CAA Portal Registration Guide for Cellma (medical service)

UK
Civil Aviation
Authority

1. Access the CAA portal: **https://portal.caa.co.uk**

2. Click on 'Create' and choose a unique username and password. Make a note of these.

3. You will receive an activation link to your email address. Click on the link to activate your account.

4. Sign into your portal account. If you cannot sign in, the activation of your account did not work. See our **help page** for more information.

5. Click on 'Your Services' on the left hand side.

6. Click on the 'Medical' link and fill in the registration page.

See our **help page** for tips on how to complete this form and what documents to upload.

7. Once submitted, your registration is sent to the CAA for approval. This can take up to 10 working days.

8. You will receive an email stating your ID has been verified.

9. You will receive an email stating access to your chosen service (medical) has been granted.

10. Once this second email has been received, you can log into your account and start using Cellma (the medical service).

11. To find out your CAA reference number, log into your portal account and click on 'Personal Details' on the left hand side. You will need this reference number when you see your AME.