



Register, book, and manage your workforce training with ease.

A complete walkthrough of the sponsor company portal — creating your account, completing your new customer registration form, booking training slots, and managing invoices, statements, certificates and documents, all in order.

22 easy steps

Sponsor role

Company / Training & Sentinel coordinator

vstraining.org.uk/login

Sponsor portal

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Registration & Approval

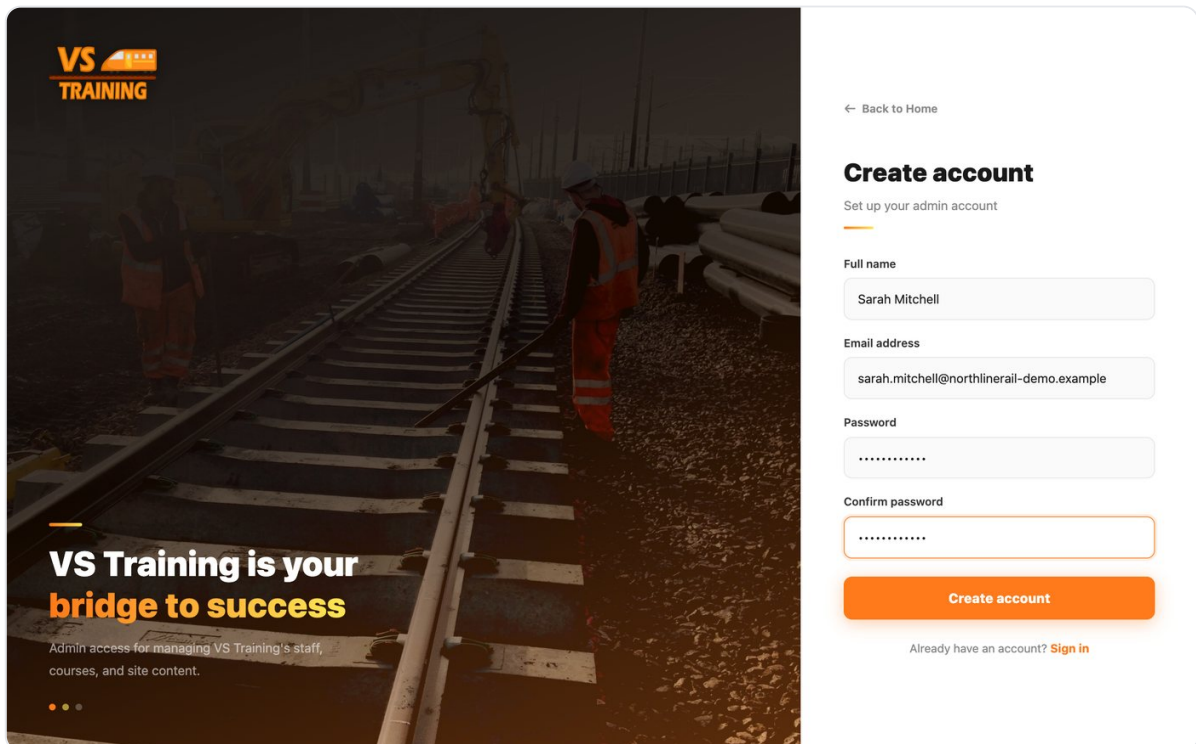
01

Create your account

GET /register

Go to the VS Training home page and scroll down to the **For Sponsor Companies** section in the footer, then select **Register Your Company**. Enter your full name, work email address, and choose a password (minimum 8 characters).

This is the email VS Training will use for all booking, invoice, and approval correspondence, so use one you check regularly.



The screenshot displays the VS Training website's 'Create account' page. On the left, a large banner image shows two workers in orange safety gear on a railway track. The VS Training logo is in the top left corner of the banner. Below the image, the text reads: 'VS Training is your bridge to success' and 'Admin access for managing VS Training's staff, courses, and site content.' On the right, the 'Create account' form is visible. It includes a 'Back to Home' link, the title 'Create account', and the subtitle 'Set up your admin account'. The form has four input fields: 'Full name' (containing 'Sarah Mitchell'), 'Email address' (containing 'sarah.mitchell@northlinerail-demo.example'), 'Password' (masked with dots), and 'Confirm password' (also masked with dots). An orange 'Create account' button is at the bottom of the form. Below the button, there is a link: 'Already have an account? Sign in'.

