

Funded Early Education Portal

Login Request Form

Please complete all of the following boxes:

Provider Name	
DfE URN	
Name of person completing the form	
Position	
Date	

You can request up to three logins if you are a group setting and two logins if you are a childminder.

Please remember that it is your responsibility to ask for any Logins to be removed for staff that will no longer be using the portal to comply with GDPR.

Please specify for each person whether you are requesting owner/manager, administrator or financial administrator rights. One person must be an Owner/Manager in order to be able to use the portal but only one person in a setting can have Owner/Manager rights.

For example, only the owner or manager will be able to complete the provider agreement and see financial information as well as make claims for funding, whereas an administrator will be able to make claims but will not be able to complete the provider agreement or see financial information. A finance administrator is able to make claims and see financial information but not complete a provider agreement.

If you are a childminder you may also want to consider the following when selecting access rights:

- you may work as a childminder on your own and need to have owner/manager rights to be able to complete your provider agreement, make claims for funding and see financial information.
- if you work as a childminder and have a DfE number with an assistant who does not have a DfE number, you will need to have owner/manager rights to be able to set up your provider agreement but your assistant could have administrator rights to be able to make claims (an administrator will not be able to complete a provider agreement or see financial information).
- if you are two childminders that work jointly both with DfE numbers and claim free early education separately, then you will both need to request owner manager rights and set up your own provider agreements, make your own claims and be able see financial information.

Login 1

Name	
Role	
Email address for login	
Mobile number for login	

If this is a new Login or change of role please complete the boxes at the bottom of the page.

Will you be using the portal as

- a Manager
- an Administrator
- a Finance administrator

Login 2

Name	
Role	
Email address for login	
Mobile number for login	

Will you be using the portal as

- a Manager
- an Administrator
- a Finance administrator

Login 3

Name	
Role	
Email address for login	
Mobile number for login	

Will you be using the portal as

- a Manager
- an Administrator
- a Finance administrator

Accounts to be removed from Portal or change of Role

Name	
Role	
Email address for login	
Mobile number for login	

Name	
Role	
Email address for login	
Mobile number for login	

Name	
Role	
Email address for login	
Mobile number for login	

Please return by email to fundedearlyeducation@surreycc.gov.uk