

# ACE CENTRALISED PAYMENT GUIDANCE

---

## TRAINING PROVIDERS

September 2020

CONTENTS	<a href="#">2</a>
FEDERATION FOR INDUSTRY SECTOR SKILLS AND STANDARDS (the Federation) AND THE CENTRALISED PAYMENT SYSTEM	<a href="#">3</a>
ACE PAYMENT SYSTEM	<a href="#">4</a>
Pre-pay (purchasing credits)	<a href="#">5</a>
Purchase credits – credit card	<a href="#">6</a>
Purchase credits – BACS	<a href="#">11</a>
One off Payment (payment at submission)	<a href="#">15</a>
Payment process	<a href="#">15</a>

## FEDERATION FOR INDUSTRY SECTOR SKILLS AND STANDARDS (THE FEDERATION) AND THE CENTRALISED PAYMENT SYSTEM

---

The Federation is the designated Certifying Authority for Apprenticeships in England. To manage this process the Federation developed a bespoke, online system, known as Apprenticeship Certificates England (ACE). Through this system the Federation delegates responsibility to individual Certification Bodies (Sector Skills Councils and Standard Setting Bodies).

At the beginning of 2012 ACE was implemented, which is the web based system designed to enable access to training providers, employers and apprentices to request Apprenticeship completion certificates.

The Federation has developed a centralised payment system for all Apprenticeship completion certifications processed on the ACE system.

There are two options for paying through the payment system, either:

1. Pre-pay - this option will allow you to bulk buy credits<sup>1</sup> for certificates that will be added to a balance on the ACE system, and deducted when certificates are processed.
2. One off payment (pay at submission) – This option will allow you to use a credit/debit card to pay for the certificate when you submit the Apprenticeship certification claim for approval.

This guidance document has been designed to be interactive. When you see text in this [‘format’](#) this will be link to either a website or specific area of this document.

<sup>1</sup> One credit is equal to the cost of one certificate.

Pre-pay (purchase credits)  
Credit Card and BACS

Finance User logs into  
<http://www.acecerts.co.uk>

Select the option to Purchase Credits

Select the amount of credits to  
purchase and proceed

Credit Card

Enter the credit card details for  
the transaction

Once the transaction has been  
processed the credits will be added to  
the Training Provider account and will  
be deducted per certificate

BACS

Enter the purchase order number and  
repeat your password

Once the order is submitted, payment  
will need to be received by the  
Federation before credits can be  
allocated to your account

One-off payment (pay at submission)

Apprentices completed record is  
submitted for approval

Validation pop up is confirmed as 'OK'

Agree terms and conditions to  
purchase one credit

Enter the credit card details for the  
transaction

Once payment is accepted you can  
view confirmation of the transaction  
and confirm the status update for the  
Apprenticeship

Only one person within the training organisation will be authorised to purchase credits for Apprenticeship certification and will normally be assigned to the Finance User role.

There are two payment options to pre-pay for credits, either via a credit card or by BACS, or you can pay via pay as you go.

You will need to request log in information by completing the form on the ACE website at [https://acecerts.co.uk/register\\_finance\\_user](https://acecerts.co.uk/register_finance_user). The form requires some basic information and once submitted the Federation will complete your profile and contact you with your login credentials. If the Federation need to contact you regarding your profile you will need to have the following information to hand:

- Centre details (if you have more than one centre requiring access to the credits you purchase)
- Payment method (via pre-pay credit card, pay as you go or BACS)

The Finance User will only need to log into the [payment system](#) to pre-pay for credits. Once credits have been purchased the credits will be allocated to the Finance User and be accessible to associated ACE Users.

The screenshot shows the 'Your Details' section of the Apprenticeships England registration form. It includes fields for 'Person responsible for signing off certification payments' (Finance User, Finance User Email, Finance User Telephone Number), 'Finance Department Address' (Street, Town, Postcode, Country), and 'Other Details' (Organisation Name, Company House Number, Related Body, Preference of Payment, Notes). A 'Submit Application' button is at the bottom. A cookie notice is displayed at the very bottom of the page.

The screenshot shows the Apprenticeships England homepage. It features a navigation bar with links like HOME, ABOUT, NEWS, CERTIFICATION BODIES, FORMS & DOCUMENTATION, KNOWLEDGE BASE, CONTACT US, and a LOGIN button. The main content area includes a 'Central Payment System Frequently Asked Questions' section, a 'LOGIN' section with fields for USERNAME and PASSWORD, and a 'Test to see if your computer is compatible with ACE' link. There are also links for 'ACE - Apprenticeship Certificates England', 'Problems Logging In?', 'Apprentice: Need to apply for your certificate?', and 'Centre: Need to register on ACE?'. A footer contains a cookie notice and copyright information.

Once logged into the central payment system you will see the dashboard homepage summarising recent activity in purchasing credits.

- ① The latest purchase details basic information of your previous transaction.
- ② The summary of credits details current credit levels and how many have been used
- ③ The minimum threshold is managed by the Finance User and is designed as an indicator to notify the Finance User and ACE administrator/s when the credits are running low. To set the Threshold enter the minimum number into the box and click the yellow update threshold button.