← Back to Home

Create account

Set up your admin account

Full name

Email address

Password

Confirm password

Create account

Already have an account? [Sign in](#)

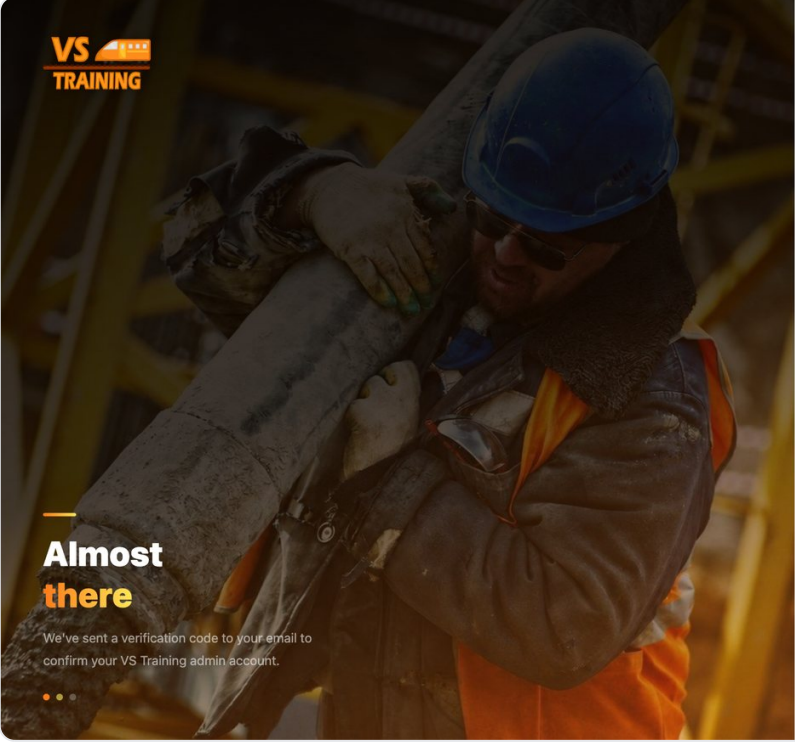
02

Verify your email

GET /register/verify-otp

A 6-digit verification code is emailed to the address you registered with. Enter it here within **10 minutes** of receiving it.

Didn't get a code, or did it expire? Use **Start again** to request a fresh one.



Almost there

We've sent a verification code to your email to confirm your VS Training admin account.

← Back

Verify your email

Enter the 6-digit code sent to **sarah.mitchell@northlinenail-demo.example**. The code expires 10 minutes after it was sent.

Verification code

Verify & create account

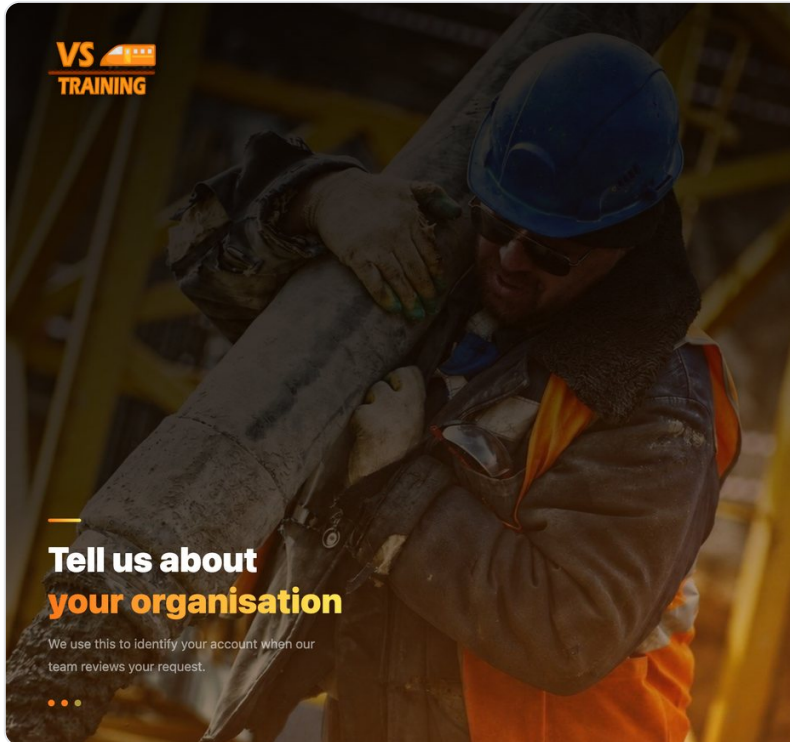
Didn't get a code, or did it expire? **Start again**



Add your company details

GET /register/company

Tell VS Training which company you're registering on behalf of, and a contact number. This is what our admin staff will see when reviewing your account request.



Company details

One last detail before your request goes to our team, sarah.mitchell@northlinerail-demo.example.

