

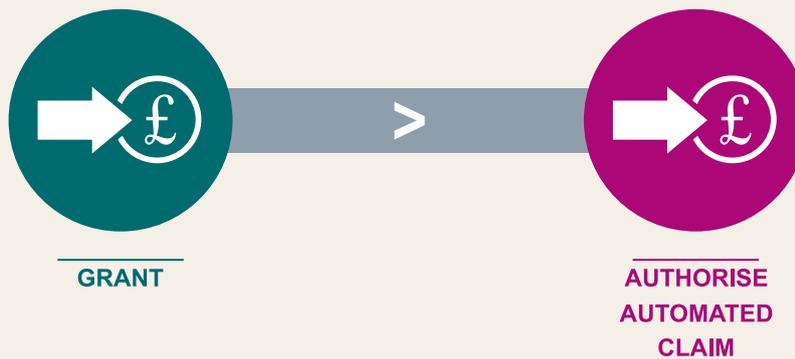
Authorise automated claims



CITB Online allows you to authorise automated grants, including quarterly attendance payments for apprentices and learners working towards Long period qualifications.

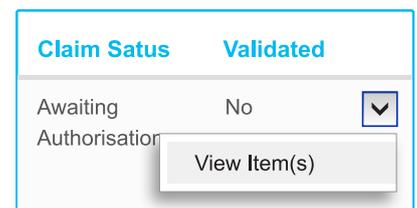
1. Visit my.citb.co.uk

Log in with your email address and password. Click GRANT, followed by AUTHORISE AUTOMATED CLAIM.

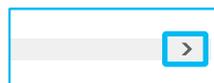


2. Access the grant claim

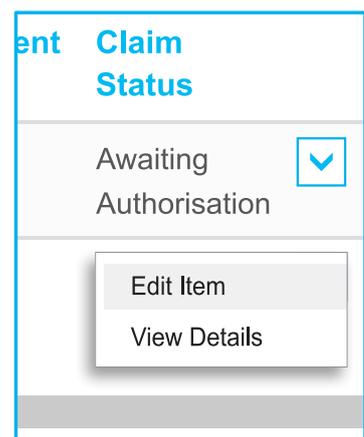
If there are grants to authorise, they will be listed here. Click the arrow to the right and then **View Item(s)**



On the list of claim items, scroll to the right.



On the entries with the Claim Status of Awaiting Authorisation, click the arrow to the right and Edit Item.



3. Confirm learner details

Using the drop down options, select the applicable Confirmation Status:

- Claim Authorised
- Candidate Left
- Candidate Never Employed

Select the appropriate Employee Status, and click Submit to return to the list.

Candidate ID	Confirmation Status
	<input type="radio"/> Claim Authorised
Occupation	Employee Status
CIVIL ENGINEERING	<input type="radio"/> PAYE
Claim Value *	
284.25	
<input type="button" value="Submit"/>	

4. Authorise the grant claim

On the list of claim items, click at the bottom of the list to return to the list of claims awaiting authorisation.

The claim you have modified will still be in the list, awaiting authorisation. It will now show Yes in the **Validated** column.

To finish authorising the grant, you must click the arrow to the right of the row, and then Submit.

Claim Status	Validated
Awaiting Authorisation	Yes <input type="button" value="v"/>
	<input type="button" value="View Item(s)"/>
	<input type="button" value="Submit"/>

5. Finish

The claim has now been authorised and sent to CITB for payment. You can complete the same steps to authorise any other claims on your list.

Your primary grant contact for your business will receive an email when grants are available to authorise.

Attendance payments are available to authorise every 13 weeks for the duration of the apprenticeship or qualification. If the learner leaves your employment before completing the course, you must inform us as soon as possible.