

Online Provider Portal help guide

How to submit a Early Years Funded Entitlement (EYFE) estimate

About this guide

This is a step-by-step guide for how to:

- submit an EYFE estimate on the Online Provider Portal
- view your EYFE payment summary

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Before you start

Things to note

- Estimates are optional - to learn more watch our YouTube video
- Estimates for 2 year olds are separate from 3 and 4 year olds – submit one for each if applicable
- Estimates are the combined sum of hours for each age group. When submitting estimates for 2 year olds, this will be the combined hours for children approved for both LA Issued 2 year old EYFE and 2 year old EYFE for Working Families. Estimates for 3 and 4 year olds are for Universal and Extended hours combined.
- You can change your estimate as many times as you wish until submissions close

If you require assistance signing in to the portal

- Find help [online](#)

If you require information about the differences between standard and stretched funding

- Find help in the document called [Claims Process](#)

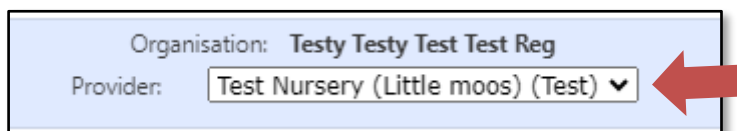
Note on internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

How to find estimates on the portal

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

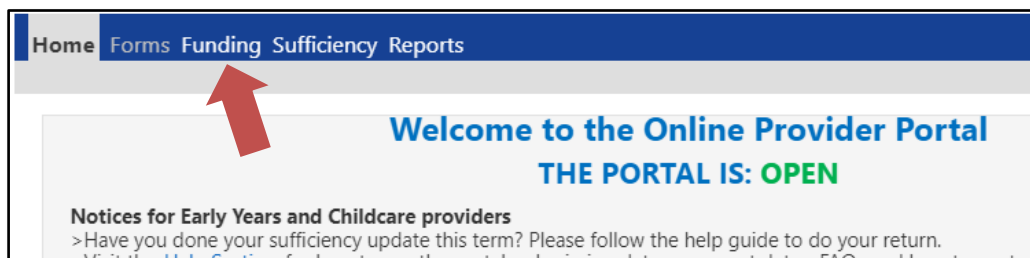
If your account has access to more than one provider, choose the appropriate one (either day nursery, pre-school or childminder) from the list at the top of the screen after you have signed in.



Organisation: Testy Testy Test Test Reg
Provider: Test Nursery (Little moos) (Test) ▼

A red arrow points to the dropdown arrow on the right side of the provider selection box.

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



Home Forms Funding Sufficiency Reports

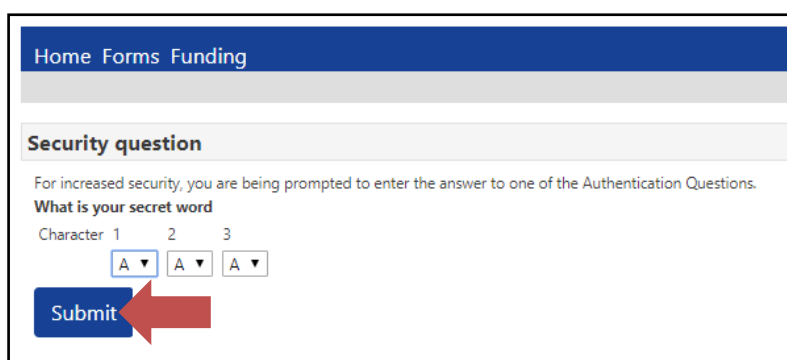
Welcome to the Online Provider Portal
THE PORTAL IS: OPEN

Notices for Early Years and Childcare providers
>Have you done your sufficiency update this term? Please follow the help guide to do your return.
[Visit the Help Section](#) for how to use the portal, submission dates, payment dates, FAQs and how to contact us.

A red arrow points to the 'Funding' menu item.

3. To access the **Funding** area of the portal, you must pass through a Security Question. Enter three characters from your secret word (note which three the portal is asking for) then press the **Submit** button.

If this is the first time accessing the Funding area of the portal, or you've had your account reset by us, your Secret Word will be defaulted to 'WSSC'



Home Forms Funding

Security question

For increased security, you are being prompted to enter the answer to one of the Authentication Questions.
What is your secret word

Character 1 2 3

A ▼ A ▼ A ▼

Submit

A red arrow points to the 'Submit' button.