Company / organisation name

Northline Rail Services Ltd

Contact number

07700 900456

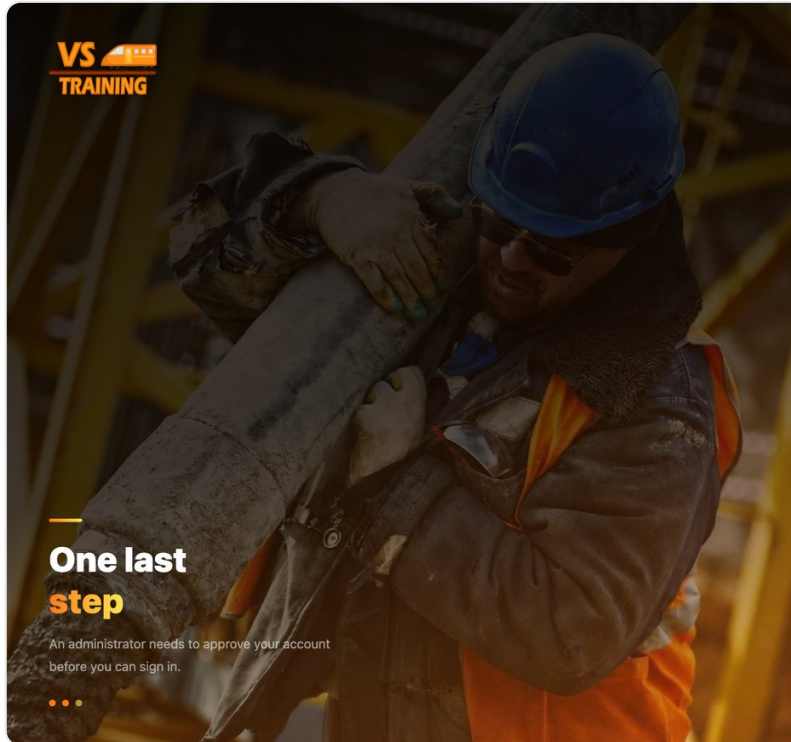
Continue



Wait for approval

GET /register/pending

Your email is verified and your request is now sitting with a VS Training administrator. There's nothing further to do here — you'll be emailed the moment a decision is made.



Email verified

Thanks — sarah.mitchell@northlinetrail-demo.example has been verified.

Your account request is now waiting on admin approval. Once approved, you'll receive an email at this address confirming your account and your login details.

[Back to sign in](#)



Admin reviews and approves

A VS Training administrator reviews your request — your verified email, company name, and contact number — and decides whether to approve it.

Once approved, you're emailed your login credentials straight away — this is the email to watch for.

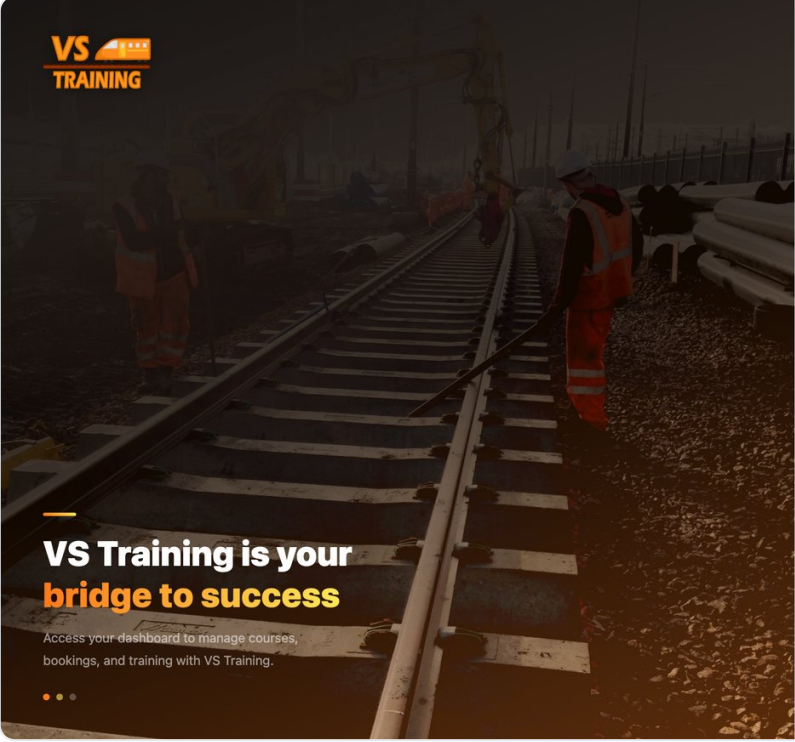
If your request is rejected instead, you'll be emailed the reason and can register again with corrected details.



Sign in for the first time

POST /login

Use the email and temporary password from the approval email to sign in. You can change that password at any time from **Change Password** in the sidebar — see step 21.



**VS Training is your
bridge to success**

Access your dashboard to manage courses,
bookings, and training with VS Training.

[← Back to Home](#)

Welcome back

Sign in to your account

Email address

Password [Forgot password?](#)

☐ Remember me

[Sign in](#)

Don't have an account? [Register](#)

Registration form & dashboard

07

Complete the new customer registration form

[GET /admin/questionnaire](#)

Before anything else, VS Training needs your QPF004 New Customer Registration Form — company details, quality and health & safety policies, rail work history, insurance, and a signed declaration across 8 short sections.

