

HOW TO REGISTER ON **DAS**

1

Set up your PAYE account for your business if you do not already have this.

2

Create an account using this website:
www.gov.uk/sign-in-apprenticeship-service-account

You'll need a GOV.UK One Login to set up or access an account. You can create one in the service using a work email address.

3

Payroll under £3 million - add your accounts office reference and PAYE scheme reference.

Payroll over £3 million - add your Government Gateway details.

4

Accept the Employer Agreement.

5

Select a training provider and set permission for provider to add apprentice details.

York College UKPRN is **10007709**

York College Apprenticeship Team
T: **01904 770368** Option 1
E: **apprenticeships@yorkcollege.ac.uk**