**Bulk Upload Registration Form**

Please complete the table below with the details of each user from your firm who will need to have access to CCMS Bulk Upload. We recommend that anyone who has bill preparation / bill supervisor as one of their roles in CCMS is added to the list to ensure that everyone involved in the submission of bills has access to the upload option.

If the user has not yet been set up in CCMS you will first need to create a username for them in CWA and apply a billing role before access to CCMS Bulk Upload can be granted.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Organisation Name | Org Type  (Solicitor/ Chambers) | Is the user a Costs Draftsman? (Yes / No) | First Name | Last Name | Existing CCMS Username | Email address |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |