

# Online Provider Portal help guide

## How to complete a Staff Update form

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### 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
- You can only complete this form for one staff member at a time

#### If you require assistance signing in to the portal

- Find help [online](#)

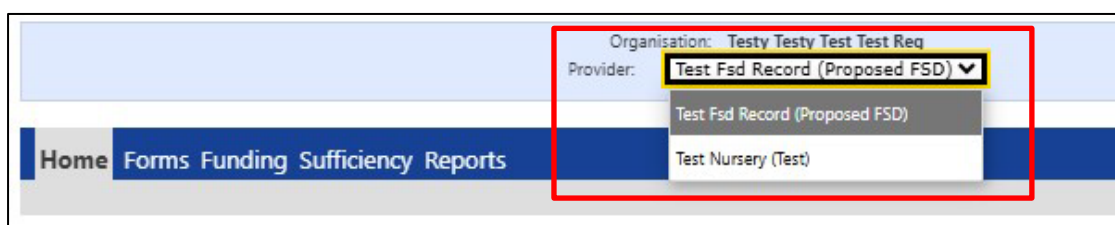
## Internet browsers

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 and open the form

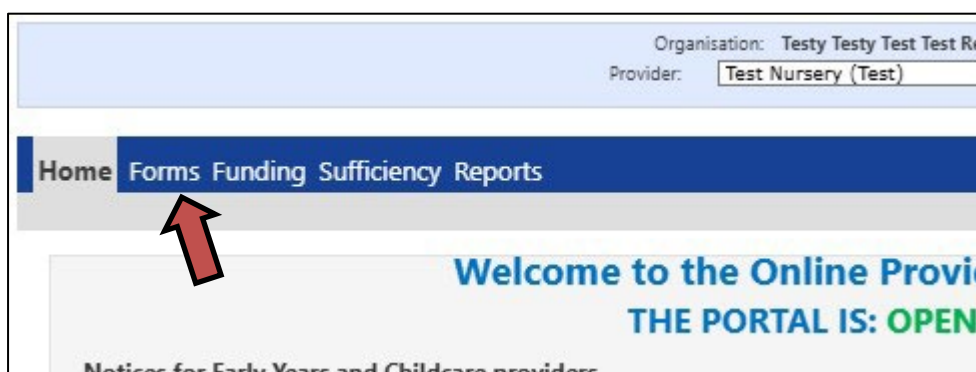
1. [Sign in](#) to the portal

If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen.



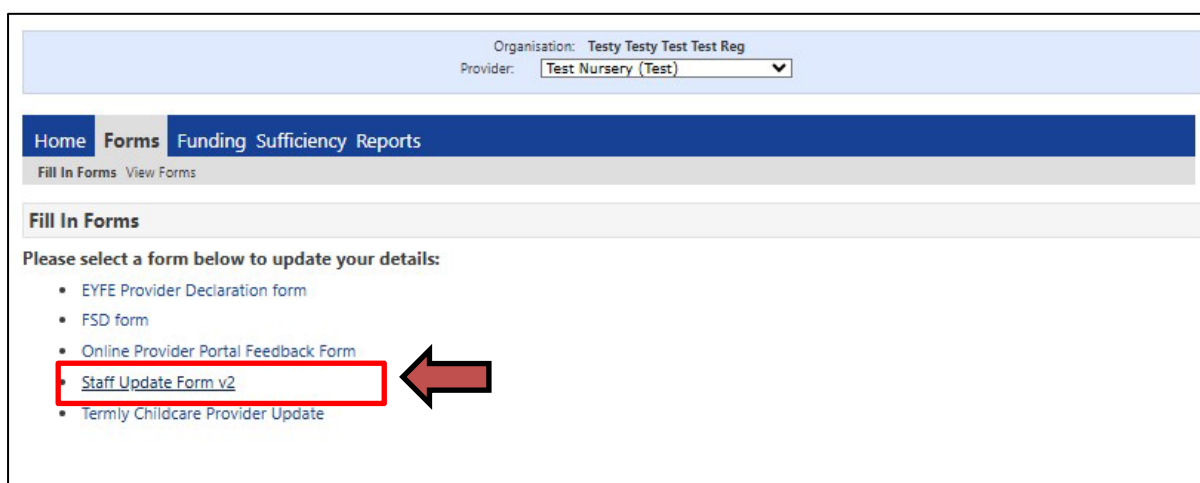
This screenshot shows the top navigation bar of the portal. On the left, there are links: 'Home', 'Forms', 'Funding', 'Sufficiency', and 'Reports'. On the right, there is a dropdown menu for 'Provider'. The dropdown is open, showing three options: 'Test Fsd Record (Proposed FSD)' (highlighted with a yellow box), 'Test Fsd Record (Proposed FSD)', and 'Test Nursery (Test)'. The 'Organisation' is set to 'Testy Testy Test Test Reg'.

