



*adam*

## Guidance Note

Title:	<b>ADAM Accreditation and Enrolment</b>
Version:	1.2

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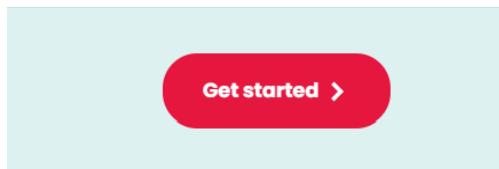
## Introduction

Cornwall Council Adult Social Care use the ADAM system at the SProc.Net portal to inform providers about Care Home placement requirements. This is a purchasing system, allowing providers who have been approved to the Dynamic Purchasing System to offer their services for residential and nursing placements. To receive information about placements the Council is looking to find provision for, your organisation will need to be registered on the system and have undertaken the accreditation process for your organisation and , and all applicable locations enrolled if you have more than one care home. This guidance note will take you through the process of how to do this.

The screenshots in this document contain demonstration data, including the details of the provider. No information about real entities has been used.

## Creating a new ADAM account

If you are new to ADAM you will need to register an account, go to [Cornwall Council Adult Social Care - Care Homes](#) and click on the 'Get started' button (Any existing Providers can log into ADAM through their existing links and complete the Accreditation and Enrolment as detail in the onboarding section below )



Complete the form with your business details, all fields marked with a \* must be completed. Once all required details are completed click on the finish button at the bottom of the screen

## ADAM Accreditation and Enrolment

Legal Entity Type: \*

1 Business Details
Please enter the basic information of your business.

Trading Company Name: \*

Trading Company Name

Registered Company Name:

Registered Company Name

Website:

Website Address

Logo File:

VAT Registered? \*

Yes

VAT Registered?

Company Tax/VAT Number: \*

Company Tax/VAT Number #

How Many Employees Does Your Organisation Have? : \*

Does Your Organisation Consider Itself To Be A Small And Medium-Sized Enterprise (SME): \*

No

This should be based on the European Union definition - [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index\\_en.htm](http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/index_en.htm)

Do You Supply Goods Or Services? \*

How did you learn about adam ?

☐ Local authority referral
☐ Supplier referral
☐ Visited Adam demand site
☐ Web search
☐ Advertisement or news article
☐ Word of mouth or recommendation
☐ Corporate brochure
☐ Previous knowledge/experience

2 Address/ Contact Details
Please enter the address/contact details of your business.

Location Name:

Company Address Details

Post Code: \*

Address 1: \*

Company Address Details

Address 2:

City: \*

County/State: \*

Telephone Number: \*

Telephone number

Email Address: \*

Email Address

What Types Of Goods/Services Do You Supply?

3 User Details
Please enter user information (your first user will be created as an administrator)

Title: \*

First Name: \*

Last Name: \*

Job Title: \*

Email Address: \*

Email Address

Phone #:

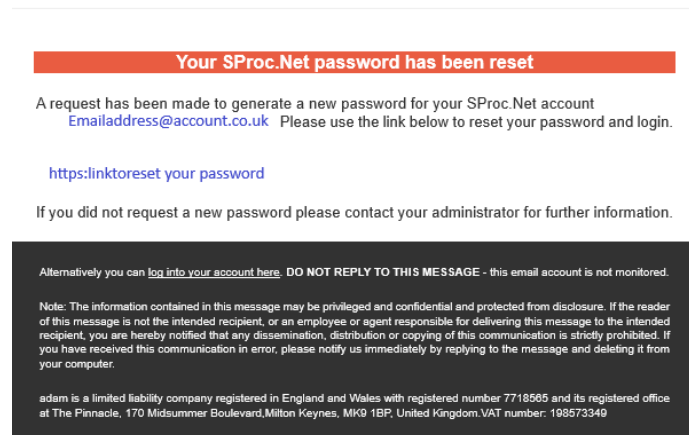
Telephone number

Please click 'Finish' to confirm the above details. You will then receive an email notification containing your login credentials for the application

Cancel

Finish

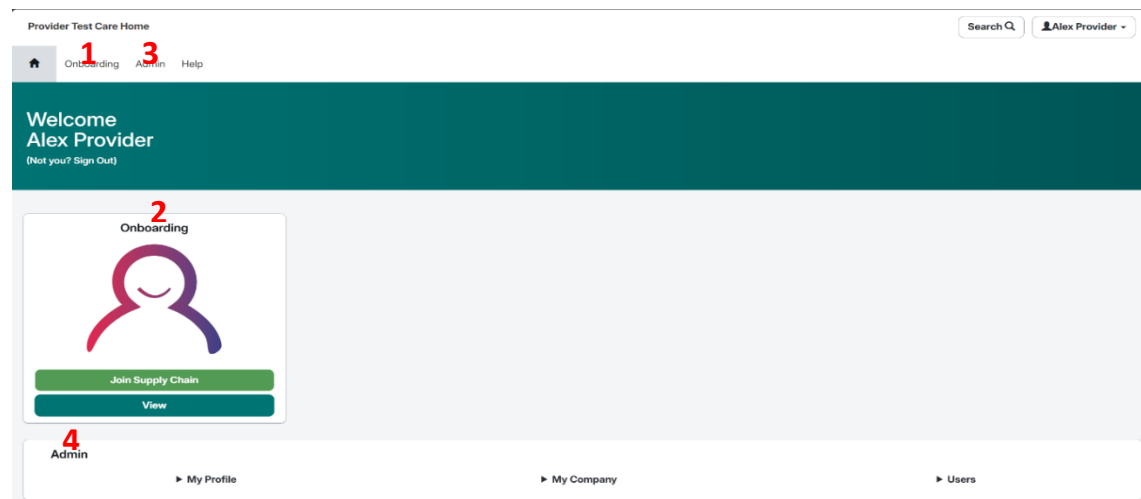
You will receive an email from [system@sproc.net](mailto:system@sproc.net) advising you to set a new password, please follow the link within the email and create a new password (Passwords must contain a mixture of numbers, upper and lower case letters, symbols and be at least 10 characters long).



