



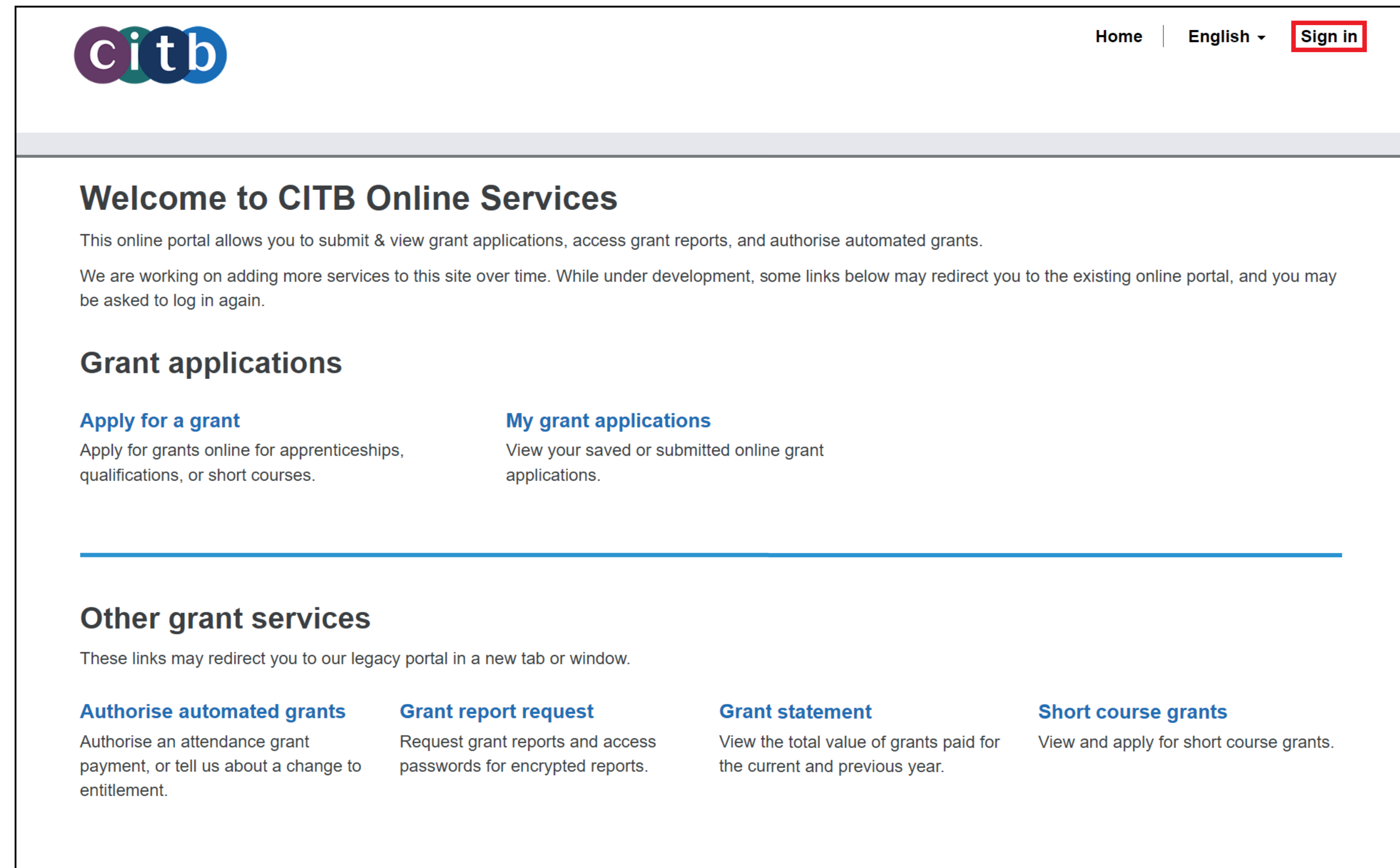
CITB ONLINE PORTAL USER GUIDE

# Request access to your employer

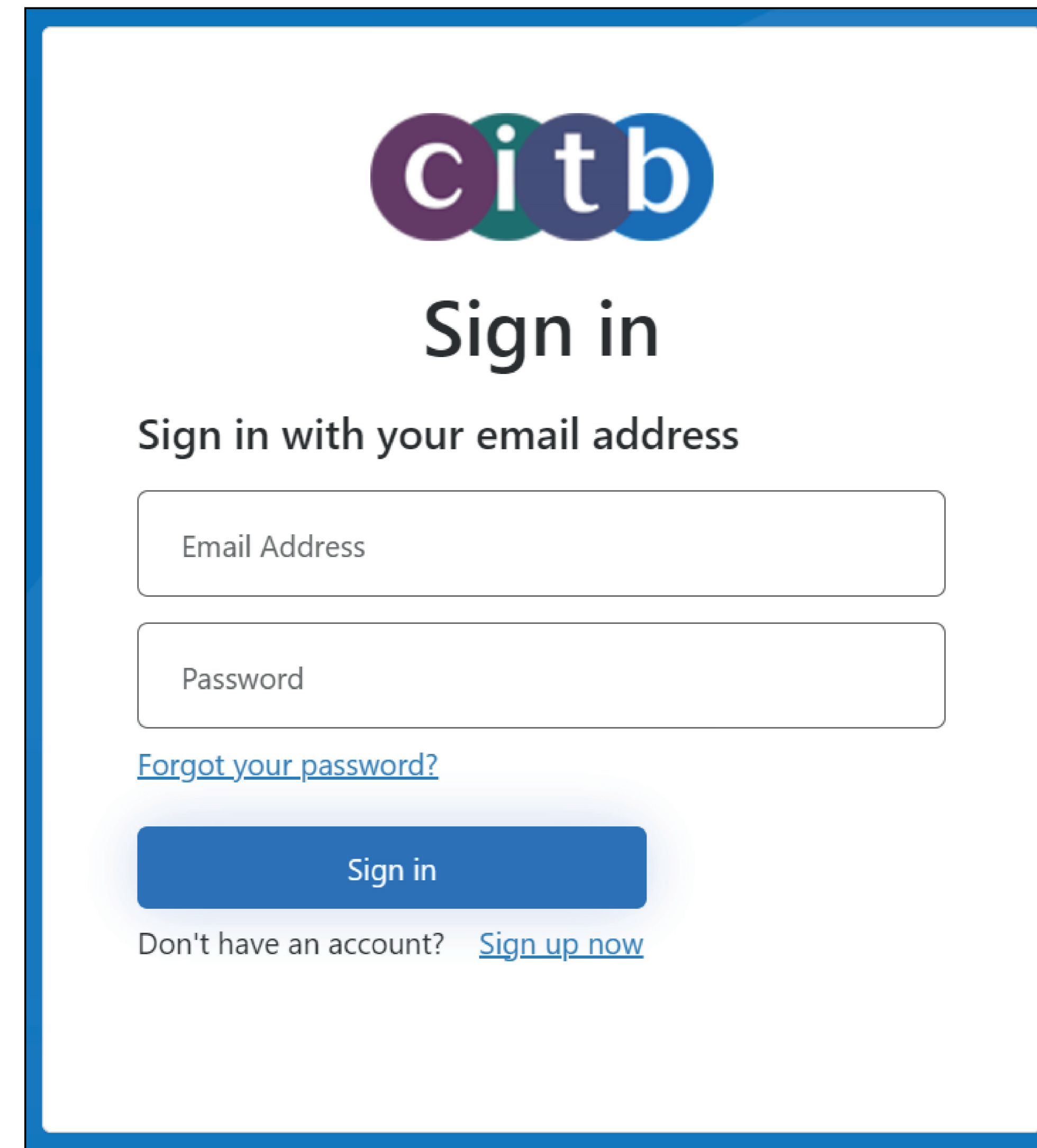


# Section 1. Signing in

- 1 Click on the '**Sign in**' button at the top right corner of the portal.
- 2 You will now be directed to the Sign in page.



- 3 Enter your email address and password.
- 4 Click on '**Sign in**' to access the portal.



The screenshot shows the Citb Sign in page. At the top is the Citb logo. Below it is the heading 'Sign in' and the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a link for 'Forgot your password?'. A blue 'Sign in' button is positioned below the links. At the bottom, there is a link for 'Don't have an account? Sign up now'.