In order to purchase credits you will need to select the option to purchase credits by either selecting the tab at the top of the page or the yellow button at the bottom of the page.

If you choose to pay for certificates using this method, you will be able to purchase credits for all of your ACE administrators to access. Each time an administrator submits an apprentice for certification one credit will be deducted.

The screenshot displays the 'Apprenticeships' dashboard. At the top, a greeting reads 'Hello Castle CC !' followed by 'You currently have 2000 credits'. The 'Apprenticeships' logo is in the top right corner. A navigation bar includes tabs for 'Dashboard', 'Purchase Credits', 'Transaction History', and 'Reports', with a 'Logout' button on the far right. Below the navigation bar, the 'Dashboard' tab is active. The main content area is divided into three sections: 1. 'Latest Purchase' (circled 1) showing transaction details: Transaction Date (2013-08-19 11:09:09), Quantity of Certificates (1000 Credits), and Transaction Cost (£ 22000). 2. 'Summary' (circled 2) showing Available Credits (2000 credits) and Used Credits (1 credits). 3. 'Minimum Credit Threshold' (circled 3) showing a 'Minum Credits Threshold' input field set to 0 and an 'Update Threshold' button. A yellow 'Purchase Credits' button is located at the bottom center. The footer contains links for 'Top' and 'Contact Us', and technical information: 'Generated in 0.2686(s), memory used: 5.35MB, online: 0'. A small red '5' logo is in the bottom right corner.

Hello Castle CC !  
You currently have 2000 credits

Apprenticeships

Logout

Dashboard Purchase Credits Transaction History Reports

Dashboard Purchase Credits Transaction History Reports

**Latest Purchase** ①

Transaction Date	2013-08-19 11:09:09
Quantity of Certificates	1000 Credits
Transaction Cost	£ 22000

**Summary** ②

Available Credits	2000 credits
Used Credits	1 credits

**Minimum Credit Threshold** ③

Minum Credits Threshold	0
-------------------------	---

Update Threshold

Purchase Credits

Top | [Contact Us](#) |

Generated in 0.2686(s), memory used: 5.35MB, online: 0

5

This process allows the Finance User to purchase a certain amount of credits that will be available for all ACE Users in your organisation to use.

There are three steps to the payment system listed across the top:

- Transaction information
- Payment
- Order confirmation

The yellow square indicates what stage of the process you are at.

On the order platform there are three areas:

- Credit quantity
- Unit cost
- Total Cost

Enter the amount of credits that you would like to purchase. The system will automatically calculate the total cost based on the £25 unit cost.

You will need to accept the terms and conditions by ticking the box before you can proceed. To view the terms and conditions please click the underlined link. Once you are happy with the order, click the yellow proceed button.

Hello Castle CC !  
You currently have 1001 credits

Apprenticeships

Dashboard Purchase Credits Transaction History Reports Logout

Dashboard Purchase Credits Transaction History Reports

Transaction Information Payment Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

Credit Quantity	Unit Cost	Total Cost
Enter amount of credits	£ 22.00	£ 0.00

☐ By ticking this box I accept the terms and conditions of placing an order through ACE.

Cancel Proceed

Top | Contact Us |

Generated in 0.3054(s), memory used: 5.25MB, online: 0

Hello Castle CC !  
You currently have 1001 credits

Apprenticeships

Dashboard Purchase Credits Transaction History Reports Logout

Dashboard Purchase Credits Transaction History Reports

Transaction Information Payment Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

Credit Quantity	Unit Cost	Total Cost
Enter amount of credits 1000	£ 22.00	£ 22,000.00

☒ By ticking this box I accept the terms and conditions of placing an order through ACE.

Cancel Proceed

Top | Contact Us |

Generated in 0.3054(s), memory used: 5.25MB, online: 0

You will then proceed to the payment page where you will need to enter the card details that you wish to pay with:

- Card Number
- Expiry Date (MM/YYYY)
- CVV/CVC Number
- Issue Number (if available)

Once all the details have been entered select the option to continue. The system will then verify the details that you have entered before confirming the order.

You may at this stage be directed to 3D Secure which is linked to your bank. If you are, please complete the details and submit. Once you submit you will return to the central payment system.

You will be notified when the payment has been accepted and you will be able to view confirmation of the payment by selecting the view confirmation button.

Hello Castle CC !  
You currently have 0 credits

Apprenticeships

Dashboard Purchase Credits Transaction History Reports Logout

Transaction Information Payment Order Confirmation

**Payment details**

Payment Reference: 1375972579  
Amount: 22000.00 GBP

Card Number:

Expiry Date (MM/YYYY): 01 / 2013

CVV / CVC Number:

Issue Number (if available):

If your card is identified as being enrolled in the Authenticated Payments Program (3D Secure), you will be forwarded to your Card Issuer's website for identification. After completion of the verification process, you will be directed back to this site to complete the payment process.