Once you have set your password you can log into your ADAM account on the login page [SProc.Net - Welcome](#)

## Home

The home page appears as below:

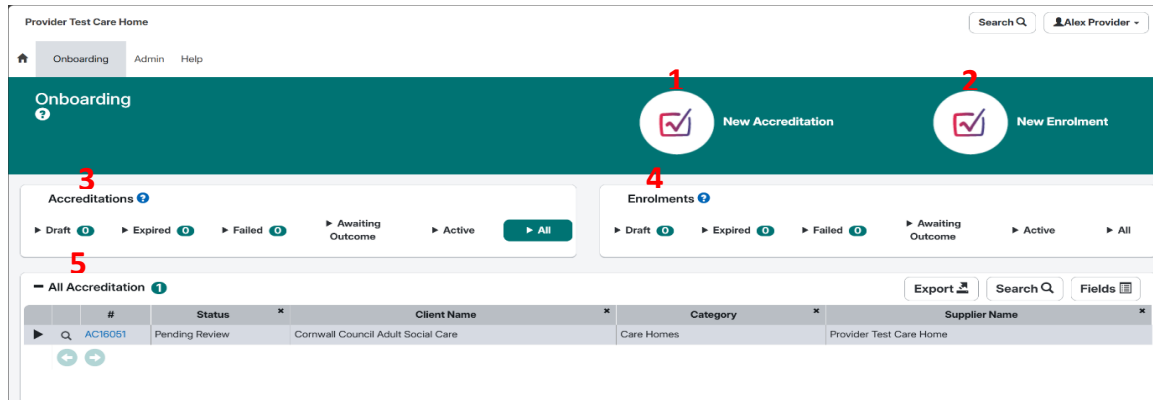


From here it is possible to access the Onboarding screen in two ways; either click the link labelled "Onboarding" at the top of the screen (1 in the screenshot above) or the smiling silhouette button (2).

The [Admin](#) board – where the user details, company details, and list of users can be viewed and amended – can be accessed either by clicking the link labelled "Admin" at the top of the screen (3), which will default to the "My Profile" section, or by clicking one of the three links "My Profile", "My Company", or "Users" within the Admin section at the bottom of the screen (4).

## Onboarding

There are 2 parts to the onboarding process, the accreditation allows you to register your company and the enrolment section is for each individual home (you will need to complete both sections even if you only have 1 care home)



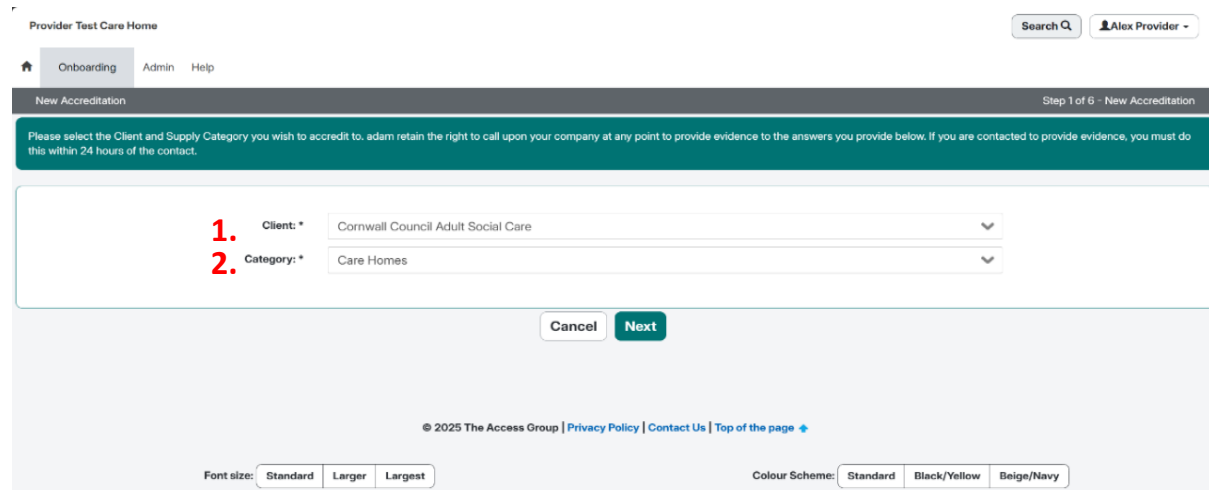
To submit a new request for accreditation for your organisation, click “New Accreditation” (1 in the screenshot above) – you can click either the words themselves or the tick icon.

