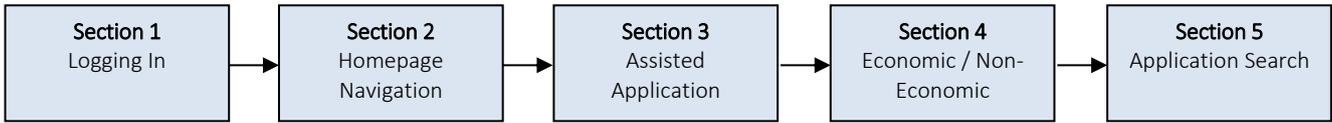




2YO Portal Users



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SECTION 1 – Logging in

Using the Web Address provided in your email.

https://ems.bolton.gov.uk/ProviderPortal_LIVE/Account/Account/Login

Select the address or copy and paste into your Internet Browser address bar.

Login to **Provider Portal** by completing the user name and password fields on the login box; then select.



Note: If you cannot remember either your Username or Password you can Select the links below the Login button and follow the instructions.

The first time you login you will be redirected to an information page and an email will be sent to you with a confirmation Web Address, this is to ensure security.

Register User

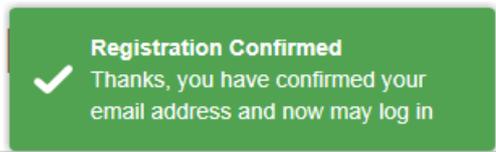
We have sent a confirmation email to your registered email address.

The email contains a confirmation link which will bring you back to the main login page.

You must use this link to continue with your registration.

Each subsequent login to the Headcount Portal you will be directed to the Homepage as detailed in Section 2.

After following the Web Address sent in the confirmation email you will see the confirmation message displayed.



Change Password

Your password must be changed to allow access to the portal.

Current password *

New password *

Confirm new password *

[Change password](#)

During this login you will be prompted to change your password to a memorable one, this must contain at least 8 characters; and must contain Upper Case, Lower Case and Two Numbers. E.g. **Password01**

Please do not use **Password01** as your new password this is only an example.

Complete the current password, new password, confirm new password fields; and select.

[Change password](#)

At the Security Details prompt select a secret question and provide a memorable answer; then select.

[Save](#)

Security Details

Please choose a secret question and provide an answer

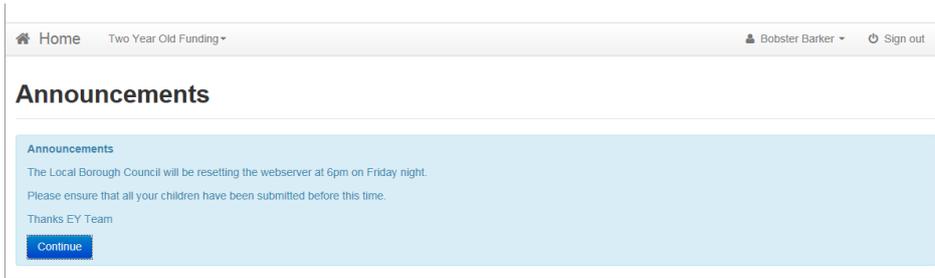
Secret Question *

Secret Answer *

[Save](#)

