

Home

Log In

Username

Password

Log In

[Forgotten your username?](#)
[Forgotten your password?](#)

Welcome to the Provider Portal

This portal allows you to submit your claims for Early Education Funding and Early Years Pupil Premium in a secure way. You are accessing a system operated by Suffolk County Council. The data on this site is sensitive, and it must only be accessed by authorised users. Unauthorised access or misuse of this system is prohibited and may be a criminal offence under the Computer Misuse Act 1990. Do not share your username or password for this site, as you are responsible for all Early Years portal activity linked to your email address. If you are not authorised to access this site, or you are unsure, please terminate this session now.

When logging into the Provider Portal for the first time, you will need to use the username and password emailed to you. Your username will remain the same, but you will be able to change the password to something that you will remember.

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.

Once you have logged in using those details, you will be redirected to an information page, and an email will be sent to you with a confirmation link. You should receive this email quickly – check your junk folder if it does not come through to your main email inbox.

 **Registration Confirmed**
Thanks, you have confirmed your email address and now may log in

After clicking on the link you will be taken back to the Portal and will see a confirmation message displayed.

Change Password

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

Current password *	<input type="password"/> 	*****
New password *	<input type="password"/> 	*****
Confirm new password *	<input checked="" type="checkbox"/> 	*****
<input type="button" value="Change password"/>		

You will now be prompted to change your password. Passwords for the Portal must contain at least 10 characters, but no more than 128. It must also contain a minimum of 2 numbers, 1 lower case letter, 1 upper case letter, and 1 special character.

Security Details

Please choose a secret question and provide an answer

Secret Question *	<input type="text"/>  Mothers Maiden Name 
Secret Answer *	<input type="text"/>  *****
<input type="button" value="Save"/>	

Next, select a secret question and provide an answer.

You are now registered on the Portal – the next time you log in you will be able to use the password that you have just set up.

Suffolk Provider Portal Registration, Logging In & Navigation Guidance



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Log into the Provider Portal by entering your registration details (username and the password that you have set).

If you have forgotten your username or password, you can reset them by clicking the relevant button. This will send you an automatic email from the Portal containing instructions for resetting your username/password.

Home

Secret Question

Please provide the answer to your secret question

Secret Question Maiden Name of Mother

Secret Answer

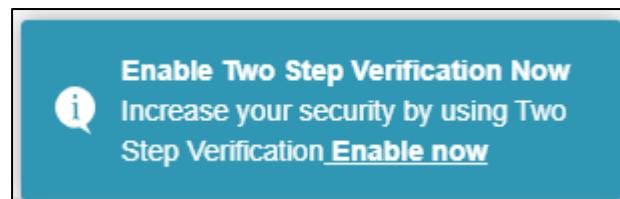
Submit

[Forgotten your secret answer?](#)

At the Secret Question page, you will need to enter the secret answer that you set up during your original registration process.

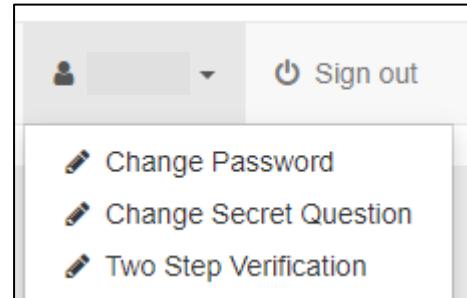
If you have forgotten the answer to your secret question, you can reset it by clicking the button and entering your username and email address. This will again send you an automatic email from the Portal containing further instructions.

Please note that your Portal password will need to be changed every 45 days. You will be prompted to change your password when you log in after that amount of time.



The first time you log in to the Portal, you will be prompted to set up Two Step Verification via a pop up in the top right hand corner.

This is a required security measure that will mean you receive an email each time you log in containing a code. You will need to use this code to log in.



Click on the blue pop up to begin setting up Two Step Verification, or access it by clicking on your username, then the Two Step Verification option.

On the Two Step Verification screen, select 'Email' from the preferred method drop down. Click Save.

Two Step Verification

Two Step Verification is available and we would request all users to enable this to improve data security.

Two Step Verification will send an email with a Verification Code every time you sign in. This helps us keep your data safe.

Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

When you turn on Two Step Verification by 'email', you will be signed out and will need to sign in again.

Preferred method

Email

You will then be logged out. Log back in again using your username and password, and you will see this screen.

Check your email for the verification code email, enter the code in the box, and click Verify. If the code is correct, you will be taken through to enter your secret answer.

You will need to enter a verification code every time you log on, but you only need to set it up once.

Verification Code sent

Your Verification Code has been sent.

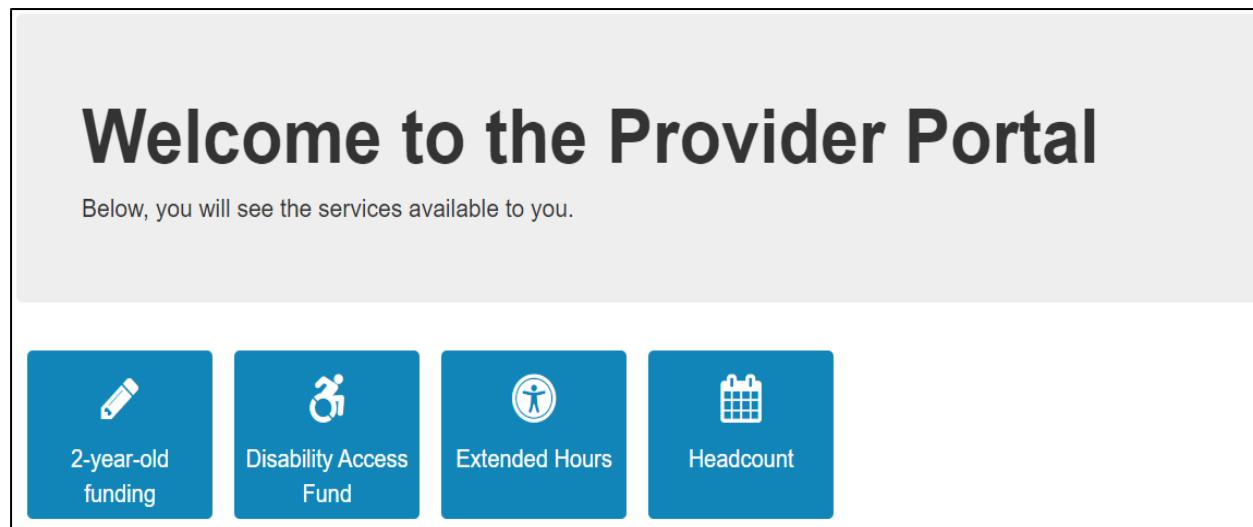
Please enter your Verification Code to continue.