If an accreditation already exists, you will also be able to submit a request for an enrolment for an individual location by clicking “New Enrolment” (2).

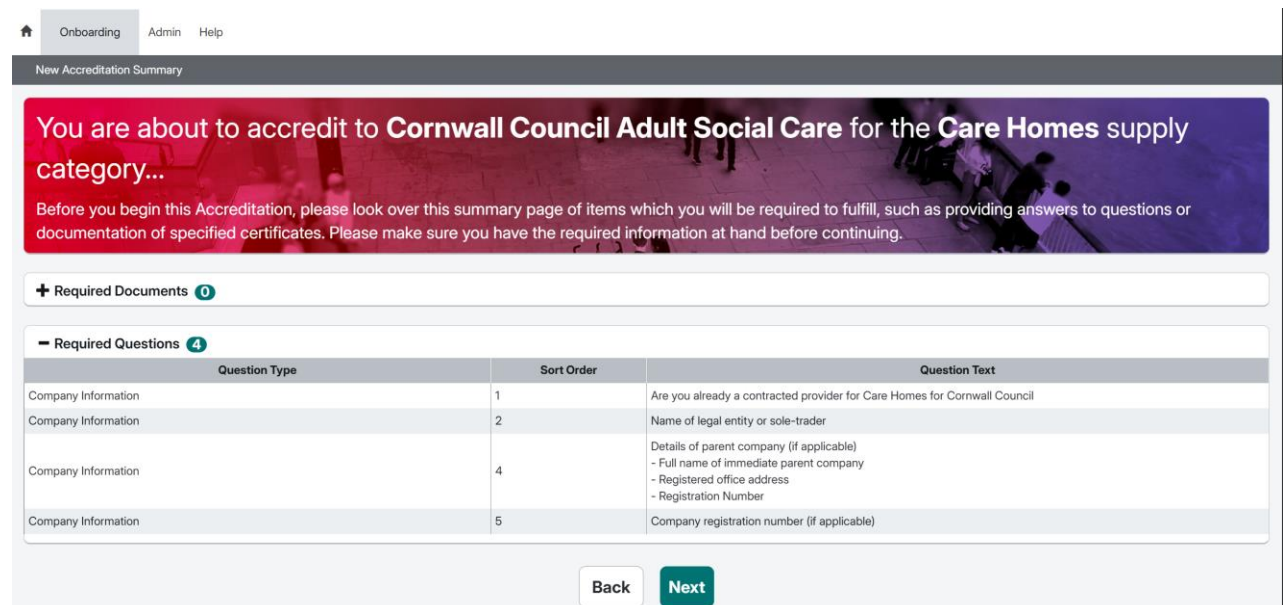
View various existing accreditations by clicking the various links under the “Accreditations” section (3) – you can view draft applications, expired and failed applications, applications where you are awaiting the outcome, and active accreditations, as well as all at once. Similarly, existing enrolments can be viewed by clicking the various links in the “Enrolments” section (4). These will all be viewed in a separate section below these sections (5).

## New Accreditation

When starting a new accreditation, select “Cornwall Council Adult Social Care” from the Client dropdown (1), and “Care Homes” from the Category (2) dropdown. Click “Next” to move on to the next stage.



This will show a ‘preview’ page where the required documents and questions will be shown. It is recommended at this stage to gather all the information you need in order to answer these questions.



Question Type	Sort Order	Question Text
Company Information	1	Are you already a contracted provider for Care Homes for Cornwall Council
Company Information	2	Name of legal entity or sole-trader
Company Information	4	Details of parent company (if applicable) - Full name of immediate parent company - Registered office address - Registration Number
Company Information	5	Company registration number (if applicable)

Click the “Next” button to move on.

The first active section of the next page concerns contracts – Currently there are no ‘contracts’ but there is a Declaration Statement that should be downloaded and read prior to continuing. Click where it says “Download File” (1 in the screenshot below) to download a copy of the Declaration Statement to read, and tick the checkboxes (2,

3) to confirm that a) you agree to the terms of the document and b) that you have authorisation to agree.

Cornwall CCW Test Provider Search Q Test Supplier

Onboarding Admin Help

Accreditation - Additional Information Step 2 of 6

**+ Accreditation**

**- Contracts**

In order to submit this Accreditation you must first review and agree to the documents listed below. Please note that these are legally binding documents and by ticking the "I agree to the Terms of the document" box you are confirming that you and your business agree to all terms and conditions set out within the document(s) provided. By ticking the "I am authorised to agree" box you warrant that you have the requisite authority to approve this document on behalf of your business to bind the business to those terms and conditions.

