



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

Approved Training Organisations (ATOs) can make a payment for an e-Licensing service at the time of submitting individual applications. However, ATOs can also pre-fund 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 [website here](#).

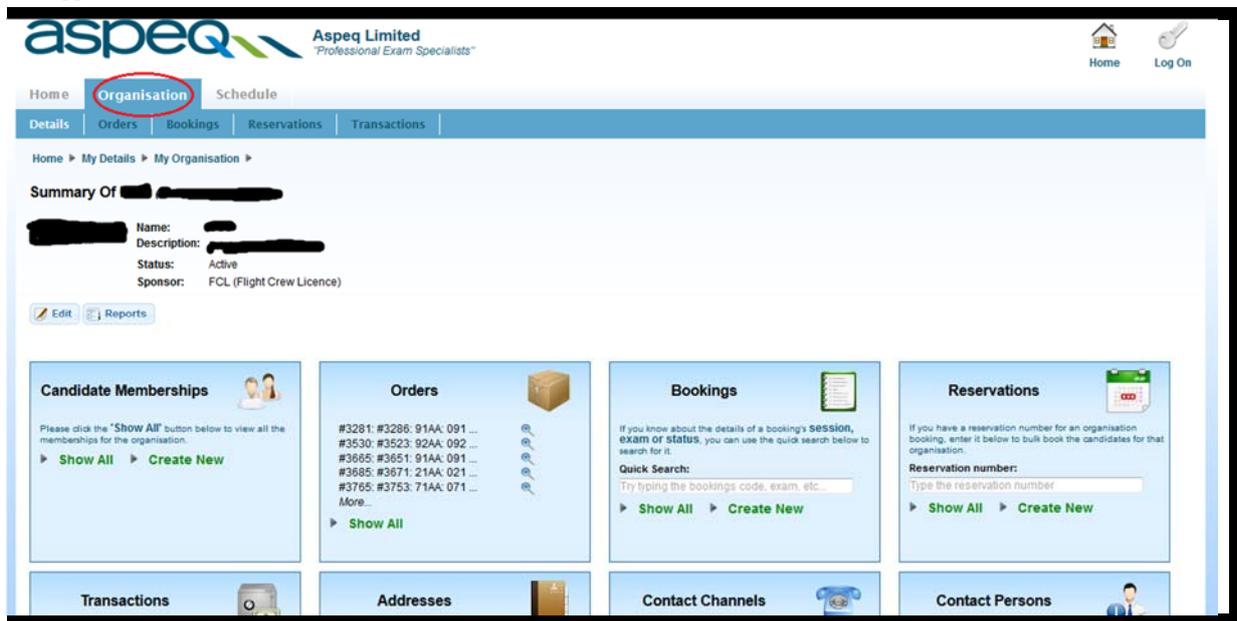
When making direct payments the payee should ensure that the e-Licensing account to be credited is clearly specified. This must include the ATO company "Name" as shown in e-Licensing and it should be noted that the purpose of the transaction is to fund the e-Licensing account with using the term "E-L".

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

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

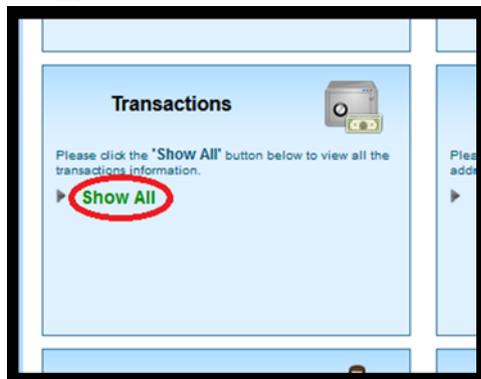
The process below assumes that a user has been granted access to e-Licensing and e-exams on behalf of the ATO.

1.



- Click on the 'Organisation' tab.

2.



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

3.

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\*Professional Exam Specialist

Home Organisation Schedule  
Details Orders Bookings Reservations Transactions

Home > My Details > My Organisation > My Details >

### Organisation Account Statement

View the transaction history for this account. Click on the Information icon next to any transaction.  
Note: If you wish to have your available funds credited out, you will need to contact us. Please

Organisation Summary

Your available funds are **£1,493.00** as at 01 Dec 2017, 03:54:10 PM

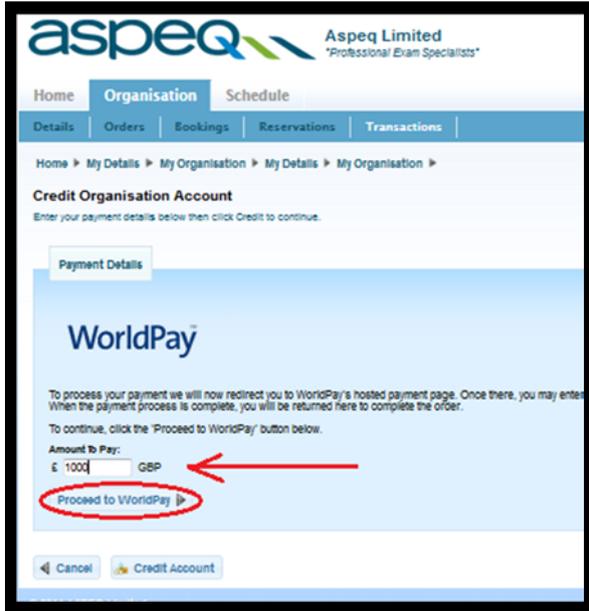
Number	Type		Type
50	Credit Note		#3296
96	Receipt	Payment of £69.00 GB	
116	Invoice		#3651
95	Receipt	Payment of £69.00 GB	
115	Invoice		#3651
54	Receipt	Payment of £207.00 GB	
69	Invoice		#3651
71	Invoice		#3651
70	Invoice		#3651
53	Receipt	Payment of £138.00 GB	
68	Invoice		#3651

Back Print Statement Receipting

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

4.



- 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.