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



This screenshot shows the portal header with the 'Forms' menu item highlighted in blue. A red arrow points to the 'Forms' link. The 'Organisation' is 'Testy Testy Test Test Reg' and the 'Provider' is 'Test Nursery (Test)'. Below the header, there is a 'Welcome to the Online Provider Portal' message and a 'THE PORTAL IS: OPEN' status.

3. Choose **Staff Update Form v2**



This screenshot shows the 'Fill In Forms' section of the portal. It lists several forms: 'EYFE Provider Declaration form', 'FSD form', 'Online Provider Portal Feedback Form', 'Staff Update Form v2' (highlighted with a red box and a red arrow), and 'Termly Childcare Provider Update'. The 'Organisation' is 'Testy Testy Test Test Reg' and the 'Provider' is 'Test Nursery (Test)'.

## Completing the form

4. The form opens in a separate window and consists of 3 pages.
- Read the form in full, following the instructions within to answer each section correctly
  - Move between pages using the **Next Page** or **Previous Page** buttons at the end of a page

### Mandatory details

Use this form to add or remove a staff member or amend their existing details.  
Existing staff details can be found on the 'Contacts attached to registration' report.

**We only require this form to be completed for the setting main contact, staff who require an Online Provider Portal account and the Designated Safeguarding Lead.**


[Guidance to complete the form can be found here.](#)


Title ☒ Miss ☐ Mrs ☐ Ms ☐ Mr

Other title please specify


Forename

Surname

Date of birth  

Start date  

If you are removing a member of staff, please input the date below.

Date member of staff left  

If you are adding or updating a member of staff, click 'Next Page'.


**For records being removed only**

By submitting this form I understand that;

- Online Provider Portal account functionality will be removed and deleted if not associated with any other registration.
- The data will be held and processed in line with our data retention policies.

If you are removing a member of staff you can click 'Submit Form'.

Next Page

Select page: Mandatory details 

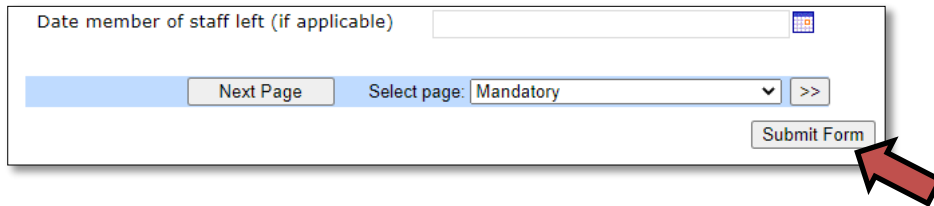
>>

Submit Form

FIS Provider Portal - Part of the Synergy FIS Suite

## Submitting your form to us

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

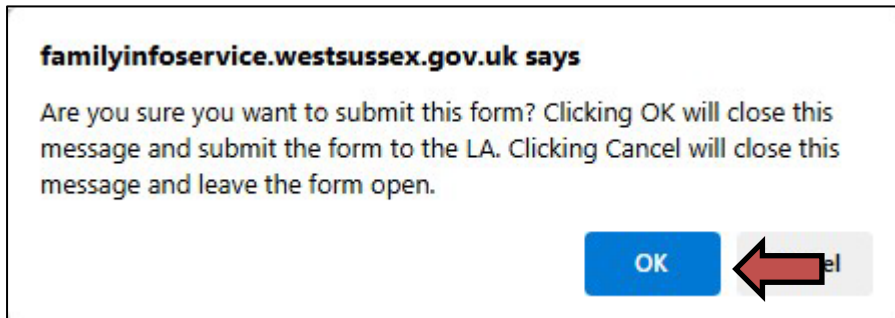


Date member of staff left (if applicable)

