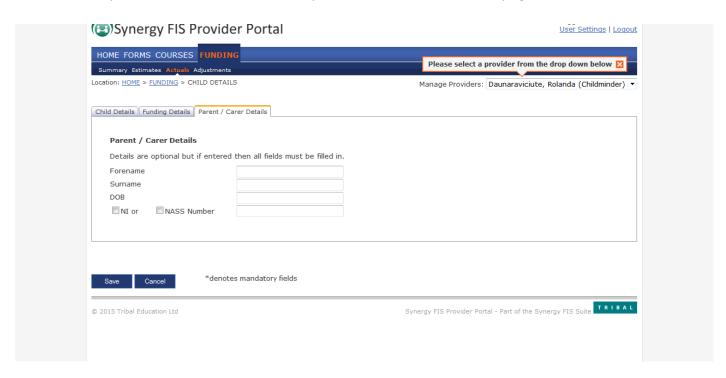# Provider Portal – Adding EYPP Information User Guide

This is the guide about how to input EYPP registrations onto the provider portal along with your 3 year old headcount data. You need to add/edit/ delete your 3 year funded children as you normally would for the headcount.

Once you have done this, go onto each child that you think is eligible for EYPP, to add their parent/carer details so we can check whether they are eligible for the additional funding. ***Please only do this if a parent has agreed to provide their details with you (see registration form.)***

To add the EYPP data:

• Click on Funding

• Click on Actuals

• Click on the open 3 year old term

• Click on each child you believe is eligible for EYPP, and only add the following information if you have gathered permission from the parent/carer (see registration form.)

• When you then click on a child's details, you will see an additional tab saying Parent/Carer Details:

• You will then need to fill in the above parent/carer details including their full name, DOB and NI/Nass Number (Please tick which one you are adding).

• Click Save

Repeat on other children where necessary.

When you have added all your 3 year old headcount data and EYPP parent/carer details, click Submit.

We will then process the eligibility checks and if the child is eligible, you will receive a separate additional payment at the end of the term for all children who were eligible for EYPP. If you have any questions in relation to this funding, please email if@enfield.gov.uk