

Changes to the Primary Authority IT System

May 2011

User Administration

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| 1 | Forgotten Password | Users can reset their own password, saving time for user administrators and making it easier for users to login. |
| 2 | Contact your User Administrator | Local authority regulators without access to the system can request an account from the login page. User administrators will receive details by email so that they can set up the new user.
<i>Note the user administration guide has been updated and is available here</i> |

Usability

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| 3 | Improved search facility | Users can search the list of partnerships using business name, trading names and other commonly used names, making it easier to find the partnership details you need. |
| 4 | Messages | Enforcement officers will receive a copy of all messages they have sent through the IT System. |

Partnership Details

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| 5 | Full business details listed | The partnership details screen now includes details of the “Regulated Persons” (the legal entities covered by the partnership) and the trading names which are associated with the partnership. |
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Business Users

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| 6 | Access for Business | Primary Authority businesses can access their partnership pages. This means they will be able to view the partnership details and any documents posted on the IT system for their partnership. They will not be able to see messages sent by local authorities and will not be able to see information about proposed enforcement action. |
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Primary Authority Users

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| 7 | Response to enforcement actions | The primary authority can provide additional information which will be helpful to the enforcing authority when they opt not to block enforcement action. If the Primary Authority does opt to block enforcement action, this process is easier to use with the PA able to retain a Word copy of their response. |
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Information Updates

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| 8 | Updates on Primary Authority | Users of the IT System will now receive periodic updates on Primary Authority partnerships and other useful information on Primary Authority. |
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Please note the terms and conditions of use of the database and LBRO's privacy policy have been amended.

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