

# MY CAPABILITY - Accounting Technician Program [ATP]

## Enrolment quick reference guide

This quick reference guide covers how to enrol into ATP.

Please note screenshots displayed in this document are for reference purposes only.

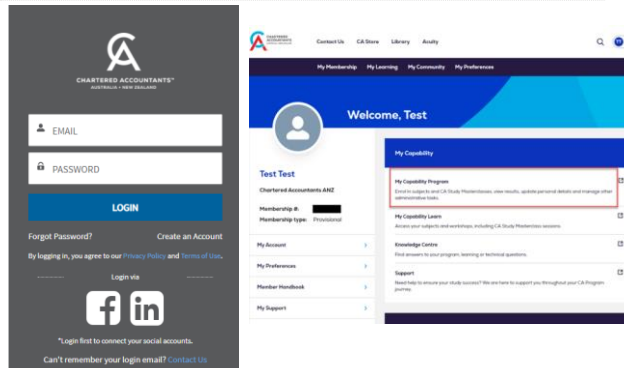
This guide covers instructions on:

### ATP Enrolment

- Navigate to [www.charteredaccountantsanz.com](http://www.charteredaccountantsanz.com)
- Click on LOGIN TO MY CA via the top right-hand corner of the page.

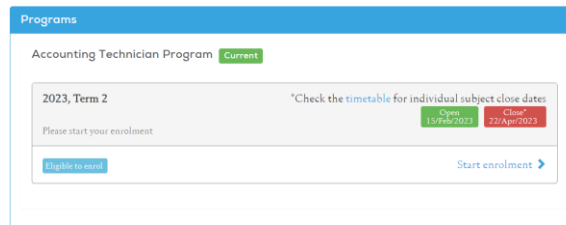


- Log in using your email address.
- If you have forgotten your password, use the Forgot Password link.
- Select "My Capability Program" to start the enrolment process.



- Navigate to My Capability - Program
- Click on "Program & Subjects" to view the Program and Subjects page.

### Programs & Subjects



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### ATP Enrolment

- To start enrolment, select the Start Enrolment button.

- To start enrolment, click the Complete button next to Personal details and update your address details.

- If you require a legal name change then you can request a name change and upload supporting documentation.
- This will be sent to CA ANZ for approval.

- Click next to update your addresses.
- Make sure the term residential address is correct.
- All three addresses need to be completed to be able to proceed. If updating your Term Residential or Mailing Address, you will be taken back to MyCA to update. Permanent Home Residential Address is updated within MyCapability.
- If no changes are required select confirm address button.

- Click **Complete** next to Subject selection

- Under ATP subject click on View List

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ATP Enrolment

- Navigate to the ATP Course and click Add.
- Click "Submit Selections" once you have added your subject.

Search

Subject	Subject details & pricing	Term & Location	Credits	Add
ATPE01	ATP Course	Term 2	1	<b>Add</b>

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

**Selected Subjects**

Subject	Subject details & pricing	Term & Location	Credits		
ATPE01	ATP Course	Term 2	1		

**Totals**

Overall Progress	Required	Current	
Subjects	N/A	1	

**Submit Selections**

- Confirm your subject again by clicking 'next'.

Confirmed Subjects

Confirmed subject selections

You have selected a total of 1 subjects which total 1 credits

Year	Term	Subject	Term & Location	Subject name
2023	T2D	ATPE01	Term 2	ATP Course

Change selections **Next**

- After submitting your selection, click 'save workshops'

Workshop Selection

Information You cannot register to take any workshops on this screen. Your workshop allocation will be available on the subject once you have completed the program following enrolment. Select **Save workshop** to progress to the next screen.

Select workshops

You have selected a total of 1 subjects which total 1 credits

Year	Term	Subject	Subject name	Mode	Workshop selected?
2023	T2D	ATPE01	ATP Course		<input type="checkbox"/>

Back **Save workshops**

- If you require a special provision select yes and provide more information before clicking 'Next'.
- Those who have selected yes will be contacted by a member of the candidate support team.

Subject Selection

Special provision

Do you require a special provision?