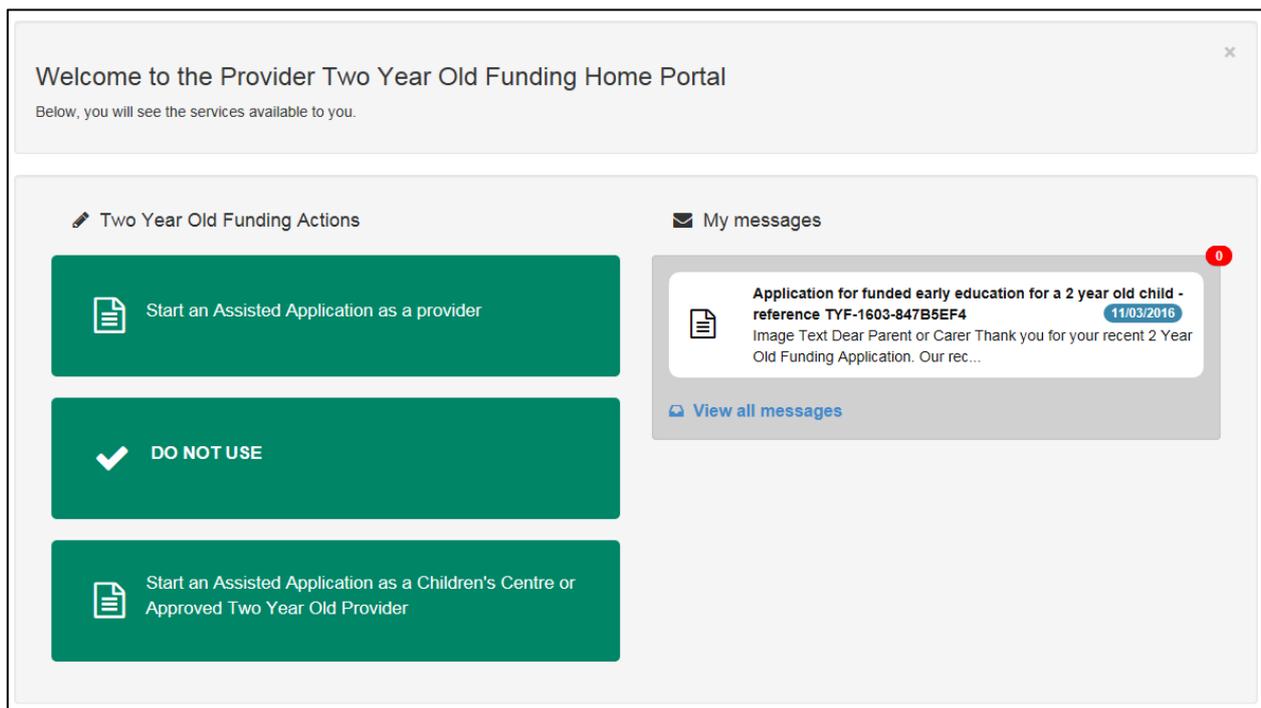
Congratulations you have now successfully logged in for the first time, and will have access to the Provider Portal.

SECTION 2 – Homepage Navigation



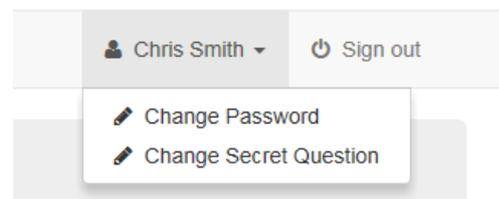
The Announcements page will be visible at every login, please read these carefully; select [Continue](#) to proceed to the Homepage.

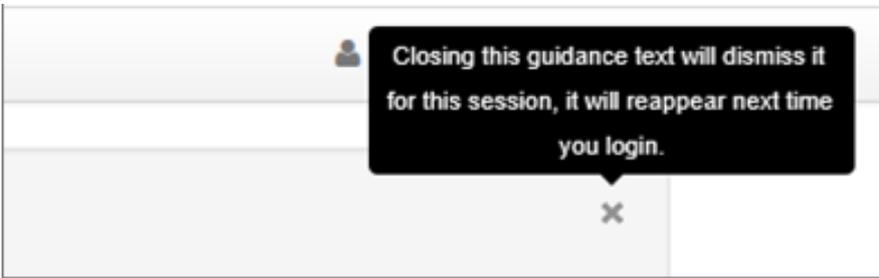
On initial login you may not have any Messages to read, the image below shows the 2YO users page, on the left are the application tasks you can complete, on the right are two messages showing both the read  and unread  icons.



Selecting on your name; Top Right, brings up a menu where you can change your own password or secret question, you can also sign out securely.

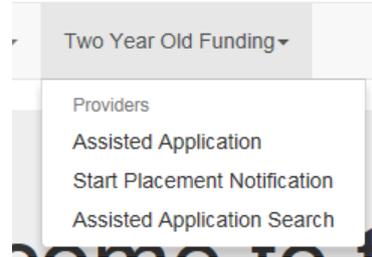
's Provider Portal





Guidance text can be provided, this text can be closed but will become visible again on each new login

Selecting the Two Year Old Funding; Top Left, brings up a menu which replicates the three large buttons on the 2YO home screen.



Note: These are particularly useful as shortcuts to the applications if you also use the Headcount Portal

SECTION 3 – Assisted Application

When a Carer asks for help applying for the 2YO you can check their status by selecting **Start an Assisted Application as a Provider**, this will allow you to enter the Child and Carer details to send to the Eligibility Checking System (ECS).

 Two Year Old Funding Actions

 Start an Assisted Application as a provider

 DO NOT USE

 Search for Assisted Applications

Assisted Application

To carry out an assisted application, you will need:

Parent / carer details:

- Name
- Date of birth
- National Insurance (NI) or NASS (National Asylum Seeker Support) Number

Child's details:

- Name
- Date of birth
- Address

Please note that parent / carer information is required to undertake an eligibility check on the national database. Providers are reminded to check that the parent / carer details provided match the child's birth certificate or red book before undertaking an eligibility check.