# Section 2. Request access to your employer portal

1 If you're not connected to an employer yet, you'll see the 'Request access to an employer' screen.

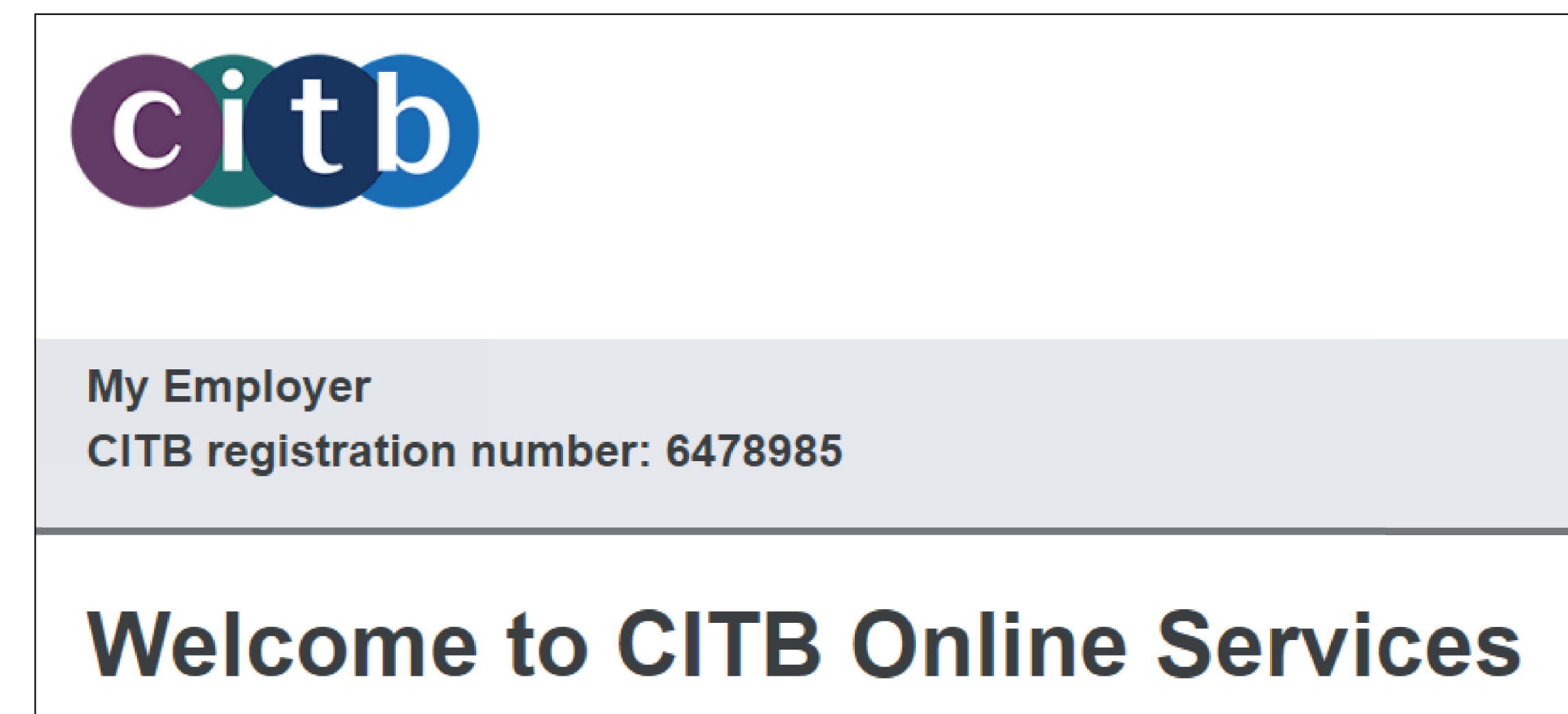
2 Complete the compulsory (\*) fields.

3 Click on 'Submit' to send your request.

4 If you have requested grant access, and your employer has a Grant Admin user, the request will go to the admin user to approve or reject it.

If your employer does not have a Grant Admin user, or you have requested Levy access, your request will go to the CITB Customer Operations team for approval.

5 Once your access request is approved, the next time you log in you'll land on the home screen. The employer's details will appear in the top left corner of the header area.



## Section 3. Switch employers once logged in (if connected to more than one employer)

If you are connected to more than one employer, you can switch which one you are logged in against at any time. Ensure you are logged in against the employer for whom you are applying for a grant, or completing other portal activity, before doing anything.

