

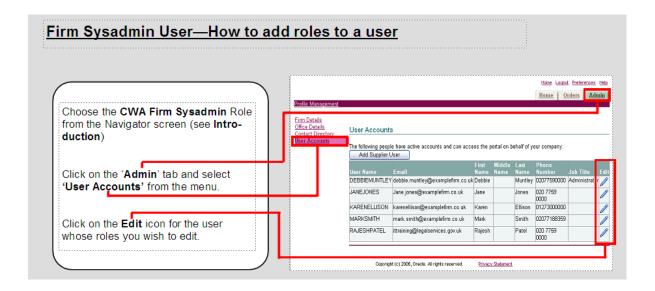
How to allocate the Designated Signatory Role

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







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.