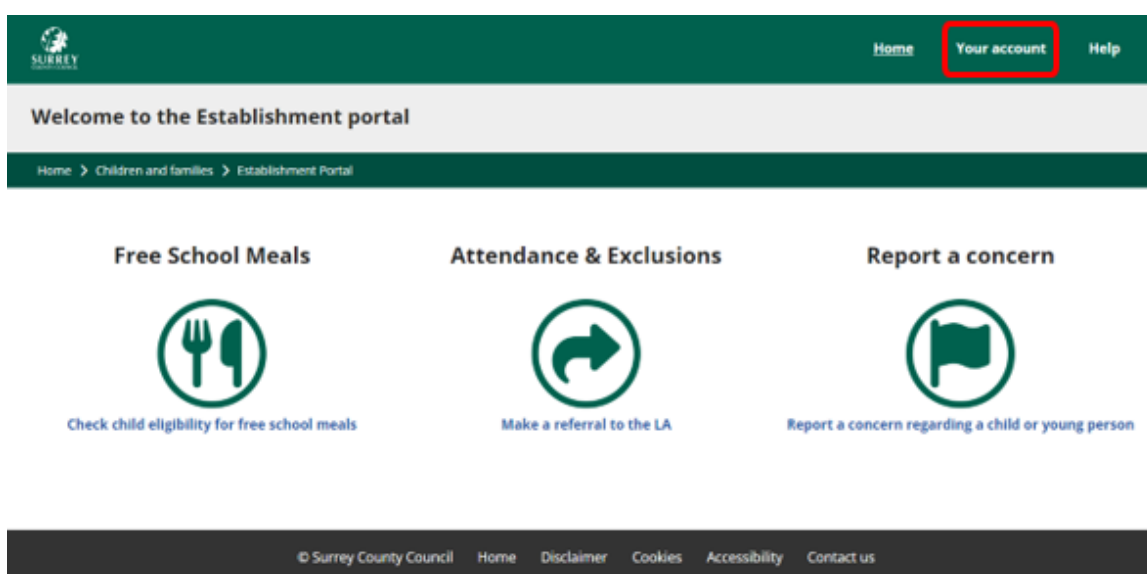


Establishment Portal User Registration

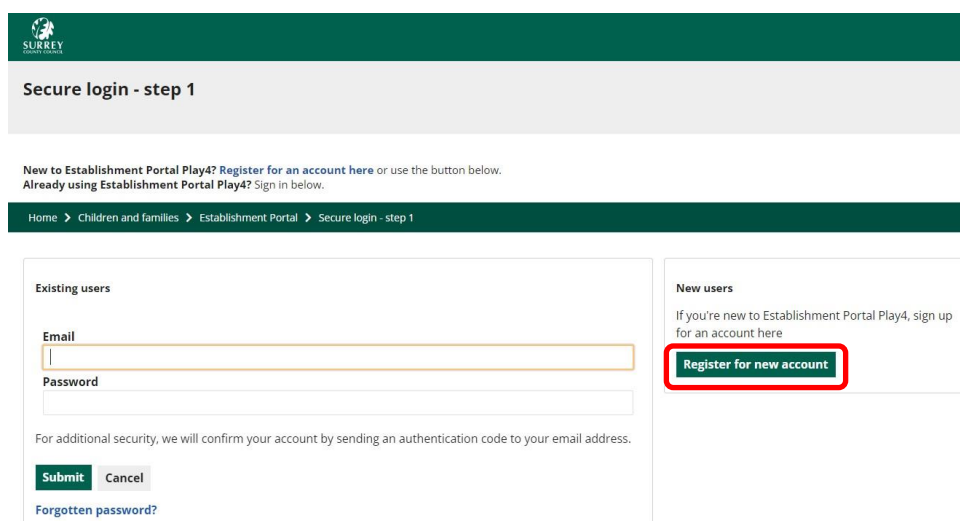


If you're new to the Establishment Portal, you need to complete an access request form. Email fundedearlyeducation@surreycc.gov.uk and ask for this [form](#).

Once the form has been completed and returned to the Funded Early Education Team, the form will be assessed by a member of the team, and you will receive an email with log in details and a link to the portal.



Open the portal and select **Your Account** from the menu bar.



On the Secure login – step1 screen, click on the **Register for new account**.

Register a new account - step 1

Home > Children and families > Establishment Portal > Register a new account - step 1

Forename *

Surname *

Next **Cancel**

Step 1. Enter your **Forename** and **Surname**, then click **Next**.

Register a new account - step 2

Home > Children and families > Establishment Portal > Register a new account - step 1

Email address *

Password *

Confirm password *

Back **Next** **Cancel**

Password policy

Your password must meet the following requirements:

- It must be at least 12 characters long
- It must contain at least one letter
- It must contain only letters, digits, and special characters
- It must contain at least one upper-case letter
- It must contain at least one numerical digit
- It must contain at least one special character.
- It must be different to your current password
- It must be different to your previous 8 passwords.

[View the list of special characters.](#)

Step 2. Enter your **Email address** and **Password**. Check the Password Policy for guidance when setting your password.

Register a new account - step 3

Home > Children and families > Establishment Portal > Register a new account - step 1

We have just sent you an email to confirm your email address. Please enter the code this contains below. Use the **back** button below if you would like to change your email address and try again or **Please send me a new code** if you need another one.

If you can't find this email, it may be in your spam/junk email folder.

Code *

Back

Next

Cancel

[Please send me a new code](#)

Step 3. Check your email for an 8-digit code. Enter it and select the **Next** button. You will be returned to the login screen.

Secure login - step 1

New to Establishment Portal Play4? [Register for an account here](#) or use the button below.
Already using Establishment Portal Play4? Sign in below.

Home > Children and families > Establishment Portal > Secure login - step 1

Existing users

Email

Password

For additional security, we will confirm your account by sending an authentication code to your email address.

Submit

Cancel

[Forgotten password?](#)

Now login as an existing user.

Home **Early Years** ▾ **Your account** **Help** **Logout** **Early Years Setting 1** ▾

Dashboard

Home > Children and families > Establishment Portal > Dashboard

View Messages (0) **Refresh**

Estimates and Headcounts

A Headcount has already been submitted for Spring term. A Headcount for Summer term can be submitted from 02-May-2024.
An Estimate for Autumn term can be submitted from 16-May-2024.

Under 2's 0	Disadvantaged 2 year olds 1	2 year olds Working Parent 0
3 year olds 1	4 year olds 1	Total Children 3
Requested / Receiving EYPP 0 / 0	Requested / Receiving DAF 0 / 0	Receiving Working Parent Entitlement 1

Online Eligibility Checks

Age / Eligibility Checks **2 Year Old Application**

Check that your provider name is showing in the top right corner. If not, select it from the dropdown menu.

Please refer to the specific user guides for assistance in using the Establishment portal.

NOTE: If you have any issues accessing the Establishment Portal, such as it keeps looping back to the login screen, email fundedearlyeducation@surreycc.gov.uk confirming your login details. They will check and confirm your contact details.