

LAA eTendering Quick Guides

QG01: Registering and Logging In For The First Time

1. Registration & Sign in Screen

Legal Aid Agency		
	LAA eTendering portal	
Register or login Usernarr	You are here: Home	
Passwo	Welcome to the Legal Aid Agency's eTendering portal ²²⁴ The Legal Aid Agency offers contracts for tender through this easy-to-use online portal. This includes applications for rontracts to deliver leaves and services. including crime Vider. Cital and telenone advice contracts.	
Register here Forgotten your password?	If you are new to eTendering you may wish to spend some time understanding the system. Click on the <u>Technical</u> <u>Support and Guidance</u> 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/PQC	
	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 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

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Jser Agreement	
High contrast stylesheet 📙 Adobe PDF file	
	LEGAL AID eSOURCING PORTAL USER AGREEMENT
 Introduction Interams and expressions set out in Clause 17 shall have it 1.3. This User Agreement between the Lord Chancellor, whose as to an invitation from the Lord Chancellor, to participate in a proc. through the LAA with regard to a procurement exercise and any va- through the LAA with regard to a procurement exercise and any va- partices here oscians; the System using the user 10 and passo 1.4. The Applicant Shall only use the System to respond to an inv applicant User accessing the System to respond to an inv applicant User accessing the System to respond to an inv applicant User accessing the User Agreement is expre- and the terms of any of such further rules (Including the Tender C Applicant User accessing the User Agreement as 2.1. The LAA grants to the Applicant, free of charge, access to the Agreement. Z.1. It has Applicant commits a material breach of any of its oblig 2.3. Jun termination for any reason: Z.3. Li all physicant doubles a sub-nised by this User Agreement 2.3. Li all physicant to the Applicant user this User Agreement 2.3. Li all physicant to the Applicant user this User Agreement 2.3. Li all physicant to the Applicant user this User Agreement 2.3. Li all physicant to the Lord Chancellor's other rights 3. Applicant thal Laese all activities authorised by this User 3. Agreement 	e meanings ascribed therein. dress is the Ministry of Justice, 102 Petty France, London, SWIH 9AJ and the Applicant governs the access and use of the System by the Applicant to respond merant exercise. References below in this User Agreement to the Legal Aid Agency (the "LAA"), shall be interpreted to mean the Lord Chancello rating ward of contract. exercise of a second second of growded by, or on behalf of the LAA, the Applicant agrees to be bound by this User Agreement. tation to participate in a procurement exercise in accordance with this User Agreement and any further rules expressed and presented in the System. The advance of the target of the target second se
I have read and agree to the eSourcing Service User Ag	reement
Lagree O	
I do not agree	🥩 t agree

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

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egistration Data		
		🔚 Save 🗖 🗕 Close
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Organisation Details		
\star Organisation Name		
* Main or Principle Address line 1		
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* Country	UNITED KINGDOM	
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Organisation Fax Number		
🛊 Organisation Email Address		
Web site		
* Organisation Legal Structure		
* Company/Charity Registration Number (if not		
registered enter 'N/A')		
* VAT Number (if not registered enter 'N/A')		





4. Sign in Changing your Password

Legal Aid Agency

	LAA eTendering portal	
Register or login Username 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	To log-in to the LAA eTendering Portal, please enter your user- name and password
	contracts to deliver legal services, including Crime, VHCC, Civil and telephone advice contracts.	
Go	If you are new to eTendering you may wish to spend some time understanding the system. Click on the Technical	
Register here	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	
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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.

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× Cancel

Recover Username

Specify a new Password in order to proceed

For security reasons you are required to change your Password.				
				Please enter a
Passwords must Password must The new password	contain at least 8 characters e different from login! rd 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.

* Username

* Email

Register or login	
	Username
	Password
Register here	
Forgotten your password?	



You will receive an automated email detailing your new password shortly.

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