Security Powered By #DATA CASH

Continue

Top | Contact Us |

Generated in 10.0765(s), memory used: 5.48MB, online: 0

Hello Castle CC !  
You currently have 1001 credits

Apprenticeships

Dashboard Purchase Credits Transaction History Reports Logout

Transaction Information Payment Order Confirmation

Your purchase has been accepted.

Please click the **View confirmation** button below to view an order confirmation summary where you can print out a receipt of this transaction.

[View confirmation](#)

Top | Contact Us |

Generated in 2.0460(s), memory used: 5.52MB, online: 0




The confirmation will be displayed and a unique order number will be assigned to the transaction noted in red at the top of the order platform.

You also have the option to print confirmation by selecting the yellow Print Confirmation button.

The receipt also provides you with a validation code. This code is for you to track payments with your bank.

There are no minimum/maximum limits to the amount of credits that you purchase or how often your purchase them. These will be down to your individual organisational preferences.

Hello Castle CC !  
You currently have 100 credits



Dashboard Purchase Credits Transaction History Reports Logout

Dashboard Purchase Credits Transaction History Reports

Transaction Information Payment Order Confirmation

**Thank you for your order 1377011809-FU-15**



Your order has been successfully processed and has been credited. Please find a breakdown of your order below.  
For your records, you can find a copy of this transaction within your [transaction history](#) tab.

Transaction ID	Finance Manager	Credit Quantity	Cost
1377011809-FU-15	Castle CC	100	£ 2,200.00

✓ Finish Download PDF Print Confirmation

Top | [Contact Us](#) |

Generated in 0.4092(s), memory used: 5.72MB, online: 0



**Thank you for your order**


Your order has been successfully processed and has been credited. Please find a breakdown of your order below.  
For your records, you can find a copy of this transaction within your transaction history tab.

<b>Transaction ID</b>	1377011809-FU-15
<b>Transaction Time</b>	2013-08-20 16:18:23
<b>Status</b>	ACCEPTED
<b>Credit quantity</b>	100
<b>Total Cost</b>	£ 2200.00
<b>Finance Manager</b>	Castle CC
<b>Validation code</b>	N4D383P4P3V393E3

Under the transaction history tab you will be able to view all completed transactions since the account was activated.

By double clicking on an individual transaction you will be able to view basic information regarding the transaction as well as having the option to print this page.

Hello Castle CC !  
You currently have 2001 credits



Dashboard Purchase Credits **Transaction History** Reports Logout

Dashboard Purchase Credits **Transaction History** Reports


**Transactions**

Select All DeSelect All


Transaction ID	Credits	GBP Paid	Buyer Ref	Date	Valid	Accepted
1376906917-FU-15	1000	22000.00	Castle CC	2013-08-19 11:09:09	1000	1
1376394776-FU-15	1	22.00	Castle CC	2013-08-13 12:56:41	1	1
1375974600-FU-15	1000	22000.00	Castle CC	2013-08-08 16:12:52	1000	1

15 Page 1 of 1 Displaying: 1 to 3 of 3 items.

[Top](#) | [Contact Us](#) | Generated in 0.3947(s), memory used: 5.24MB, online: 0



Hello Castle CC !  
You currently have 100 credits



Dashboard Purchase Credits Transaction History **Reports** Logout

Dashboard Purchase Credits BACS Order History **Transaction History** Reports

**Basic information**

**Transaction Details**

Transaction ID	1377011809-FU-15
Transaction Time	2013-08-20 16:18:23
Transaction Status	ACCEPTED
Transaction Type	Credit Card - Bulk
Finance Manager	Castle CC

**Financial details**


Credit quantity	100 credits
Total Cost	£ 2200.00

**Download PDF**

Transaction Information [Download PDF](#)

[Close](#)

[Top](#) | [Contact Us](#) | Generated in 0.3398(s), memory used: 5.26MB, online: 0



Once logged into the central payment system you will see the dashboard homepage summarising recent activity in purchasing credits.

- ① The latest purchase details basic information of your previous transaction.
- ② The summary of credits details current credit levels and how many have been used
- ③ The minimum threshold is managed by the Finance User and is designed as an indicator to notify the Finance User and ACE administrator/s when the credits are running low. To set the Threshold enter the minimum number into the box and click the yellow update threshold button.

In order to purchase credits you will need to select the option to purchase credits by either selecting the tab at the top of the page or the yellow button at the bottom of the page.

If you choose to pay for certificates using this method, you will be able to purchase credits for all of your ACE administrators to access. Each time an administrator submits an apprentice for certification one credit will be deducted.

As the Finance User for the organisation you will be able to purchase credits that will be available for all ACE administrators to use.

