



Early Years Provider Portal

Self-update

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How to change your provider details.

There might be a time when you have changed the basic details of your setting. To inform us of these such changes please follow the below notes.

Select



Now click on the green 'Self Update'.

Please note that any messages you may receive that are related to Self Update will be found in this area

The screenshot shows two tabs: 'Actions' and 'My messages'. The 'Actions' tab is active and contains a large green button labeled 'Self Update'. The 'My messages' tab is also visible and contains a light blue message box stating: 'You don't have any messages yet. Messages sent to you will be displayed here.'

From the next page select your provider name to be updated (you will probably only have one to choose from)

The screenshot shows the 'Providers - Self Update' page. It has a search bar, a 'Has Changes' checkbox, and a 'Search' button. Below is a table with three columns: 'Provider Name', 'Email', and 'Changes'. The table lists three providers: 'Rainbow Group Esher', 'Markness', and 'St Marks'. The 'Rainbow Group Esher' row has a green 'Self Update' button in the 'Changes' column. The 'Markness' row has the email 'markness@nursery.co.uk'. The 'St Marks' row has the email 'stmarks@estblshmnt.com'. At the bottom right, it says '3 Record(s) Total'.

Provider Name	Email	Changes
Rainbow Group Esher		
Markness	markness@nursery.co.uk	
St Marks	stmarks@estblshmnt.com	

You will now see the service(s) at your Provider, select the Service you would like to update

Services - Self Update

[Self Update](#) / [Markness](#)

Service Name	Service Type	Start Date	End Date	FID Type	Changes	Action
➤ Markness - Daycare	Sessional Care	01/01/2001		ECD		

[Back](#)
[Add Service](#)

The Service Details are displayed

Service Details

Guidance Notes

Service Guidance

Service Name - Please don't change this. If you want us to change your name please add to the Comments for Provider box *

Abbey Woods Academy - Academy

Service Type *

Academy

Start Date *

28/11/2013

End Date

Registered For Nursery Education Grant / Funding

☒

Email Address

Web Site

Telephone Number

Second Phone Number

Address

Wimblestraw Road, Berinsfield, Wallingford, OX10 7LZ

Select

Ofsted Provision Type

Childcare - Domestic Premises

Offers Extended Childcare

☒

Details of your 30 hours offer

Other Information

Comments for Local Authority


Back

Submit

Click into the relevant box that you want to update and make the changes you would like to update and select

[Submit](#)


***If you wish to change your provider name please add **this to the box called 'Comments for Local Authority'**. We need to keep the naming format as your 'Name – Type of Service' and we can make this change directly in the system whilst maintaining the formatting.**

Note: Information that you have added or changed will show as a darker colour and the Data Changed Icon  will display

You can select [Clear](#) to remove any changes that you have submitted

You can add other information in free text, and a comment for the Local Authority if you need to supply more detail

Self Update / Markness / Markness - Sessional Daycare

Service Details  Consent Availability and Capacity

Guidance Notes
Service Guidance


Service Name *


Service Type *


Start Date *

End Date

Registered For Nursery Education Grant / Funding * ☒

Email Address 

Web Site 

Telephone Number 

Fax Number

Address

Ofsted Provision Type

Other Information

Comments for Local Authority

When you have submitted you will see the changes you have made will show in amber colour.

Once the local authority has confirmed these changes and accepted the new details the amber colour will disappear and the new details will show.

You will receive an email stating 'Your request to Update Service for ECS Early Education at 'Provider Name' has been reviewed' and you can go back and see your updates

There may be an extra line in the email stating 'Comments from the local authority are shown here: xxxxxx', asking you to look at a particular piece of data you have submitted or a reason why we haven't accepted it.

Additional Information Page

On occasions you may see a second screen called Additional Information.

 Service Details  Additional Information

This is an area where we can ask specific questions, whether at census time or if we want to gather some data off you.

The process is the same as the above. Complete the necessary fields and press the submit button

Guidance Notes

Please can you provide the relevant information.

1. Partnership with other PVI?

2. Premises or Partnership (maintained school)?

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No Changes Required

Submit

Adding estimated hours

If you are a Childminder and would like an estimated (60%) payment the next term or a Provider wanting to update us on the number of hours for the term, please go to the 'Additional Information' tab and follow the instructions.

Service Details

Additional Information

Guidance Notes

If you are a childminder and you want an **estimated payment next term**, or a provider and want to **amend your total number of hours recently emailed to you**, please enter your total expected **funded hours** in the boxes below.

You must differentiate between **2 year olds** and **3&4 year olds** as they are paid at different rates.

You can update and resubmit your estimated hours up until the deadline. Once the deadline has passed the boxes will be removed.

To calculate the number of hours for each child, multiply the number of weeks to attend by the number of hours per week. Then input the total for all children into the correct box.

We fund a maximum of 12 weeks in the summer term; 14 weeks in the autumn term and 12 weeks in the spring term.

Estimated hours for autumn 19 - 2YO

Estimated hours for autumn 19 - 3&4YOs

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No Changes Required

Submit

Things to note:

- You can only input numbers into the boxes
- You are calculating the total number of hours not the monetary values
- Once the expiry date has passed the boxes will be hidden and the data taken to work out your estimated payments
- Remember to click submit, otherwise we won't receive your numbers

This is how it appears when you enter hours and click submit – You will see appear briefly on the screen. There will be these amber symbols next to the hours boxes.


✓ Saved Successfully

Estimated hours for Spring 20 - 2YO



Estimated hours for Spring 20 - 3&4YOs



Once the Early Education Funding Team have checked and approved your estimated hours it will appear like this. The amber symbols  will disappear.

1. Partnership with other PVI?	<div><div></div>No</div>
2. Premises or Partnership (maintained school)?	<div><div></div>No</div>
Estimated hours for Spring 20 - 2YO	<div><div></div>1800</div>
Estimated hours for Spring 20 - 3&4YOs	<div><div></div>1800</div>

Back

No Changes Required

Submit

If necessary, you can edit the hours again and resubmit, any time up to the deadline.

Once the deadline has passed, the estimated hours boxes will disappear from the Additional Information tab.