

## Instructions on how to add funds to an ATO account on e-Licensing

Approved Training Organisations (ATOs) can make a payment a for an e-Licensing service at the time of submitting individual applications. However, ATOs can also prefund their e-Licensing account so that funds are available to allow the submission of applications without having to input payment details each time.

There are two ways to add funds to an account on e-Licensing:

## 1 Direct payment to the CAA

Direct payment requires payment to the CAA through online banking. Payment details for the CAA can be found on our <u>website here</u>.

When making direct payments the payee should ensure that the e-Licensing account to be credited is clearly specified. This must include the ATO company "Name" as shown in e-Licensing and it should be noted that the purpose of the transaction is to fund the e-Licensing account with using the term "E-L".

## 2 Adding funds to an account using a credit card

e-Licensing and e-Exams allows ATO users to fund the ATO account bay making a card payment using the process outlined below. Note the CAA cannot accept card payments for more than £25,000.

The process below assumes that a user has been granted access to e-Licensing and e-exams on behalf of the ATO.

aspeq	Aspeq Limited "Professional Exam Specialists"		Home Log On
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Transactions	Addresses	Contact Channels 🐻	Contact Persons

• Click on the 'Organisation' tab.

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Transactions	
Please dick the 'Show All' button below to view all the transactions information.	Plea addr

• In the 'Transactions' box click on 'Show All'.

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54 69 71 70 53 68 4	Invoice Invoice Invoice Receipt Invoice		Payment of £13

• On the 'Organisation Account Statement' screen– click on the 'Receipting' tab at the bottom of the screen.

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Aspeq Limited "Protestional Exam Specialitits"
Home Organisation Schedule
Details Orders Bookings Reservations Transactions
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Credit Organisation Account Enter your payment details below then click Credit to continue.
Payment Details
WorldPay
When the payment process is complete, you will be returned here to complete the offer.
to continue, click the Proceed to WondPay's outon below. Amount & Pay: € 1000 GBP Proceed to WorldPay ▶
Cancel 😹 Credit Account

 Enter the amount you would like to prefund the account with and proceed to the WorldPay payment screen and follow the payment instructions from there.