Document Type	Download File	I Agree To The Terms Of The Document	I Am Authorised To Agree
Declaration Statement	<a href="#">Download File</a>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>1.</b>	<b>2.</b>	<b>3.</b>

[Save](#)

The next section contains the questions. If the first question, "Are you already a contracted provider for Care Homes for Cornwall Council?". Note that if you are a contracted provider you will have entered into the following contract. NHS Standard Contract 2024/25 Particulars (Shorter Form) between NHS Cornwall and the Isles of Scilly Integrated Care Board, The Cornwall Council and the Provider; Contract Ref: DN556785. If the answer is "Yes", the rest of the questions will become greyed out and will not require an answer. If it is answered "No", answer the rest of the questions. If you have previously entered a request for accreditation that was withdrawn, cancelled, or rejected, your previous answers will populate into these fields but they can be changed if the information is not up to date.

**- Questions**

The following questions must be answered accurately before this Accreditation can be submitted

Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any responses you have entered

Question Type	#	Question Text	Answer	Characters Remaining
Company Information	1	Are you already a contracted provider for Care Homes for Cornwall Council	No	
Company Information	2	Name of legal entity or sole-trader	Test	3996 left
Company Information	4	Details of parent company (if applicable) - Full name of immediate parent company - Registered office address - Registration Number	Details of parent company (if applicable) - Full name of immediate parent company - Registered office address - Registration Number	3861 left
Company Information	5	Company registration number (if applicable)	N/A	3997 left

[Save](#)

[Cancel](#) [Next](#)

Click the "Next" button to move on.

Finally, confirm that you are authorised to submit the accreditation by ticking the checkbox, and click the "Submit" button to submit your request for accreditation.

## ADAM Accreditation and Enrolment

+ Accreditation

adam retain the right to call upon your company at any point to provide evidence to the answers you provide below. If you are contacted to provide evidence, you must do this within 24 hours of the contact.

I confirm that I have the authorisation to submit this Accreditation on behalf of my organisation and am validating the accuracy of the responses provided.
  
☐

Cancel Submit

## New Enrolment

If this is the first accreditation you have requested, at this point the system will take you straight to the enrolment. If not, you will be able to start the enrolment request from the Onboarding screen. If this is the case, in order to select the Accreditation to link the Enrolment to, first click the magnifying glass icon (1 in the screenshot below):

Onboarding / New - Enrolment
Step 1 of 1 - Find Accreditation

Choose an Accreditation to create a new Enrolment for.

Accreditation: \*
 1.

Cancel Next

Then when the pop-up appears, click the green arrow next to the Accreditation you wish to base the Enrolment on (2 in the screenshot below).

Find Cancel

	Accreditation #	Status	Client Name	Category	Supplier Name	Created By	Date Created
2. ▶	AC16052	Pending Review	Cornwall Council Adult Social Care	Care Homes	Cornwall CCW Test Provider	Test Supplier	29/07/2025 10:0

Showing all items. Cancel

Click the “Next” button to move on.

The rest of the Enrolment process will be the same regardless of whether it was started from the end of the Accreditation or from the Onboarding screen.

Choose the Supplier Location you wish to enroll, again by clicking the magnifying glass:

+ Accreditation

Supplier Location: \*

  
Add A New Location

Cancel Next

And then clicking the green triangle next to the location you want to enroll (the address you have added during your accreditation will show here as a default):

The screenshot shows a search interface with a text input 'Search within this list' and a '+ Advanced Search' link. Below the input are 'Find' and 'Cancel' buttons. The results are displayed in a table with the following columns: Company, Location, Address Post Code, Address Line 1, Address Line 2, City, and Country. Three results are shown, all for 'Cornwall CCW Test Provider'. The first result has Location 'another test', Address Post Code 'TR220PL', Address Line 1 '3 Coastguard Cottages', Address Line 2 'St. Agnes', and City 'Isles of Scilly'. The second result has Location 'Cornwall CCW Test Provider', Address Post Code 'PL276SS', Address Line 1 '1', and City 'C'. The third result has Location 'testing', Address Post Code 'TR182RB', Address Line 1 '1 Penalverne Crescent', and City 'Penzance'. At the bottom of the table are 'Showing all items.' and 'Cancel' buttons.

Company	Location	Address Post Code	Address Line 1	Address Line 2	City	Country
Cornwall CCW Test Provider	another test	TR220PL	3 Coastguard Cottages	St. Agnes	Isles of Scilly	United Kingdom
Cornwall CCW Test Provider	Cornwall CCW Test Provider	PL276SS	1		C	Cornwall
Cornwall CCW Test Provider	testing	TR182RB	1 Penalverne Crescent		Penzance	Cornwall

If the location to be enrolled is not in the list, press “Cancel” in the pop-up window and then click “Add a New Location” to add the details. The screen should look like this:

The screenshot shows the 'New Supplier Location' form, which is part of a 'Step 1 of 1 - Add New Location' process. The form has a header bar with 'New Supplier Location' and 'Step 1 of 1 - Add New Location'. Below the header are two tabs: '+ Company' and '+ New Supplier Location'. A green bar below the tabs contains the text 'Please enter the address and contact details of your company's branch/location.' The main form area contains several input fields: 'Location Display Name: \*', 'Address Post Code: \*' (with a note 'Must be exactly 7 characters e.g. AA11AA or AA1 1AA'), 'Address Line 1: \*', 'Address Line 2:', 'City: \*', 'Country:' (with a dropdown arrow), 'Country: \*' (with a dropdown arrow showing 'United Kingdom'), 'Address Phone:', 'Tax No:', and 'Unit:'. At the bottom of the form are 'Cancel' and 'Next' buttons.

