

Request for Additional User Licences



Please complete form below and return to support-cms-uk-u@dyedurham.com

Company Details

Company Name

Contact Name

Contact e-mail:

New User Details

New Users Name:

New User E-mail:

Name of User for Swap

E-mail of Swap user

Access Level

☐ Partner

☐ Secretary

☐ Cashier

☐ Fee Earner

☐ Practice Manager

☐ Accountant

Optional additional Functionality (Making Tax Digital and GDPR)

☐ Review/Submit VAT

☐ Delete documents

☐ Redact file information

Fee Earners will by default have access to authorise e-chits. Secretary's will by default have this disabled. Please indicate here if you would prefer this turned enabled\disabled accordingly or leave blank if you want the default setting.

☐ Enable

☐ Disable

Licence Details

Please select which licence type:-

☐ Hosted Only (Cashier)

☐ Unity® Practice Management Only

☐ Hosted (Cashier), Docshub & Unity® Practice Management

☐ Unity® Practice Management & DocsHub

Please Note:-

- If requesting a Fee Earner or Partner please instruct your Cashier to add them onto the system as a Fee Earner with the relevant time recording rates.

☐ Please arrange Online training for this user (The Training team will notify you of any training costs)

Client Confirmation

I hereby accept the additional fee as indicated above and note that your new total monthly fee will be invoiced and collected by Direct Debit. I accept there maybe less than 5 working days between receipt of invoice and collection of fees by Direct Debit.

Print Name: _____ Signed: _____ Date: _____