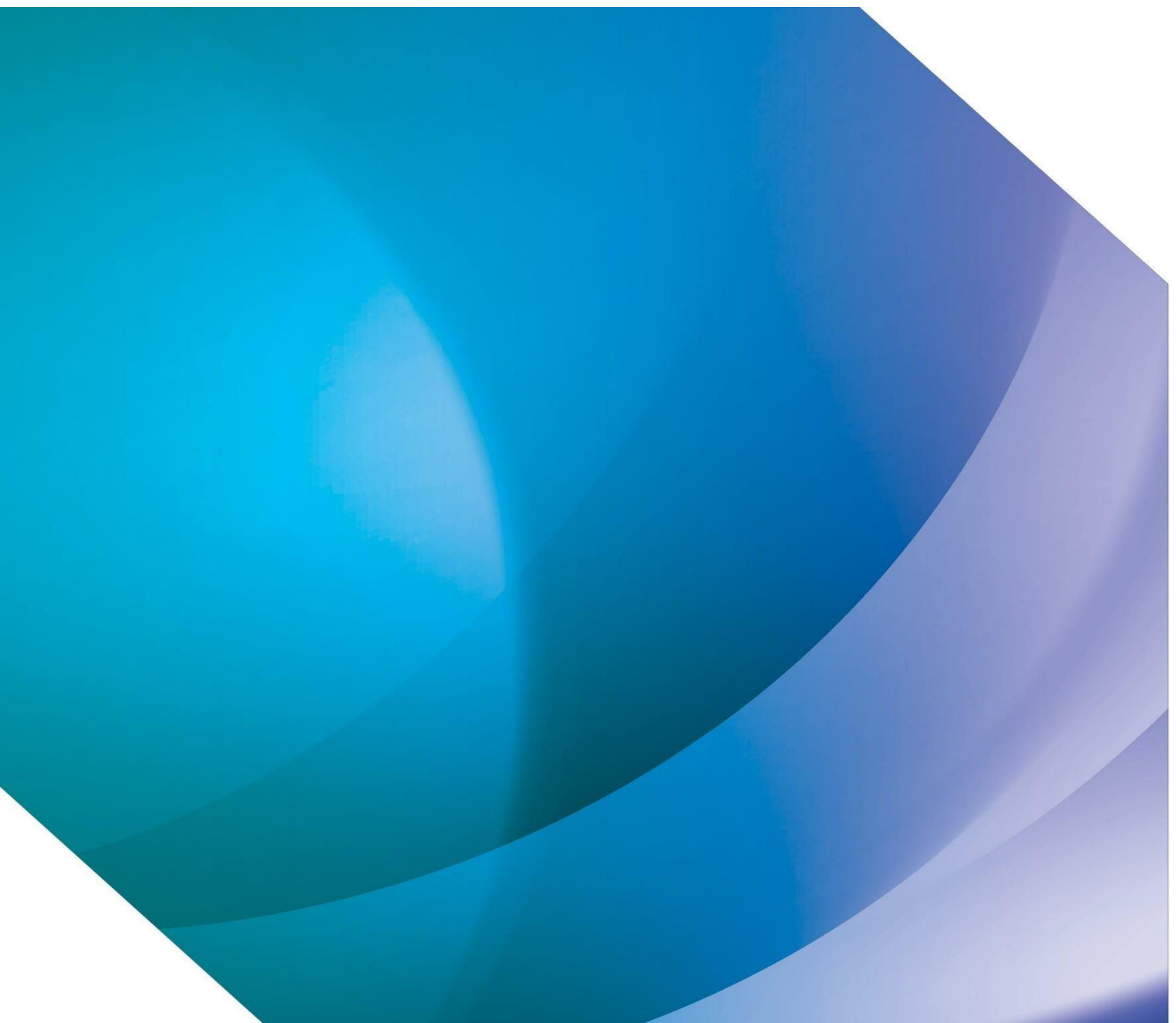


Cellma Applicant User Guide



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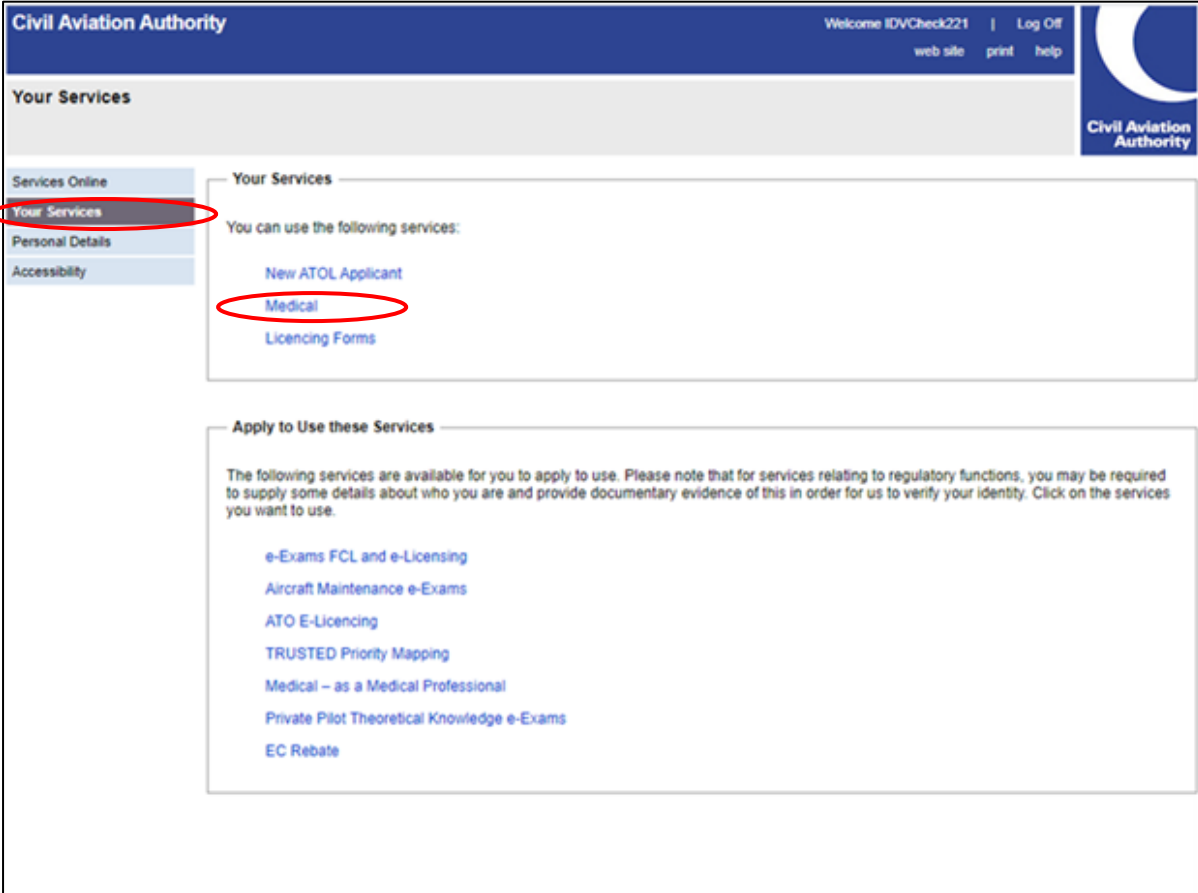
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Logging into Cellma

To access Cellma, you will need a CAA Customer Portal Account with access to the 'Medical' service. If you have not yet registered for a Portal Account, please refer to our website: <https://www.caa.co.uk/Our-work/About-us/Doing-business-with-the-CAA/Customer-portal/>

You can log into the CAA Customer Portal at: <https://portal.caa.co.uk>

Once logged into your portal account, click on 'Your Services' on the left hand side. Then select the 'Medical' link from your list of available services.



The screenshot shows the Civil Aviation Authority (CAA) Customer Portal interface. At the top, there is a blue header with the CAA logo and the text "Civil Aviation Authority". To the right of the header, it says "Welcome IDVCheck221 | Log Off" and "web site print help". Below the header, there is a "Your Services" section. On the left side of this section, there is a navigation menu with the following items: "Services Online", "Your Services" (circled in red), "Personal Details", and "Accessibility". The main content area of the "Your Services" section is titled "Your Services" and contains the text "You can use the following services:". Below this text, there are three links: "New ATOL Applicant", "Medical" (circled in red), and "Licencing Forms". Below the "Your Services" section, there is another section titled "Apply to Use these Services". This section contains the text "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." Below this text, there is a list of services: "e-Exams FCL and e-Licensing", "Aircraft Maintenance e-Exams", "ATO E-Licensing", "TRUSTED Priority Mapping", "Medical - as a Medical Professional", "Private Pilot Theoretical Knowledge e-Exams", and "EC Rebate".