The screenshot displays the 'Apprenticeships' dashboard. At the top, a greeting reads 'Hello Castle Bacs ! You currently have 10 credits'. The dashboard features a navigation bar with tabs: 'Dashboard' (highlighted), 'Purchase Credits', 'BACS Order History', 'Transaction History', and 'Reports'. A 'Logout' button is located in the top right corner. The main content area is divided into three sections: 1. 'Latest Purchase' (circled 1) showing transaction details: Transaction Date (2013-08-19 11:20:36), Quantity of Certificates (10 Credits), and Transaction Cost (£ 220). 2. 'Summary' (circled 2) showing Available Credits (10 credits) and Used Credits (1 credits). 3. 'Minimum Credit Threshold' (circled 3) showing a Minimum Credits Threshold of 20 and an 'Update Threshold' button. A yellow 'Purchase Credits' button is located at the bottom center. The footer includes links for 'Top' and 'Contact Us', and technical information: 'Generated in 0.3900(s), memory used: 5.39MB, online: 0'. A small red shield icon with the number 5 is in the bottom right corner.

Hello Castle Bacs !  
You currently have 10 credits

Apprenticeships

Dashboard Purchase Credits BACS Order History Transaction History Reports Logout

Dashboard Purchase Credits BACS Order History Transaction History Reports

**Latest Purchase** ①

Transaction Date	2013-08-19 11:20:36
Quantity of Certificates	10 Credits
Transaction Cost	£ 220

**Summary** ②

Available Credits	10 credits
Used Credits	1 credits

**Minimum Credit Threshold** ③

Minimum Credits Threshold	20
---------------------------	----

Update Threshold

Purchase Credits

[Top](#) | [Contact Us](#) |

Generated in 0.3900(s), memory used: 5.39MB, online: 0

This includes the ability to purchase credits for multiple centres that may be within the organisation, although this will need to be agreed with the Federation when registering for the payment system.

There are three steps to the payment system listed across the top:

- Transaction information
- Review BACS order
- Order confirmation

The yellow square indicates what stage of the process you are at.

On the order platform there are three areas:

- Credit quantity
- Unit cost
- Total Cost

Enter the amount of credits that you would like to purchase. The system will automatically calculate the total cost based on the £25 unit cost.

You will need to accept the terms and conditions by ticking the box before you can proceed. To view the terms and conditions please click the underlined link. Once you are happy with the order, click the yellow proceed button.

Hello Castle Bacs !  
You currently have 10 credits

Apprenticeships

Dashboard Purchase Credits BACS Order History Transaction History Reports Logout

Transaction Information Review BACS order Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

Credit Quantity	Unit Cost	Total Cost
Enter amount of credits	£ 22.00	£ 0.00

☐ By ticking this box I accept the terms and conditions of placing an order through ACE.

Cancel Proceed

Top | Contact Us |

Generated in 0.3138(s), memory used: 5.28MB, online: 0

Hello Castle Bacs !  
You currently have 10 credits

Apprenticeships

Dashboard Purchase Credits BACS Order History Transaction History Reports Logout

Transaction Information Review BACS order Order Confirmation

Enter the number of credits that you wish to buy for your allocated centres. These credits will be available on a first come first served basis to your centres.

Credit Quantity	Unit Cost	Total Cost
Enter amount of credits 100	£ 22.00	£ 2,200.00

☒ By ticking this box I accept the terms and conditions of placing an order through ACE.

Cancel Proceed

Top | Contact Us |

Generated in 0.3138(s), memory used: 5.28MB, online: 0

You will then be given the opportunity to review the order, check the amount of credits you wish to purchase and the total cost of this.

Here you have the opportunity to include a purchase order number. This is not a mandatory field but may be used if your organisation uses purchase orders.

In order to try and minimise errors you will be required to re-enter your password before proceeding with the order.

If you have entered an incorrect amount of credits required you can select the back option to amend the credit amount.

Once you are ready to complete the order you will need to confirm the order by selecting the yellow order button.

Hello Castle Bacs !  
You currently have 10 credits

Apprenticeships

Dashboard Purchase Credits BACS Order History Transaction History Reports Logout

Dashboard Purchase Credits BACS Order History Transaction History Reports

Transaction Information Review BACS order Order Confirmation

Please review your order below and click "Order" to place your order, if there are any issues with the order below, please click "Back" to amend it or please contact us directly for more information.

Credit Quantity	Unit Cost	Total Cost
100 Credits	£ 22.00	£ 2,200.00

Please enter your PO Number (if applicable):

Please enter your password to confirm this order:

Back Order

Top | Contact Us |

Generated in 0.4845(s), memory used: 5.28MB, online: 0

Hello Castle Bacs !  
You currently have 10 credits

Apprenticeships

Dashboard Purchase Credits BACS Order History Transaction History Reports Logout

Dashboard Purchase Credits BACS Order History Transaction History Reports

Transaction Information Review BACS order Order Confirmation

Please review your order below and click "Order" to place your order, if there are any issues with the order below, please click "Back" to amend it or please contact us directly for more information.

Credit Quantity	Unit Cost	Total Cost
100 Credits	£ 22.00	£ 2,200.00

Please enter your PO Number (if applicable): PO345

Please enter your password to confirm this order: \*\*\*\*\*

Back Order

Top | Contact Us |

Generated in 0.4845(s), memory used: 5.28MB, online: 0

When you have confirmed your order you will be directed to the order confirmation page.

