

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:

The screenshot displays the Synergy FIS Provider Portal interface. At the top, there is a navigation bar with tabs for HOME, FORMS, COURSES, and FUNDING. The FUNDING tab is active, and a sub-menu shows Summary, Estimates, Actuals, and Adjustments. A message box prompts the user to select a provider from a drop-down menu. Below this, the location is set to HOME > FUNDING > CHILD DETAILS, and the provider is set to Daunaraviciute, Rolanda (Childminder). The main content area has three tabs: Child Details, Funding Details, and Parent / Carer Details. The Parent / Carer Details tab is selected, showing a form with the following fields: Forename, Surname, and DOB. There are also checkboxes for NI or NASS Number. A note states that details are optional but mandatory if entered. At the bottom, there are Save and Cancel buttons, and a footer with copyright information for Tribal Education Ltd and the Synergy FIS Suite logo.

• 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