Once the details are added, click “Next” to go back to the Enrolment.

Once a location is selected, click the “Next” button to move on.

The first section requires the CQC Provider ID and Location ID. If you do not know these details, you can search for your organisation at [www.cqc.org.uk](http://www.cqc.org.uk) and the CQC number will be in the address bar of your organisation’s profile page (1 in the screenshot below). CQC Provider IDs have a maximum length of 20 characters consisting of any combination of numbers, uppercase letters, and dashes e.g. 1-2345678910.

Once this information has been entered, the next section, “Questions”, requires confirmation of whether the location has “Public Liability Insurance”, “Employers Liability Insurance”, and “Professional Indemnity Insurance”, and also an Annual Business Continuity Plan for how the location deals with emergencies, so choose “Yes” or “No” from the dropdown.

**Questions**

Please answer all of the questions below

Please note that the application will timeout after 30 minutes. Remember to save regularly to avoid losing any responses you have entered

Question Type	#	Question	Answer	Characters Remaining
Insurances	1	Please confirm Public Liability Insurance held for £10m	Yes	
Insurances	2	Please confirm Employers Liability Insurance held for £10m	Yes	
Insurances	3	Please confirm Professional Indemnity Insurance held for £5m	Yes	
Business Continuity	4	Please confirm that you will upload your organisation's Annual Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (e.g., telephone lines down, bad weather, unpredictable staff sickness).	Yes	

Save

The next section allows you to upload relevant documents, please ensure that you have uploaded all requested documentation so your application is not rejected. As none of these are currently mandatory, this means that the system will not remind or force you to upload documents, please note the Council may amend this feature to mandatory in the future. Any documents you have uploaded for previous enrolments will be retained so you do not need to upload these again (if they need to be replaced, just upload the new document and it will automatically overwrite the old version).

**Upload Optional Documents**

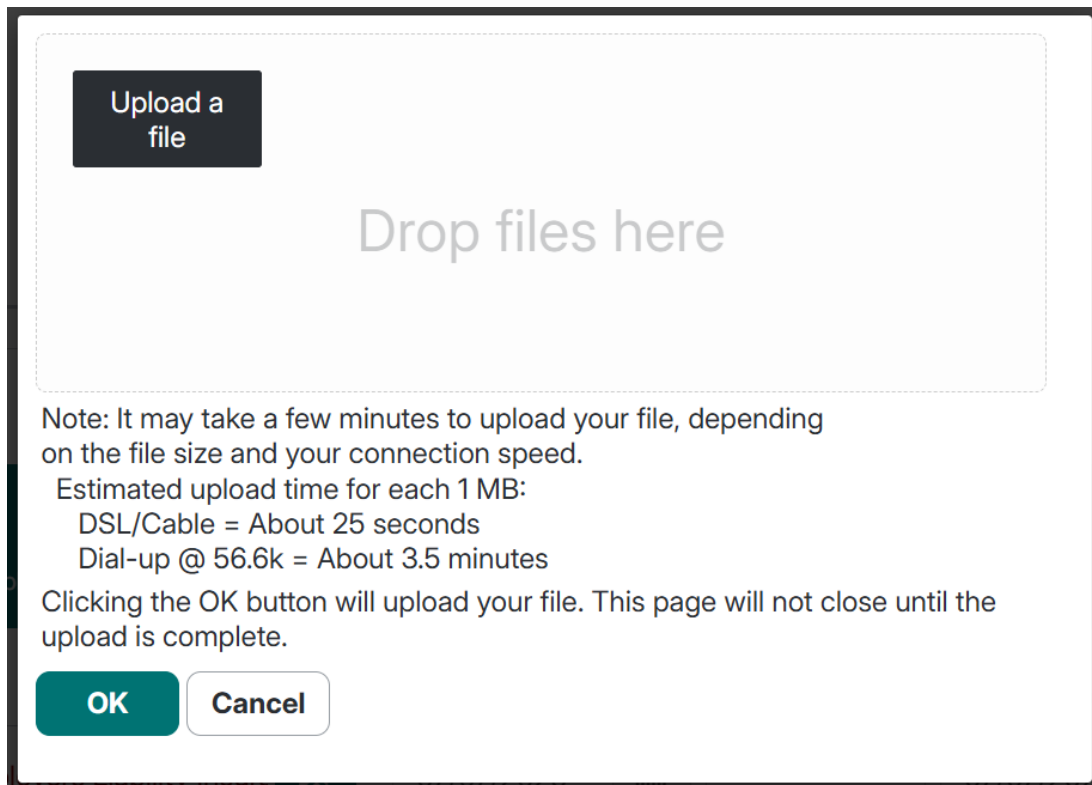
If necessary, please upload all of the documents listed below.

