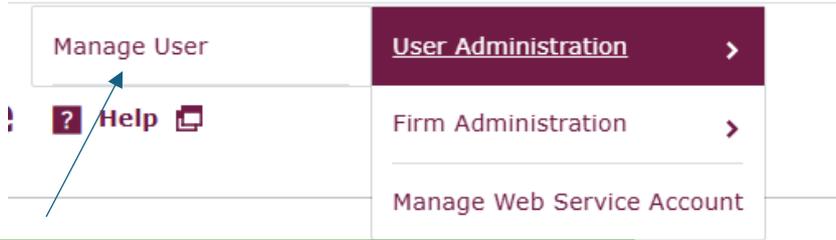


on History Upload Data Firm & User Administration

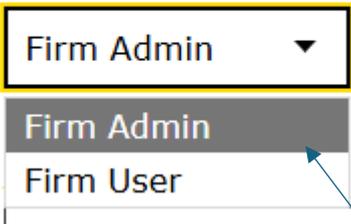


On the top bar, click 'user administration' and a dropdown box should pop up to the left. Click on manage user.

<input type="radio"/>	Jodie White	jodiewhite@productpartnerships.com	Firm Admin	Enabled	Active	Edit
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You will see a list of all your users. Click the 'edit' icon on the relevant person.

Access Level *



Make sure this the access level is 'Firm Admin'. This will avoid having to add permissions to users in the future.

CCR009 - Consumer Credit Data: Relevant Ancillary Credit Firm	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
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Locate the CCR009 return.

Make sure 'editor' and 'submitter' are ticked.

You're now good to go!
Thank you for your cooperation.