Next, you will be asked to enter your telephone number so that we can send you code to log into Cellma securely. You can choose between receiving a text message or an automated telephone call.

Once you have entered the code you will be taken to the Cellma home page.

How to Apply for a Medical Certificate

From your portal home page, you can apply for a Class 1, 2, 3 or LAPL medical certificate.

This online application replaces the previously used MED160 paper application forms.

Please note: you must apply for a medical certificate within Cellma before you attend your medical appointment.

To start your application, click on the 'Answer' button next to the relevant class of medical you wish to apply for.

The screenshot shows the Cellma Patient Menu for David Idvcheck221 (DOB:08/12/1968). The page title is "Please select requirement." and the Cellma logo is in the top right. The menu lists five options, each with an "Answer" button:

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

Below the menu are four buttons: "Access My Cellma Record", "Book Appt. with CAA Specialist", "How we process your information", and "Logout". The copyright notice "COPYRIGHT © 2021. RIOMED LTD." is at the bottom left.

You will then be asked to 'Accept' the declaration.

The screenshot shows the "Assessments" page for Amel Riomedtest (21/05/1996) M BARCODE NO. 3678. The page title is "Assessments" and the heading is "You have selected to answer the Apply for EU Class 1/3 Med Cert".

Failure to complete the application form in full may result in non-acceptance of the application form. The making of false or misleading statements or the withholding of relevant information in respect of this application may result in criminal prosecution, denial of this application and/or withdrawal if any medical certificate(s) granted.

CONSENT TO RELEASE OF MEDICAL INFORMATION:

The CAA takes the security of your personal information very seriously. Information is only disclosed to the persons who are subject to a duty of confidentiality and where there are sufficient security measures in place to protect your personal data. If you do not consent to the disclosure of information as described below you may make representations to medicalweb@caa.co.uk

In submitting this application, I am consenting to the disclosure to third parties of all information which I have provided to the CAA and that relates to me. I understand that information would only be disclosed to third parties by the CAA for regulatory purposes. This may include providing information to other medical professionals. Administrative workers and/or IT workers who are assisting the CAA with its regulatory functions may also be given access to personal information in the course of their professional duties

My attention has been drawn to the CAA Medical Department's Fair Processing Notice which is published on the CAA's website.

By clicking on the accept button, I am giving my consent to participate.

Please note: If using on a tablet or mobile device we recommend using landscape

At the bottom, there are two buttons: "X Decline" and "Accept".

Once you have accepted the declaration, you will be taken to the payments page. Select 'Pay Now' or 'Continue and Pay Later'.

Amel Riomedtest (DOB: 21/05/1996)

Assessment Payment

Please proceed to make payment for your assessment*

Payment Date : 24/01/2021
Invoice Number : I3884
Amount To Pay : £14.00

Pay Now *i*

Continue and Pay Later *i*

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If you opt to pay later, you will be sent an invoice for the payment amount, invoices can be paid through the invoices section on the patient menu. Your AME will not be able to carry out your medical examination until you have completed the payment.

If you select Pay Now, you will be taken to a secure WorldPay link to enter your card details.

Once you have made your payment, you will be taken to the assessment page where you can start answering the application questions.

Your payment has been processed successfully

Jo Bloggs (03/04/1975) M BARCODE NO. 1623

Assessments

Apply for EU Class 1/3 Med Cert 0% Continue Later

Application

*(1) State of licence issue: ?

(12) Application ?

Initial Re-validation/ Renewal

*(13) Reference Number ?

*(14) Type of licence applied for ?

Aeroplane 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

Work through the application answering the questions. Questions in red are mandatory, but you should complete all of the questions where possible.

If you are unsure on a question, you can click on the question mark and it will bring up the help text.