This is required. You won't be able to book training until it's submitted. Your progress is saved as a draft in your browser as you go, so an accidental refresh won't lose your answers.

The screenshot shows the 'New Customer Registration Form' interface. On the left is a dark sidebar with the 'VS TRAINING' logo and a navigation menu. The main content area has a blue header with the form title and a progress bar. Below the header is a progress indicator showing 8 steps: 1. Company, 2. Quality, 3. Environment, 4. H&S, 5. Rail Work, 6. General, 7. Enclosures, and 8. Declaration. The first step, 'Part 1 — Company Details', is expanded and contains several input fields for company information.

VS TRAINING

Dashboard

TRAINING

- Booking Slots
- Booking Records
- Statements

ACCOUNT

- Customer Registration Form**
- My Documents
- Change Password

Sarah Mitchell
sarah.mitchell@northlinerail-...

New Customer Registration Form

View Site Logout

QPF004 — REQUIRED

New Customer Registration Form

This form must be completed before you can access the rest of your panel. All details are required — documents can be attached now or added later. Your answers are saved as a draft in this browser as you go, so accidental refreshes won't lose your work.

Step 1 of 8

1 Company — 2 Quality — 3 Environment — 4 H&S — 5 Rail Work — 6 General — 7 Enclosures — 8 Declaration

Part 1 — Company Details

Full Company Name

Northline Rail Services Ltd

Address

Unit 4, Meridian Trade Park, Leeds, LS11 5QD

Contact Name	Position	Tel	Email
Sarah Mitchell	Training & Sentinel Coordinator	07700 900456	sarah.mitchell@northlinerail-demo.ε

Your Company's Primary Activity	No. of Employees	Year Established	Company Registration No
Track renewals and rail infrastruc	85	2011	09876543

Your dashboard

GET /admin/dashboard

Once your registration form is submitted, your dashboard unlocks — upcoming sessions, seats booked, bookings this year, and your registration form status at a glance, plus quick links into every other screen in this guide.

If you owe anything, an **Outstanding Balance** panel shows the total — unpaid statements plus invoices not on a statement yet — and when it's next due. You can pay each invoice as it's raised, or pay the full statement in one payment.

The screenshot shows the VS Training dashboard for Northline Rail Services Ltd. The interface includes a sidebar with navigation links for Dashboard, Booking Slots, Booking Records, Statements (with a notification badge), and Account settings. The main content area displays a welcome message, a summary of training bookings, an outstanding balance of £1,368.00, and a grid of key metrics: 1 upcoming session, 5 total seats booked, 3 bookings in 2026, and a submitted customer registration form. Below this, there are sections for recent bookings and quick actions.

VS TRAINING

Dashboard

TRAINING

- Booking Slots
- Booking Records
- Statements 1

ACCOUNT

- Customer Registration Form
- My Documents
- Change Password

Sarah Mitchell
sarah.mitchell@northlinerail-...

Dashboard [View Site](#) [Logout](#)

SPONSOR ACCOUNT

Welcome, Northline Rail Services Ltd Thursday, 15 October 2026

Here's an overview of your training bookings.

- 3** Total Bookings
- 5** Seats Booked
- 1** Upcoming Sessions
- 3** This Year

OUTSTANDING BALANCE
£1,368.00

1 unpaid statement - next due 31 Oct 2026 - £528.00 in invoices not on a statement yet

You can pay each invoice as it's raised, or pay the full statement in one payment — then select **I've Paid This** to upload your proof.

[View Statements](#)

1 Upcoming Sessions
[View bookings >](#)

5 Total Seats Booked
Across 3 bookings

3 Bookings in 2026
3 total all-time

Submitted Customer Registration Form
[View / Edit >](#)

Recent Bookings
Your latest training bookings [View all >](#)

PTS-AC-R **Personal Track Safety (PTS AC) — Recert** 2 students
28 Oct 2026 - Ref VST-2026-00903 1 week ago

Quick Actions

Booking Slots
Find an available date [>](#)

Booking a training slot

09

Book a training slot

GET /admin/book-training

From the left-hand menu, under **Training**, click **Booking Slots** — this takes you to the calendar shown below.

The calendar shows every scheduled course date with its time, trainer and seats left, colour-coded by how many seats remain — green for plenty, amber for few, red for almost full. Click a course on the calendar, then enter how many staff you'd like to book on.

You can never book more seats than are remaining for that date — if you ask for more, the system offers you other dates for the same course, or lets you split your staff across two dates.

Booking Slots

Click any scheduled date to see the trainer and seats left, then enter each attendee's details. You can never book more seats than are remaining for that date.

● Plenty of seats ● Few seats left ● Almost full / fully booked

October 2026

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24

Controller of Site Safety (COSS) — Initial
9:00 AM

Personal Track Safety (PTS AC) — Initial
9:00 AM
Daniel Hughes

DCCR (PTS DCCR) — Initial
9:00 AM
Daniel Hughes

Personal Track Safety (PTS AC) — Initial

Wed, 21 Oct 2026 · 9:00 AM

Location: VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London

6 seats available for this date

How many staff would you like to book onto this course?

