

Step-by-step guide to Self-service on abta.com



We are continually working to provide you with a better service.

Returns and applications can be submitted through the ABTA website in the Self Service area.

You will need to sign in to the Member Zone to submit quarterly and annual returns, non-licensable bond applications and to provide details of your insurance policies.

When we need a signature on a document you can upload a scanned copy instead of emailing.

You can also review some of the information we know about your business and we've made it easy for you to tell us when something needs to change.

Click on – Member Zone

Member Zone

STEP ONE

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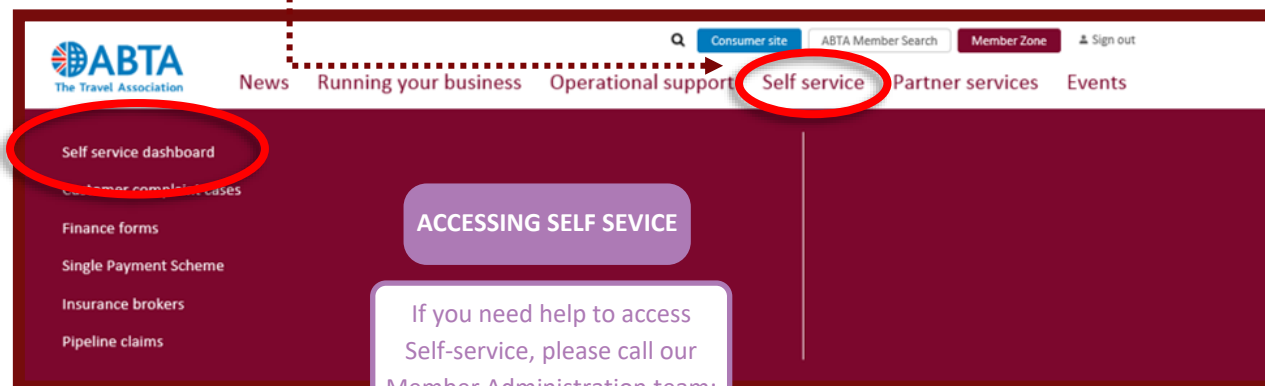
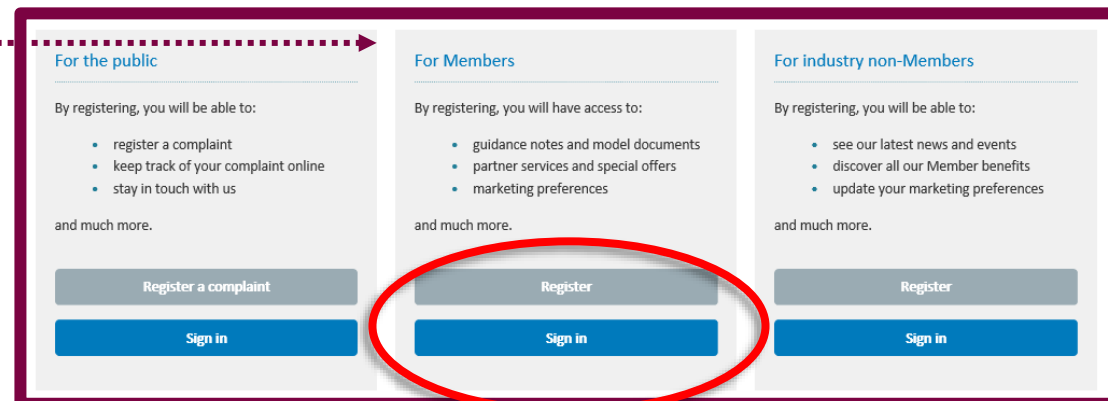
Sign in to abta.com and select **Self Service** from the top row. You'll be redirected to the self-service section.

THE PROCESS

We've made ABTA returns and applications simple for you.

All you need is your abta.com user name (usually your email address) and password. If you can't see your company details please call us and we'll make sure that you have the correct access rights.

Follow our simple step-by-step guide that will help you get started.



ACCESSING SELF SERVICE

If you need help to access Self-service, please call our Member Administration team:
+44 (0)20 3117 0595.

