



How to allocate the Designated Signatory Role

Where specified there is functionality within Contracted Work & Administration (CWA) to enable new contracts to be accepted online

To be able to accept the contract in CWA a user(s) with the appropriate status within your Firm will require the CWA Designated Signatory role, as this role will allow the user to access the Contract Acceptance functionality in the system. The CWA Sysadmin user within your firm will be able to allocate the CWA Designated Signatory role to the relevant person(s) within the organisation (and create a user account for them if they do not already have one).

To accept a Contract for a Firm in CWA the user(s) must have the appropriate status within the organisation in order to conduct the process of acceptance. These are listed below:

Organisation Type	Required status
Partnership	Partner
Sole Practitioner	Sole Practitioner
Company	Director
Charity (Incorporated/Unincorporated)	Trustee
Limited Liability Partnership	Designated Member

Firm Sysadmin User—How to add roles to a user

Choose the **CWA Firm Sysadmin Role** from the Navigator screen (see **Introduction**)

Click on the **'Admin'** tab and select **'User Accounts'** from the menu.

Click on the **Edit** icon for the user whose roles you wish to edit.

The screenshot shows the 'User Accounts' page in the system. The 'Admin' tab is highlighted in the top navigation bar. The 'User Accounts' section is active, showing a table of users with columns for User Name, Email, First Name, Middle Name, Last Name, Phone Number, Job Title, and an Edit icon. The 'Edit' icon for the user 'RAJESH PATEL' is highlighted with a red box. Red lines connect the text in the left box to the corresponding elements in the screenshot.

User Name	Email	First Name	Middle Name	Last Name	Phone Number	Job Title	Edit
DEBBIEMUNTLEY	debbie.muntley@examplefirm.co.uk	Debbie		Muntley	02077590000	Administrat	
JANEJONES	Jane.jones@examplefirm.co.uk	Jane		Jones	020 7759 0000		
KARENELLISON	karenellison@examplefirm.co.uk	Karen		Ellison	01273000000		
MARKSMITH	mark.smith@examplefirm.co.uk	Mark		Smith	02077188359		
RAJESHPATEL	ltraining@legalservices.gov.uk	Rajesh		Patel	020 7759 0000		

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User Access

Responsibilities

Select Object:
Applications: CWA Application

Select All | Select None

Select	Responsibility	Application
<input checked="" type="checkbox"/>	CWA Activity Reporter (External)	CWA Application
<input checked="" type="checkbox"/>	CWA Activity Reporter Manager (External) role	CWA Application
<input checked="" type="checkbox"/>	CWA Designated Signatory (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Firm Manager (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Firm Sysadmin (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Office Manager (external role)	CWA Application
<input checked="" type="checkbox"/>	CWA Reference Data Clerk (external role)	CWA Application

User Access Restrictions

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

Office Restriction

Modify Offices

Firm Name	Offices	Organiz
Access not restricted by Office.		

Cancel Apply

Scroll down the screen to view the full list of roles under **Responsibilities**.

Place a tick in the boxes next to the roles that you wish the user to have.

Click **Apply** to save the changes.

The Contract Acceptance User Guide will show you how to accept, reject and query contracts and can be found on the justice website. <https://www.gov.uk/government/publications/cwa-detailed-user-guides> .