Please note: You will not be able to change the child's date of birth or postcode later in this process, if you wish to do so you will need to start a new application from this point.

Please check that the Parent/Carer is aware of the [Privacy Notice](#) before proceeding with this application. If the parent/carer is not happy with how Bolton Council will process the data provided as part of this application then you can click 'Cancel' to not submit an application.

Child's Date of Birth



The child's date of birth

Child's Postcode

Cancel

Continue

Enter the Childs DOB and Postcode and select [Continue](#).

Add Child

To progress this application, enter the details of the child below

Please note: You cannot change the child's date of birth or postcode from those which you entered on the previous screen. If you have made a mistake then please restart the application.

Forename *

Surname *

Gender *

- Male
- Female

Date of birth
(dd/mm/yyyy) *

Enter the Child's Legal Forename and Surname, Gender for the child.

Then enter the Ethnicity and First Language. If you are struggling to find the ethnicity or first language you are looking for, try searching for it by typing in the free text box.

Ethnicity *

First Language *

Ethnicity *

First Language *

House Number *

House Name

Street Name

WBRI - White British (WHB)

Please enter the child's ethnicity. Enter 'NOT' if the information has not been obtained.

Postcode *

[Find Address](#) [Enter Address Manually](#)

18, Bridge Street, Bolton, Greater Manchester, BL1 2EA
 22, Bridge Street, Bolton, Greater Manchester, BL1 2EA
 Rear Of, 22, Bridge Street, Bolton, Greater Manchester, BL1 2EA
 24, Bridge Street, Bolton, Greater Manchester, BL1 2EA
 Flat Above, 24, Bridge Street, Bolton, Greater Manchester, BL1 2EA

[Select](#)

* Required field

[Cancel](#) [Continue](#)

Select [Find Address](#) highlight an existing Address from those displayed and [Select](#) to continue.

Note: If you cannot find the address displayed you can select [Enter Address Manually](#) and manually populate the address, please check that the postcode used is correct before using this option.

[Use Another Address](#)

House Number *

House Name

Street Name

District / Village

Town

County

Postcode *

* Required field

[Cancel](#) [Continue](#)

Enter Parent/Carer (Applicants) Information

To progress this application, enter the details of the applicant below:

Forename

Surname

Relationship

Parental Responsibility Yes

No

If the applicant has legal responsibility for this child, select Yes

House Name

If the applicant has different House Name to one shown above, please enter correct House Name

House No

If the applicant has different House No to one shown above, please enter correct House No

Postcode

If the applicant has different postcode to one shown above, please enter correct postcode

Back

Continue

Enter the Carer details and select

Continue

SECTION 4 – Family / Child Claim

The Parent/Carer may be claiming 2YO due to **Family** (e.g. Benefits) or **Child** (e.g. Disability, Child in Care, Adoption) circumstances.

Claim type

Here you can apply to receive funding for your two year old.

This family is in receipt of at least one of the benefits below:

- Income Support
- Income based Jobseeker's Allowance (JSA)
- Income related Employment and Support Allowance (ESA)
- Support through Part 6 of the Immigration and Asylum Act
- Guaranteed element of the State Pension Credit
- Child Tax Credit / Working Tax Credit and have an income of no more than £16,190
- Working Tax Credit 4-week run on (the payment you get when you stop qualifying for Working Tax Credit)

Claim now

This child meets at least one of the criteria below:

- They are looked after by the local authority
 - They have a current Statement of SEN or an Education, Health & Care Plan (EHCP)
 - They have left care through Special Guardianship or an Adoption or Residence Order
 - They receive Disability Living Allowance (DLA)
- Or their family receives Universal Credit

Claim now

Back

Family circumstances

Selecting [Claim now](#) will show you the Parent/Carer details to populate the DOB, you can choose to populate either the National Insurance number or the National Asylum Seekers number. And select [Continue](#)

Enter Parent/Carer (Applicants) Information

This information will be used to carry out the eligibility check so it is important that the information is entered accurately. Please complete the following information for the child's parent / carer:

Forename

Surname

Date of Birth

Please enter either:

National Insurance No.
(e.g. AB123456C)

Or

National Asylum Seekers No. / /
(NASS) (e.g. 13 / 07 / 56789)

[Back](#)

Child Details

Carl Grimes

Gender	Male
Date of Birth	05-May-2013
Parental Responsibility	Yes
Relationship	Father

