For both INT & LR cases Check Case to see if acceptable for registration Check for Representment/Overpayment **LRS CMS** INT case only Intake referral transfer (& rejections) Intake Case and App Confirm Enter Application Number & Deed Type Identify case as intake or settle For both INT & LR cases Intake Referral OR Plans/legal referral Can Registration be Completed/Is it a cat B? Settle Case and Confirm Confirm Case OK for Quality Make amendments (if necessary) Amend if necessary (exceptions) Re-submit Release to despatch complete Open case at LR Archive Complete case at despatch complete Identify and archive supporting documents Confirm despatch