



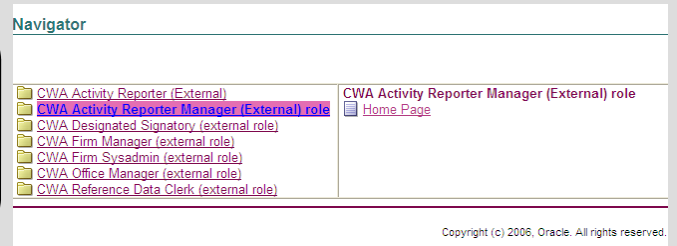
Contracted Work & Administration (CWA) Quick Guides

Criminal (Monthly Crime Lower) Line by Line Submission

Access Activity Management

Once you have logged in to CWA via the LAA Online Portal you will need to choose the **CWA Activity Reporter Manager** role or **CWA Activity Reporter** role.

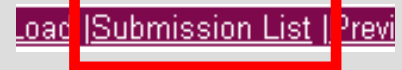
NB: You can enter and save outcomes using the CWA Activity Reporter role, but you will need the CWA Activity Reporter Manager role in order to submit your claim.



Click on the 'Activity Management' tab.

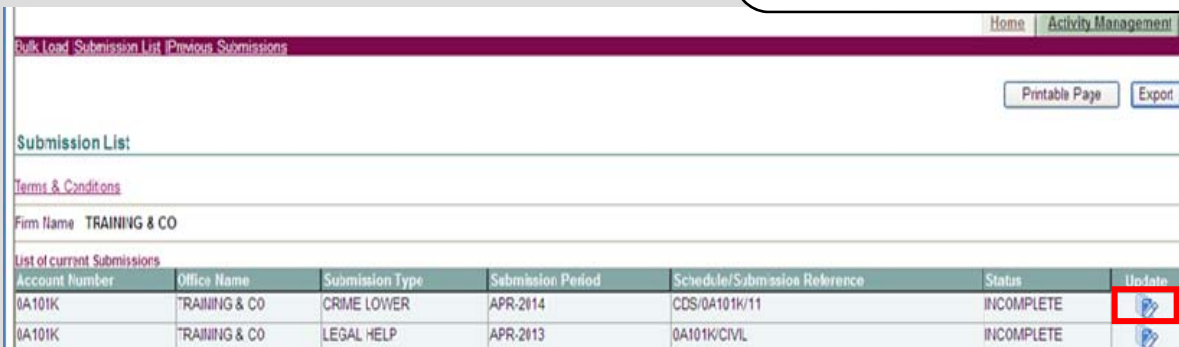


Click on 'Submission List' to view your current submission periods.



Select Your Submission

The submission list shows all of the current submissions for your firm. Your monthly crime lower submission will be labelled **CRIME LOWER**.

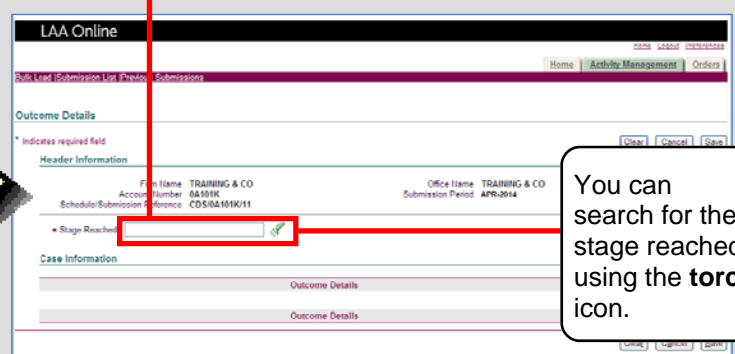
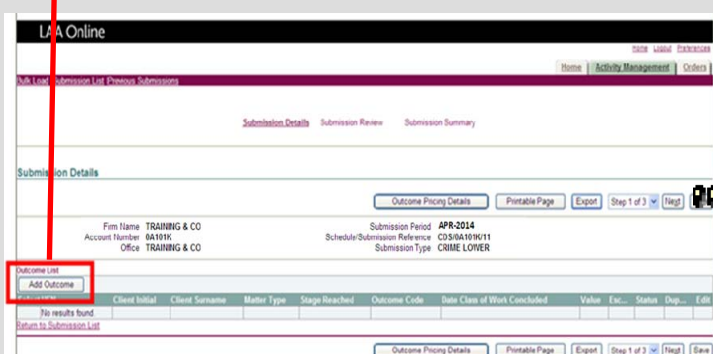


Click here to update your submission

Add a New Outcome

Click 'Add Outcome'.

If you know the Stage Reached (Claim Code) you can enter it directly into this field e.g.. INVC



You can search for the stage reached using the torch icon.

Entering Your Data

Enter the data for your crime outcome here.

Once you have entered the data click the **'Save'** button to save your outcome.

Steps 1, 2 & 3

After clicking on **'Save'** you will be returned to your submission details, **Step 1**. Here you can see all of the outcomes you have added to this submission. To add more outcomes, click on **'Add Outcome'** again.

When you have added all of your outcomes move through to **Step 2** by clicking on the **'Next'** button.

This will show the review screen, click **'Next'** again to move to **Step 3**, where you can complete your submission.

Submitting

Step 3 shows a final summary of your submission.

If you have entered all of the data for the month you can now submit by clicking the **'Submit'** button.

A confirmation screen will appear asking you to confirm you wish to submit. You will need to click **'Yes'** to ensure your monthly payment.

Once you have confirmed you will not be able to make any changes to your submission.