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STEP TWO

When we need you to provide financial information we'll notify you by email and save an item in your task list. Tasks will remind you when we need information and will direct you to our online forms. We have online forms for:

- Quarterly Return
- Annual Return Part 1
- Annual Return Part 2
- Non-licensable bond application

****Please note that the "Adjusted net current assets" form now exists as Section H of the Annual Return Part 1****

Please ensure you have updated ABTA with an appropriate contact for your business.

Acting for more than one ABTA Member

If you act for more than one ABTA Member, use the drop down list to select the relevant company before you proceed.

Self Service

--select--

Please select an account to continue.

Your task list

Buttons

Click the button(s) in the task to work on the related form.

Tasks	Company details	Debts	Upload docs	Useful links
<div>31st Mar 2018 Annual return Overdue</div> <div>Continue annual part 1Continue annual part 2Upload signed part-1Upload annual accounts</div>				

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STEP THREE

Check the information we keep about your business in the company details section. You can find:

- Your Head office and any branch offices
- Your business activities
- A list of directors and shareholders

You can also manage your business' insurance policies and add or remove brands and their websites, which we display in our public - Find a Member - search.

Head and branch office details

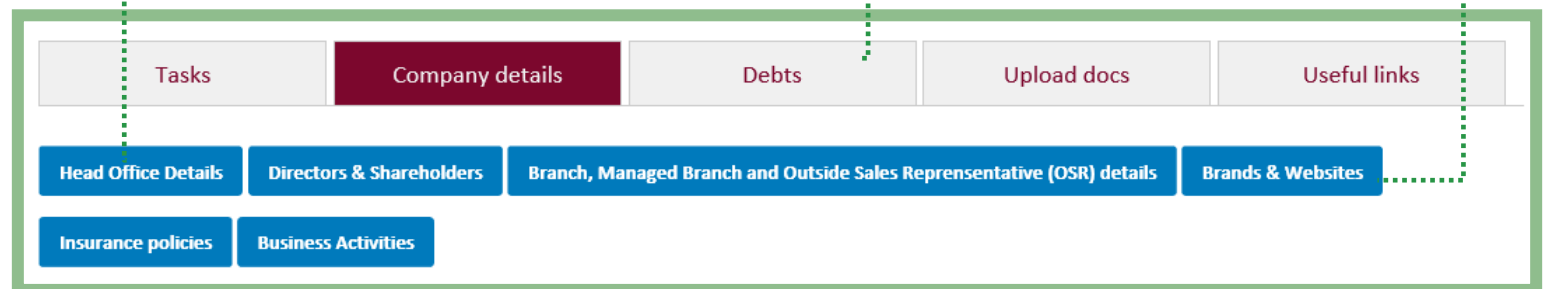
These sections contain the names, addresses, ABTA number and contact details of your business and its branches.

Debts

Here you can inform ABTA with details of any debts that are outstanding to your organisation from other ABTA Members.

Brands & Websites

Add, delete or amend your list of brands and related websites which we display in our public Find a Member search.



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STEP FOUR

The values you enter will be validated as you progress and you can save the form at any time. It will remember what you've done if you want to complete it later.

When you complete and submit the form you will then receive a copy by email for your records.

In the case of the Annual Return Part 1 you will then need to forward this on to your reporting accountant for their signature.

Sections

Each section will turn blue as you complete it, if it turns red you'll need to review the information before submitting.

Tasks	Company details	Debts	Upload docs	Useful links
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Section E - Gross non-licensable turnover (principal)

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Notes

If anything needs an explanation please add it to the notes area which is available within each section.

Notes

Back or Next

Press Back or Next to move to the previous or next section, if you need to review something.

Back	Next
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STEP FIVE

When you need to send us an electronic document, such as a signed copy of your Annual Return Part One, please use our document upload area.

Submitting documents through this portal will help us to process your information more quickly.

Remember to appropriately name what type of document you are sending.

ACCESSING SELF SERVICE

If you need help accessing self-service at any time, please call our Member Administration team on +44 (0)20 3117 0595.

Select the area:
Upload Docs

Upload your document(s)

Use the Select File button to search for a file to upload

Categorise your document

Use the list to tell us what type of document you are uploading. You can upload several documents together, click Submit to send files to ABTA.