**Suffolk County Council Provider Portal User Pro Forma**

**for Private, Voluntary and Independent (PVI) childcare providers.**

* This form must be used to apply for an account to use the Suffolk County Council Provider Portal.
* It will allow the registered user to claim Early Education Funding for eligible 2 year olds and 3 & 4 year olds
* There can be only **one** registered user for each provision.

**This form must be completed electronically and submitted via email to** **provider.portal@suffolk.gov.uk****. Handwritten forms cannot be accepted.**

|  |  |
| --- | --- |
| **DECLARATION:**  | **I agree** |
| **By entering the information below I understand:*** **I will be the sole user of the Provider Portal account for my setting.**
* **I will not share my login information with any other person.**
* **I will not access the Provider Portal using a shared email address.**
 |  |
|  |
| **PROVIDER DETAILS** |
| **Provider Name:** |  |
| **LoP Number:** |  |
| **Provider Address:** |  |
| **Provider Postcode:** |  |
| **Provider Contact Number:** |  |
|  |
| **CHILDCARE PROVIDER USER DETAILS** |
| **Title:** |  |  **First name:** |  |
| **Last name:** |  |
| **Users Unique Email Address:** [This must not be a shared email account] |  |
| **Users Direct Contact Telephone Number:** [In event query with your claim, we may call you] |  |

**THIS SECTION IS FOR SUFFOLK COUNTY COUNCIL OFFICE USE ONLY**

|  |
| --- |
| **OFFICE USE ONLY** |
| **Logged by:** |   | **Date Form Received:** |   |