Please note that documents can be pulled through automatically from previous uploads to the system - you should check and confirm each one before submission.

Document Type	File Name	Issue Date	Issue Number	Expiry Date	Description
Employers Liability Insurance	Employers Liability Insurance	07/07/2025		07/07/2026	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m), as requested during procurement process
Professional Indemnity Insurance	Professional Indemnity Insurance	07/07/2025		07/07/2026	Please upload your Professional Indemnity Insurance (£10m), as requested during procurement process
Public Liability Insurance	Public Liability Insurance	07/07/2025		07/07/2026	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m), as requested during procurement process
Business Continuity Plan	Business Continuity Plan	07/07/2025		07/07/2026	Please upload your organisations business continuity plan

Save

To upload a document, click the “Upload” button (1 in the screenshot above), which is a button with an icon of a document and an up arrow. This will open the upload interface; you can either drag a document onto the upload space or click “Upload a file” to find a file on your device. Once you have selected a file, click “OK” to upload it.



Upload a file

Drop files here

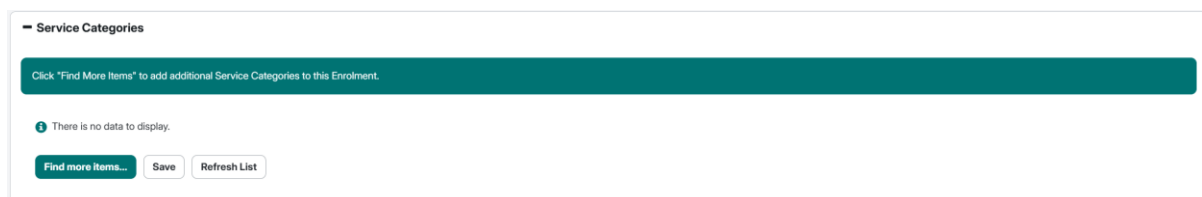
Note: It may take a few minutes to upload your file, depending on the file size and your connection speed.  
 Estimated upload time for each 1 MB:  
 DSL/Cable = About 25 seconds  
 Dial-up @ 56.6k = About 3.5 minutes

Clicking the OK button will upload your file. This page will not close until the upload is complete.

OK Cancel

If you enter the dates the documents were issued into the "Issue Date" field and the date of expiry into the "Expiry Date" field, the system can send you reminders when your documents are about to expire, allowing you to update these when new documents are issued. These notifications, which by default are sent at 31 days, 7 days and 1 day before expiry, and 7 days after.

The next section asks for the Service Categories that your location is able to provide under your CQC registration, you will only receive placement referrals for the categories that you select. Click "Find more items..." to open the list.



Service Categories

Click "Find More Items" to add additional Service Categories to this Enrolment.

There is no data to display.

Find more items... Save Refresh List

It is strongly recommended to click "Load All" before selecting your Service Categories so that all relevant categories are displayed. You can search for a specific item by typing in the "Service Category" text box. Tick the checkboxes next to all of the relevant items and then click "Add" to add these. If all Service Categories are relevant, click "Add All" to add these quickly. Once all relevant Service Categories have been added, click "Done" to return to the Enrolment.

## ADAM Accreditation and Enrolment

Note that you will only receive placement referrals for those categories that you have selected so it is important to select those that you are able to consider.

Service Category:

Supply Category:

**Find** **Add** **Add All** **Done**

<input type="checkbox"/>	Service Category ^	Supply Category	Display
<input checked="" type="checkbox"/>	Nursing - Adults over 65 yrs	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Adults under 65 yrs	Care Homes	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Nursing - Dementia	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Eating Disorders	Care Homes	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Nursing - End of life	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Learning Disability / Autism	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Mental Health Act Detainees	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Mental Health	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Nursing Care	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Nursing - Personal Care	Care Homes	<input checked="" type="checkbox"/>

**Load More** **Load All** **Add** **Add All**

**Done**

If the Service Categories have been added correctly, it will look like this:

**Service Categories**

Click "Find More Items" to add additional Service Categories to this Enrolment.

Service Category
<input checked="" type="checkbox"/> Nursing - Adults over 65 yrs
<input checked="" type="checkbox"/> Nursing - Dementia
<input checked="" type="checkbox"/> Nursing - End of life

**Find more items...** **Save** **Refresh List**

After adding Service Categories, add the Distribution Override Groups in the next section. These allow you to limit notifications to those relevant to your geographic area and if you are a Block booked Bed, contracted with a confirmed fee, contracted with no confirmed fee or SPOT provider. Click "Find more items..." to open the list.

**Distribution Override Groups**

Click "Find More Items" to add additional Distribution Override Groups to this Enrolment.

Distribution Override Groups act as a secondary filter to ensure that you only receive relevant Requirements. Please select all of the Distribution Override Groups that your organisation can cover and would therefore like to receive notifications for.

You can add or remove these at a later date within SRM.