Continue

Enter your attendees

For each seat you're booking, add the attendee's full name, email, phone number, Sentinel number (if issued), date of birth, and NI number — everything the trainer needs on the day. Add a general note for anything else worth flagging.

Booking someone you've booked before? Pick them from the **Student** drop-down instead of **+ New** and their details are filled in for you.

Personal Track Safety (PTS AC) — Initial

Wed, 21 Oct 2026 · 9:00 AM

Location: VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London

6 seats available for this date

STEP 1 OF 5

< Change staff count

NO.	STUDENT	FULL NAME	EMAIL ADDRESS	PHONE NUMBER	SENTINEL NO.	DOB	NI NUMBER
1	+ New ▼	Ryan Doyle	r.doyle@northli	07700 900	SEN314155	14/03/1992 📅	QQ314159. 🗑
2	+ New ▼	Hannah Price	h.price@northli	07700 900	If issued	27/06/1998 📅	QQ271828 🗑

+ Add Attendee (2 of 6)

Notes

Hannah is new to track — Sentinel card to be issued after this course.

Cancel Continue



Add payment details

Enter a purchase order number if you have one, the invoice contact name, invoice email address, and billing address — this is who and where VS Training sends your invoice to.

Other payment instructions or references are optional — add anything your finance team needs quoted on the invoice.

Personal Track Safety (PTS AC) — Initial✕

Wed, 21 Oct 2026 · 9:00 AM

Location: VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London

6 seats available for this date

STEP 2 OF 5

Payment Details

Purchase Order (PO) Number

PO-NRS-4655

Invoice Contact Name *

Accounts Payable

Invoice Email Address *

accounts@northlinrail-demo.example

Billing Address *

Northline Rail Services Ltd, Unit 4, Meridian Trade Park, Leeds, LS11 5QD

Other Payment Instructions/References

Please quote PO-NRS-4655 on all invoices.

< Back

Continue



Special requirements

Let us know about any accessibility needs, dietary requirements, or anything else the trainer should be aware of for your attendees. Leave this blank if there's nothing to add.

Personal Track Safety (PTS AC) — Initial

×

Wed, 21 Oct 2026 · 9:00 AM

Location: VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London

6 seats available for this date

STEP 3 OF 5

Special Requirements

If you have any accessibility needs, dietary requirements, or other special requests, please specify below.

Hannah is vegetarian — please let us know if lunch is provided. No access requirements.

◀ Back

Continue



Additional comments or queries

Add any other comments or questions for VS Training about this booking. This is optional — skip it if you have nothing further to add.

Personal Track Safety (PTS AC) — Initial✕

Wed, 21 Oct 2026 · 9:00 AM

Location: VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London

6 seats available for this date

STEP 4 OF 5

Additional Comments/Queries

Is there on-site parking at the Enfield centre for two vans?

< Back

Continue



Confirm and sign the declaration

Tick to confirm the information provided is accurate and that you have the authority to book this training session on behalf of your organisation.

Type your full name as your signature, confirm the date, then select **Confirm Booking** to submit.

Personal Track Safety (PTS AC) — Initial

Wed, 21 Oct 2026 · 9:00 AM

Location: VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London

6 seats available for this date

STEP 5 OF 5

Declaration

☒ I confirm that the above information is accurate and that I have the authority to book this training session on behalf of my organisation.

Signature (type full name) *

Sarah Mitchell

Date *

09/10/2026

< Back

Confirm Booking

Records, invoices & certificates

15

Track your booking records

GET /admin/bookings

Every training slot you've booked lives here, grouped by date with its course, cohort code, trainer and number of students. Select **View Students** on a date to see your booking's status — pending or approved — and each student's reference and result.

Select **View Details** to see the full booking on one page: schedule, attendees, payment details, declaration, and the invoice for that slot.

Booking Records

TRAINING

Booking Records

Training you've booked for your staff or students, grouped by date.

3 Training Slots 5 Total Attendees

COURSE: All courses DATE FROM: dd/mm/yyyy DATE TO: dd/mm/yyyy Apply Filters

Show 15 entries

COURSE	DATE	TIME	LOCATION	TRAINER	STUDENTS	ACTION
PTS-AC-R-C2 Personal Track Safety (PTS AC) — Recert	28 Oct 2026	9:00 AM	VS Training — The Wenta... Show more	Daniel Hughes	2	View Students
PTS-AC-R-C1 Personal Track Safety (PTS AC) — Recert	23 Sep 2026	9:00 AM	VS Training — The Wenta... Show more	Daniel Hughes	1	View Students
PTS-AC-I-C1 Personal Track Safety (PTS AC) — Initial	16 Sep 2026	9:00 AM	VS Training — The Wenta... Show more	Daniel Hughes	2	View Students

