



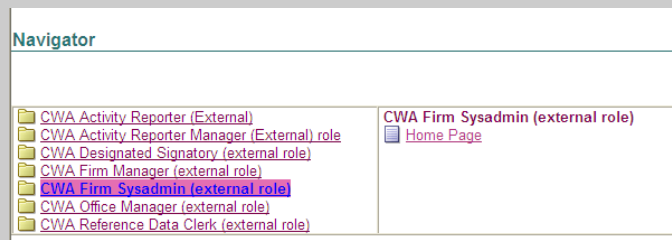
Contracted Work & Administration (CWA) Quick Guides

Register a New CWA User

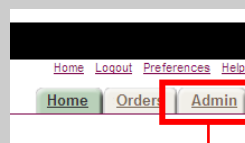
Access Administration

Once you have logged in to CWA via the LAA Online Portal you will need to choose the **CWA Firm Sysadmin** role.

This role will enable you to register and edit CWA User Accounts.



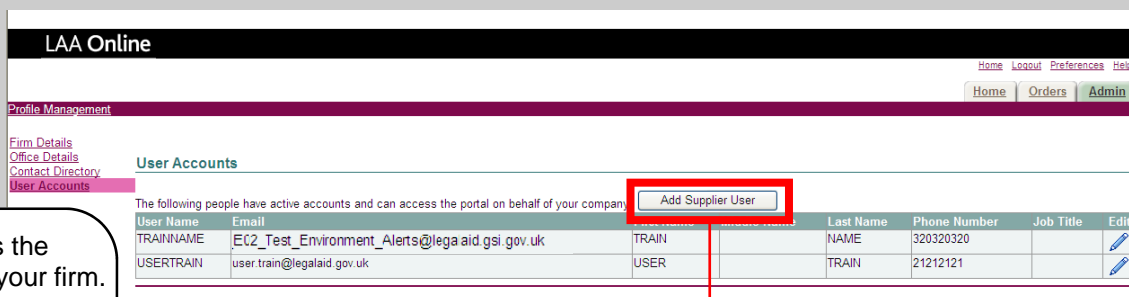
Select the **'Admin'** tab.



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



Add Supplier User



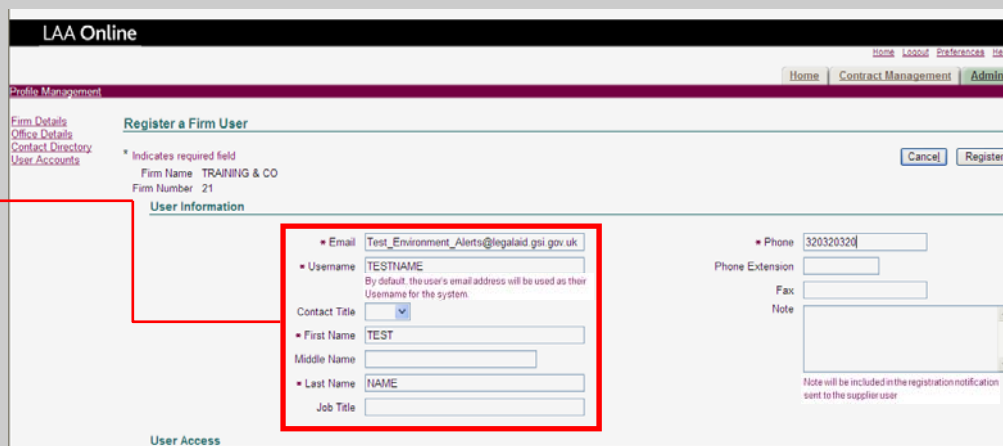
User Accounts displays the existing CWA users in your firm.

Click **'Add Supplier User'** to create a new CWA User.

Enter User Information

Enter the mandatory information about the user.

The username will default to the email address. This can be edited, example - **FirstnameLastname**



Select Responsibilities

Scroll down the screen to **Responsibilities**.
 Select the CWA application by choosing **'CWA Application'** from the drop down list
 Responsibilities displays the available CWA User Roles.
 Select the relevant **Role(s)** for the user.
 Please refer to the **Overview of User Roles Quick Guide** for more information on roles.

Apply Office Restriction(s)

Scroll down the screen to **Office Restrictions**.
 Office Restriction enables you to restrict this users access to a specific office(s) within your firm.
 If you **do not** apply a restriction, the user will be able to access all offices.

Click **'Modify Offices'**

Select the office(s) that you want the user to be able to access and click **'Apply'**.
Note: Please do not apply office restrictions to users with the CWA Firm Manager role

Final Step

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 **LAA Online Portal** where they can access CWA.