

CMLS Guide: Portal introduction

CMLS introduction

The Contract Management Licensing System (CMLS) is a dedicated portal for Department for Child Protection (DCP) Contract Management activity. CMLS enables eligible Service Providers to engage with DCP through all stages of the contract management cycle and supports communication, reporting, and contract management.

Accessing CMLS

CMLS is a web-based system. This means you will open CMLS in your internet browser via a web address. The system programmer recommends Google Chrome to ensure best efficiency of the program, however the system is also compatible with Internet Explorer and Microsoft Edge.

1. Click on the CMLS web address hyperlink or copy and paste into your browser
<https://dcpcmls.sa.gov.au/app>
2. We suggest [Bookmarking this page](#) to your favourites so that you can access it easily in future.

CMLS functions

- Performance Management Reporting (submission of KPI performance data)
- Financial Management Reporting (submission of FTE and Acquittal data)
- Reporting against contract issues and risks
- Acknowledging an executed contract extension
- Download Equal Remuneration Order Statutory Declaration template & upload signed document
- Accessing copies of approved contracts and variations.

CMLS users

Anyone within your organisation who completes the above functions for one or more contracts will require CMLS access. CMLS Users are set up with specific access to the contracts associated with the user. Contract executors will not require access to CMLS to continue to execute contracts via DocuSign.

New users can be added at any time through your DCP Contract Manager. For security reasons, DCP will undertake periodic reviews of CMLS user accounts.

Please remove users as soon as it is identified that they no longer require access by contacting your DCP Contract Manager.

The person identified as the Service Provider Contract Manager for a contract will be the contact person for all CMLS notifications relating to that contract.

Security

Please follow the below tips to ensure access to the portal remains secure:

- keep your username and password secure and do not share these with anyone else

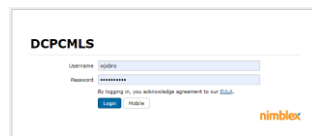
- do not log onto the portal on a public device (i.e. internet café or library computer)
- ensure that the computer screen is not visible to others in public places
- contact DCP immediately if you witness or become aware of;
 - an information security incident, whether actual or attempted; or
 - a breakdown in controls that could lead to an incident; or
 - unauthorised use: use of the system by a person who does not have authorised access; or
 - a person using the system to access or share information they are not authorised to access or share.

User support

If you require support in addition to the fact sheets and video tutorials or if you are experiencing system errors, please contact your DCP Contract Manager.

Log in

New users will be provided with a username and temporary password by DCP. During the first log on attempt, all users will be required to change their password. Enter your username and temporary password into the log in screen and click Login. Follow the prompts to change your password.



Portal navigation

Below are some quick tips on navigating through the CMLS Portal Home Page



Home button: Click here to return to the home screen

Quick-Links

Quick Links: Shortcut and document library



Account Settings: change your password



Show/hide System Fields Screen: This will open the system information for each screen.

EULA

EULA: End User Licensing Agreement



Log Off: Click here to end your CMLS session

Contract

Contract Tab: Click here to manage your contracts

Licensing

Licensing Tab: Not currently available

