

Guidance for the parent portal

1. The link will take you to this page:

Synergy: Sign in

Enter your username

You must enter a username to continue

Create Account Next

If you already have an account, enter your username (your username is your email address)

Press here to set up a new account

2. Create an account:

Synergy: Create Account

Personal Details

Title *
Forename *
Middle Name
Surname *

Contact Details

Email Address *
Confirm Email *
Please confirm your email
Daytime Number
Evening Number
Mobile Number

Address

No address to display.

Add Address

Account Security

New Password *
Confirm Password *
Please confirm your password

Start Again Create

<< Please Select >>
Mr
Mrs
Ms
Miss
Sir
Dr
Lord
Lady
Rev
Fr
Prof
Hon

Your 1st name

Your 2nd name

Your email address

Your email address

Add your address

A password that you will remember: it must contain 7 letters and 1 number

Type your password again

Click here

3. Activate your account:

You will be sent an email, press on the link

If you do not get an email press here for it to resend

4. Sign in:

The link will take you back to this page; enter your username – this is your email address

Enter your password

5. Check your details and add your 2 year old:

Press here

7. Add your child's details

Child details

Please specify the details of the child you wish to make an application for and then click the "Next" button to continue. Fields marked with an asterisk (*) are mandatory.

Details

Forename*

Middlename

Surname*

DOB* (DD/MM/YYYY)

Gender* Male Female

Child address same as Applicant?

LA

Current School (Leave blank if not attending School)

Child's 1st name

Child's 2nd name

Child's date of birth

Boy or girl?

<< Back Next >> ← Click here

8. Check the details are correct:

Child details confirmation

The information below is a confirmation of the details you have supplied for your child. If the information you have supplied is correct click the "Confirm" button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

Child Details [Edit Child Details section](#)

Forename
Surname:
DOB:
Gender:
Child address same as Applicant?:

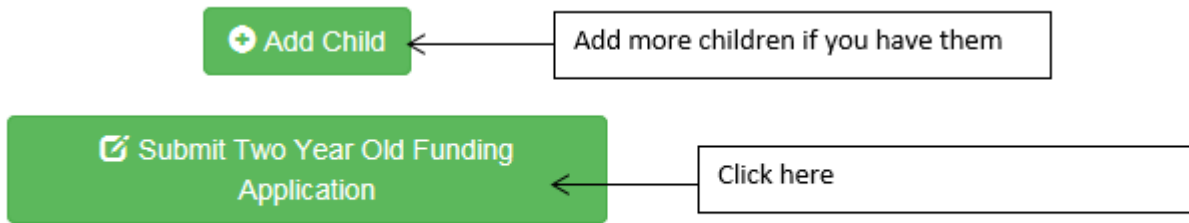
School Details [Edit School Details section](#)

Current School: Not currently at school

Are your details correct?
Click here

<< Back Confirm

9. Add another child or apply for funding:



10. Enter your details:

Applicant Details

Please enter your National Insurance Number or NASS Number and your date of birth.

Press 'Submit Two Year Old Funding Application' when complete.

The image shows a form titled 'Details' with a blue header. Below the header, there is a note: '* indicates a required field'. The form asks the user to 'Please enter NI Number or NASS Number:-'. There are three input fields: 'NI Number', 'NASS Number', and 'DOB (DD/MM/YYYY)*'. Callout boxes point to each of these fields with the text 'Your National Insurance number', 'Your date of birth', and 'Your date of birth' respectively. At the bottom of the form, there are two buttons: a light blue 'Cancel' button and a dark blue 'Submit Two Year Old Funding Application' button. A callout box points to the submit button with the text 'Click here'.

Upon submission of your Funded Two Year Old Application, a provisional check will be performed with the Eligibility Checking Service (ECS). The results of the provisional check will be displayed when you are returned to the Application Summary page.

11. You will get an email telling you that we have got your application.

12. You will get a letter attached to an email with a code if your child can be funded or a letter saying that your child cannot be funded.

If your child can be funded, take the letter to your preschool, nursery, childminder or school