

Guide to set up Digital Apprenticeship Service Account

In order to register for a Digital Apprentice Service account (DAS) you will need your ‘Accounts Office Reference Number’ and your PAYE scheme reference number. You can find your 13-character accounts office reference number on the letter HMRC sent to you when you first registered as an employer). You will find your employer PAYE scheme reference on the pay slip booklet HMRC provided. Contact HMRC or your accountant if you do not have access to the booklet or you will be able to get this information from your payroll department.

To set up an account click the link below and then follow the on-screen instructions:

<http://manage-apprenticeships.service.gov.uk>

Once you have registered and set up your account, then head over to the login page and sign in using the username and password that you have just created. You will be taken to a home page and from there you can then set up the people you want to have access to your account by simply clicking on ‘Your Team’ and following the on screen instructions to complete the permissions form; you can also set the amount of control you want them to have – there are three options.

If you need further help on how to set up or manage your account, you can visit the below web page:

<http://www.gov.uk/guidance/manage-apprenticeship-funds>

Alternatively, you can contact the helpline on 0800 015 0600 or email: [helpdesk@manage-apprenticeships.service.gov.uk](mailto:helpdesk@manage-apprenticeships.service.gov.uk)

If you require any further information or assistance then please do not hesitate to contact Jules Westbrook the Business Development Manager.

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