Showing 1-3 of 3 training slots

Show 15 entries

COURSE	DATE	TIME	LOCATION	TRAINER	STUDENTS	ACTION
PTS-AC-R-C2 Personal Track Safety (PTS AC) — Recert	28 Oct 2026	9:00 AM	VS Training — The Wenta... Show more	Daniel Hughes	2	Hide Students

Northline Rail Services Ltd

[Sarah Mitchell](#) 2 students VST-2026-00003 [Approved](#) [View Details](#)

NO.	REFERENCE	FULL NAME	EMAIL	PHONE	SENTINEL NO.	DOB	NI NUMBER	RESULT	
1	VST-2026-00003-01	Liam Carter	l.carter@northlinerail-demo.example	07700 900987	SEN1357924	08/02/1995	Q0135792B	—	Profile
2	VST-2026-00003-02	Emma Walsh	e.walsh@northlinerail-demo.example	07700 900789	SEN9753186	30/09/1993	Q0975318D	—	Profile

PTS-AC-R-C1
Personal Track Safety (PTS AC) — Recert

23 Sep 2026 9:00 AM VS Training — The Wenta... [Show more](#) Daniel Hughes 1 [View Students](#)

PTS-AC-I-C1
Personal Track Safety (PTS AC) — Initial

16 Sep 2026 9:00 AM VS Training — The Wenta... [Show more](#) Daniel Hughes 2 [View Students](#)

Showing 1-3 of 3 training slots

Your invoice for each training slot

GET /admin/bookings/{booking}

VS Training raises an invoice for each training slot you book. It appears in the **Invoicing** card on the booking's detail page, with the invoice number, the total including VAT, the students it covers, and a PDF download. VS Training may also email you a copy.

You can pay each invoice as it's raised, quoting its invoice number — VS Training's bank details are on the invoice PDF. Then tick the confirmation under **Payment Confirmation** on the booking (or select **I've Paid This** on the Statements page), enter the date you paid, attach your proof of payment if you have it, and select **Confirm Payment**. Once the money reaches our account, VS Training marks it as **Paid**.

Or wait and pay them together: every unpaid invoice is added to your next monthly statement — see steps 19 and 20. A £0 invoice has nothing to pay; VS Training clears it and it shows as **Cleared**.

Invoicing

INV-2026-00003

£528.00

£440.00 + VAT (20%) £88.00

Download PDF

STUDENTS ON THIS INVOICE (2)

Liam Carter VST-2026-00003-01 Upcoming

Emma Walsh VST-2026-00003-02 Upcoming

Payment Confirmation

No need to pay this invoice on its own — it'll be included on your next statement.



INVOICE

INV-2026-00003

FROM

VS Training Ltd

Suite 6, The Wenta Business Centre

1 Electric Avenue, Innova Park

Enfield, EN3 7XU

bookings@vstraining.org.uk

BILL TO

Accounts Payable

Northline Rail Services Ltd

Unit 4, Meridian Trade Park Leeds, LS11 5QD

accounts@northlinrail-demo.example

INVOICE DATE

06 October 2026

PURCHASE ORDER NUMBER

PO-NRS-4618

DESCRIPTION	BOOKING REF	AMOUNT
Personal Track Safety (PTS AC) — Recert Wednesday, 28 October 2026 · 2 attendees · VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London	VST-2026-00003	£440.00
	Subtotal	£440.00
	VAT (20%)	£88.00
	Total Due	£528.00

STUDENTS (2)

Liam Carter VST-2026-00003-01 Upcoming

Emma Walsh VST-2026-00003-02 Upcoming

HOW TO PAY

This invoice will be included on your next VS Training statement — please pay against the statement rather than this invoice on its own.

Get your joining instructions letter

Once VS Training approves your booking, a joining instructions letter — course details, PPE requirements, and directions to the venue — is emailed to your booking's contact email.

Attached to that email is the QPF085 Training Joining Instructions Form, with the course title, date, times, location and trainer already filled in for you, plus the blank QPF076 Identity Verification form for each attendee to complete and bring on the day.

There's no separate download for this in your account, so keep an eye on your inbox (and check junk/spam) in the run-up to your session date.

If VS Training changes your booking — for example a new date or a corrected student detail — you'll be emailed a summary of exactly what changed.

*** This is a system generated message, please do not reply. Use the contact details below for any enquiries or log in to your VS control panel ***



Dear Sarah Mitchell,

We are contacting you today because you are sponsoring the listed candidates who are enrolled on an upcoming training event. The joining instructions and details of the event are below.

