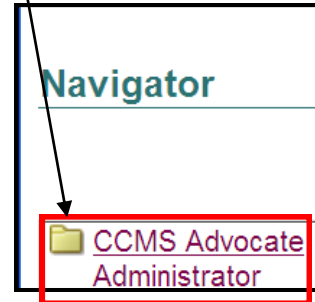
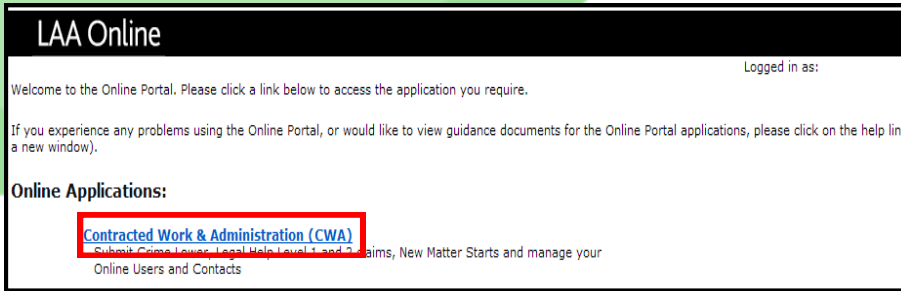


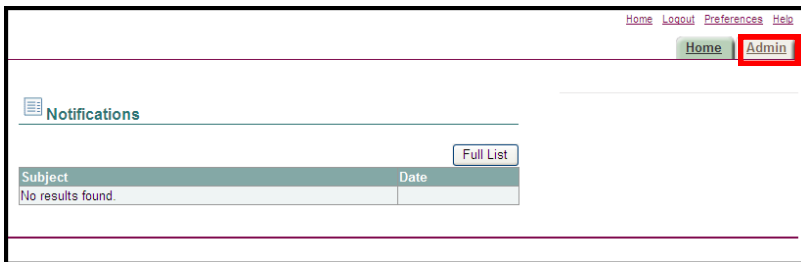


1

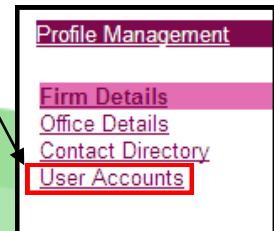
Log in to the Online portal (for help doing this, see the 'Logging in to CCMS' quick guide). User access to CCMS within your organisation is controlled through the CWA application. Click on the 'Contracted Work & Administration' link on your list of applications. You will be taken to the CWA Navigator. Click 'CCMS Advocate Administrator'.



2



Select the 'Admin' tab on the top right hand corner of the screen. Then choose 'User Accounts' from the menu provided.



'User Accounts' will display all existing users under your account. Check that the user has not already been set up on the system to avoid duplication.

User Accounts

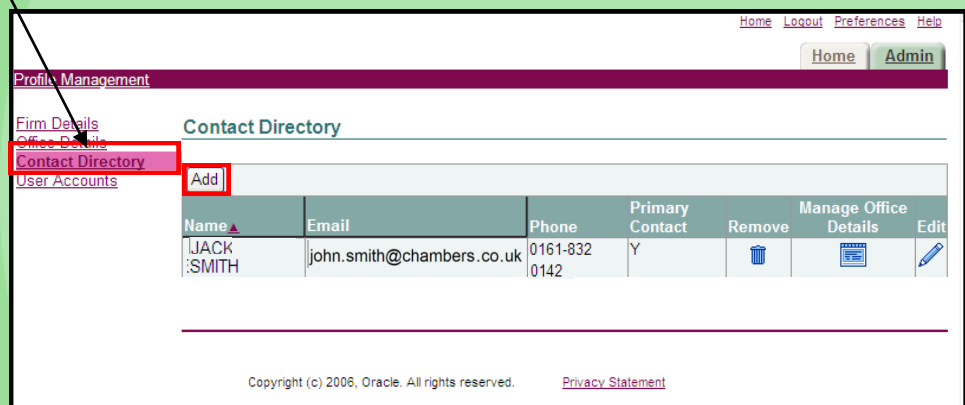
The following people have active accounts and can access the portal on behalf of your company. [Add Supplier User](#)

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title	Edit
ELIZABETHWHITE	elizabeth.white@legal.co.uk	Elizabeth		White	0208 111 223		
JACKBLACK	jack.black@legal.co.uk	Jack		Black	0208 111 224		

3

You need to add your new user as a contact before you give them a username. Choose 'Contact Directory' from the menu on the left to see all the contacts attached to the advocate.