Next Page Select page: Mandatory >>

Submit Form

6. A pop up will appear. Click OK.

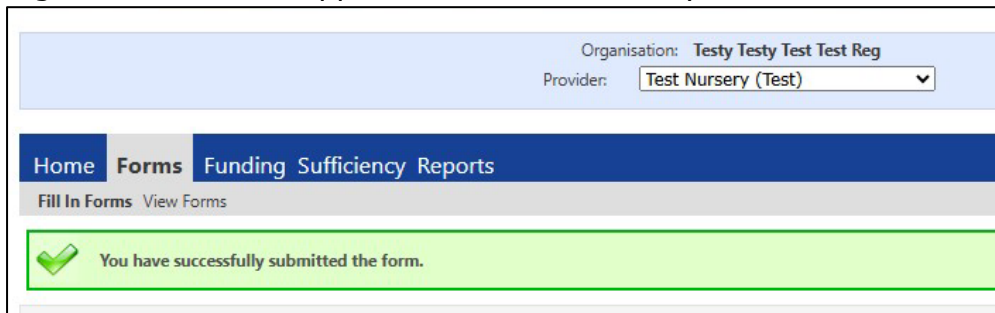


**familyinfoservice.westsussex.gov.uk says**

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


7. A green banner will appear and confirms that your form has been submitted.



Organisation: Testy Testy Test Test Reg  
Provider: Test Nursery (Test)

Home Forms Funding Sufficiency Reports

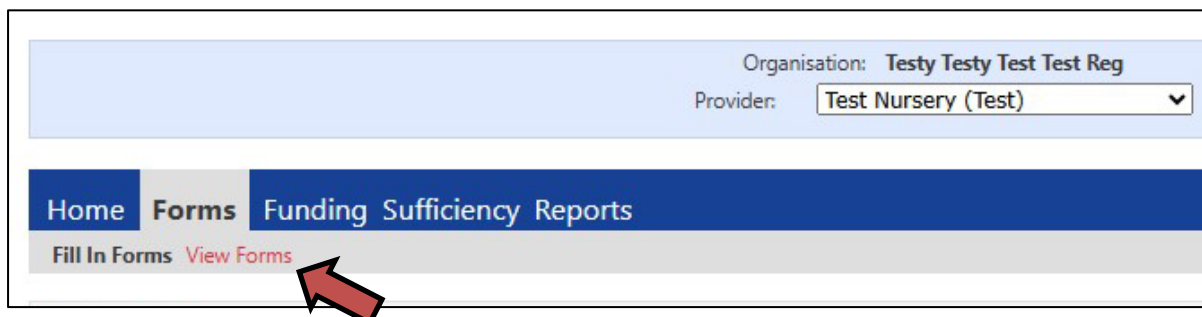
Fill In Forms View Forms

 You have successfully submitted the form.

## Changing or checking a submitted form

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

8. Go to **View Forms** in the **Forms** sub menu.



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

Home Forms Funding Sufficiency Reports

Fill In Forms **View Forms**

A red arrow points to the 'View Forms' link in the Forms sub menu.

9. Look for your last submitted Staff Update form. You can do this by checking the date and time next to each form.



Organisation: Testy Te  
Provider: Test Nursery

Home Forms Funding Sufficiency Reports

Fill In Forms View Forms

**View Forms**

Select a form below to view:

- **Staff Update Form v2 (25/03/2025 12:47:03 - Pending)**
- EYFE Provider Declaration form (19/02/2025 13:08:50 - Authorised)
- EYFE Provider Declaration form (19/02/2025 10:54:58 - Authorised)

A red box highlights the 'Staff Update Form v2' entry, and a red arrow points to it.

10. If the form shows as:
  - **Pending** – your form has been submitted but we have **not** yet processed your form. You can edit it by clicking it but remember to click 'submit form' again otherwise we won't see your changes
  - **Authorised** – we have accepted the form. You cannot edit it – submit a new form instead
  - **Rejected** – we have rejected the form. You cannot edit it – submit a new form instead

If no form shows, it has not been submitted. Complete and submit a new form.

**END**