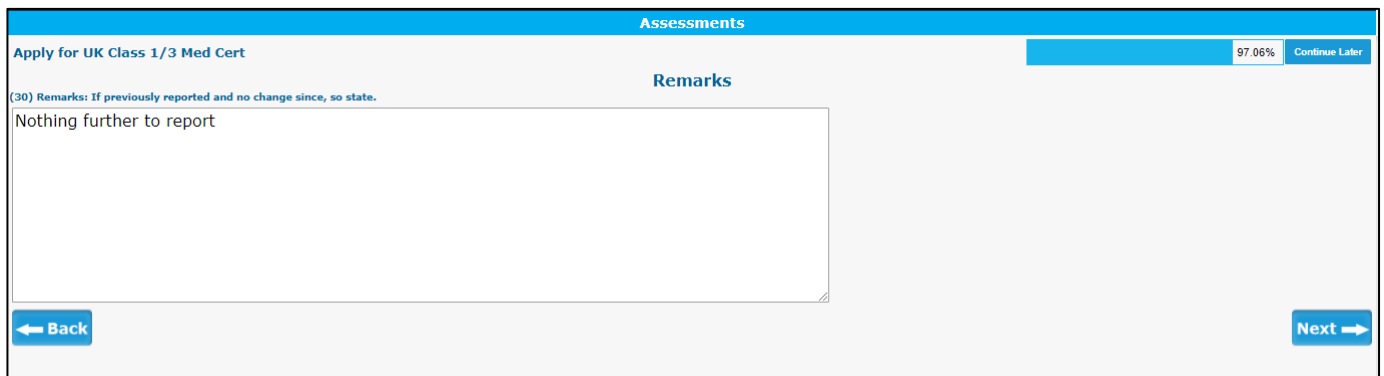
You can only move to the next page once you have answered all the mandatory questions.

Some questions when answered will open a pop up with a free text box where you can provide more information.



When you have answered all the questions click 'Next'.

Once you have answered all the questions, you will be presented with a Remarks box, where you can enter any further details if needed.

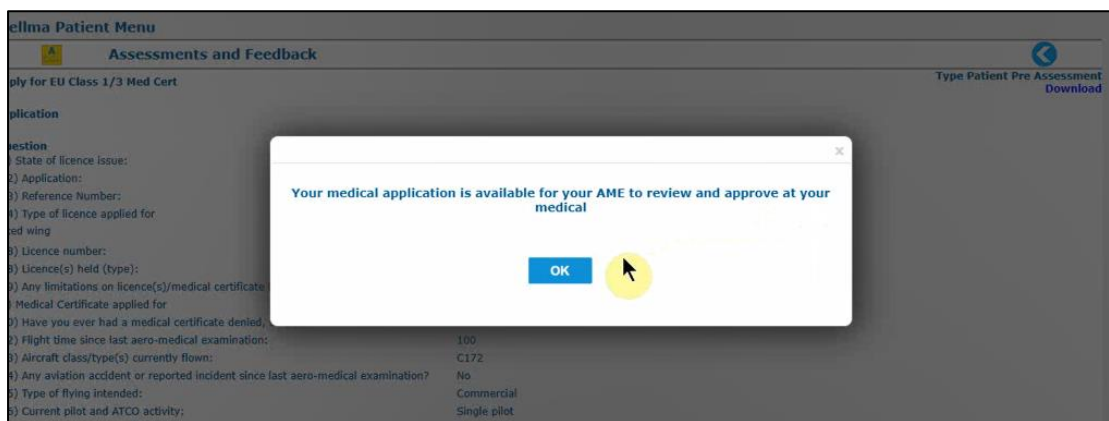


Click 'Next'.

You will then be presented with the declaration to confirm that the information you have provided is true and accurate.

