ 13205	29/06/2020	Sent	£14.00	laura bloggs	Paid	29/06/2020	£14.00				
♥ I3055	09/04/2020	Sent	£14.00	laura bloggs	Paid	29/06/2020	£14.00				
♥ 13013	28/02/2020	Sent	£14.00	laura bloggs	Paid	28/02/2020	£14.00				
	03/02/2020	Sent	£14.00	laura bloggs	Paid	03/02/2020	£14.00				
€ 12891	03/01/2020	Sent	£140.00	laura bloggs	Paid	03/01/2020	£140.00			Request a refund	

13.5. Enter the reason for the refund into the pop up box and click 'Save'.

					laura bloggs (DOB:23/0					Sece	allma
Patie	nt Menu										
				Applican	it Invoices					0	
No	Created	Status	Total	Bill Paye	r Payment Status	Payment	Paid	Pay	CP Eerned	Request a refund 🤨	
13204	29/06/2020	Sent	£155.00	faura blo			×			Request a refund	
	Qty 1 Paid			Item Nam Appointm Payment	Refund Request Reason *				Collected 8		
	29/06/2020			WorldPay	This appointment is no longer required						
13205	29/06/2020	Sent	E14.00	laura bio							
13055	09/04/2020	Sent	£14.00	taura blo							
A) 13013	28/02/2020	Sent	£14.00	laura ble							
@ 12956	03/02/2020	Sent	£14.00	faura bio							
12891	03/01/2020	Sent	£140.00	taura bio			Save			Request a refund	
(w) 12892	03/01/2020	Sent	£118.00	laura blo						Request a refund	

13.6. You will see a green banner at the top of the page saying your refund request has been accepted and is now with the CAA for further processing. This means you have successfully submitted your refund request and it is with the CAA to approve or decline.

14. Booking an appointment at a CAA Clinic

- 14.1. Please only use this section of the user guide if you have received communication asking you to book an appointment at a CAA clinic.
- 14.2. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/1968)		Sec	ellma
Cellma Patient Menu				
	Please select requirement.			
	Apply for UK Class 1/3 Med Cert	Answer		
	Apply for UK Class 2 Med Cert	Answer		
	Apply for a LAPL Med Cert	Resume		
	Apply for UK Class 1 (Fit Eng / Nav)	Answer		
	Pilot Medical Declaration	Answer		
	Access My Cellma Record Book Appt. with CAA Specialist			
	How we process your information			
COPVRICHT @ 2021 RIGMED LTD	Logout			

14.3. Click on the blue arrow next to 'Appointments.

	David Idvcheck221 (DOB:08/12/1968)	≦cellma
Patient Menu		
	Applicant Details	\mathbf{O}
10	My Contact History	\mathbf{O}
2000 - 20	Appointments	Ó
A	Applications	\mathbf{O}
Here a	Applicant Invoices 2	\mathbf{O}
<u> </u>	Applicant Alerts 1	٥
	Texts/Emails 2	\mathbf{O}
•	Conversations	\mathbf{O}
?	Help	\mathbf{O}
	Clinics	

14.4. Click on the calendar icon along the top of the page.

			David Idvcheck221 (DOB:08/12/1968)	∕∍cellma
Patient Me	nu			
		Appointments	0	

14.5. Select the specialist clinic that matches the notification you received.



14.6. Select your preferred date and time.

Jo Bloggs (DOB: 03/04/1975)	
Appointments	3
Clinic location	
Medical Department, Aviation House, Gatwick	
Dr. H HP 🔹	
Next Available Appointment	
OR	
Choose a Date	

14.7. Confirm the appointment by clicking on 'Book Appointment'. You will receive an email confirming the appointment booking.

	Jo Bloggs (DOB: 03/04/1975)	
		0
	Medical Department, Aviation House, Gatwick Tuesday 13/08/2019 4:00 PM Book Appointment	,
COPYRIGHT © 2019 RIOMED LTD.		Powered by Cellma

14.8. You will then need to pay for your appointment. Select 'Pay Now'.

You have 5	mins to make payment. If payment session timed out, you need to again book	an appointment						
Jo Bloggs (DOB: 03/04/1975)								
	Appointment Payment	0						
Please proceed to make payment for your appointment *								
	Payment Date : 13/08/2019							
	Invoice Number: 11996 Amount To Pay: £ 150.00							
	Pay Now							

14.9. This will take you to a secure WorldPay link to enter your card details to make payment.

	Test Mode - This is	not a live transaction.
∽ Order summary		
Payment reference:	62311996	
Description:	Appointment	Book Invoice Payment
Amount (GBP):	£150.00	
Payment details * Indicates a required field		
Card number *		Cardholder's name *
Expiry date *		Security code 3 digits on the back of the card or 4 digits on the front of card
Cancel payment		Make Payment

- 14.10. Following payment, a receipt will be emailed to you.
- 14.11. If you go back into the appointments page in Cellma now, you will now see your booked appointment.