4. This step is for users that have the default Secret Word (WSCC) only

If this is the first time accessing the **Funding** area of the portal, or you have had your secret word reset by us, you'll be prompted to change your default secret word to one of your own choosing.

First, click on the text **What is your secret word (Provider)** so that it becomes highlighted (may take a moment to highlight if using a mobile or tablet device).

Then enter the old and new answer, into the boxes - the answers are case sensitive.

Press the **Save** button.

Please change your authentication questions below

If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.

What is your secret word (Provider)

One or more of your authentication questions is still set to the default answer. Please update these to a personal answer to allow continuation to the requested screen.

Old Answer:

New Answer:

Confirm New Answer:

Save

After changing your answer you'll need to press **Childcare/service provider** at the top left of the window to return to the portal, and select **Funding** from the main menu again.

Childcare/service provider

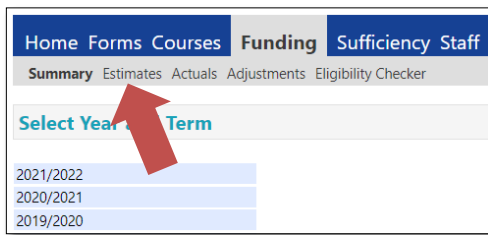
Account Security Authentication Questions

Please change your authentication questions below

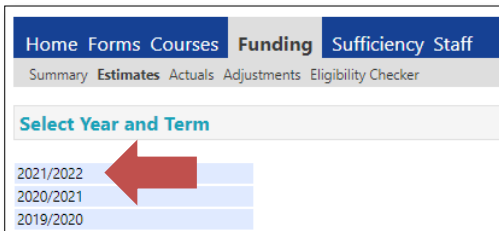
If an asterisk is displayed in front of an authentication question then the question has not yet been assigned a personal answer.


What is your secret word (Provider)


5. Choose **Estimates** from the **Funding** sub-menu

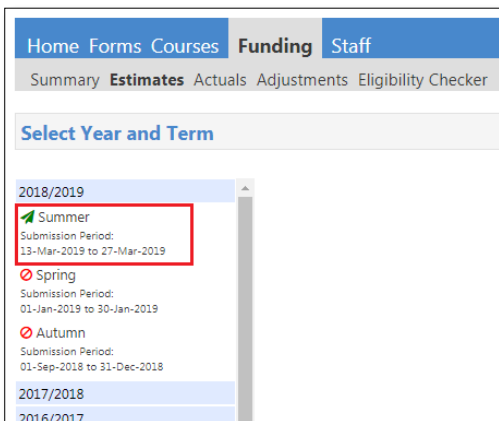


6. Expand the current term to see the terms within

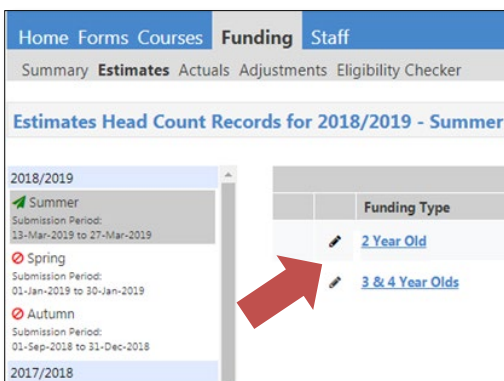


7. The green paper plane icon  next to a term denotes that submissions are open - select this term

A red no-entry icon  denotes that estimates submissions are not open at this time. Check [here](#) for the next submission date.



8. Estimates for 2 year olds are done separately from 3 and 4 year olds – remember to complete both if appropriate. Select a **Funding type** to start an estimate.



Entering and submitting your estimate

9. The estimate window opens

Do not increase the **Number of Weeks for this Term** as all estimate claims must be for the standard number of weeks for the term (Autumn 14, Spring 12, Summer 12) or fewer.

Providers open for more than the standard weeks, and claiming stretched funding at Actuals:

You must convert your hours into term-time only for the purposes of your estimate. To do this, multiply the hours per week by the number of weeks you claim, and divide the answer by the standard **Number of Weeks for this Term**.

Example (based on standard number of weeks being 12):

- $100 \text{ hours per week} \times 15 \text{ weeks} = 1500 \text{ hours for the term}$
- $1500 \text{ hours} \div 12 \text{ weeks} = 125 \text{ hours per week}$

If you need more help on converting your estimate to term-time, refer to the *How to make your Free Entitlement estimate* video.