Candidates

Liam Carter (VST-2026-00003-01)

Emma Walsh (VST-2026-00003-02)

EVENT DATE	28 October 2026 [09:00]
EVENT DURATION	1 Day
SCHEDULED EVENT	Personal Track Safety (PTS AC) — Recert
EVENT LOCATION	VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London
COHORT	PTS-AC-R-C2
BOOKING REF.	VST-2026-00003

Joining Instructions

The document(s) attached to this email include the Training Joining Instructions and other relevant forms. Please ensure you download/print and/or forward them to the candidate(s), so they have access to these forms on the day.

If you experience any problems downloading or opening these files, contact us on the details below. Please do not hesitate to contact our office should you need further information.

Thank you.

VS Training
VS Training Ltd, Suite 6, The Wenta Business Centre, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU
Tel: 02038 130 553 · bookings@vstraining.org.uk · www.vstraining.org.uk

Get the pass certificate

GET /admin/attendees/{attendee}

After the course, VS Training records each attendee's result. Everyone who passes is emailed their Certificate of Achievement as a PDF straight away, to the email address you gave for them when booking.

You can also download any passed attendee's certificate yourself: open their profile from Booking Records and select **Download Certificate**.

This online certificate is provided in addition to the Network Rail Certificate, a hard copy of which will be presented to the learner by their trainer on the day, following the successful completion of their course.

Invoice [Download PDF →](#)

INVOICE NUMBER
INV-2026-00001

TOTAL (INCL. VAT)
£576.00

PAYMENT STATUS
Awaiting payment confirmation

Course Result

✓ Pass Recorded 16 Sep 2026 by Daniel Hughes [Download Certificate](#)


Certificate of Achievement
AWARDED FOR SUCCESSFUL COMPLETION



James Okafor
has attended
Personal Track Safety (PTS AC) — Initial
at
VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London
During the training the delegate has achieved the following competencies:
Personal Track Safety (PTS AC) — Initial
NSAR Assured Trainer/Assessor **16 September 2026**
SIGNED DATE
VS Training
VST-2026-00001-01


CERTIFICATE OF ACHIEVEMENT
Congratulations, James Okafor!
VS Training — Course Booking System

Well done on passing your course.
You've successfully completed your training with VS Training. Your Certificate of Achievement is attached to this email as a PDF — please keep a copy for your records.

CERTIFICATE AWARDED FOR
Personal Track Safety (PTS AC) — Initial
Reference VST-2026-00001-01

COURSE DETAILS

COURSE	Personal Track Safety (PTS AC) — Initial
VENUE	VS Training — The Wenta Business Centre, Suite 6, 1 Electric Avenue, Innova Park, Enfield, EN3 7XU, London
RESULT	Pass
DATE	16 September 2026

This online certificate is provided in addition to any relevant industry Certificate, a hard copy of which — where applicable — will be presented to you by your trainer.

VS Training
Questions? bookings@vstraining.org.uk
This is an automated message — please do not reply directly.

Statements & payment



Your monthly statement

GET /admin/statements

Any invoices you haven't paid on their own are rolled into one statement for each period — usually a calendar month — so you can settle them in a single payment. It's emailed to your invoice email address as a PDF and appears under **Statements** in the sidebar.

The statement lists each slot with its invoice number, students, net amount, VAT and total, plus a summary of every student and their result. Payment is due within **30 days** of the statement date, and the Statements page shows what's outstanding and anything overdue.

Invoices raised but not on a statement yet are listed under **Invoices to pay** at the top of the Statements page. The **Paid** tab shows your paid statements, plus **Invoices paid or cleared** — invoices paid on their own and £0 invoices VS Training has cleared.

VS TRAINING

Dashboard

TRAINING

Booking Slots

Booking Records

Statements

ACCOUNT

Customer Registration Form

My Documents

Change Password

Statements

BILLING

Your Statements

Each training slot is invoiced on its own, we then send you one statement per period to settle them all in a single payment.

CUSTOMER DUE

£840.00

Unpaid statement

CUSTOMER PAID

£0.00

0 paid the due date

Unpaid

Overdue

Paid

STATEMENT	PERIOD	ISSUED	DUE	TOTAL	STATUS
STM-2026-0001	September 2026	01 Oct 2026	31 Oct 2026	£840.00	Unpaid

VS TRAINING

STATEMENT

STM-2026-0001

FROM

VS Training Ltd

Suite 6, The Wenta Business Centre

1 Electric Avenue, Innova Park

Enfield, EN3 7XU

bookings@vstraining.org.uk

BILL TO

Accounts Payable

Northline Rail Services Ltd

Unit 4, Meridian Trade Park

Leeds, LS11 5QD

accounts@northlinrail-demo.example

STATEMENT DATE

01 October 2026

TRAINING PERIOD

September 2026

PAYMENT DUE

31 October 2026

DATE	COURSE	INVOICE / REF	STUDENTS	NET	VAT	TOTAL
16 Sep 2026	Personal Track Safety (PTS AC) — Initial	INV-2026-00001 VST-2026-00001	2	£480.00	£96.00	£576.00
23 Sep 2026	Personal Track Safety (PTS AC) — Recert	INV-2026-00002 VST-2026-00002	1	£220.00	£44.00	£264.00
Subtotal						£700.00
VAT						£140.00
Total Due						£840.00