This page summarises the details of your order and provides you with a unique submission reference that relates to your order.

- ① This submission reference number needs to be included as a reference in all BACS payments made so that we can reconcile the payment to your finance account and allocate your credits. You can print this order confirmation by selecting the print confirmation button.

If you do have a need to contact the Federation regarding your order you will need to have this reference number available.

You can also view all credit orders made under the BACS order history tab.

You can view all transactions within the transaction history tab. This will keep track of all orders made and the status of orders. **Please note: until the Federation has received payment and allocated your credits the transaction will not be listed under the transaction history tab.**

The Federation will monitor BACS payment on a regular basis and, therefore, credits will be allocated to your ACE account within 24 hours of receiving the payment.

DashboardOrder CreditsBACS Order HistoryTransaction HistoryReportsLogout

DashboardOrder CreditsBACS Order HistoryTransaction HistoryReports

Transaction InformationReview BACS orderOrder Confirmation

Thank you for your BACS order.

Once payment has cleared for this order, we will credit your account with the number of credits purchased. At this point, you will also be able to view a copy of the transaction within your [BACS Order History tab](#).

Please transfer the exact total cost of your order to the bank account below and include your Submission Reference number as a reference on your payment.

Company Name	Company Number	Address	Contact
The Federation for Industry Sector Skills & Standards	SC175918	3rd Floor 101 George Street Edinburgh EH2 3ES Scotland	0300 303 4444

Bank Account	Sort Code	Account No.	Submission Reference
Barclays Bank Plc Acorn House 36-38 Park Royal Road London NW10 7JA	20-92-60	33272826	#12563 ①

Credit Quantity	Unit Cost	Total Cost
1 Credits	£ 22.00	£ 22.00

PO Number	Order Date
NA	29/11/2016 10:40:32

✓ Finish

Download PDF

Top | [Notifications](#) | [Contact Us](#)

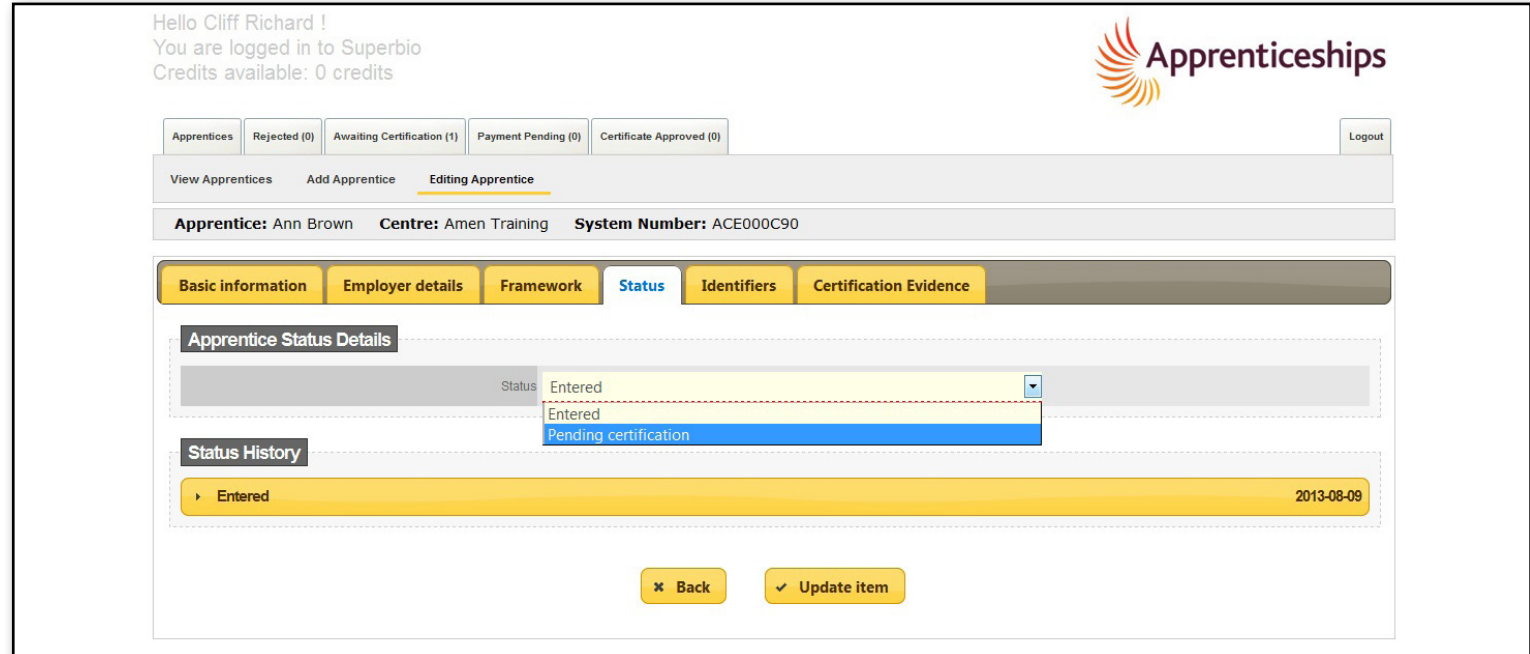
Generated in 0.0626(s), memory used: 3.25MB, online: 0

If you are only processing a small amount of certificate requests at a time you may prefer to use the pay as you process payment method. This method will automatically initiate once you select the apprentice to be submitted for certification under the Status tab.