[Continue](#)

You must read carefully and agree to the Legal Declaration before selecting [Confirm](#)

Declaration

I declare that:

- The applicant has confirmed that he/she has parental responsibility for the child named in this application.
- The applicant has confirmed that all information he/she has provided as part of this application is correct to the best of his/her knowledge.
- I have checked the child's birth certificate / red book to confirm that this parent is responsible for this child.
- I have checked with the applicant that he/she agrees that the information given can be shared locally for the benefit of their family.
- The applicant has confirmed that if they choose to receive notification about their application by email then they will treat the email in a secure manner and that they are responsible for the security of their email.
- The applicant has confirmed that they are happy for Bolton Council to process their data as outlined in the [Privacy Notice](#).

The parent/applicant has been made aware of these conditions and has confirmed that they are true.

[Back](#)

[Confirm](#)

Once the result is returned you can choose the delivery method to the parent.

Eligibility Result - funded early education for two year old children



The check for eligibility for funded early education has confirmed that Carl Grimes is eligible.

The applicant will need to keep the information on this page for future reference.

Application reference number for your information:

TYF-1509-92RX0AF0

Funding for early education for Carl Grimes is available immediately. Funding will commence from the date, on or after 01/09/2015, when an early education placement is taken up with an approved provider.

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please [contact us](#). Our contact details can be found on the 'Contact Us' page linked at the bottom of the screen.

How would the applicant prefer to receive the eligibility details?

By Email

Printed Copy

You will need an email address for  or you can print out the details.

Send Eligibility Details to Email Address

Please supply the email address to send the eligibility details to:

Cancel Send

Dear William Pickles

This is confirmation that your child, Roberto, qualifies for funding for early education. You can claim up to 15 hours per week of free nursery education with an approved provider. The provider will claim the funding directly from this Authority after the child's attendance.

Please note that the earliest date from which your child can take up a funded place is 02/03/2015.

When arranging a funded place with an approved nursery provider, you will need to quote this reference number TYF-1503-LO4AIRF9. It would be helpful if you could show the provider your child's birth certificate and proof of residence at the address you provided at this time.

Please retain this message for future reference and quote reference number TYF-1503-LO4AIRF9 in all correspondence.

If you have any questions regarding your application, please contact us on 01011 123456 or email contact@thisauthority.com

Regards

TYOF Team, This LA

[Visit our website](#)

Print

Select  to return to the Home Page

Child Criteria

Selecting for the child criteria will show you the options available for the calim based on the childs current circumstances.

Criteria Selection

Select all of the criteria which applies to your application and please provide the details required.

Looked After Child - A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Child has a Special Educational Need (SEN) - Has a current statement of Special Educational Needs or an Education, Health and Care Plan.

Adoption, Residence Order or Special Guardianship- Children who have left care but are not able to return home (through adoption orders, residence orders or special guardianship). You will need to submit evidence for this option. Please see the below for more details

Child has a disability - Is in receipt of Disability Living Allowance (DLA). You will need to submit evidence for this option. Please see the below for more details

Universal Credit - The Government is piloting Universal Credit for families in Bolton. This will mean that instead of receiving individual payment for different benefits, some Bolton families will receive one monthly benefit payment. You will need to submit evidence for this option. Please see the below for more details

Selecting the relevant section will expand it to allow you to populate the details of the claim. Depending on the claim you have selected, you may need to submit additional evidence by visiting a Bolton children centre with the documents required. More information about the documents required can be found at the bottom of the child criteria claim page.

Looked After Child - A "looked after child" is a child who is (a) in the care of a local authority, or (b) being provided with accommodation by a local authority in the exercise of their social services function.

Please provide details to support your claim relating to the above criteria

Child has a Special Educational Need (SEN) - Has a current statement of Special Educational Needs or an Education, Health and Care Plan

Note: More information about the documents required can be found at the bottom of the child criteria claim page.

If you have selected 'Adoption, Residence Order or Special Guardianship' the applicant will need to provide an Adoption Certificate or court papers which clearly outline arrangements. We will also need to see the applicants identification e.g. passport or driving licence.

If you have selected 'Child has a disability' the applicant will need to provide a letter from HM Revenue & Customs confirming that you receive DLA for your child. We will also need to see the applicants identification e.g. passport or driving licence.

If you have selected 'Universal Credit' the applicant will need to provide a Universal Credit Award Letter.

If you need to provide more information for your eligibility check, you can:

- Visit your local children's centre
- Email the information to families@bolton.gov.uk

Their local children centre will be able to scan and send their evidence for them. Providers are asked not to send confidential documents to us due to potential data protection issues. A list of Bolton's Children's Centres can be found [here](#).

