How to manage my organisation account

Updated 12 April 2023

Log into mySRA to manage your organisation applications and update your firm's details. Find out how to get a mySRA account.

You'll be able to see all the applications that are available but you'll only be able to edit applications which are relevant to you.

If you need helping accessing your account, please take a look at our helpful individual video guides [https://qltt.sra.org.uk/mysra/manage-account/individual-account/] .

Video guides

How to reset your mySRA password

How to reset your password in mySRA

Find applications within mySRA

How to find individual and organisation applications in mySRA

Managing my organisation with mySRA

Here you can see what the new mySRA will look like and how you can manage your profile.

Offering bulk renewal and checking your employees' status

Find out how to offer bulk renewal of your employees practising certificates and registrations, and how to check who is opted in to this.

Step by step guides

In addition our step by step guides can help you to:

- Apply for bulk renewal and pay your periodic fees [https://qltt.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/apply-for-bulk-renewal-pay-your-periodic-fees/]
- Apply for certificates of good standing and attestation for people at your organisation [https://qltt.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/cog-or-coa-for-someone-at-your-organisation/]
- Apply to become a new non-regulated entity [https://qltt.sra.org.uk/mysra/manage-account/organisation-account/step-by-step-guide/apply-become-new-non-regulated-entity/]

How to

Open all [#]

Add or change a trading name / firm name

1. Select the My Organisation tab.
2. Select Organisation Details
3. Click edit

    a. To add a trading name, click ‘add’ under trading name

    Insert the trading name and click ‘Add’

    Click Save

    b. To amend a firm name or amend a trading name, click change name

    Insert the new firm name

    Click save

Add an employee (if applicable)

1. Select the My Organisation tab, then the Employee tab.
2. Click the add employee button, then search for the employee you wish to add.
3. You will need to select a start date, location and add a position and a role. Then save.

End employment

1. Select My Organisation tab, then Employees tab.
2. In the table, go to 'End employment' in the Action column
3. Choose a date and save

Add a role

1. Select 'My Organisation' tab, then 'Employees' tab.
2. In the table, go to the Action column and select Manage Employee.
3. To add a role, select a position eg Consultant and choose a role eg Organisation Contact.
4. Select a start date and click Save.

Add a position (formerly a post)

1. Select 'My Organisation' tab, then Employees tab
2. In the table, go to the Action column and select Manage Employee.
3. Click 'Add position'

Manage employees personal information

1. Go to 'My Organisation' tab, then employees.
2. If the employee has selected personal data management you will be able to see and click on Manage Personal Details in the Action Column.
3. Click on the Edit button at the bottom of the page to be able to change the email, address and telephone number.

Add an office

1. Go to My Organisation tab, then Organisation Relationships tab.
2. Click the add office button.
3. You can then add the address, contact number and start date.

Remove an office

1. Note: You can't close the branch until you move the employees to another location.
2. Go to My Organisation tab, then Organisation Relationships tab.
3. In the Action column of the table click Edit.
4. You can then close the office and tell us the trading end date.

Find your applications and documents

1. Go to My Applications and Documents tab.
2. You can see all the applications and documents you have submitted.

3. In the case of bulk renewal application invoices, they should appear within 24 hours of submitting your application form.

Watch our video to learn more [https://www.youtube.com/watch?v=Ny-48ypqINI]

Qualifying work experience

Confirming qualifying work experience

1. You'll receive an email letting you know there is a period of QWE for you to confirm
2. Use the link in the email and log in to mySRA
3. You'll then be shown a table with the period(s) of QWE you have been asked to confirm
4. Candidates then get an email from us telling them it has been approved or rejected.

If you do not receive an email, please log into mySRA and go to 'Actions'. There will be a notification showing you there is a period of QWE for you to confirm.

Find out more about QWE and what a solicitor is confirming [https://qltt.sra.org.uk/become-solicitor/sqe/qualifying-work-experience-candidates/qualifying-work-experience-employers/]

Step by step video guide