

Existing Users

- Log onto your portal account <https://portal.caa.co.uk>
- Follow step 4 & 5 below

New Users

1. Access the online portal <https://portal.caa.co.uk/>
2. Create your portal account by creating a unique username and password and make a note of your username
3. Follow the instructions to 'Activate your Account'
4. Once activated, you will need to log back into your portal account and apply for access to the medical system. To do this click on 'Your Services' on the left. Under "Apply to Use these Services", click on the 'Medical' link. Please do not apply for the 'Medical as a medical professional' service as this is for AMEs only.
5. This will prompt you to verify your identity, by entering your personal details including your CAA reference number and uploading copies of two pieces of documentation; an identity document, such as a passport, and a proof of residential address, such as a utility bill. This extra verification is required due to the information held being critical medical details.
6. See the [CAA website](#) for accepted documentation.
7. Once submitted you will get a confirmation saying 'Thank you for submitting your details. These will now be verified by the CAA and can take up to 5 working days. Once processed you will receive an email confirmation'.

8. Once you receive your email confirmation, log back in to the CAA Portal <https://portal.caa.co.uk/>. Click on 'Your Services' on the left, then 'Medical'.

Your Services

You can use the following services:

- [Flight Crew e-Exams and e-Licensing](#)
- [Apply for a new ATOL Licence](#)
- [Medical](#)
- [Medical – Raise issue with medical system or process](#)

Apply to Use these Services

The following services are available for you to apply to use. Please note that for services related to supply some details about who you are and provide documentary evidence of this in order you want to use.

- [Aircraft Maintenance e-Exams](#)
- [Medical – as a Medical Professional](#)
- [Private Pilot Theoretical Knowledge e-Exams](#)
- [EC Rebate](#)
- [Space Regulation](#)

9. You will then be prompted to enter your registered mobile phone number and will receive a ONE TIME PASSCODE on your phone and verify it.
10. Once verified you will then be able to Apply for your relevant Class 1 /3 or Class 2 medical and Answer Pilot medical Declaration.

Please select requirement.

Apply for UK Class 1/3 Med Cert	Answer
Apply for UK Class 2 Med Cert	Answer
Apply for a LAPL Med Cert	Answer
Apply for UK Class 1 (Flt Eng / Nav)	Answer
Pilot Medical Declaration	Answer

[Access My Cellma Record](#)
[Book Appt. with CAA Specialist](#)
[Logout](#)

11. Once selected which medical you are applying for, you will need to Pay the CAA fee.

Assessment Payment

Please proceed to make payment for your assessment*

Payment Date : 24/08/2021
Invoice Number : I24829
Amount To Pay : £14.00

Pay Now



Continue and Pay Later



12. Once the fee is paid, you will need to complete the Assessments section.

Apply for UK Class 1/3 Med Cert 0% [Continue Later](#)

Application

(1) State of licence issue: ?

12) Application: ?

Initial Revalidation/Renewal

(13) Reference Number: ?

(14) Type of licence applied for ?

Airline Transport Pilot Licence Multi-pilot Licence Commercial Pilot Licence/Instrument Commercial Pilot Licence Air Traffic Controller Licence Private Pilot Licence/Instrument Ra

Private Pilot Licence Sailplane Pilot Licence Balloon Pilot Licence LAPL

17) Last application for medical certificate ?


Enter date

(18) Licence number: ?

13. Finally, you will now need to complete Medical Questionnaire.

ASSESSMENTS

Pilot Medical Declaration

Choose Licence Type(s) against which you are making a fitness to fly declaration ? 

LICENCE

UK Part-FCL PPL to fly Part 21 aircraft
UK Part-FCL PPL to fly non-Part 21 aircraft
National Private Pilot Licence (NPPL)
UK Private Pilot Licence (UK PPL)
UK Commercial Pilot Licence (CPL) Balloons that is restricted to commercial operation and the privileges of a UK PPL (Balloon and Airships)
UK Part-FCL LAPL to fly Part 21 aircraft
UK Part-FCL LAPL to fly non-Part 21 aircraft
UK Part-SFCL SPL
UK Part-BFCL BPL

Additional Support and Guidance

Here you will find the [Portal Account Creation Guide](#). This guide will help you through the process of creating your account.

If you have any questions please refer to the [CAA Website](#) in the first instance or please call the CAA on 0330 022 1909 (option 1).