**Find more items...** **Save** **Refresh List**

This will open up the list as a pop-up. As with the service categories, you can search for the group in the text box at the top or click “Load All” to ensure you can see all categories. Tick the checkboxes next to the groups that are relevant to your Care Home, click “Add” to ensure they are added to your enrolment application, and then click “Done” to return.

If your home could potentially cover more than one area, then please select both areas, for example Bodmin and Wadebridge could be considered East and Mid Cornwall. This will ensure that you see the maximum number of placement referrals and provide further choice for people.

In all cases, please select Cornwall All County as applicable as we will sometimes need to send out placement referrals to the widest audience.

Please only select block book bed options if you are one of our block book bed providers and only select contracted confirmed fee if you are part of the NHS Standard Contract 2024/25 Particulars (Shorter Form) between NHS Cornwall and the Isles of Scilly Integrated Care Board, The Cornwall Council and the Provider;  
Contract Ref: DN556785

AND

have an agreed confirmed fee

Distribution Group Name:

Find
Add
Add All
Done

<input type="checkbox"/>	Distribution Group Name	Category	Display
<input type="checkbox"/>	Cornwall East - Block Book Beds	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall West - Block Book Beds	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall Mid - Block Book Beds	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall All County - Block Book Beds	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Devon	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall West - Contracted - Confirmed Fee	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall East - Contracted - Confirmed Fee	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall Mid - Contracted - Confirmed Fee	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall All County - Contracted - Confirmed Fee	Care Homes	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Cornwall All County - Contracted - No Confirmed Fee/Spot	Care Homes	<input checked="" type="checkbox"/>

Load All
Add
Add All
Done

Once you have added the groups, click Finish to go to the Draft Summary Screen:

## ADAM Accreditation and Enrolment

Cornwall CCW Test Provider
Search Q
Test Supplier

Onboarding
Admin
Help

Enrolment - # EN12503 (Status: Draft)
Refresh
Actions

**Current Status:**  
The Enrolment is still in draft status and will need to be completed and submitted to continue.

**Next Steps:**  
Ensure all items in the submission progress below are completed correctly and then select 'Submit' from the Actions menu to submit the Enrolment for approval.

**Draft Progress 5**

Have all of the required documents been uploaded?	✓
Have all questions been answered correctly?	✓
Have service categories been added?	✓
Have all of the required fields been filled in?	✓
Have Distribution Override Groups been added?	✓

**Enrolment - EN12503**

Client logo

Enrolment #: EN12503  
Accreditation #: AC16052  
Client Name: Cornwall Council Adult Social Care  
Category: Care Homes  
Supplier Name: Cornwall CCW Test Provider  
Location: Cornwall CCW Test Provider

Address Line 1: 1  
Address City: C  
County: Cornwall  
Address Post Code: PL276SS  
Country: United Kingdom

Status: Draft  
CQC Provider ID: 1-2345678910  
CQC Location ID: 1-2345678910

**Admin**  
Printable Detail

**Documents 4**
Export

Document Type	File Name	Issue Date	Issue Number	Expiry Date
Employers Liability Insurance	Overseas Worker Due Diligence Document.docx	07/07/2025		07/07/2026
Professional Indemnity Insurance	Overseas Worker Due Diligence Document.docx	07/07/2025		07/07/2026
Public Liability Insurance	Overseas Worker Due Diligence Document.docx	07/07/2025		07/07/2026
Business Continuity Plan	Overseas Worker Due Diligence Document.docx	07/07/2025		07/07/2026

**Questions 4**
Export

Question Type	#	Question	Answer	Correctly Answered?
Insurances	1	Please confirm Public Liability Insurance held for £10m	Yes	✓
Insurances	2	Please confirm Employers Liability Insurance held for £10m	Yes	✓
Insurances	3	Please confirm Professional Indemnity Insurance held for £5m	Yes	✓
Business Continuity	4	Please confirm that you will upload your organisation's Annual Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (e.g., telephone lines down, bad weather, unpredictable staff sickness).	Yes	✓

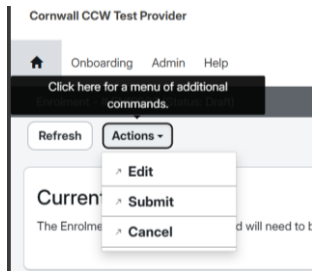
**Service Categories 3**

Service Category
Nursing - Adults over 65 yrs
Nursing - Dementia
Nursing - End of life

**Distribution Override Groups 4**

Distribution Override Group
Cornwall Mid - Block Book Beds
Devon
Cornwall Mid - Contracted - Confirmed Fee
Cornwall Mid - Contracted - No Confirmed Fee/Spot

This screen shows you a summary of your application and which questions you have completed, and which areas still need attention. Once you are satisfied with your application, go to the “Actions” button at the top of the page and select “Submit”. If you still wish to make changes, you can select “Edit” instead and if you wish to withdraw your application, choose “Cancel”.



Clicking “Submit” will take you to the final Submission screen, where you will need to click “Submit” in order to finalise your application. If you do not click “Submit”, your application will not go through and Cornwall Council will not be aware that you are attempting to make a submission.