STUDENT SUMMARY (3 STUDENTS, 3 PLACES)

James Okafor	VST-2026-00001-01	Personal Track Safety (PTS AC) — Initial, 16 Sep 2026	Pass
Priya Nair	VST-2026-00001-02	Personal Track Safety (PTS AC) — Initial, 16 Sep 2026	Pass
Tom Bradley	VST-2026-00002-01	Personal Track Safety (PTS AC) — Recert, 23 Sep 2026	Pass



Pay your statement and confirm payment

GET /admin/statements/{statement}

Pay the statement's total due in one payment, quoting the statement number (for example **STM-2026-0001**). VS Training's bank details are on the statement PDF.

Then select **I've Paid This** next to the statement (or scroll to the bottom of it), enter the date you paid, attach your remittance advice or receipt if you have one, tick the confirmation and select **Confirm Payment**.

Once the money reaches our account, VS Training marks the statement as paid — along with every invoice on it. If we can't find your payment, you'll see a message asking you to check and confirm again.

Paid some invoices on their own? The statement shows as **Part paid** with only the **balance due** left to pay, and is marked paid once its last invoice is paid.

← Back to Statements

STATEMENT · SEPTEMBER 2026

STM-2026-0001

Northline Rail Services Ltd

TOTAL DUE
£840.00

Unpaid

Due 31 Oct 2026

Download PDF

TRAINING PERIOD

ISSUED

PAYMENT DUE

BILLED TO

September 2026

01 Oct 2026

31 Oct 2026

accounts@northlinerail-demo.example

Invoices on this statement

2 training slots, as billed on 01 Oct 2026.

TRAINING DATE	COURSE	INVOICE	STUDENTS	NET	VAT	TOTAL
16 Sep 2026	Personal Track Safety (PTS AC) — Initial PTS-AC-I-C1	INV-2026-00001 VST-2026-00001	2	£480.00	£96.00	£576.00
23 Sep 2026	Personal Track Safety (PTS AC) — Recert PTS-AC-R-C1	INV-2026-00002 VST-2026-00002	1	£220.00	£44.00	£264.00
Total				£700.00	£140.00	£840.00

Student summary

3 students across 3 places — anyone booked on more than one course is grouped together.

STUDENT	REFERENCE	COURSE	TRAINING DATE	RESULT
James Okafor	VST-2026-00001-01	Personal Track Safety (PTS AC) — Initial	16 Sep 2026	Pass
Priya Nair	VST-2026-00001-02	Personal Track Safety (PTS AC) — Initial	16 Sep 2026	Pass
Tom Bradley	VST-2026-00002-01	Personal Track Safety (PTS AC) — Recert	23 Sep 2026	Pass

Let us know you've paid

Pay £840.00 in one payment quoting STM-2026-0001 — bank details are on the PDF.

REMITTANCE ADVICE / PROOF OF PAYMENT (optional — PDF, JPG or PNG, up to 10MB)

Choose fileNo file chosen

☒ I confirm this statement has been paid in full.

Confirm Payment

Account & support

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Change your password

GET /admin/profile/password

Update your password at any time from the sidebar. We'd recommend doing this the first time you sign in, since your initial password was emailed to you in plain text.

VS TRAINING

Dashboard

TRAINING

- Booking Slots
- Booking Records
- Statements 1

ACCOUNT

- Customer Registration Form
- My Documents
- Change Password**

Change Password

Update the password for your own account. You'll need your current password to confirm the change.

Current Password

New Password

At least 8 characters.

Confirm New Password

Update Password

Sarah Mitchell
sarah.mitchell@northlinerail-...

Supporting documents from VS Training

GET /admin/documents

Site induction packs, policy documents, certificates, or anything else VS Training shares with your company specifically will appear here, ready to download.

The screenshot displays the 'My Documents' section of the VS Training portal. The sidebar on the left contains the following navigation items:

- Dashboard
- TRAINING
 - Booking Slots
 - Booking Records
 - Statements
- ACCOUNT
 - Customer Registration Form
 - My Documents** (highlighted)
 - Change Password

The user profile at the bottom of the sidebar is Sarah Mitchell (sarah.mitchell@northernrail-...).

The main content area is titled 'My Documents' and shows '3 documents shared with you by VS Training.' The documents listed are:

Document Title	File Name	Date	Action
PTS Course Pre-Reading Notes	PTS-Pre-Reading.pdf	02 Oct 2026	Download
Health & Safety Policy 2026	VS-Training-HS-Policy-2026.pdf	04 Sep 2026	Download
Site Induction Pack — Enfield Training Centre	Site-Induction-Pack.pdf	28 Aug 2026	Download