Back **Next**

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ATP Enrolment

- Supply details if you require Special Provision. Supporting documentation will need to be provided.
- Click "Next" to proceed.

- Select your time zone and click "Submit" so that your workshop timetable is aligned with local time.

- Click "Complete" for Declaration and Payment.

- Review the enrolment information Terms and Conditions for the Program by clicking "I agree" and "Proceed to payment".

**Enrolment 2023 Term 2**

Chartered Accountants Australia & New Zealand is pleased to offer you a place in the following subject(s).

Accounting Technician Program				
Year	Term	Term & Location	Subject	Name
2023	Term 2	Term 2	ATPE01	ATP Course

**Declaration**  
View Terms and Conditions

By selecting I agree below, I declare that I have read and agree to be bound by the Accounting Technician Program Enrolment Terms and Conditions, Chartered Accountants Australia & New Zealand (CA ANZ) Privacy Policy and other applicable CA ANZ regulations, policies and procedures as amended from time to time and I consent to this acceptance being relied on as evidence of my intention to be so bound.

Declaration\*  I agree

Exit Proceed to payment

- You will be presented with the subject you are enrolling into and the cost.
- Click continue until you get to the online payment screen and enter your payment details.
- No payment plans or alternative payment options are available so please tick the continue button.

**Fees - Select Payment Options**

Your fees for this term

Year	Term & Location	Subject	Fee	Unit	Currency	Original Amount (USD)	Discount	Amount (USD)
2023	Term 2	ATP Course	Tuition Fee	405.00	USD	405.00	0.00	405.00
							<b>Total</b>	<b>405.00</b>

Select Continue to see who is responsible for paying your fees.

Continue

**Fees**

Who is paying the fees

Payment Method	Year	Term	Program	Subject	Fee	Currency	Amount (USD)	
Candidate	2023	Term 2 (2023)	Accounting Technician Program	ATP Course	Tuition Fee	USD	405.00	
							<b>Total</b>	<b>405.00</b>

Select Continue to return to the payment screen to pay any fees you are responsible for.

Back Continue

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### ATP Enrolment

- Click on the payment link to proceed to the payment details page.

**Online Payments**  
On this screen you can pay your fees online through the secure eWay Payment Service Provider. Below is a list of transactions that require payment.

Description	Approved Due Date	Approved Due	Paid	Amount to Pay
Transaction: ATP Course	01/Nov/2023	400.00	0.00	400.00

**Total to Pay**

Total to Pay: 400.00

[Pay Now](#)

- Enter your card information and click pay now
- You are not enrolled until fees have been paid. Your enrolment status will be updated shortly after payment, and an invoice and receipt will be available for you to download.

**CAANZ**  
eWAY - your online payment gateway

**Customer Details**

First Name: NZ\_ST  
Last Name: NZST\_ENOWEZR  
Email: nzst@tr-hi.co.nz  
Address: 50 CUSTOMHOUSE QUAY  
City: WELLINGTON  
State/Provincial/Region: 6011  
Postcode: New Zealand  
Country: Phone #

**Product Invoice Information**

Invoice Number: 38261  
Invoice Description: Credit Card Receipt

**Credit Card Details**

Card Number:

Name on Card:

Expiry Date: Month: 2023

CCV:

[Cancel](#) [Pay Now](#)

- Your enrolment will be confirmed in a message to your In tray once your payment has been processed. This may take several minutes. To access this, click on your name in the top right corner and then select "Messages".

**Programs & Subjects**

Programs & Subjects

[Messages](#)

### View my Invoice

- To view and download a copy of your Enrolment invoice, click on **Finance**.

[PROGRAMS & SUBJECTS](#) [TIMETABLE](#) [FINANCE](#)

- Once in the Finance screen, click on "View my invoices".

**Finance**

400.00

[View my invoices](#)

You will be taken to the My Invoices screen. Here you can download copies of your paid invoices.

**My Invoices**

Invoice Number	Invoice Date	Invoice Amount	Invoice Status
38261	01/11/2023	400.00	Paid

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