Jo Bloggs (DOB:03/04/1975)									Socellma	
Patient Menu										
••••••••••••••••••••••••••••••••••••••		Ар	pointments							
Service	Туре	Status	Location	HP	Date	Time	Notes	Self Check-In	Cancel	Reschedule
CAA Medical Service	New	scheduled	Medical Department, Aviation House, Gatwick	Dr. H HP	13/08/2019	16:00:00		Confirm Check-In		
CAA Medical Service	New	scheduled	CAA Location	Dr. H HP	03/06/2019	16:20:00				
CAA Medical Service	New	scheduled	CAA Location	Dr. H HP	03/06/2019	14:20:00				
CAA Medical Service	New	scheduled	CAA Location	Dr. H HP	03/06/2019	10:20:00				
COPYRIGHT © 2019 RIOMED	LTD.									

15. Changing your Clinic Appointment

15.1. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/1968)		Seellma
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Resume	
	Apply for UK Class 1 (Fit Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Cellma Record		
	Book Appt, with CAA Specialist		
COPVEIGHT @ 2021 RIOMED ITD.	Logout		

15.2. Click on the blue arrow next to 'Appointments.

	David Idvcheck221 (DOB:08/12/1968)	Sellma
Patient Menu		
8	Applicant Details	\mathbf{O}
1	My Contact History	٢
2AN	Appointments	٢
<u>, </u>	Applications	\mathbf{O}
Hereoff 	Applicant Invoices 2	\mathbf{O}
<u> </u>	Applicant Alerts 3	\mathbf{O}
£	Texts/Emails 2	٥
	Conversations	٥
?	Help	٢
~	Clinics	•

15.3. Click on 'Reschedule' or 'Cancel' next to the relevant appointment.

Jo Bloggs (DOB:03/04/1975)									Scellma	
Patient Menu Patient Menu Appointments								<u> </u>		
Service	Туре	Status	Location	НР	Date	Time	Notes	Self Check-In	Cancel	Reschedule
CAA Medical Service	New	waiting	Medical Department, Aviation House, Gatwick	Dr. H HP	13/08/2019	16:00:00				
CAA Medical Service	New	scheduled	Medical Department, Aviation House, Gatwick	Dr. H HP	16/08/2019	13:20:00			Cancel	Reschedule
CAA Medical Service	New	scheduled	Medical Department, Aviation House, Gatwick	Dr. H HP	14/08/2019	14:20:00		Confirm Check-In		
CAA Medical Service	New	scheduled	CAA Location	Dr. H HP	03/06/2019	16:20:00				
CAA Medical Service	New	scheduled	CAA Location	Dr. H HP	03/06/2019	14:20:00				
CAA Medical Service	New	scheduled	CAA Location	Dr. H HP	03/06/2019	10:20:00				
COPYRIGHT © 2019 RIG	OMED LT	D.								

Please note: you can only amend an appointment that has been booked via Cellma and only if the appointment is more than 5 days away.

16. Accessing your medical records

16.1. From the Cellma homepage, click on 'Access My Cellma Record'.

David Idvcheck221 (DOB:08/12/1968)					
Cellma Patient Menu					
	Please select requirement.				
	Apply for UK Class 1/3 Med Cert	Answer			
	Apply for UK Class 2 Med Cert	Answer			
	Apply for a LAPL Med Cert	Resume			
	Apply for UK Class 1 (Flt Eng / Nav)	Answer			
	Pilot Medical Declaration	Answer			
	Access My Cellma Record Book Appt. with CAA Specialist How we process your information Logout				

16.2. Click on the blue arrow next to 'Certificates'.

2	Applicant Details	۲
1	My Contact History	\mathbf{O}
	Appointments	\mathbf{O}
	Medications	۲
A	Applications	۲
	Applicant Invoices	۲
A	Applicant Alerts	\mathbf{O}
4	Texts/Emails 1	۲
-	Conversations	۲
	Applicant Letters	O
?	Help	O
Ŕ	Certificates 3	\bigcirc
٥	Documents o	۲
	Clinics	Ø
••	Patient Record Access	۲
	Logout	

