



CITB ONLINE PORTAL USER GUIDE

# Reviewing draft and submitted grant applications



## Section 1. Signing in

- 1 Click on the '**Sign in**' button at the top right corner of the portal.
- 2 You will be directed to the Sign in page.

**Home** | **English** | **Sign in**

### Welcome to CITB Online Services

This online portal allows you to submit & view grant applications, access grant reports, and authorise automated grants.

We are working on adding more services to this site over time. While under development, some links below may redirect you to the existing online portal, and you may be asked to log in again.

#### Grant applications

**Apply for a grant**  
Apply for grants online for apprenticeships, qualifications, or short courses.

**My grant applications**  
View your saved or submitted online grant applications.

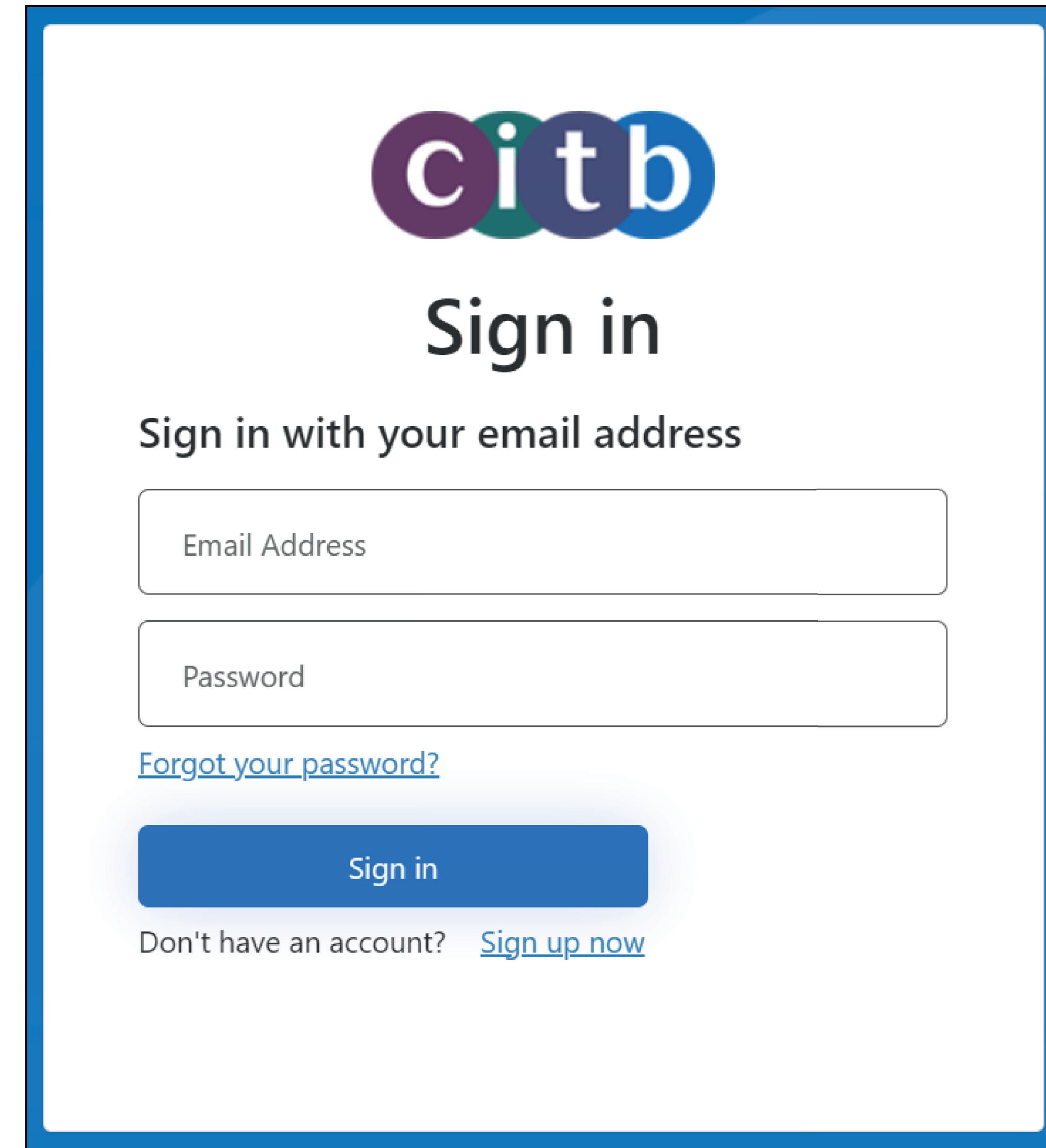
---

#### Other grant services

These links may redirect you to our legacy portal in a new tab or window.

