

For all queries please see **Frequently Asked Questions 2019** on the RCCP website [www.rccp.co.uk](http://www.rccp.co.uk). Please do this before emailing or calling as we expect high call volumes during this this time, and it may delay your renewal.

## RCCP Renewal Flow Chart 2019 -2020

**Access & Login** to [www.rccp.co.uk](http://www.rccp.co.uk) with your registered email address and password. If you have **forgotten your password** click the link on this page and a link will be sent to you to create a new one.

Click on **“Account”**  
**MANDATORY STEP 1**  
Then click **“View my profile”**. Check and update your details.  
It is essential that **ALL** details are checked  
**MANDATORY STEP 2**  
**YOU MUST UPLOAD A PROOF OF NAME CHANGE if APPLICABLE**

Click on **“Account”**  
And Click **RENEW NOW**

**RENEWAL PAGE**  
**MANDATORY STEP 3**  
Complete and submit your renewal form (annual declaration). A confirmation email will follow.  
**MANDATORY STEP 4**  
**YOU MUST UPLOAD AN IMDEMNITY INSURANC FE CERTICATE IF Q5 = YES**

**PAYMENT**  
**MANDATORY STEP 5**  
This will be taken on **26/04/2019**  
If you do not have a direct debit in place you will be directed to the **GOCARDLESS** payment page to set one up by **23/04/2019 10am deadline**