- 1 In the header, you'll find the employer name and registration number.
- 2 Click on the '**Select another employer**' link.



3 The '**Employer selection**' page will appear.

4 Choose a different employer from the list.

5 Click the '**Select Employer**' button.

**Select the employer to log in against**

On this page, you can select which employer you are logged in against.

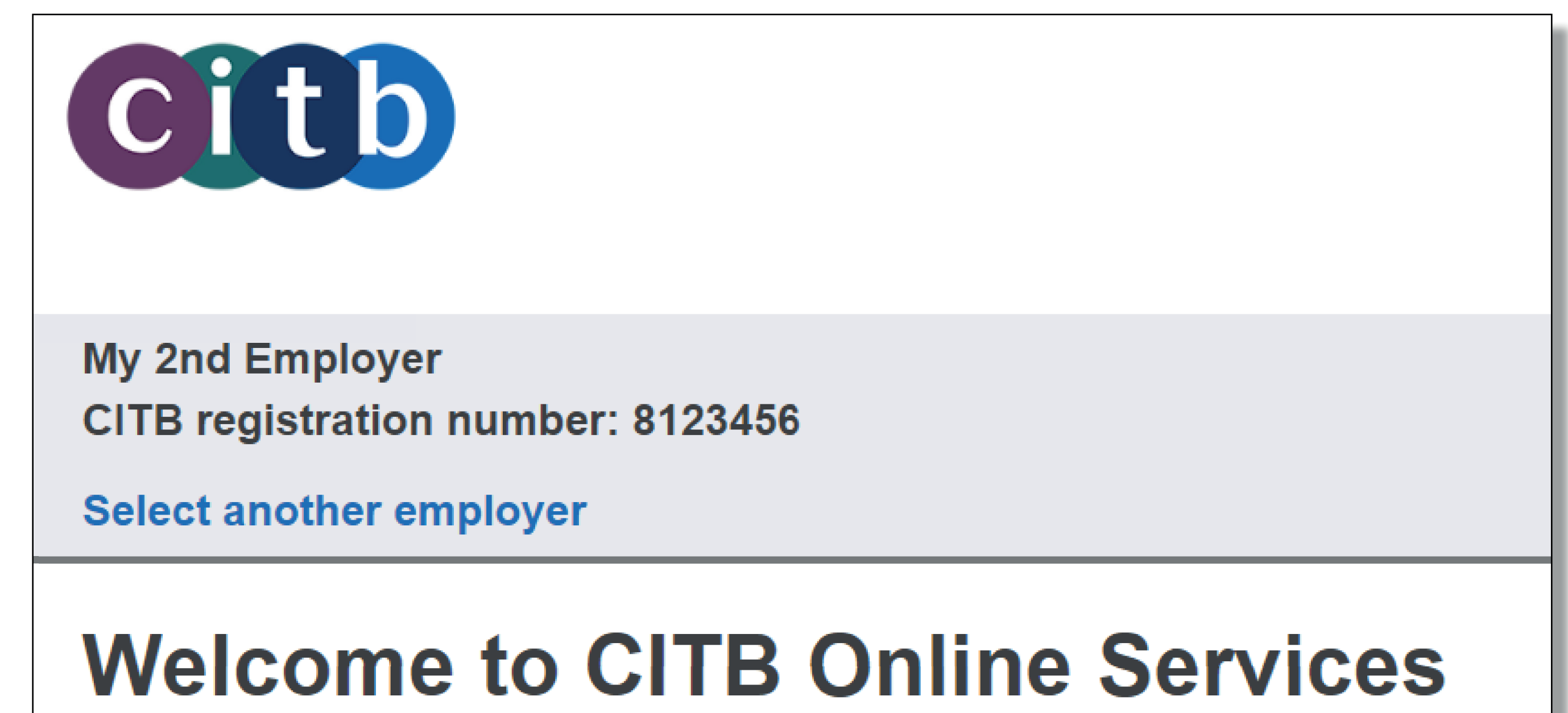
Select an employer


6478985 - My Employer	▼
6478985 - My Employer	
8123456 - My 2nd Employer	
8123801 - My 3rd Employer	

[Select Employer](#)

You can also [request access to another employer](#).

6 Now you'll see the details for the newly selected employer in the header.





My 2nd Employer  
CITB registration number: 8123456

[Select another employer](#)

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**Welcome to CITB Online Services**