<b>Authorise automated grants</b> Authorise an attendance grant payment, or tell us about a change to entitlement.	<b>Grant report request</b> Request grant reports and access passwords for encrypted reports.	<b>Grant statement</b> View the total value of grants paid for the current and previous year.	<b>Short course grants</b> View and apply for short course grants.
---	--	--	---

- 3 Enter your email and password.
- 4 Click '**Sign in**' to access the portal.



The screenshot shows the Citb Sign in page. At the top is the Citb logo. Below it is the heading "Sign in" and the instruction "Sign in with your email address". There are two input fields: "Email Address" and "Password". Below the password field is a link for "Forgot your password?". A blue "Sign in" button is centered below the links. At the bottom, there is a link for "Don't have an account? Sign up now".

## ▶ Section 2. View saved draft grant applications

You can see applications which have been saved as a draft against your employer in the portal. This includes those saved by other grant users who have access to your employer. You can continue and submit draft applications or permanently delete them if they are no longer required.

- 1 Click on the **'My grant applications'** tile.

### Welcome to CITB Online Services

This online portal allows you to submit & view grant applications, access grant reports, and authorise autom  
We are working on adding more services to this site over time. While under development, some links below be asked to log in again.

### Grant applications

#### Apply for a grant

Apply for grants online for apprenticeships, qualifications, or short courses.

#### My grant applications

View your saved or submitted online grant applications.

2 This page will display draft and submitted applications.

3 Click '**View Bulk Application**' against a row in the draft applications table.

**My Grant Applications**

View the grant applications you have submitted through this online portal. This page does not show whether your application was accepted or rejected, or when the grant paid. You will be notified separately through email or post of the outcome of your application.

We typically process applications within 4 weeks of submission. If you have any questions regarding a submission, contact us on 0344 994 4455 or [levy.grant@citb.co.uk](mailto:levy.grant@citb.co.uk).

**Draft applications**

Draft unsubmitted applications are automatically deleted after a period of time to make sure we're only holding on to information we need to.

10 entries per page Search:

Application reference	Last saved	Grant type	Learner name	# of applications	Status	
A2000037020	22/11/2024	Apprenticeship attendance		N/A	Draft	<a href="#">View Bulk Application</a>

Showing 1 to 1 of 1 entry « < 1 > »

**Submitted applications**

View all applications you have submitted through this portal within the last year.

10 entries per page Search:

Application reference	Submitted	Submitted by	Grant type	Learner name	# of applications	Status	
A2000037019	22/11/2024	Demo User1	Short qualification achievement	Sarah Sample	N/A	Submitted	<a href="#">View application</a>
A2000037018	22/11/2024	Demo User1	Short qualification achievement		N/A	Submitted	<a href="#">View Bulk Application</a>

Showing 1 to 2 of 2 entries « < 1 > »

4 You will be presented with the saved draft grant application form.

5 You can continue the application form through the submission, or permanently delete the application as needed.

The screenshot shows the 'Apply for Apprenticeship attendance grant' interface. It includes a 'Delete' button in the top right, a 'Step 1 of 2 - Application details' header, and instructions for adding new rows. A yellow bar contains 'Upload Evidence' and 'Files uploaded: 0' buttons. Below this is a table with columns for 'Actions', 'Select evidence', 'Learner first name', 'Learner last name', 'Learner date of birth', 'National Insurance number', 'Date joined employer', 'Apprenticeship title & level', and 'Original course start date'. A single row is visible with the following data: 'Select evidence', 'Sam', 'Sample', '15/05/2006', 'AA123456B', '20/11/2024', 'Level 2 Stonemason', and '20/11/2024'. The interface also features 'Add new', 'Only show errors', 'Total errors 0', 'Total applications 1', 'Clear grid', 'Save & Exit without submitting', and 'Continue' buttons.