Providers open for fewer than 38 weeks per year

If appropriate to do so this term, reduce the **Number of Weeks for this Term** from the standard to avoid over-estimating.

Enter your estimated total number of funded hours per week (all children combined) into the **Number of Funded Hours Per Week for this Term** box.

Example: you have 7 children expected to do 15 hours each - enter 105 hours into the box

10. Press the **Calculate** button - the portal calculates the total number of hours you are estimating to claim for the term, ensure this meets your expectation.

11. Press the **Send Claim** button

Home Forms Courses **Funding** Staff

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submit Estimate: 2018/2019 Summer - 2 Year Old [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term There are 180.00 Hours in this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

12. A green banner will display if your claim has been successfully submitted

If you need to, remember to claim for another age group now – press **CHANGE** to go back to the list of terms and Funding Types to choose another age group, and enter your estimate.

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Summary **Estimates** Actuals Adjustments Eligibility Checker

Submit Estimate: 2018/2019 Summer - 2 Year Old [CHANGE](#)

Number of Weeks for this Term

Estimate Number of Funded Hours Per Week for this Term

Please enter both numbers, click 'Calculate', then 'Send Claim'

Viewing your payment summary (after payment)

13. You can view a summary of your estimate payment on the portal after payment has been made – go to the Summary tab in the Funding sub-menu

Home Forms Courses **Funding** Sufficiency Staff

Summary **Estimates** Actuals Adjustments Eligibility Checker

Select Year and Term

2021/2022
2020/2021
2019/2020

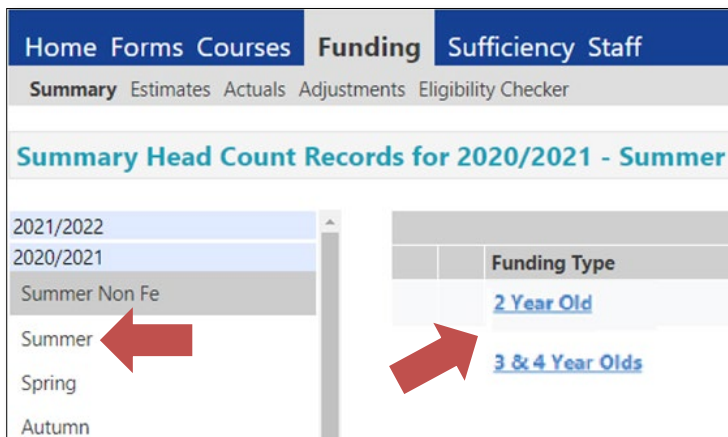
14. Select a year to expand it to view the terms within

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Summary **Estimates** Actuals Adjustments Eligibility Checker

2021/2022
2020/2021
2019/2020
2018/2019
2017/2018
2016/2017
2015/2016
2014/2015
2013/2014
2010/2011

15. On the left hand side of the window select the appropriate term (Spring, Summer or Autumn), then select the **Funding Type** you wish to view on the right hand side of the window



16. Estimates appear on the left hand side of the summary

Note that:

- The summary will be blank if your estimate submission has not yet been accepted by us.
- Look at the **Processed Date** at the end of the summary to determine if the payment has been released.
- You can expand parts of the summary using ▶ to see further information.
- You can view a summary for another term or age group by pressing **CHANGE**.

Estimates		Actuals	
Term Length (Weeks)	12	Term Length (Weeks) Term Time	14
▶ Provider Rate applied	£4.50	▶ Provider Rate applied to child funding	£4.56
Estimate Funding		Universal Funding	
Hours Per Week	100	Funded Hours for Term	0.00
Term Funding Amount	£5400	Funding Amount @ Provider Rate	£0.00
Interim %	70.00%		
Interim Amount Payable	£3780	Universal Funding Amount	£0.00
Total Interim Amount Paid to Date (before Adj)	£0.00	Extended Funding	
		Funded Hours for Term	0.00
Interim Amount Payable Balance	£3780	Funding Amount @ Provider Rate	£0.00
Processed	Yes	Extended Funding Amount	£0.00
Processed Date	15-Jun-2020	Totals	
		Funded Hours for Term	0.00
		Funding Amount @ Provider Rate	£0.00
		Child Weightings	£0.00
		Term Funding Amount	£0.00
		Interim Amount Paid (before Adj)	£0.00
		Term Funding Amount Balance	£0.00
		Adjustments Paid with Final Payment	£0.00
		Actual Amount Paid (Inc. Adj)	£0.00
		Processed	No
		Processed Date	

END