

Online Provider Portal help guide

How to complete a Staff Update form

About this guide

This is a step-by-step guide for how to complete a Staff Update form using the Online Provider Portal. The form will take approximately 10 minutes to complete.

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Before you start

Have these things ready

- The staff member's name, address, phone number, email address and job title
- Their start date, if they are new
- Their leave date (end date), if they have left

Things to know

- You cannot save your progress to continue at a later time
- Include details for one staff member only per form

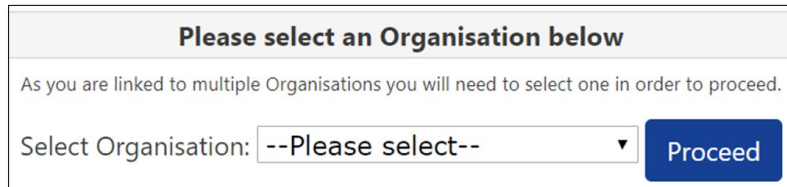
If you require assistance signing in to the portal

- Find help [online](#)

How to find and open the form

1. [Sign in](#) to the portal

If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen (either day nursery, pre-school or childminder) then press the **Proceed** button

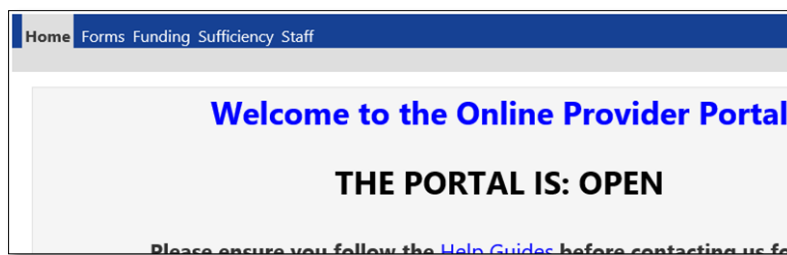


Please select an Organisation below

As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation:

2. Choose **Forms** in the top menu



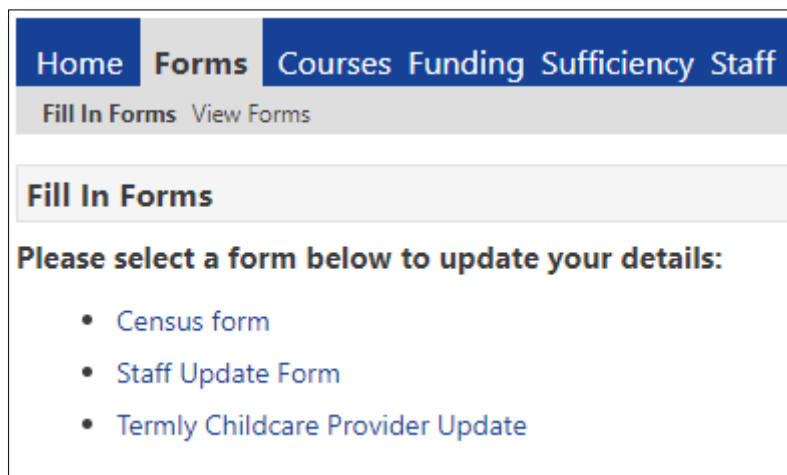
Home Forms Funding Sufficiency Staff

Welcome to the Online Provider Portal

THE PORTAL IS: OPEN

Please ensure you follow the [Help Guides](#) before contacting us for

3. Choose **Staff Update Form**



Home **Forms** Courses Funding Sufficiency Staff

Fill In Forms View Forms

Fill In Forms

Please select a form below to update your details:

- [Census form](#)
- [Staff Update Form](#)
- [Termly Childcare Provider Update](#)

Completing the form

- The form opens in a separate window and consists of two pages.
 - Read the form in full, following the instructions within to answer the questions correctly
 - Move between pages using the **Next Page** or **Previous Page** buttons at the end of a page

Staff form

Please select an option below

Add/update member of staff (and/or online provider portal account)
 Request deletion of member of staff's record

Please note:

- If you are adding/Updating a member of staff, answer all questions except for "Date member of staff left" and complete both pages of this form.
- If you are removing a member of staff, please only answer mandatory questions (*) and "Date member of staff left" and only complete page 1 of this form.

*Title Miss Mrs Ms Mr

Other title please specify

*Forename

*Surname

*Date of birth

*Start date

Date member of staff left (if applicable)

Next Page Select page: Mandatory >>

Submit Form

Submitting your form to us

- When you have completed all pages of the form press the **Submit Form** button

Date member of staff left (if applicable)

Next Page Select page: Mandatory >>

Submit Form

- Agree to the prompt

familyinfoservice.westsussex.gov.uk says

Are you sure you want to submit this form? Clicking OK will close this message and submit the form to the LA. Clicking Cancel will close this message and leave the form open.

OK Cancel

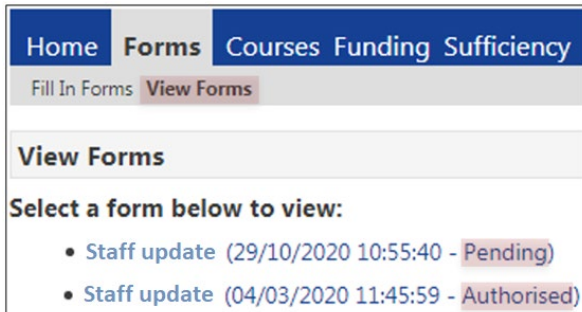
- A green banner confirms that your form has been submitted

You have successfully submitted the form.

Changing a submitted form, or checking you've submitted a form

You can check if you've submitted a form, and edit it if we've not yet authorised it

Go to **View Forms** in the **Forms** sub menu and look for your last submitted Staff Update form, noting the date that the forms were submitted



If the form shows as:

- **Pending** - we've yet to process your form, you can edit it by clicking it but remember to submit it otherwise we won't see your changes
- **Authorised** - we've accepted the form, you cannot edit it – submit a new form instead
- **Rejected** - we've rejected the form, you cannot edit it – submit a new form instead

If no form shows, we don't have it – submit a new form

END