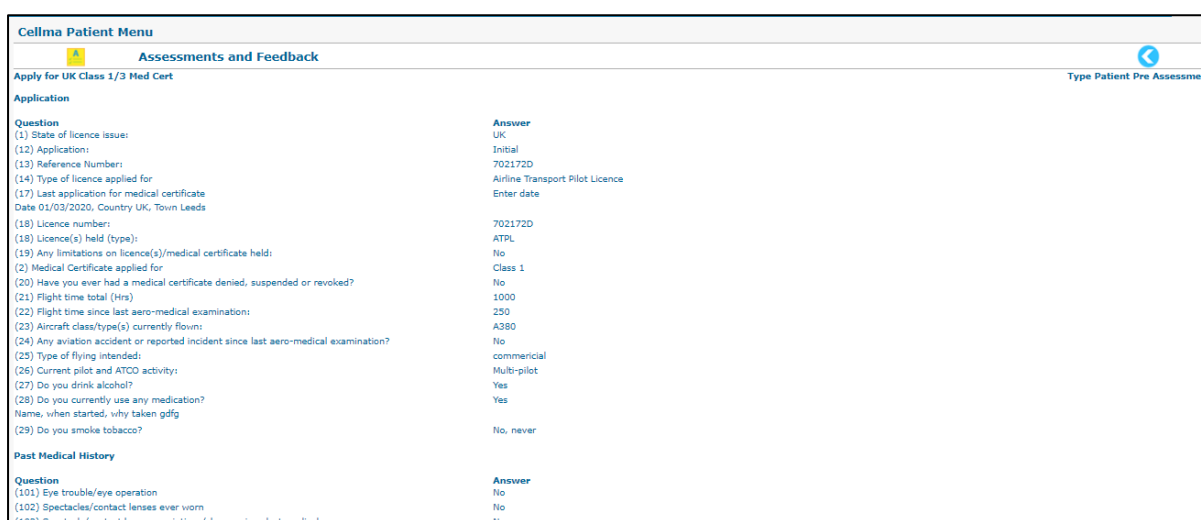


Once you have accepted the declaration, a message will appear stating that your application is available for your AME to review and approve at your next medical.

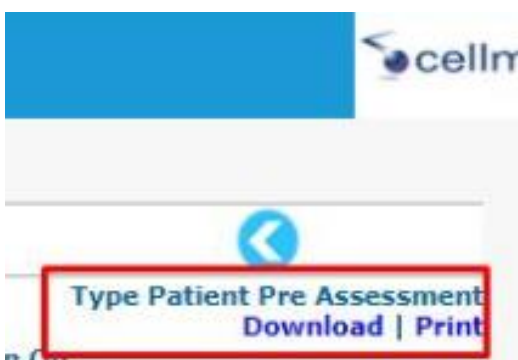


Click 'OK'.

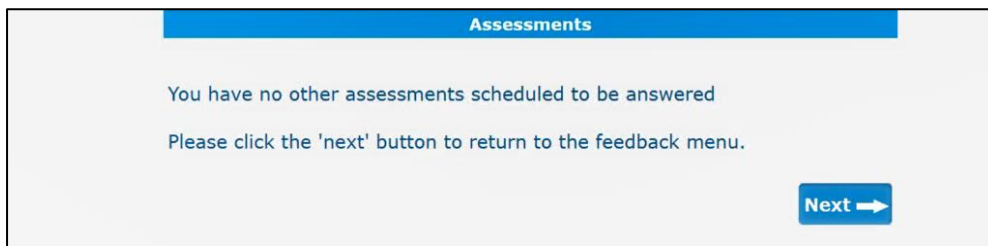
You will now see a summary of the information you entered in the application.



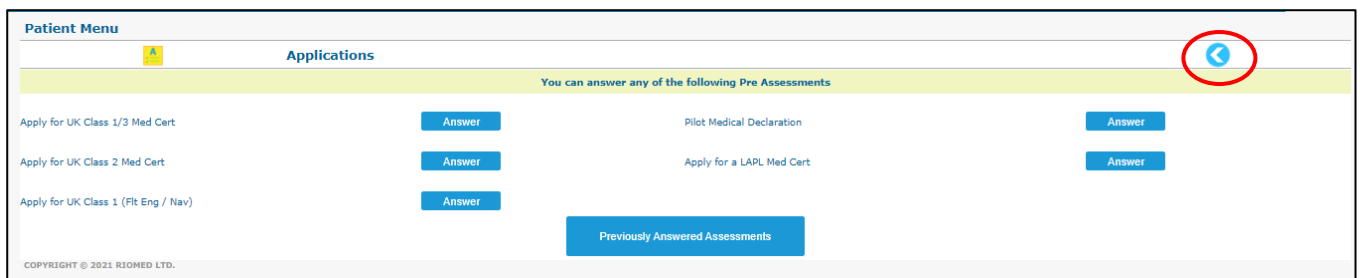
Review your answers to make sure they are correct and click 'Next'. You can also print a copy if you are having your medical with a non-UK AME or a LAPL medical with your GP, select 'Print or Download'



You will be taken to the following window. Click 'Next' again.