Actions	Select evidence	Learner first name	Learner last name	Learner date of birth	National Insurance number	Date joined employer	Apprenticeship title & level	Original course start date
		Sam	Sample	15/05/2006	AA123456B	20/11/2024	Level 2 Stonemason	20/11/2024

## ▶ **Section 3. View submitted grant application status**

You can see applications which have been submitted against your employer in the portal. This includes those submitted by other grant users who have access to your employer. When you first submit an application form, you have one hour to edit or withdraw the application should you notice a mistake. If more than one hour has passed and you notice an issue with a submitted application, contact our Customer Operations team.

- 1 Follow steps **1** and **2** from **Section 2**.

2 Submitted applications will be listed, ordered newest to oldest.

Submitted applications

View all applications you have submitted through this portal within the last year.

10 entries per page Search:

Application reference	Submitted	Submitted by	Grant type	Learner name	# of applications	Status	
A2000037019	22/11/2024	Demo User1	Short qualification achievement	Sarah Sample	N/A	Submitted	<a href="#">View application</a>
A2000037018	22/11/2024	Demo User1	Short qualification achievement		N/A	Submitted	<a href="#">View Bulk Application</a>

Showing 1 to 2 of 2 entries « < 1 > »

3 Click '**View application**' against a row in the submitted application table to view the application form in full.

4 You will be shown the details of that application.

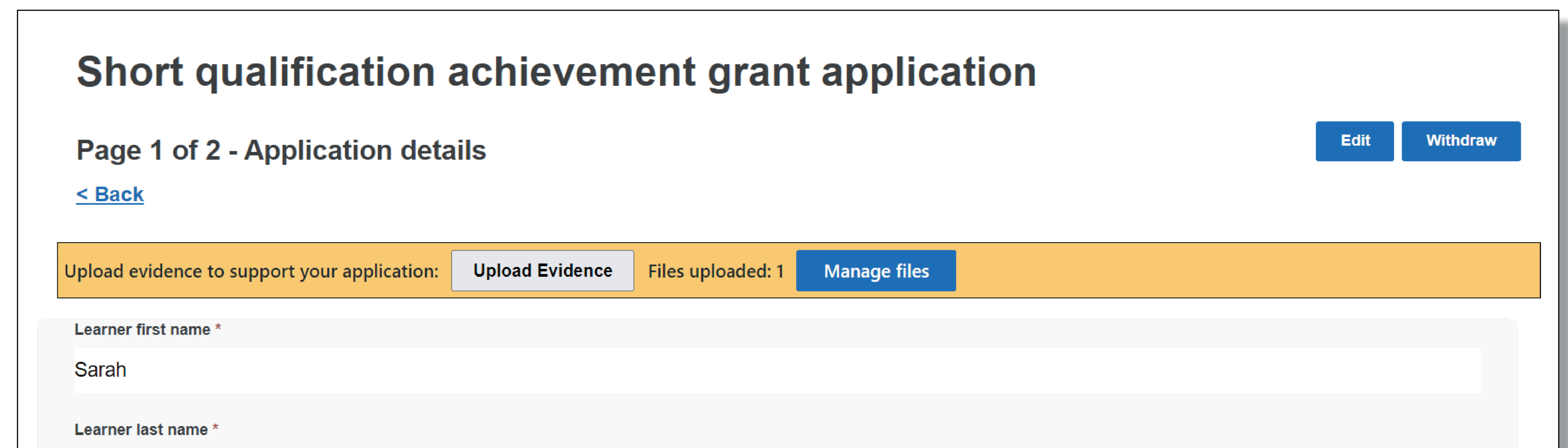


## ▶ Section 4. Updating/withdrawing a submitted application

1 If you are viewing the application within one hour of submission, you can click '**Edit**' to make any amendments to the application, or '**Withdraw**' to remove the application.

2 If you click '**Withdraw**' a warning message "Are you sure you want to withdraw the application?" will appear. Click '**OK**' for confirmation. This will permanently delete the application form.

You will be presented with confirmation that the application has been withdrawn.



Short qualification achievement grant application

Page 1 of 2 - Application details [Edit](#) [Withdraw](#)

[< Back](#)

Upload evidence to support your application: [Upload Evidence](#) Files uploaded: 1 [Manage files](#)

Learner first name \*  
Sarah

Learner last name \*