 A screenshot of the Enrolment completion screen. At the top, there is a header '+ Enrolment'. Below the header, there is a large empty box. At the bottom of the box, there is a message: 'To complete your Enrolment please click the Submit button below'. Below the message, there are two buttons: 'Cancel' and 'Submit'.

Once you have submitted, you will be taken back to the Summary page. The “Draft Progress” section will be missing but the rest of the summary will be available if you wish to view this. It is still possible to withdraw your application; go to the “Actions” button and click “Withdraw”. Submitted applications are passed to our internal teams to check and verify your account, you will receive a notification to advise if you have been accepted or rejected.

## Pausing Applications

You can pause your applications at any time by clicking the “Save” button at the bottom of each section and exiting to go to either the home page or out of the system.

If you have an Accreditation or Enrolment in draft, you can go back and edit it from the Onboarding screen. Each item has a unique reference; you can click on this where it appears in the column headed “#” or “Enrolment #” to go back to the Summary screen.

 A screenshot of the Draft Enrolment table. The table has two columns: 'Enrolment #' and 'Status'. There is one row with the value 'EN12503' in the 'Enrolment #' column and 'Draft' in the 'Status' column. The table is titled 'Draft Enrolment 1'.
 

Enrolment #	Status
EN12503	Draft

This will return you to the summary screen where you can see the status of your application and which sections have been completed (indicated with a green tick)

## ADAM Accreditation and Enrolment

and which still need attention (indicated with a red cross). You can resume your application by clicking the “Actions” button and selecting “Edit” (1 in the screenshot below).

Cornwall CCW Test Provider

Search Q Test Supplier

Onboarding Admin Help

Enrolment - # EN12503 (Status: Draft)

Refresh Actions -

1. Edit

Current Cancel

The Enrolment is still in draft status and will need to be completed and submitted to continue.

Next Steps:

Ensure all items in the submission progress below are completed correctly and then select 'Submit' from the Actions menu to submit the Enrolment for approval

Draft Progress 5

Have all of the required documents been uploaded?	✓
Have all questions been answered correctly?	✗
Have service categories been added?	✓
Have all of the required fields been filled in ?	✓
Have Distribution Override Groups been added?	✗

## Account Admin

You can manage various aspects of your account through the Admin subsection on the Home page. To manage your personal account, click “My Profile” (see 4 at the screenshot under [Home](#)).

Under “My Profile”, you can update your email address if needed (2 in the screenshot below), change the password (3), and amend user preferences (4).

My Profile

2 3 4

Change Email Address Change Password User Preferences Cookies Sign Out

Summary

Test Supplier: Cornwall CCW Test Provider  
Status: Active  
Role: Supplier  
Updated: 03/07/2025 09:07

Username: username@test.com  
Email: username@test.com  
Telephone:  
Last Login: 29/07/2025 16:03

Actions

Standard Notifications (204) Company Admins  
Community Reviews

Inbox 0  
No Messages in inbox.

Sent 0  
No Sent Messages

Now

The preferences include your timezone, the language used, how you want numbers to appear and how you want dates to appear. You can also optimize the screen for screen readers.

## ADAM Accreditation and Enrolment

**Timezone:**  
(UTC+00:00) Dublin, Edinburgh, Lisbon, London

**Language:**  
English

**Numbers:**  
English (United Kingdom)

**Dates:**  
English (United Kingdom)

☐ Optimize For Screen Readers

☒ Remember My Last Filter For Each List.

Reset My Custom List Filtering And Sorting

Save Refresh Cancel

If you click on “My Company”, you can see any accreditations you've applied for by clicking on the Accreditations link (1 in the screenshot below), including cancelled or rejected ones, and the same with enrolments (link 2).

Onboarding Admin Help

My Profile My Company Users

Company - Cornwall CCW Test Provider

Refresh Actions

**Cornwall CCW Test Provider**

Cornwall CCW Test Provider  
C  
PL276SS  
United Kingdom

System Supplier

Phone #: 098765  
VAT #: qw3  
Unit:

Status: **Active**  
Updated: 02/07/2025 08:59

**Admin**

▶ Accreditations **1**

▶ Bank Details **0**

▶ Community Reviews

▶ Locations **0**

▶ Supplier Availability **0**

▶ Supply Clients **0**

▶ Users **1**

▶ Enrolments Required Documents/Questions

▶ Activity **1**

▶ Category Types **0**

▶ Enrolments **19**

▶ Service Categories **0**

▶ Supply Categories **1**

▶ Create Users **1**

▶ Accreditation Required Documents/Questions

Clicking ‘Users’ will show who is linked to your organization and who can submit accreditations and enrolments.

Users

New

All Registered

All (Sorted by Name) **1**

Export Search Fields

Name	Company	Username	First Name	Last Name
Test Supplier	Cornwall CCW Test Provider	ccwtestprovider@test.com	Test	Supplier

The accessibility features can be found at the bottom of the screen. You can change the font size (2) and the colour scheme (3) – there are three schemes available.

