

## CQRS Local Sign-up Process

The below process will assist Service Providers with gaining access to CQRS Local depending on your chosen approval level set up.

1. The CQRS Local Team will set up a Commissioner as an Commissioning Account Administrator, who can set other users up at their Commissioning Organisation. These other roles could be; Commissioning User (tier 1), Commissioning Approver (tier 2) or Commissioning Finance.
2. A Commissioner will then email out a [registration link to](#) their GP practices' requesting for them to register for a CQRS Local account.
3. Each person at the practice who will be using CQRS Local will [register](#) for an account providing this has been agreed by their Practice Manager.
4. The Commissioning Account Administrator will receive notification of this request and will approve the account.
5. Once approved, an automated email will be sent to the Practice User who will click on a link and follow the on-screen instructions for account activation.

### Key

**CO** – Commissioning Organisation. **SP** – Service Provider. **PM/BM** – Practice Manager/Business Manager