LAA eTendering Quick Guides

QG01: Registering and Logging In For The First Time

1. Registration & Sign in Screen

To access the LAA eTendering Portal Online go to:
https://legalaid.bravosolution.co.uk

To register your organisation for LAA eTendering, click 'Register here'.

Registration on the LAA eTendering Portal is free and only requires a simple registration form to be completed to gain instant access to tendering opportunities.

2. Agreeing the User Agreement

All organisations should read through the 'User Agreement'.

If you agree to this you must then tick the box that states 'I agree' and click the 'I agree' button to progress.
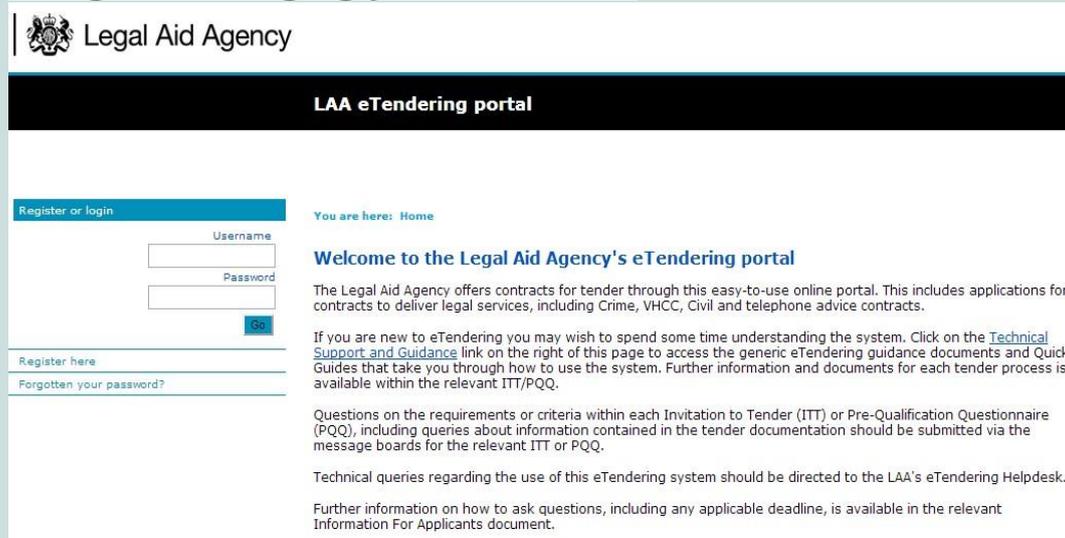
3. Completing the Simple Registration Form

The registration form contains two sections:

Organisation Details & User Details.

Once you have completed the registration form, please click 'save'.

You will shortly receive an automated email, to the registered email address, detailing your username and password.

4. Sign in Changing your Password

Legal Aid Agency

LAA eTendering portal

Register or login

Username

Password

Go

Register here

Forgotten your password?

You are here: Home

Welcome to the Legal Aid Agency's eTendering portal

The Legal Aid Agency offers contracts for tender through this easy-to-use online portal. This includes applications for contracts to deliver legal services, including Crime, VHCC, Civil and telephone advice contracts.

If you are new to eTendering you may wish to spend some time understanding the system. Click on the Technical Support and Guidance link on the right of this page to access the generic eTendering guidance documents and Quick Guides that take you through how to use the system. Further information and documents for each tender process is available within the relevant ITT/PQQ.

Questions on the requirements or criteria within each Invitation to Tender (ITT) or Pre-Qualification Questionnaire (PQQ), including queries about information contained in the tender documentation should be submitted via the message boards for the relevant ITT or PQQ.

Technical queries regarding the use of this eTendering system should be directed to the LAA's eTendering Helpdesk.

Further information on how to ask questions, including any applicable deadline, is available in the relevant Information For Applicants document.

> To log-in to the LAA eTendering Portal, please enter your user-name and password...

