

Your actions



1. Review, download & print

📄 Review, download and print the **Licence Management Partnership Agreement**.

✍️ You will need to sign it and send it with your application submission.

👁️ Review the **Approved Contractor Scheme self-assessment workbook**.



2. Get Cyber Essentials Plus certification

📄 Download **Code of Connection (Co-Co)** and **Co-Co Guidance**.

⚠️ You will need to have achieved Cyber Essentials Plus certification and present a copy of the certificate when you submit your application.



3. Complete application form

📄 Download **Approved Contractor Scheme Application Form**:

✍️ Complete it, tick the Licence Management box.



4. Make adjustments

✍️ Make any necessary adjustments within your business to accommodate the Licence Management requirements and consider what resources you might need to use the licence management service. You will need to appoint a super user who is independent from Licence Assist.



5. Update your records

✍️ Update your **Online Achievement Record** to reflect the achievement of the Licence Management requirements.



6. Submit your application

📄 Submit your application as a service request from your business account.

Licence Management service journey

To help you with the journey through the Licence Management application process please find the steps that you will need to take and what you can expect from us. The entire process should take no more than six months.

Review the Licence Management materials that are available on our website.

Our actions



1. Acknowledge your application

We will send you a letter acknowledging that we have received your application [when we receive it.]



2. Eligibility checks

We will carry out our eligibility checks. Once we reach a decision we will send you a second letter advising of your eligibility. You can then book your assessment with your preferred assessing body.



3. Decision and next steps

When we have reached our decision (based on your application and your report from your assessing body) we will inform you of our decision by letter. We will advise you of the next steps to take.



4. Confirmation and support

You will receive a call from a member of our customer service team confirming this and an offer of their support.



5. Publish approval

We will publish your approval to use the Licence Management service on our Public Register.



6. Feedback

We may contact you to ask for your feedback on how you feel the Licence Management service is working for your business and how we can improve the service.