

## LARC Annual Audit Portal Access

### Access

1. Follow link <https://leicestershirecc-self.achieveservice.com/en/service/LARC-Audit>
2. Register an account (if not already done so)
3. Login top right hand side of the screen
4. Upon login you see the Self Service list, but it does not mention LARC, all that you need to do now, is replace the current URL - <https://leicestershirecc-self.achieveservice.com/en> (this is the page that you are on now) with <https://leicestershirecc-self.achieveservice.com/en/service/LARC-Audit>

The LARC Audit form will load (if it doesn't work the first time, copy and paste again and it should work)

### Save Data

When you select 'Save' within the audit, you will receive an email [notifications@firmstep.com](mailto:notifications@firmstep.com) with a link to access the saved audit.

Check spam/junk email folder in case the notification automatically directed there.

Each time you save a version, you receive a new email link to re-access the audit. Ensure you utilise the latest email.

### Submission

Submissions should be made no later than the 7<sup>th</sup> June 2026

### **Please Note once submitted the forms will NOT be available to edit**

1. Please ensure the data is accurate before submission
2. If you identify any issues with the data and need to amend anything after submission please contact [publichealthclaims@leics.gov.uk](mailto:publichealthclaims@leics.gov.uk).

Any queries, contact Paul Houseman, [paul.houseman@nhs.net](mailto:paul.houseman@nhs.net) 07817 661978