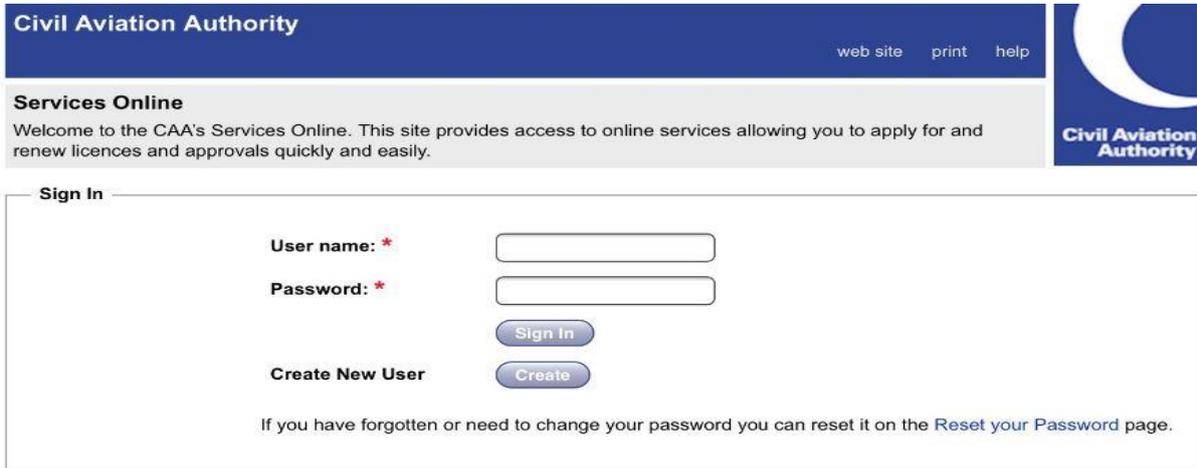


# ATOL Online

## How to submit your APC return via the ATOL Portal

1) Log in to the [CAA Portal](#).



**Civil Aviation Authority** web site print help

**Services Online**  
Welcome to the CAA's Services Online. This site provides access to online services allowing you to apply for and renew licences and approvals quickly and easily.

**Sign In**

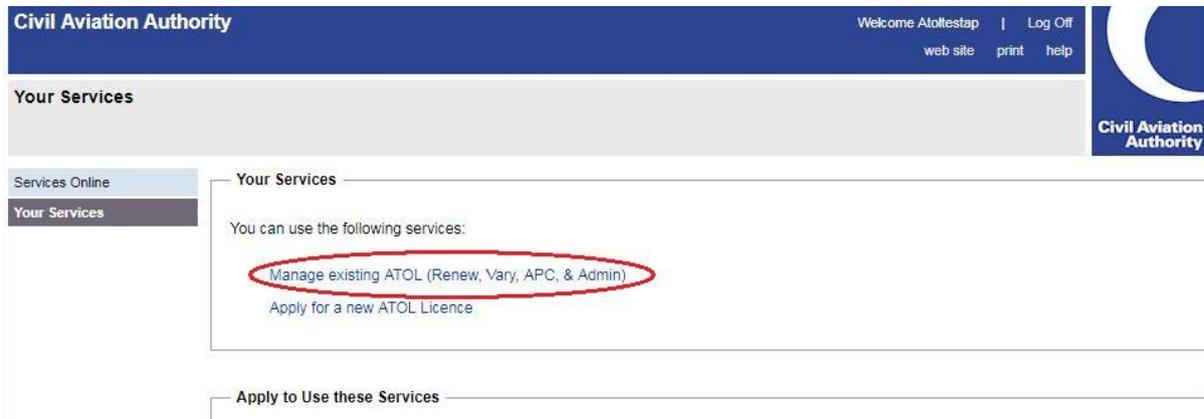
**User name: \***

**Password: \***

**Create New User**

If you have forgotten or need to change your password you can reset it on the [Reset your Password](#) page.

2) Select 'Your Services' then 'Manage existing ATOL (Renew, Vary, APC & Admin)'.



**Civil Aviation Authority** Welcome Atoltestap | Log Off  
web site print help

**Your Services**

Services Online  
**Your Services**

**Your Services**

You can use the following services:

- [Manage existing ATOL \(Renew, Vary, APC, & Admin\)](#)
- [Apply for a new ATOL Licence](#)

**Apply to Use these Services**

3) Select your ATOL number.



**Civil Aviation Authority** Atoltestap  
web site print logout

**ATOL Portal Home Page**  
This page is launched when a Portal User logs in and accesses the ATOL Service.

ATOL Portal Home Page

**Licences**

Licence Number	Organisation	Status	Renewal Date
<a href="#">ATOL-00000315</a>		Active	30-09-2018

**Action / Event History**

- 4) This will take you to the ATOL Administration page. Select the 'APC Return' button to launch the APC submission window.

The screenshot shows the ATOL Administration page for a user named John Smith. The page header includes the Civil Aviation Authority logo and navigation links for 'web site', 'print', and 'logout'. The main content area displays the following information:

- Licence:** ATOL-0000023
- Status:** Active
- APC Online Account:**
- CAA Direct Debit:**
- Organisation:** ATOLTEST TRAVEL 1
- Renewal Date:** 01-10-2018
- ATT Direct Debit:**

Below this information are three buttons: 'Renew', 'Variation', and 'APC Return'. The 'APC Return' button is circled in red. Underneath, there is a table for 'ATOL Applications':

Application Number	Status	Application Date	Application Type
ATOLTEST TRAVEL 1 - New - 30/09/2018	Published	02-08-2017	New

There is also an 'Action / Event History' section with a 'Display Action and Event History' button, and an 'Individuals and Roles' section with a table:

Name	Portal Username	Role
ATOLSL1AP ATOLSL1AP	ATOLSL1AP	Accountable Person

- 5) If the APC submission window does not pop-up, please check whether it is being blocked by your web browser.