16.3. This will bring up a list of your current and previous medical certificates.

16.4. Click on 'View' next to the relevant medical certificate.

	Jo Bloggs (DOB:03/04/1975)					
Patient Menu						
	Ā	Certificates			()	
Туре	Status	Valid From	Valid To	Limitations/Referral Reasons	Certificate Number	View
Class 1 Pilots	Draft				123456789	View
Class 1 Pilots	Draft				123456789	View
Class 2 Pilots	Fit	08/07/2019	08/07/2021	Show	123456789	View
LAPL Pilots	Fit	03/07/2019	03/07/2021		00	View
Class 1 Pilots	Draft				123456789	View
Class 1 Pilots	Draft				123456789	View
Class 1 Pilots	Draft				123456789	View
Class 1 Pilots	Draft				123456789	View
Class 1 Pilots	Draft				123456789	View
Class 1 Pilots	Re-Issued	24/05/2019	20/05/2021		123456789	View
Class 1 Pilots	Re-Issued	01/05/2019	01/11/2019	Show	123456789	View
LAPL Pilots	Referred	01/05/2019	01/05/2021		123456789	View
Class 1 Pilots	Re-Issued	30/04/2019	29/04/2020	Show	123456789	View
Class 1 Pilots	Re-Issued	30/04/2019	30/10/2019	Show	123456789	View
Class 1 Pilots	Re-Issued	01/05/2019	01/11/2019	Show	123456789	View
Class 1 Pilots	Re-Issued	30/04/2019	30/10/2019	Show	123456789	View
Class 1 Pilots	Re-Issued	30/04/2019	30/10/2019	Show	123456789	View
Class 1 Pilots	Draft				123456789	View

- 16.5. This will open a copy of the medical certificate, with validity dates and limitations.
- 16.6. **Please note:** You will not be able to access your own personal medical records in Cellma until you have had an identification check. This identification check will be carried out face to face either with an Aeromedical Examiner (AME) at your next appointment or at the CAA Medical Department when you attend for an appointment with a CAA consultant.
- 16.7. However, you will be able to submit new applications and view these in Cellma.

- 16.8. Once your ID has been confirmed, you will be able to view your own data. Please note that you will still only be able to see records entered after 29th March 2021, when Cellma launched.
- 17. Accessing your documents
- 17.1. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/1968))	Seellm
Cellma Patient Menu	Please select requiremen	τ.	
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Resume	
	Apply for UK Class 1 (Fit Eng / Nav)	Answer	
		Antower	
	Access My Cellma Record Book Appt, with CAA Specialist		
	How we process your information Logout		

17.2. Click on the blue arrow next to 'Documents.

2	Applicant Details	٥
10	My Contact History	٥
	Appointments	٥
A	Medications	٥
A	Applications	٥
	Applicant Invoices	٥
	Applicant Alerts	٥
	Texts/Emails	٥
	Conversations	٥
	Applicant Letters	٥
?	Help	٥
R	Certificates 2	٥
٥	Documents 0	٥
•	Clinics	٥
•	Patient Record Access	٥
	Logout	

- 17.3. This will bring up a list of viewable documents.
- 17.4. Click on 'View' next to the relevant document.

Jo Bloggs (DOB:03/04/1975)						
Patient Menu						
	Documents					
From	Description	Received	Category	Created	Shared By	View
Investigation test	Test	14/08/2019	Investigations	14/08/2019	trainerjayshri	view
COPYRIGHT © 2019 RIOMED LTD.						

Please note: You will not be able to access your own personal medical records in Cellma until you have had an identification check. This identification check will be carried out face to face either with an Aeromedical Examiner (AME) at your next appointment or at the CAA Medical Department when you attend for an appointment with a CAA consultant.

- 17.5. However, you will be able to submit new applications and view these in Cellma.
- 17.6. Once your ID has been confirmed, you will be able to view your own data. Please note that you will still only be able to see records entered after 29th March 2021, when Cellma launched.

