# Employer OneFile Instructions – Getting Started

All apprenticeship sign ups now take place electronically using a system called OneFile. Both you and your apprentices will have accounts created by Grŵp Llandrillo Menai.

Verifying your OneFile account

You will receive an email similar to the one below asking you to complete the registration process.

1. Click on the link in the email - **Important – this link expires after 24 hours**
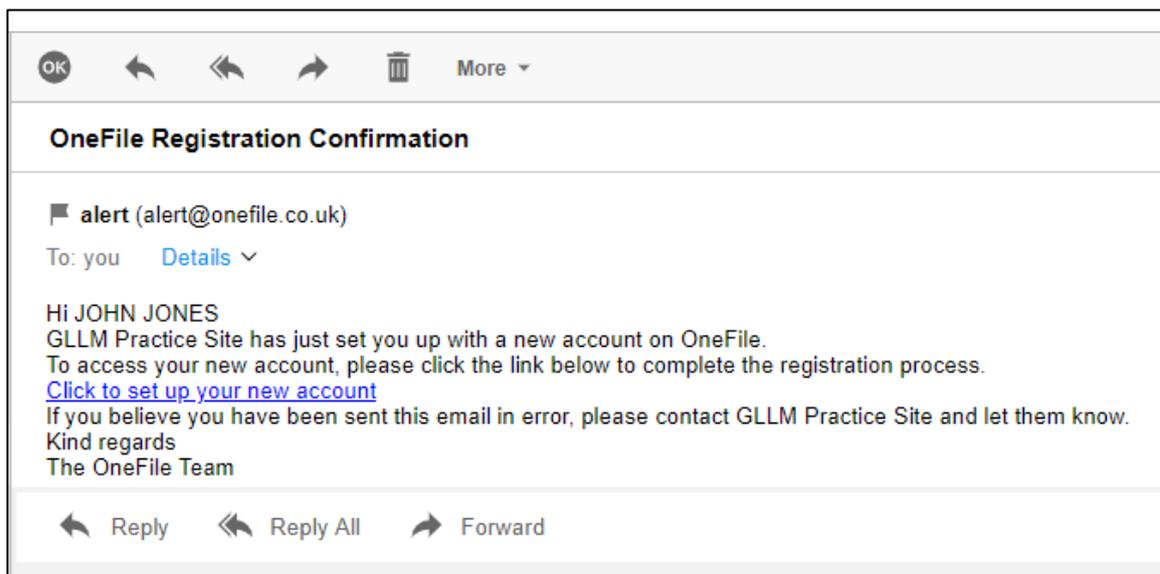
2. Follow the instructions to create a password.

    Note: If you forget this password you will need to click on the Forgotten Password option.
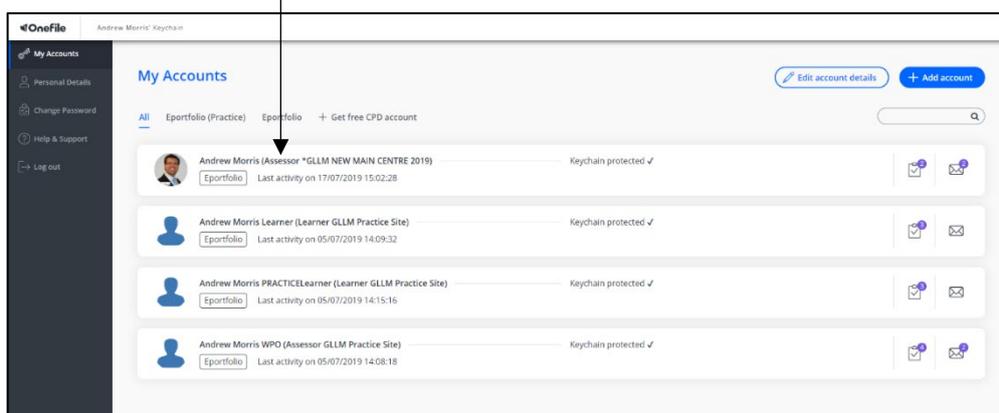
Logging in to OneFile

1. Visit www.onefile.co.uk

2. Enter your login details (click the **Forgotten password** option to reset your password)
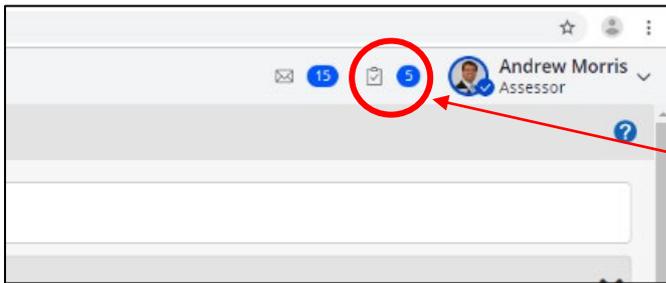
3. Click the blue **LOG IN** box
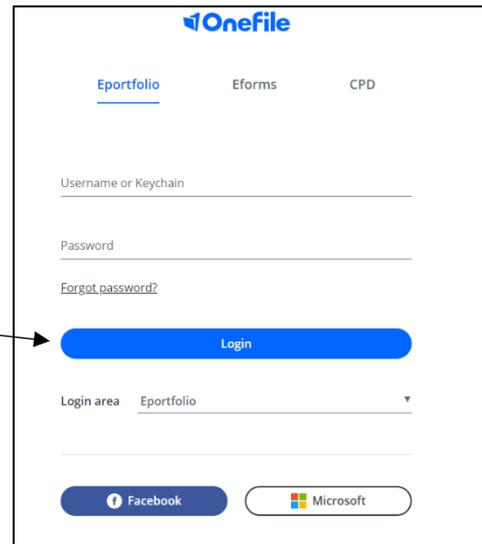
You will need to agree to the terms and conditions the first time you log in
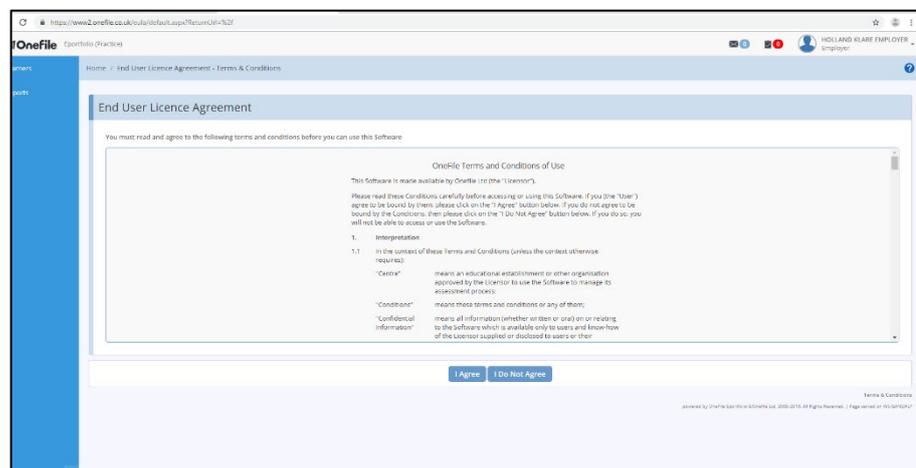
4. Select your Profile

Tasks

If any tasks require actioning such as a form needs signing, you will receive an email to notify you.

These will appear as tasks within OneFile in the top right of the screen.

Click on this icon to reveal the task