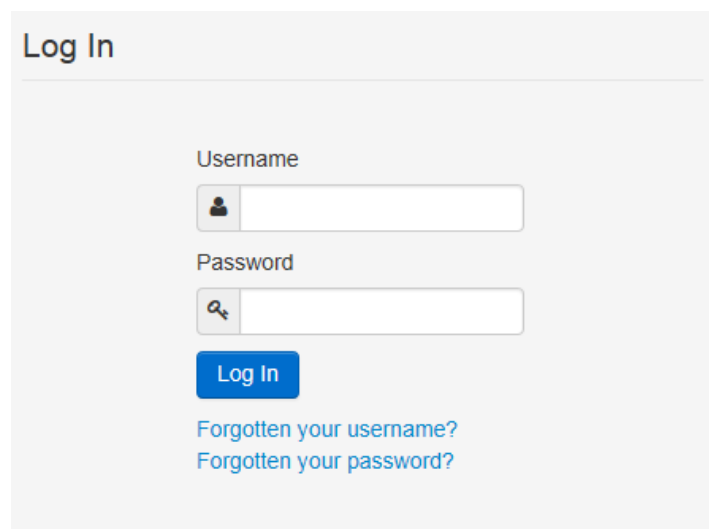


Registering and using your portal account

A general guide to registration and navigating the portal.

Log in to your portal account.

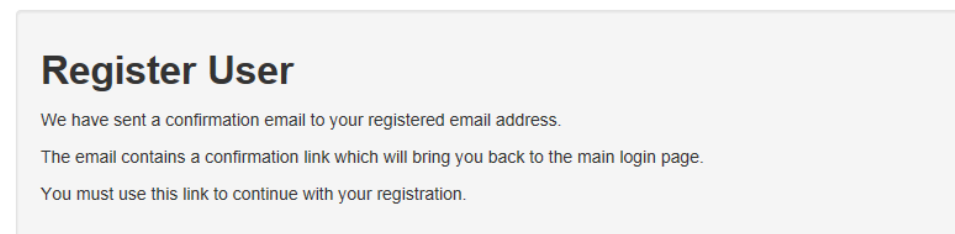
If you have forgotten your username or password, use the links below the log in button to reset these.



The screenshot shows a 'Log In' form with the following elements:

- Log In** (Section Header)
- Username** label above a text input field with a user icon.
- Password** label above a text input field with a key icon.
- Log In** button.
- [Forgotten your username?](#)
- [Forgotten your password?](#)

The first time you log in, you will see the message below. You should follow the link in the email sent to you to register your account, before you can log in. Please check your junk folder for this email.



The screenshot shows a 'Register User' message box with the following text:

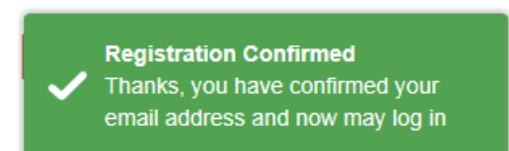
Register User

We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Once you have clicked on the email link, you'll receive the message below and your account is registered. You may have to change your password and set a secret question and answer.

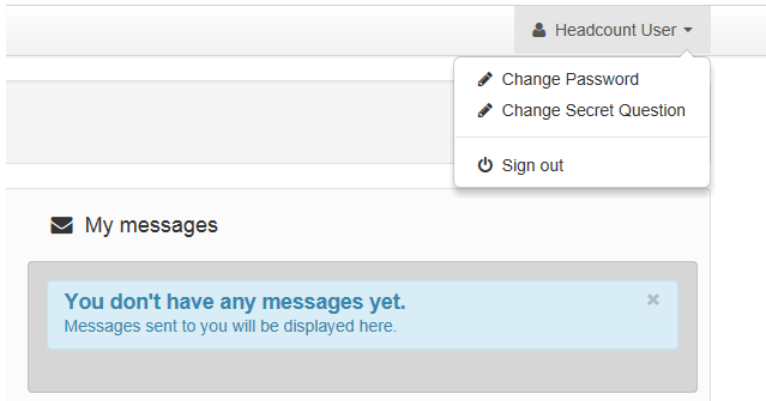


The screenshot shows a 'Registration Confirmed' message box with the following text:

Registration Confirmed

✓ Thanks, you have confirmed your email address and now may log in

When you have logged in, you can change your password by clicking on your username that appears on the task bar, in the top right hand corner.