## Payment process

When the apprentice's ACE record has been finalised with all mandatory requirements and the certification evidence completed you will need to submit the request as you previously have done through the status tab (further details on how to use ACE can be found in the [ACE User guide](#)).

The validation pop up will appear as normal. This indicates the mandatory fields and highlights if there are any areas that are missing information. Select **OK** and a payment pop up will appear.



Hello Cliff Richard !  
 You are logged in to Superbio  
 Credits available: 0 credits

[Apprentices](#) [Rejected \(0\)](#) [Awaiting Certification \(1\)](#) [Payment Pending \(0\)](#) [Certificate Approved \(0\)](#) [Logout](#)

[View Apprentices](#) [Add Apprentice](#) [Editing Apprentice](#)

**Apprentice:** Ann Brown **Centre:** Amen Training **System Number:** ACE000C90

[Basic information](#) [Employer details](#) [Framework](#) [Status](#) [Identifiers](#) [Certification Evidence](#)

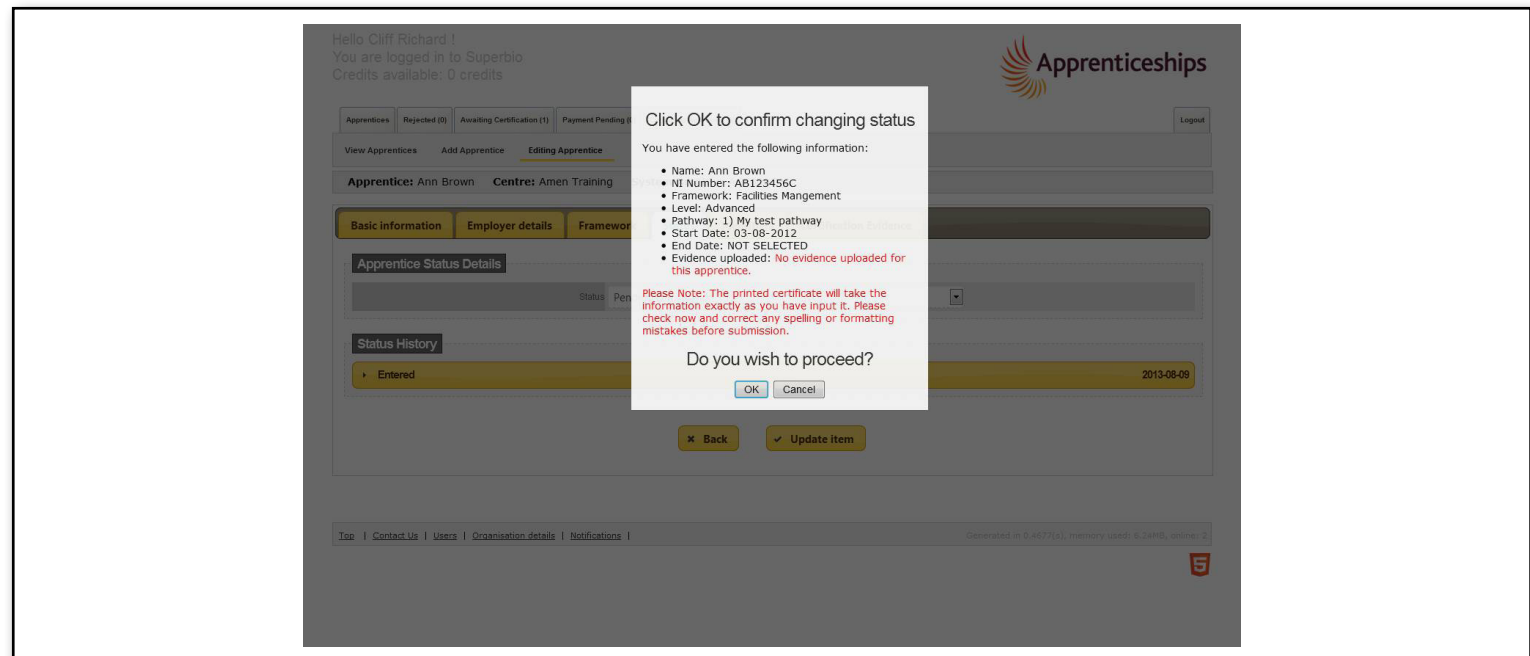
**Apprentice Status Details**

Status: Entered

**Status History**

▶ Entered 2013-08-09

[✕ Back](#) [✓ Update item](#)



Hello Cliff Richard !  
 You are logged in to Superbio  
 Credits available: 0 credits