Your Verification Code *

Verify

Welcome to the Provider Portal

Below, you will see the services available to you.



The screenshot shows the main landing page of the Suffolk Provider Portal. At the top, there's a large heading "Welcome to the Provider Portal". Below it, a message says "Below, you will see the services available to you.". Underneath this message are four blue rectangular buttons, each representing a service: "2-year-old funding" (with a pencil icon), "Disability Access Fund" (with a wheelchair icon), "Extended Hours" (with a person icon), and "Headcount" (with a calendar icon).

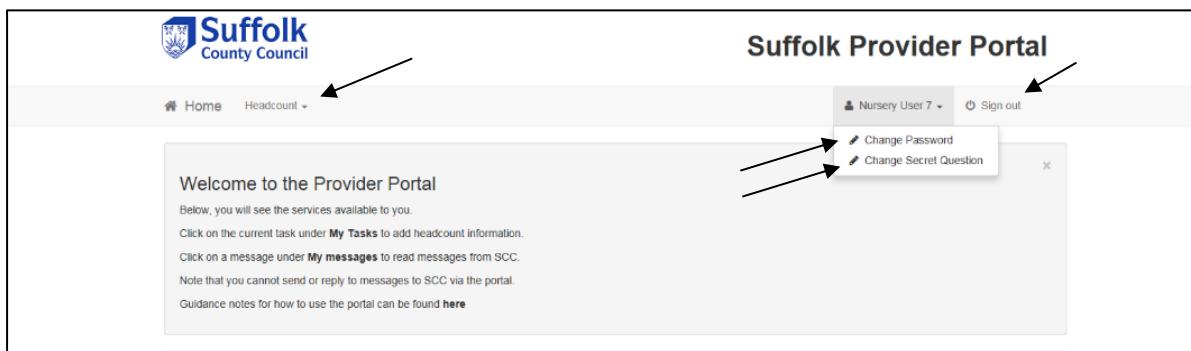
You are now logged into the Provider Portal. From here you can access the functions of the Portal:

2-year-old funding – for running 2 year old funding checks and linking them to your tasks

Disability Access Fund – for submitting a claim for the Disability Access Fund

Extended Hours – for checking extended (30) hour eligibility codes

Headcount – for claiming funding



The screenshot shows the Suffolk Provider Portal interface after logging in. At the top left is the Suffolk County Council logo. The top navigation bar includes links for "Home" and "Headcount". On the right side of the top bar is a dropdown menu for the current user "Nursery User 7", which is expanded to show options for "Change Password" and "Change Secret Question". The main content area displays a welcome message and instructions for using the portal, including links for "My Tasks", "My messages", and "Guidance notes".

If you need to change your password or secret question, you can do so by clicking your user name in the top toolbar and accessing the dropdown menu.

You also sign out from the toolbar, as well as access all the functions of the Portal.

Suffolk Provider Portal Registration, Logging In & Navigation Guidance

A screenshot of the Suffolk Provider Portal home screen. At the top left is the Suffolk County Council logo. The top center has the title "Suffolk Provider Portal". The top right shows "Nursery User 7" and a "Sign out" button. Below the header is a welcome message: "Welcome to the Provider Portal. Below, you will see the services available to you. Click on the current task under My Tasks to add headcount information. Click on a message under My messages to read messages from SCC. Note that you cannot send or reply to messages to SCC via the portal. Guidance notes for how to use the portal can be found [here](#)". Two arrows point to specific sections: one arrow points to the "My tasks" section, which lists two items: "Headcount (Adjustment) for Summer Term 2016 for 2 year olds, 3 year olds, 4 year olds is required" (Provider 12 - Daycare) and "Headcount (Amendment) for Summer Term 2016 for 2 year olds, 3 year olds, 4 year olds is required" (Provider 12 - Daycare). The second item has a red-orange status bubble "Not Started, Due 7 days". Another arrow points to the "My messages" section, which shows a single message titled "New Report" from "Testing Testing Testing" on "08/06/2016". A blue link "View all messages" is at the bottom.

Click on the Headcount button to access this screen.

You will see any currently open headcount tasks on the left-hand side, under the heading My Tasks.

You will see your messages on the right, under the heading My Messages. Messages that you receive from the Portal could include reminders about open tasks, warnings about possible outages, and your termly and yearly funding statements. You will receive an email letting you know when a new message is available.

The Portal uses a red-orange-green ‘traffic light’ system in several areas, to make you aware of upcoming deadlines and expiration dates at a glance. This includes the status of headcount tasks as seen above and extended hours eligibility codes – more details on this can be found within the relevant guidance documents.

See the separate guidance documents for information on how to use all parts of the Portal.