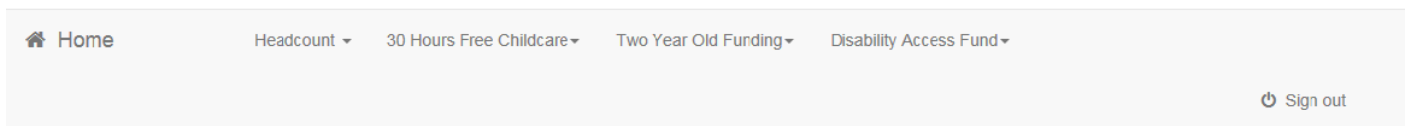


Accessing the headcount task

When logged in, you should have several tiles on your homescreen. If you have a headcount task ready to complete, you need to click on the tile that says 'headcount'.



West Berkshire Early Years Funding Portal

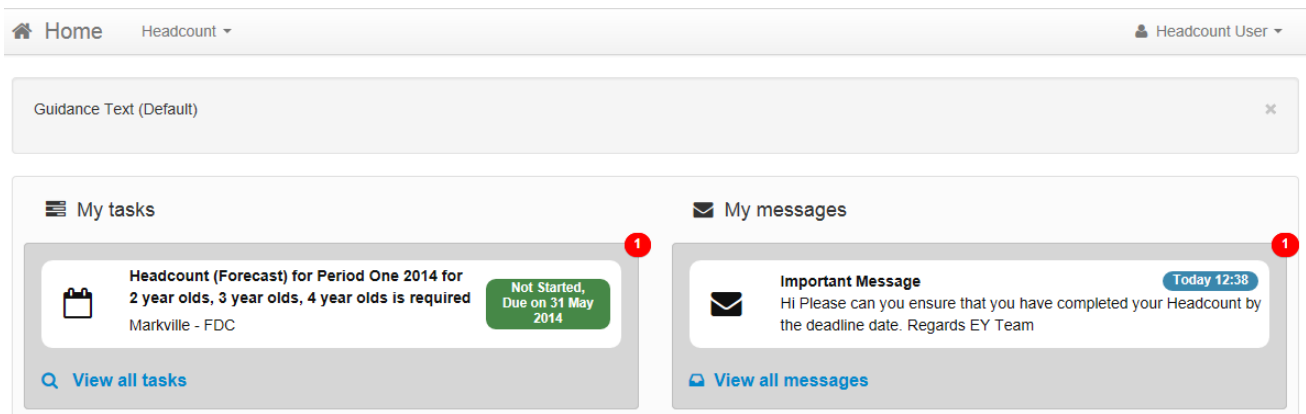




Welcome to the Provider Portal

- Click on **30 Hours Free Childcare** to check or review eligibility codes.
- Click on **Headcount** to enter headcount information.
- Click on **Two Year Old Funding** to complete an assisted application for a two year old.



Once you have clicked on the headcount tile, you will be able to see your tasks, and your messages.



The small icon with the number demonstrates how many tasks or messages you have. Messages can be read by clicking on them to read. They will stay in your messages box unless you delete them. The  icon changing to  indicates a message has been read.

You should click on the task to start entering information. Tasks will usually say one of the following:

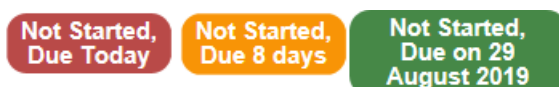
Not started: you haven't begun this task

Edited but not yet resubmitted: you have entered some, or all, of your information, but have not submitted this task

Submitted: you have entered information on this headcount task, and submitted

Edited but not yet resubmitted: you have edited the information on this task after submitting, and still need to resubmit for the updated information to be included

The icons as below will change in colour the nearer it gets to the task expiry date. The box will turn grey when the task is expired and can no longer be edited.