Solicitor advocates have been set up as a contact under their own name automatically, so there will be at least one contact visible in the directory. Click 'Add' to begin creating a new contact.





In the 'Add Contact' screen, enter the required information (indicated by an asterisk).
Ensure that you tick the 'Create user account for this contact?' box before

4

Admin: Profile Management: Contact Directory > Add Contact

Add Contact

* Indicates required field

Contact Title: Mr. [v]
 * First Name: John
 Middle Name: []
 * Last Name: Smith
 Job Title: []
 * Email Address: john.smith@chambers.co.uk
 * Phone Area Code: 0208

* Phone Number: 299 0142
 Phone Extension: []
 Fax Area Code: []
 Fax Number: []

Create User Account for this Contact ?

Cancel Apply

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5

You will proceed to the 'Manage Office Details' screen. Tick the box next to the legal aid supplier number to link the contact to the advocate and then click 'Add Link to Contact & Continue'

Manage Office Details

Manage Office Details: John Smith

Link the contact to the appropriate offices for your company.

Addresses

Select Offices: Add Link to Contact and Continue

Select All | Select None

Select	LSC Account Number	Address Details
<input checked="" type="checkbox"/>	359FC	14 CINDER LANE NEWCASTLE N22 4AP

6

You will be taken to the 'User Information' screen, where the details you entered have been duplicated for you.

IMPORTANT: The username will default to the email address. You must edit this before continuing. You should enter a username as the first and second names without a gap, for example JOHNSMITH.

You will also be notified if the username you choose is already in use in the system. You should have checked that your user does not already exist, so in this scenario you should pick a different username.

User Information

Email: john.smith@chambers.co.uk
 * Username: JOHNSMITH
By default, the user's email address will be used as their Username for the system.

Phone: 0191 4282682
 Phone Extension: []
 Fax: []
 Note: []

Contact Title: []
 First Name: Adam
 Middle Name: []
 Last Name: Bond
 Job Title: []

Note will be included in the registration notification sent to the supplier user

User Access

Responsibilities

Select Object: Applications CCMS Advocates [v]
 Select All | Select None

Select Responsibility	Application
<input type="checkbox"/> CCMS Advocate Bill Submission	CCMS Advocates
<input type="checkbox"/> CCMS Advocate Bill Preparation	CCMS Advocates
<input type="checkbox"/> CCMS Advocate Administrator	CCMS Advocates

'Responsibilities' displays the available CCMS User Roles. Click the tick box next to the relevant **CCMS Role(s)** for the user to apply their role.



7

Under **Office Restrictions** click **'Modify Offices'** to open the Modify offices screen. Select the account number by ticking the box, then click 'Apply'. This will ensure the user you are setting up can access the account.

User Access Restrictions

If no Offices are specified, the user will be able to access all the data for this firm.

Office Restrictions

Modify Offices

Firm Name	Office
Access not restricted by Office.	

User Access Restrictions

If no Offices are specified, the user will be able to access all the data for this firm.

Office Restrictions

Firm Name	Office	Organization Name
Access not restricted by Office.		

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You will be returned to the main user registration screen. Scroll down to the bottom of the screen and click the **'Register'** button.

A confirmation message will be displayed to confirm that the account has been created. The new user will receive an email containing their username and password and a link to the Online Portal where they can access the CCMS System. You will now see the user on the list of User Accounts.

8

User Accounts

The following people have active accounts and can access the portal on behalf of your company.

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title	Edit
ELIZABETHWHITE	elizabeth.white@legal.co.uk	Elizabeth		White	0208 111 223		
JACKBLACK	jack.black@legal.co.uk	Jack		Black	0208 111 224		
JAMESBROWN	james.brown@legal.co.uk	James		Brown	0208 111 222		

9

You can edit an existing user or contact at any time, including their contact details, office restrictions and roles assigned to them.

To do this, just click on the pencil icon next to the user or contact that you would like to edit. Make any changes you wish, and then click **'Apply'** to save them.