



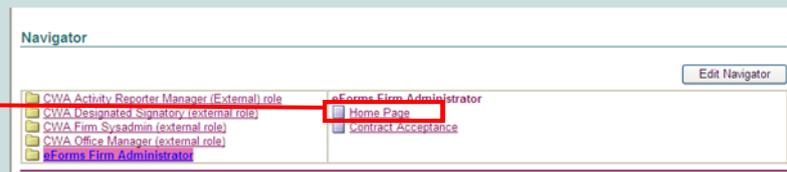
1. Getting Started

Log into the Online Portal and choose the **Contracted Work & Administration (CWA)** link.

In the Navigator choose the **eForms Firm Administrator** role.



Select **Home Page**



Then select the **Admin** tab.



Once in the Admin area, select **User Accounts** from the Profile Management menu on the left of the screen.



2. Add A New User

You'll see the existing Online users for your firm.

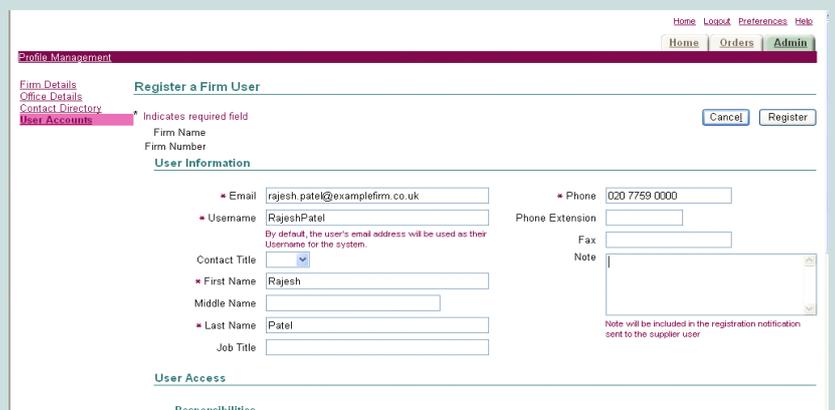
Click **Add Supplier User**.



3. Enter User Information

Enter the mandatory information about the user.

The username will default to the email address. This can be changed if you wish.



4. Select Responsibilities

Responsibilities

Select Object:
Applications

[Select All](#) | [Select None](#)

Select Responsibility	Application
<input type="checkbox"/> eForms Author	Electronic Fo
<input type="checkbox"/> eForms Firm Administrator	Electronic Fo
<input type="checkbox"/> eForms Reviewer	Electronic Fo

Scroll down to **Responsibilities**.

Tick the roles you want to give to the new user.

- **eForms Author** for creating and submitting eForms
- **eForms Administrator** for creating and amending the firm's eForms users
- **eForms Reviewer** for reviewing eForms created by the eForms Author

Details of all eforms roles and responsibilities are available on the link at the bottom of this page.

5. Limiting Access To Offices Within A Firm

Scroll down to **Office Restrictions**.
And click **Modify Offices**.

This allows you to restrict this particular user's access to specific offices within your firm.
If you do not apply a restriction, the user will be able to access all offices.

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
Access not restricted by Office.	

Admin: Profile Management: User Accounts > Modify Office Restrictions

Modify Office Restrictions

[Select All](#) | [Select None](#)

Select Firm Name	Office	Description
<input type="checkbox"/> EXAMPLE FIRM	8D411P	
<input type="checkbox"/> EXAMPLE FIRM	8D418D	

Select the offices that you want the user to be able to access and click **Apply**.

6. Confirming The New User Account

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
Elisoe Brown Mackie Robertson		

Scroll down to the bottom of the screen and click **Register**.

A confirmation message will be displayed to confirm that the account has been created.

The new user will receive an automated email containing their username and password and a link to eForms.