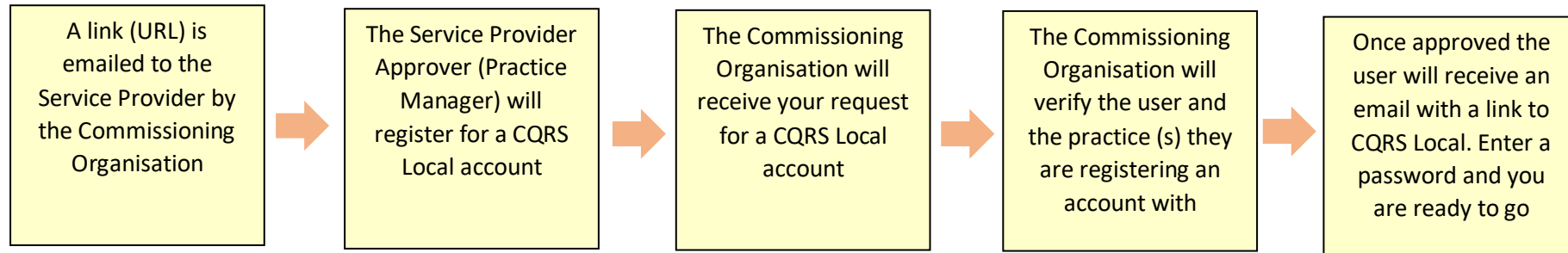


## CQRS Local GP Practice Sign-up Process

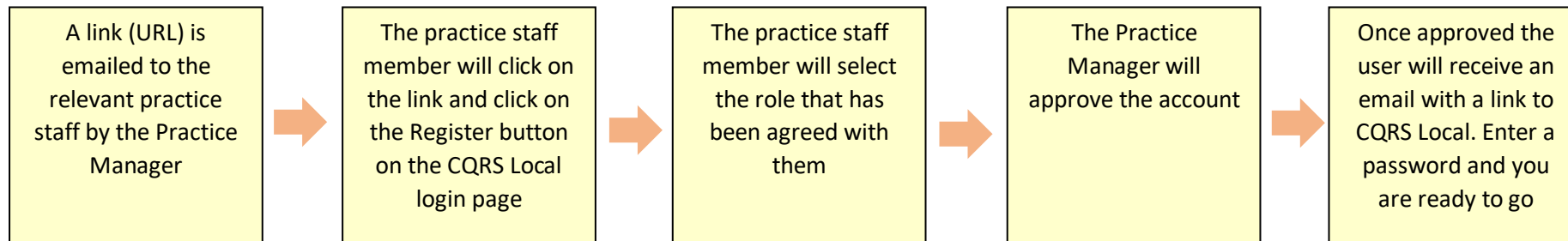
The below process will assist the GP Practice Manager to gain access to CQRS Local.

### 1. Self-registration and account verification process for the Practice Manager (Provider Approver)



The below process will assist other practice staff to gain access to CQRS Local.

### 2. Self-registration and account set up by other practice staff



A CQRS Local Admin Guide can be found in the following location to assist you <https://academy.midlandsandlancashirecsu.nhs.uk/cqrs-local-training/>

**Important Commissioner Note:** Commissioning Organisations will need to select or de-select the approval level (single or multi-level process depending on individual practice requirements). Once this is done CO's can approve the incoming requests that they will receive from the Provider Approver (Practice Manager) who will then have the correct and authorised permissions on their account to approve fellow practice colleagues. If you wish to change the default settings for a Service Provider (s) please go to:- [Home Page - Providers - View - Tick/Untick Multi-level approval box.](#)