

Guidance for the parent portal

Set up your account

1.

Account Details

** indicates a required field*

Title* << Please Select >> [dropdown arrow]

Forename* [text input]

Middlename [text input]

Surname* [text input]

Evening Phone [text input]

Daytime Phone [text input]

Mobile Phone [text input]

Email Address* [text input]

Confirm Email Address* [text input]

Password* [text input]
(please see above for secure password policy)

Confirm Password* [text input]

Next >> [button]

Next >> [dropdown menu]

Mr
Mrs
Ms
Miss
Sir
Dr
Lord
Lady
Rev
Fr
Prof
Hon

Your 1st name

Your 2nd name

Your email address

Your email address

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

Type your password again

Click here

2.

Find Address

House Name/Number [text input]

Postcode* [text input]

** indicates a required field*

<< Back [button]

Find [button]

Click here

Your postcode

3.

Select Matching Address

1
2
3
4
5
6
7
8
9
10

Choose your house number

Select

Click here

4.

Address Details

House Name/Number*

Secondary

Street*

Locality

Town

County

Postcode*

Home LA

<< Back Search Again Next >>

Click here

This page will then show your address

5. Applicant account details confirmation

The information below is a confirmation of the details you as parent/carer have supplied to add a new account. 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.

The screenshot shows two side-by-side panels. The left panel is titled "Applicant Details" and contains the following fields: Title, Forename, Surname, and Email Address. The right panel is titled "Applicant Address" and contains the following fields: House Name/Number, Street, Town, and Postcode. Below these panels are two buttons: "<< Back" and "Confirm". A callout box with a black border points to the "Confirm" button and contains the text: "Are your details correct? Click here".

6. You will need to check your emails and follow the link.

Account Verification Required

You cannot use the system until your email address has been verified.

An email has been sent to the address that you supplied.

Please read the email and follow the instructions.

Two buttons are displayed: "Exit" and "Resend".

7. Log In

Please enter your login details (email and password) in the box below, and click "Sign in" to continue.

Or click [create account](#)

Your account will be verified when you have logged in successfully.

The screenshot shows a "Sign In" form with a blue header. Below the header are two input fields: "Email Address*" and "Password*". Below the fields is a "Sign in" button with a lock icon. A callout box with a black border points to the "Sign in" button and contains the text: "Log in using your email address and the password that you set earlier". Below the "Sign in" button is a link: "Click here if you have lost or forgotten your password".

8. Add your 2 year old

Applicant

Click here → Add Child

View Details

Back to Top

9. 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

* indicates a required field

Forename* ← Child's 1st name

Middlename

Surname* ← Child's 2nd name

DOB* (DD/MM/YYYY) ← Child's date of birth

Gender* Male Female ← Boy or girl?

Child address same as Applicant?

LA ▼

Current School (Leave blank if not attending School) ▼

<< Back Next >> ← Click here

10. 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: 2
Gender:
Child address same as Applicant?: Yes

School Details [Edit School Details section](#)

Current School: Not currently at school

<< Back Confirm

Are your details correct?
Click here

11.

+ Add Child

Add more children if you have them

Submit Two Year Old Funding Application

Click here

12. 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.

Details

* indicates a required field

Please enter NI Number or NASS Number:-

NI Number

NASS Number

DOB (DD/MM/YYYY)*

Your National Insurance number

Your date of birth

Cancel Submit Two Year Old Funding Application

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.

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

14. 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