5. Changing your Password

> When you log in for the first time, you will need to change your password. The new password is made up by yourself, but it should have at least 8 characters and contain both letters and numbers
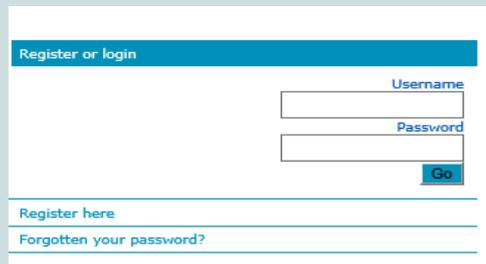>
> Retype the new password into the 'Confirm Password' box and then click 'Submit' to save the changes.
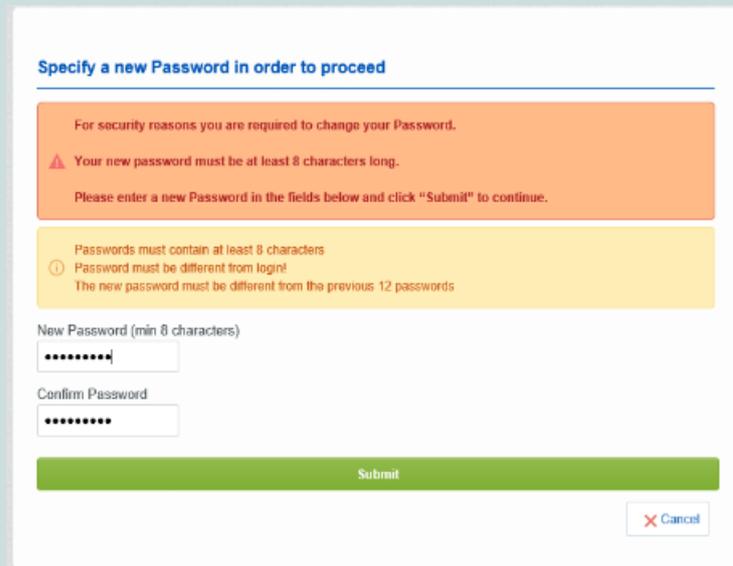
Specify a new Password in order to proceed

⚠ For security reasons you are required to change your Password.

⚠ Your new password must be at least 8 characters long.

Please enter a new Password in the fields below and click "Submit" to continue.

ⓘ Passwords must contain at least 8 characters
Password must be different from login!
The new password must be different from the previous 12 passwords

New Password (min 8 characters)

••••••••

Confirm Password

••••••••

Submit

✕ Cancel

6. Forgotten your password?

> If you forget your password, please click the 'Forgotten your password?' link.

Register or login

Username

Password

Go

Register here

Forgotten your password?
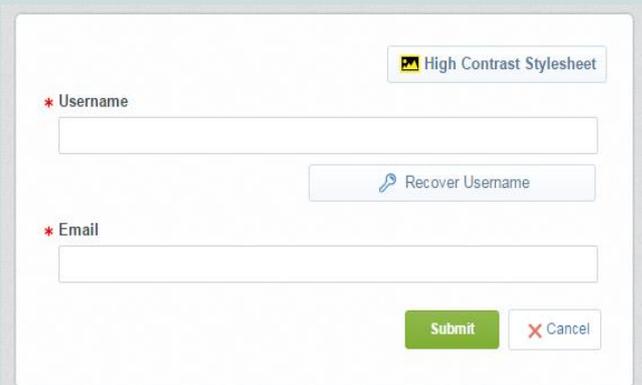
🄿🄼 High Contrast Stylesheet

* Username

🔑 Recover Username

* Email

Submit   ✕ Cancel

> To receive a new password, please enter your 'Username' and 'Email' and then click 'Submit'.
>
> You will receive an automated email detailing your new pass-word shortly.

Details on how to get further technical support are available through the 'Technical Support and Guid-ance' link on the login page