[Apprentices](#) [Rejected \(0\)](#) [Awaiting Certification \(1\)](#) [Payment Pending \(0\)](#) [Certificate Approved \(0\)](#) [Logout](#)

[View Apprentices](#) [Add Apprentice](#) [Editing Apprentice](#)

**Apprentice:** Ann Brown **Centre:** Amen Training

[Basic information](#) [Employer details](#) [Framework](#) [Status](#) [Identifiers](#) [Certification Evidence](#)

**Apprentice Status Details**

Status: Entered

**Status History**

▶ Entered 2013-08-09

[✕ Back](#) [✓ Update item](#)

Click OK to confirm changing status

You have entered the following information:

- Name: Ann Brown
- NI Number: AB123456C
- Framework: Facilities Management
- Level: Advanced
- Pathway: 1) My test pathway
- Start Date: 03-08-2012
- End Date: NOT SELECTED
- Evidence uploaded: No evidence uploaded for this apprentice.

Please Note: The printed certificate will take the information exactly as you have input it. Please check now and correct any spelling or formatting mistakes before submission.

Do you wish to proceed?

[OK](#) [Cancel](#)

[✕ Back](#) [✓ Update item](#)

[Top](#) | [Contact Us](#) | [Users](#) | [Organisation details](#) | [Notifications](#) |

Generated in 0.46771s, memory used: 6.24MB, online: 2



There are three steps to the payment system:

- Transaction information
- Payment
- Order confirmation

These are listed across the top and the yellow square indicates what stage of the process you are at. The transaction information will be auto-calculated for you based on one certificate cost of £25.

You will need to tick the box to agree to the **terms and conditions** (which can be viewed by clicking on the underlined link) when ordering a certificate on ACE. To move onto the Payment details you will need to select the **Proceed** tab.

You will need to enter the card details that you wish to pay with.

- Card Number
- Expiry Date (MM/YYYY)
- CVV/CVC Number
- Issue Number (if available)

Once all the details have been entered select the option to **continue**. The system will then verify the details that you have entered before confirming the order. The pop up will provide you with a payment reference that you can keep for your records. You may at this stage be directed to 3D secure which is linked to your bank. If you are, please complete the details and submit which will return you to the central payment system.

Make payment

Transaction Information   Payment   Order Confirmation

**Order a Certificate Credit**

Apprentice	Centre Name	Amen Training
Body	Superbio	
Credit Quantity	1 Credit	
Total Cost	£22.00	

☐ By ticking this box I accept the [terms and conditions](#) of placing an order through ACE.

Transaction Information   Payment   Order Confirmation

**Payment details**

Payment Reference: 1376054220  
Amount: 22.00 GBP

Card Number:

Expiry Date (MM/YYYY): 01 / 2013

CVV / CVC Number:

Issue Number (if available):

If your card is identified as being enrolled in the Authenticated Payments Program (3D Secure), you will be forwarded to your Card Issuer's website for identification. After completion of the verification process, you will be directed back to this site to complete the payment process.