Completing the headcount task

When you have clicked on the task, the below screen should appear. Some children may already show on this task if you are not a new provider. If you are a new provider, the screen should appear with no children.

It is important that you ensure all of the children you want to claim funding for are on the funding task – the early years team cannot accept late submissions of data beyond the deadline. If you have a child you want to add, click **add child**.

Home Headcount Headcount User

Headcount (Forecast) for 2, 3 & 4 year olds

Status: Unsubmitted Deadline: 31 May 2014

Period One 2014 (01 Apr 14 - 31 Aug 14)

You can edit and re-submit this information at any time until the deadline of 31 May 2014.

Add Child Edit Headcount Download

Forename	Surname	Date of birth	Funding Age	Start Date	Leaving Date	Stretched Offer	Weeks Attended for term	Average Hours Attended per week	Hours Attended for term	Hours Claimed per week	Hours Claimed for term	Shared Funding
----------	---------	---------------	-------------	------------	--------------	-----------------	-------------------------	---------------------------------	-------------------------	------------------------	------------------------	----------------

Submit

Once you click **add child** the screen below will appear. Enter the child's first name and surname.

Home Headcount

Add Child

Please enter the child's forename and surname

Forename

Surname

Cancel Next

You will then be prompted to enter more details, including an address (see below).

Add Child

Forename *

Middle Name

Surname *

Gender * Male
 Female

Date of birth (dd/mm/yyyy)

Ethnicity *

First Language *

Funded Status

30 Hrs Eligibility Code

To find the home address please enter the postcode and click 'Find Address'. If the address is not listed then type the correct address in the boxes provided. If you do not know the postcode, you can look it up [here](#).

Postcode *

[Find Address](#) [I don't have a Postcode](#)

* Required field

[Cancel](#) [Save](#)

You will then be prompted to enter parent/guardian details. This is to apply for Early Years Pupil Premium – you should only enter details if you have permission to do so from parents (obtained on the parent declaration form). If you are applying for EYPP for non-economic reasons, please email earlyyears@westberks.gov.uk.

Add Child

This child is in the correct age range for Early Years Pupil Premium - please supply the supplementary information requested below to allow us to check the child's eligibility for Pupil Premium. x

[Personal Details](#) [Carer Details](#)

Carer information is required to allow an economic assessment for Early Years Pupil Premium. If the information is not provided, no EYPP can be paid for this child unless the child qualifies via a non economic route e.g 'Looked-After' status (LAC).

Provide Carer Information * Yes
 Decline to provide

[Previous](#) [Next](#)

* Required field

[Cancel](#) [Save](#)

If you select yes, you will see the screen below, where you should enter parent/guardian details.

Provide Carer Information * Yes
 Decline to provide

Carer Details [+ Add Another Carer](#)

Title *

Forename *

Surname *

Gender * Male
 Female

Date of Birth (dd/mm/yyyy) *

Relationship *

Parental Responsibility * Yes
 No
If the carer has legal responsibility for this child select Yes

Reference Number * National Insurance
 National Asylum Support Service

The format of all valid National Insurance Numbers is two prefix letters, six numeric digits, and one suffix letter. e.g. AB123456C

Address * Does the parent/guardian live at the same address as the child ?
 Yes West Berkshire Council, West Street, Newbury, RG14 1BZ
 No

Once you have entered these details, click save and you will be taken back to the original screen. You can then click on the blue icon next to any child to view or edit their details.

Change Child Details		Forename	Surname	Date of Birth	Funding	Start Date	End Date	Weeks Attended for term (from your "weeks per term" form)	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
		Test	Smith	09/08/2016	3	01/09/2019			0.00	0.00	0.00	

You should enter the number of universal and extended hours a child will claim with you in the columns next to the child (see column headers below). Please enter hours for 2 year olds in the universal hours column.

Forename	Surname	Funding	Date of birth	Funding Age	Start Date	End Date	Weeks Attended for term (from your "weeks per term" form)	Universal Hours Claimed per week	Universal Hours Claimed for term	Extended Hours Claimed per week	Extended Hours Claimed for term
		<input type="checkbox"/>									