

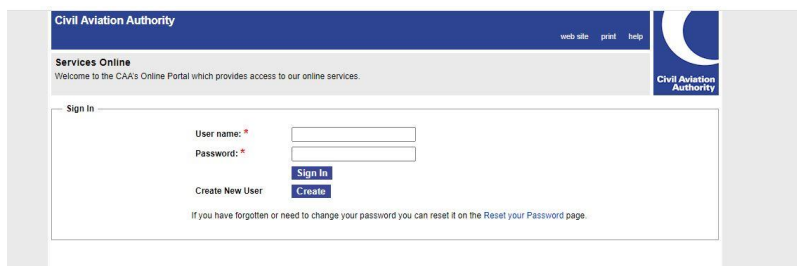
## Making a Pilot Medical Declaration – registering

You will first have to register with the CAA on their 'portal' system. This will give you a CAA login. Then once you have done that, you will need to prove you are really you.

Once that is done and the CAA account created, you can use it at a later date to declare your medical fitness via 'Cellma'.

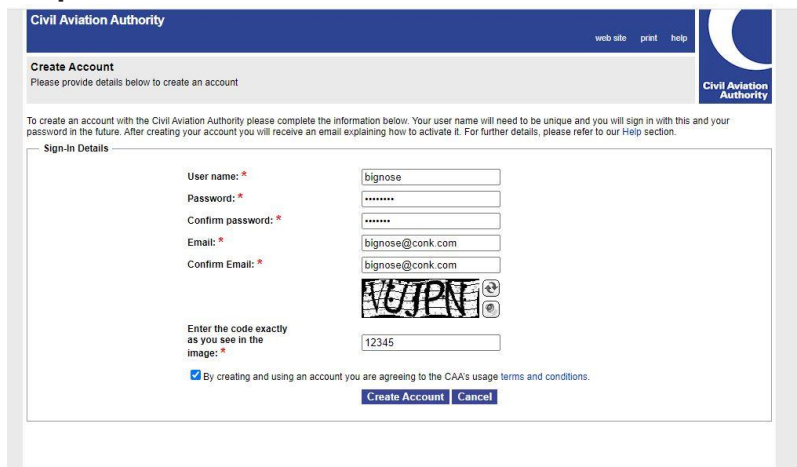
As it might take a bit of 'fiddle' to get created with the CAA, it is well worth doing this now and getting it out of the way. Once you have filled in the registration, the CAA say it will take a minimum of 10 days before it is fully complete.

### Step 1: Go to the Portal :- <https://portal.caa.co.uk/>



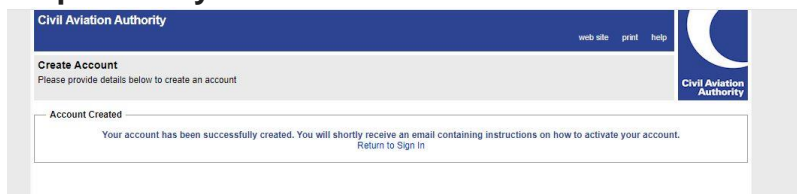
The screenshot shows the 'Services Online' section of the CAA portal. It features a 'Sign In' form with fields for 'User name' and 'Password', both marked with an asterisk. Below the fields are 'Sign In' and 'Create New User' buttons, with a 'Create' button under the latter. A link for 'Reset your Password' is also present. The page includes the CAA logo and navigation links for 'web site', 'print', and 'help'.

### Step 2: Create :



The screenshot shows the 'Create Account' page. It includes a 'Sign-In Details' section with fields for 'User name' (filled with 'bignose'), 'Password', 'Confirm password', 'Email' (filled with 'bignose@conk.com'), and 'Confirm Email' (filled with 'bignose@conk.com'). There is a CAPTCHA image showing the word 'WUJPN' and a field for the code '12345'. A checkbox for agreeing to terms and conditions is checked. 'Create Account' and 'Cancel' buttons are at the bottom. The page also features the CAA logo and navigation links.

### Step 3: Verify:



The screenshot shows the 'Account Created' confirmation page. It displays a message: 'Your account has been successfully created. You will shortly receive an email containing instructions on how to activate your account.' Below the message is a 'Return to Sign In' link. The page includes the CAA logo and navigation links.

### Step 4: Once you are verified, via an email, go back in and choose 'medical'

Civil Aviation Authority Welcome SwinHeal | Log Off  
web site print help

**Your Services**

Services Online  
**Your Services**  
 Accessibility

**Your Services**

You can use the following services:

[Apply for a new ATOL Licence](#)

**Apply to Use these Services**

The following services are available for you to apply to use. Please note that for services relating to regulatory functions, you may be required to supply some details about who you are and provide documentary evidence of this in order for us to verify your identity. Click on the services you want to use.

[Flight Crew e-Exams and e-Licensing](#)  
[Aircraft Maintenance e-Exams](#)  
[Medical](#)  
[Medical – as a Medical Professional](#)  
[Private Pilot Theoretical Knowledge e-Exams](#)  
[EC Rebate](#)

**Step 5: Fill in details. If you have no previous CAA reference number, leave blank. You will need scans of passport, gas bill and other such secure information to prove you are you.**

**Identity Documentation**

To help prove your identity we would like you to upload a high-quality scan or photo of two pieces of documentation.

The first piece needs to be an officially issued identity document such as a passport, driver's licence or national ID card. The image needs to clearly show the photo of yourself along with your name and the associated reference number (i.e. the passport number or driver's licence number). The image of the document will then be checked.

The second piece of documentation we need is proof of your residential address.

- If you are new to the CAA please provide a scan or photo of any of the types of document listed in section "Address Document" below.
- If you are already a customer and have received a document from us (e.g. pilot licence or medical appointment) please complete the "CAA Document" section instead by uploading one or more scans or photos of any CAA document.

Images of documents need to clearly show your name, address and the organisation the document was sent from. You need to only complete either the "Address Document" or "CAA Document" section, not both. Only approved CAA staff or agencies working on behalf of CAA will have access to these documents in order to verify your details.

**Identity Document**

Type: \*

Reference Number \*

Country of Issue \*

No file chosen

**Address Document**

Type:

No file chosen

**CAA Document**

Type:

No file chosen

**Step 6: complete - for the time being...**

Civil Aviation Authority Welcome SwinHeal | Log Off  
web site print help

**Apply For Service**

Services Online  
**Your Services**  
 Accessibility

**Details Submitted**

Thank you for submitting your details. These will now be verified by the CAA and you will hear from us in due course.

Thanks to Oxford GC for this handy guide.