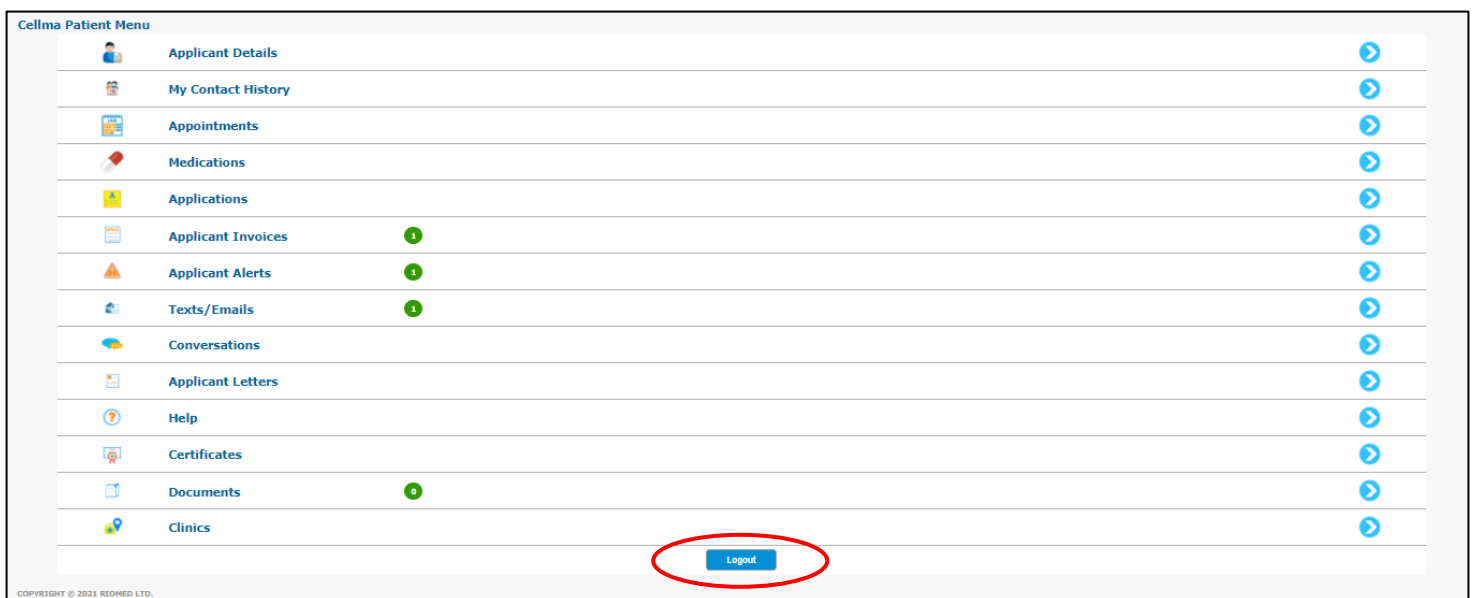
This will take you to the applications page, where you can also see any assessments previously completed using Cellma. Click on the blue back arrow to return to the main menu page



This takes you to the menu page, where you can view documents, certificates, invoices and communications that have been uploaded/submitted since the launch of Cellma.

Please note to view all menu items e.g. medical certificates, documents you will need to have an identification check. This identification check can be carried out either face to face with an Aeromedical Examiner (AME) or at the CAA Medical Department when you attend for an appointment with a CAA consultant.

Click on the blue Logout button at the bottom of the page.



How to Book a Medical Appointment

You should book your medical appointment directly with an AME. This is **not** done through Cellma.

For LAPL medicals, you should book your medical appointment directly either with an AME or, if applicable, with your GP (if your GP is permitted to complete a LAPL medical for you). Please see the [CAA website](#) for further information about LAPL medical certification.