

As requested please see below the procedure to login. You can see a visual demonstration of this by going to <http://www.ccpas.co.uk/disclosure/video>

#### PROCEDURE FOR LOGIN TO APPLICANT MANAGEMENT

1. Have you used the link <https://disclosure.capitarvs.co.uk/ccpas/> to get to the web page you are viewing? **Please do not use a search engine to find it!**
2. From the E-Bulk home page have you clicked on the green rectangle? (Option 2 – Application Management)
3. Have you entered your organisation's membership no. in the Organisation Reference field? 156B.....
4. For the Username have you entered the email address that you registered with the system and that we sent your log-in details to?
5. For the date of birth have you entered your correct details **(or the default DOB of 01/01/1998 if you are logging in for the first time)?**
6. For the password have you entered either the password supplied to you in our email entitled 'notice' (for first time logins only); or the password you created. **Remember all passwords are case sensitive.** *If you are unable to remember the password then you can call us and we will reset it.*

#### PROCEDURE FOR **APPLICANT** LOGIN TO APPLICATION FORM

1. Have you used the link <https://disclosure.capitarvs.co.uk/ccpas/> to get to the web page you are viewing? **Please do not use a search engine to find it!**
2. From the E-Bulk home page have you clicked on the orange rectangle? (Option 1 – DBS Application Form)
3. Have you entered the organisation reference 156B.....
4. Have you entered the organisation's password in the second field (not to be confused with the Applicant Manager's personal password) – LICHFIELD156

***If you are still unable to access the system then please phone us on 0845 1204549 option 1. Please ensure that you have the system webpage open and ready to access before calling us and that you have your membership no. to hand.***

Kind regards

Jill

**Jill Raggett  
Senior Account Manager**