Read and Select the declaration before selecting

I declare that:

- The applicant has confirmed that he/she has parental responsibility for the child named in this application.
- The applicant has confirmed that all information he/she has provided as part of this application is correct to the best of his/her knowledge.
- I have checked the child's birth certificate / red book to confirm that this parent is responsible for this child.
- I have checked with the applicant that he/she agrees that the information given can be shared locally for the benefit of their family.
- The applicant has confirmed that if they choose to receive notification about their application by email then they will treat the email in a secure manner and that they are responsible for the security of their email.
- The applicant has confirmed that they are happy for Bolton Council to process their data as outlined in the [Privacy Notice](#).

The parent/applicant has been made aware of these conditions and has confirmed that they are true.

Back

Continue

Select the method(s) of contact and enter any supplementary details before selecting [Continue](#)

Preferred methods of contact

How would the applicant like to be contacted once we have reviewed their application.

Via Email

Via Provider

A message will always be sent to you via your Provider Portal account when changes are made to this application.
You may add some information below to record a phone number or address at which to contact the applicant when you receive any notifications from the authority.

Applicant would like an email sent to them with the results. if there are any problems, please contact him on 01204 111111

Back [Continue](#)

Populate the contact details of the Parent and select [Continue](#)

Applicants contact details

Please supply some information so that we can contact the applicant regarding any questions or updates relating to their application.

Telephone number *

Email address *

Back [Continue](#)

Select [Finish](#) to return to the Home Page, once you have noted the applicant reference for you records.

Application submitted

Your application for Roberta Pickles has been submitted. The applicant will be notified of the result via whichever method of contact which they selected. You will also be notified of the result of your claim by a message to your provider portal account.

Application reference number for your information:

TYF-1503-AHMJF6F6

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

[Finish](#)

SECTION 5 – Application Search

By selecting **Search for Assisted Applications** you can check existing application details.

 Two Year Old Funding Actions

 Start an Assisted Application as a provider

 DO NOT USE

 Search for Assisted Applications

You can filter by Name / Application Reference and search between application dates.

Assisted Application Search

Applications which were assisted by your services / centre can be searched here:

Submitted From To Search

0 Applications found

Application Type	Applicant	Child's name	Child's Dob	Submission Date	Provisional Eligibility Date	Application Reference	Status
There are no results to display. ×							

Selecting Search with the default dates will return all applications in the last three months, including the current Status (Please note, the search will only display applications made by the provider setting your registered with).

5 Applications found

Application Type	Applicant	Child's name	Child's Dob	Submission Date	Provisional Eligibility Date	Application Reference	Status
Economic	Billy Kruger	Freddy Kruger	31-12-2012	21-01-2015	21-01-2015	TYF-1501-5SC3GDF9	Approved
Economic	Billy Connolly	Billie Connolly	31-12-2012	11-02-2015	11-02-2015	TYF-1502-D743TFF7	Approved
Economic	Bill Smythe	Bill Smythe	31-12-2012	24-02-2015	24-02-2015	TYF-1502-2RDIWYF6	Approved
Economic	William Pickles	Roberto Pickeles	31-12-2012	02-03-2015	02-03-2015	TYF-1503-LO4AIRF9	Approved
Non-economic	William Pickles	Roberta Pickles	31-12-2012	02-03-2015	02-03-2015	TYF-1503-AHMJF6F6	Not Opened

Selecting an Application from the list provided will display the details.

Application Details

Application Information

Application Type Economic
Application Reference TYF-1503-LO4AIRF9 **Approved**
Eligibility Date 02/03/2015

Provider Details

Task Created 02/03/2015 10:26:04
User Bob Barker (BOBB) [✉ bobb@onemast.com](mailto:bobb@onemast.com)
Provider Markness [☎ 6154789456](tel:6154789456) [✉ markness@home.com](mailto:markness@home.com)
Address 12 Court Road, Cranfield, BEDFORD, Simshire, MK43 0DR

Child Details

Name Roberto Pickeles
Gender Male
Date of Birth 31/12/2012
Address 34 Church Walk, BEDFORD, Simshire, MK43 0NE

Applicant Details

From William Pickles
National Insurance No. AB142536C
Relationship Father
Parental Responsibility Yes
Address 34, MK43 0NE
Preferred Method Of Contact

[Back](#)

[Resend Voucher](#)

Note: You can also select [Resend Voucher](#) to reissue the details to the Parent. This will also give you the option to print the voucher off for the parent.