



# Welcome to CSCS online

This guide will show you how to apply for a CSCS card using the new online system

## Step 1: Creating a CSCS Online Account

- Go to [www.cscsonline.uk.com/login](http://www.cscsonline.uk.com/login). If you already have an account, skip to step 2.
- Select that you are an individual applicant
- Fill out your personal details
- Accept the CSCS terms and conditions
- Click the 'register button'
- Verify your email by clicking the link in the verification email sent to you by CSCS Online

## Step 2: Applying for a CSCS card

- Log in to your CSCS online account
- Start your application by clicking the 'Apply for a card' button
- Select whether you have completed a CITB Health, Safety & Environment test and, if so, whether it has been at least 24 hours since you completed the test.
- Select the card you want to apply for from the drop-down menu or select the option to update, renew or replace your existing CSCS card (you will need to link your existing card to your account to do this).
- Add your occupation and qualification details
- Upload a copy of your qualification certificate
- Confirm that you have passed the Health, Safety and Environment test within the last 2 years
- Select which type of Health, Safety and Environment test you have passed
- Enter your Health, Safety and Environment testing ID and your postcode to validate your test. If your test does not validate, then you can still continue with your application and CSCS will validate it manually.

## Step 2B: Card finder

- If you don't know which card to apply for, then use the CSCS card finder
- Follow the steps on screen and Card Finder will help you to decide which CSCS card to apply for and which Health, Safety & Environment test you need to pass
- Once you have found what card you need, click the 'apply' button and Card Finder will automatically place your details into the application form

## Step 3: Adding your personal details

- Add in any personal details. Many fields will auto-complete with information you have already added to your account.
- If possible, add your National Insurance number
- Tell us where you want your CSCS card to be sent to

## Step 4: Preview your application

- Check the details you have provided. Mistakes will delay your application
- Accept the CSCS card application Terms & Conditions

## Step 5: Pay for your application

- Enter your credit or debit card details
- All CSCS card applications cost £36

## Application Complete

Your application has been submitted. CSCS will be in touch to update you on your application's progress.

Start your application today at [www.cscsonline.uk.com/login](http://www.cscsonline.uk.com/login)