18. Accessing your applicant letters

18.1. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/1968)		S∳cellma
Cellma Patient Menu			
	Please select requirement.		
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Hed Cert	Resume	
	Apply for UK Class 1 (Fit Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Cellma Record	1	
	Book Appl. with CAA Specialist	-	
	How we process your information		
CONVERSION & 2021 MIGNED J TD	Logout		

18.2. Click on the blue arrow next to Applicant Letters

2	Applicant Details	٥
-	My Contact History	٥
	Appointments	٥
	Medications	٥
۸	Applications	٥
	Applicant Invoices	٥
A	Applicant Alerts	٥
0	Texts/Emails 1	٥
	Conversations	٥
	Applicant Letters	٥
?	Help	٥
R	Certificates 2	٥
۵	Documents 0	٥
•	Clinics	٥
•9	Patient Record Access	٥
	Lopout	

- 18.3. This will bring up a list of viewable letters
- 18.4. Click on one of the icons next to the relevant letters

David Ddemailtest02 (DOB:15/09/1958)							
Patient Menu							
Applicant Lette	rs			0			
Letter Date	Created By	Created	View In Word	View In Html	View In pdf		
19/01/2022	Medical Assessor	19/01/2022 14:54:20	a)	1	包		
19/01/2022	Medical Assessor	19/01/2022 14:53:29	e]	1	西		
14/01/2022	Medical Assessor	14/01/2022 10:19:24	đ	1	1		
10/01/2022		10/01/2022 12:02:44	•	404	전		
ssibility							
	Applicant Lette Letter Date 19/01/2022 19/01/2022 14/01/2022 10/01/2022	Applicant Letters Letter Date Created By 19/01/2022 Medical Assessor 19/02/2022 Medical Assessor 14/01/2022 Medical Assessor 10/01/2022 Medical Assessor 10/01/2022 Medical Assessor	David Ddemailtest02 (DOB:15/09/1958) Applicant Letters Created By Created 14901/2022 Medical Assessor 19/01/2022 14:54:20 19/01/2022 Medical Assessor 19/01/2022 14:54:20 19/01/2022 Medical Assessor 19/01/2022 14:53:29 14/01/2022 Medical Assessor 19/01/2022 14:53:29 14/01/2022 14/01/2022 10:19:24 10/01/2022 12:02:44	David Ddemailtest02 (DOB:15/09/1958) Applicant Letters Letter Date Created By Created View In Word 19/01/2022 Medical Assessor 19/01/2022 14:54:20 1 19/01/2022 Medical Assessor 19/01/2022 14:54:20 1 19/01/2022 Medical Assessor 19/01/2022 14:53:29 1 19/01/2022 Medical Assessor 19/01/2022 10:19:24 1 10/01/2022 10/01/2022 12:02:44 1 1	David Ddemailtest02 (DOB: 15/09/1958) Applicant Letters Image: Created By Created By Created By View In Word View In Hum 14/01/2022 Medical Assessor 19/01/2022 14:54:20 Image: Created By Image: Created By		

19. Accessing your text/emails

19.1. From the Cellma homepage, click on 'Access My Cellma Record'.

	David Idvcheck221 (DOB:08/12/190	58)	Seellma
Cellma Patient Menu	Please select requireme	ent.	
	Apply for UK Class 1/3 Med Cert	Answer	
	Apply for UK Class 2 Med Cert	Answer	
	Apply for a LAPL Med Cert	Resume	
	Apply for UK Class 1 (Fit Eng / Nav)	Answer	
	Pilot Medical Declaration	Answer	
	Access My Cellma Record		
	Book Appl. with CAA Specialis How we process your information		
	Logout		

19.2. Click on the blue arrow next to Texts/Emails

2	Applicant Details		٥
-	My Contact History		٥
	Appointments		٥
,	Medications		٥
<u>^</u>	Applications		٥
	Applicant Invoices		٥
	Applicant Alerts		٥
\$ 1	Texts/Emails	0	٥
	Conversations		٥
	Applicant Letters		٥
?	Нер		٥
	Certificates	0	٥
	Documents	0	٥
•	Clinics		٥
•	Patient Record Access		٥
		Logout	

- 19.3. This will bring up a list of viewable emails
- 19.4. Click on 'Not Viewed' next to the relevant letters

David Ddmedcertr11 (DOB:10/01/1992)							
Patient Menu							
C 1	Texts/Emails						0
Establishment / Clinic	Sent Date	Medium	Sent To	Туре	Sent By	Message	Seen
CAA Medical Service COPYREGAT © 2022 RECHED LED. Accessibility	24/01/2022	Email		ViewAssessment	The Patient		Not Viewed