

	B	C	D	E	F	G	H	I	J	K	L	M	N	
2	Firm name				PLEASE NOTE THAT IF YOU REQUIRE A USER TO MAKE THE ONLINE SUBMISSION FOR ALL OF THE ACCOUNTS IN THE FIRM THEY WILL NEED TO BE ASSIGNED TO THE LEAD ACCOUNT NUMBER									
3	Current method of submission													
4														
5	Account number	Name	Surname	Email address	Office telephone area code	Office telephone number	Provider Designated Signatory	Provider Firm Manager	Provider Office Manager	Provider Activity Reporter	Provider Activity Reporter Manager	Provider System Administrator	Provider Reference Data Clerk	
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25	Instructions:													
26	Please complete Row 2 with the name of your firm.													
27	For Row 3 please choose from the options available - for further information please visit http://www.legalservices.gov.uk/civil/ebusiness/how_it_works.asp													
28	In Column B please insert the account number of the office that the individual works in.													
29	Please enter the details of all the users you want to assign access levels to in Rows 6 onwards .													
30	Please put an 'x' in the Columns 'H' to 'N' for each role you would like assigned to each user. You can assign more than one role to each user.													