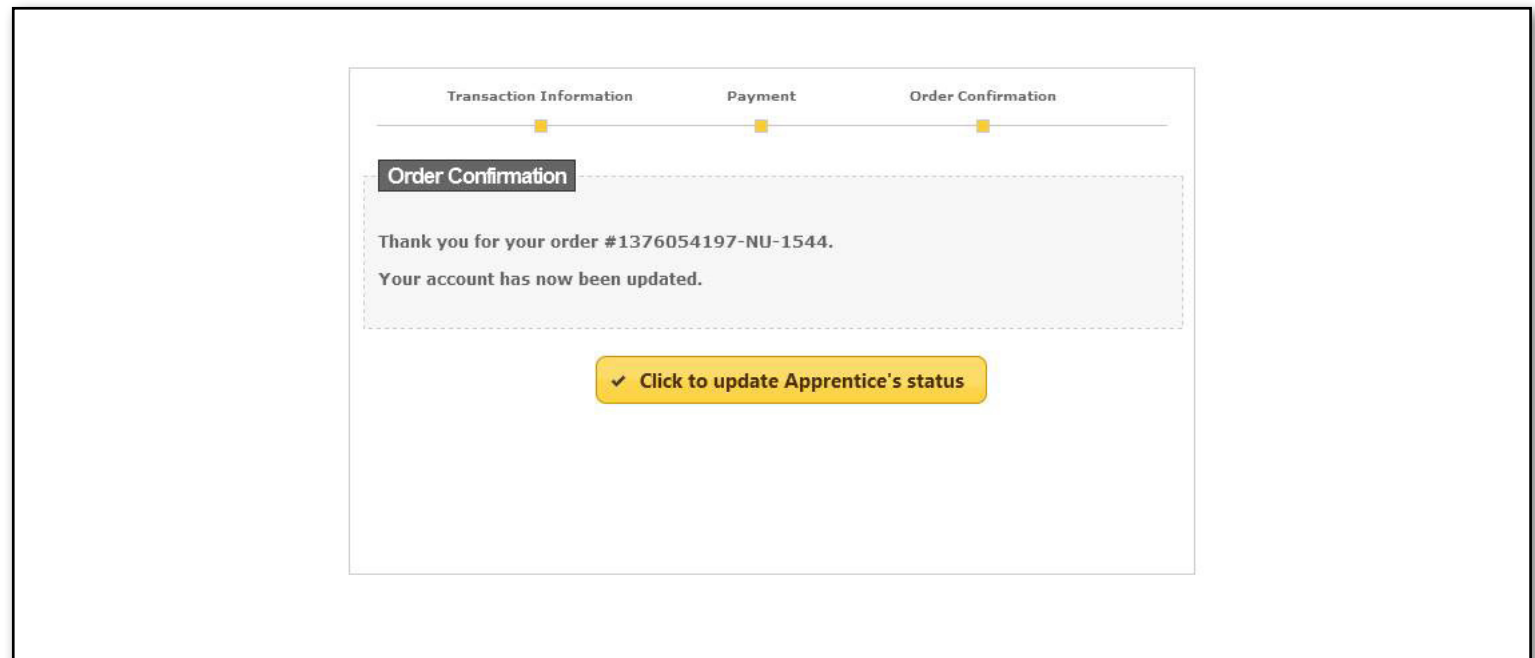
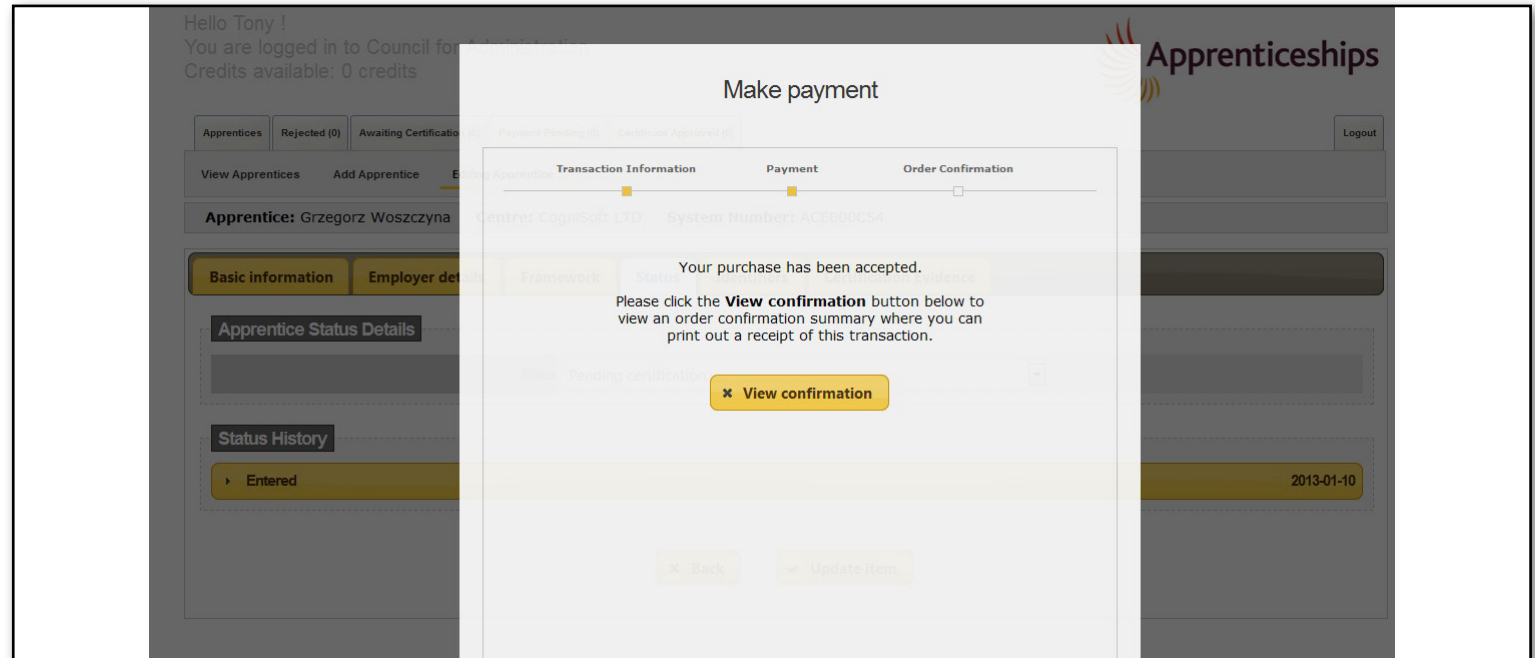
Securely Powered By **DATA CASH**



You will see the display that informing you that the payment has been accepted. You can view the confirmation of the transaction by selecting **View confirmation**.

You will be provided with an order reference which you can keep for your records.

When you have finished this process, select **Click to update Apprentice's status** which will return you to the apprentice's record and submit the request to the certification body.



If you experience problems while using the system, the ACE support team are available to help:

**Telephone:** 0300 303 4444 **E-mail:** [cps@fisss.org](mailto:cps@fisss.org)