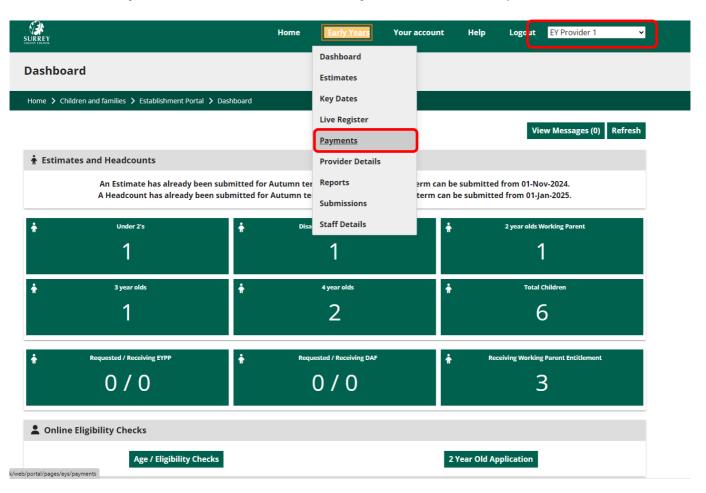
Establishment Portal Payment Screen



When you first login to the Establishment Portal, check that your provider name is showing in the top right corner. If not, select it from the drop down menu.

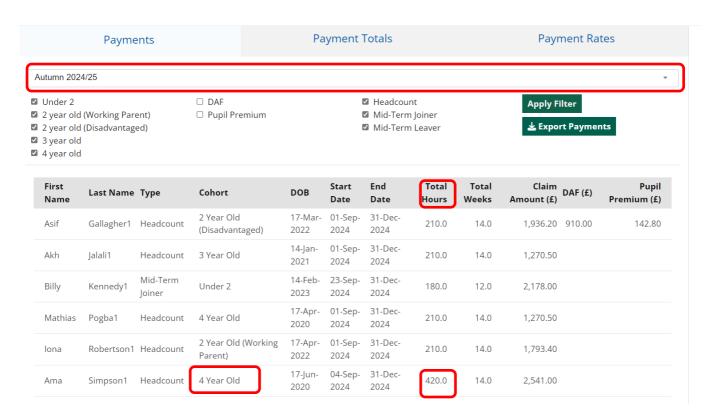
Click on the Early Years menu link and select Payments from the dropdown.



Payment Screen

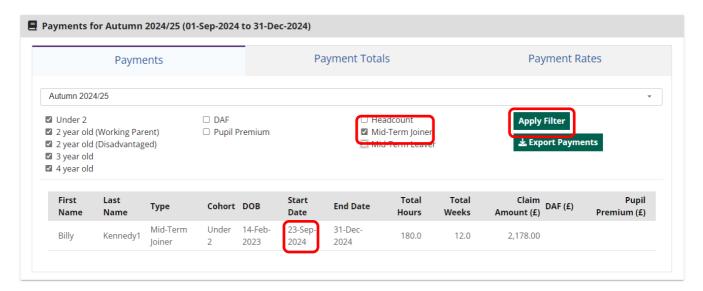
The Payments screen defaults to the current headcount period and provides details of all claims for children that have been accepted for payment in that period.

NOTE: Over time, as future payments are added to the system for new terms, you will be able to access periods back to Autumn 2024/25 using the dropdown box highlighted below.



Total hours claimed are shown for each child. Where universal and extended funding is being claimed for 3-4 years olds the hours are added together, such as in the example above.

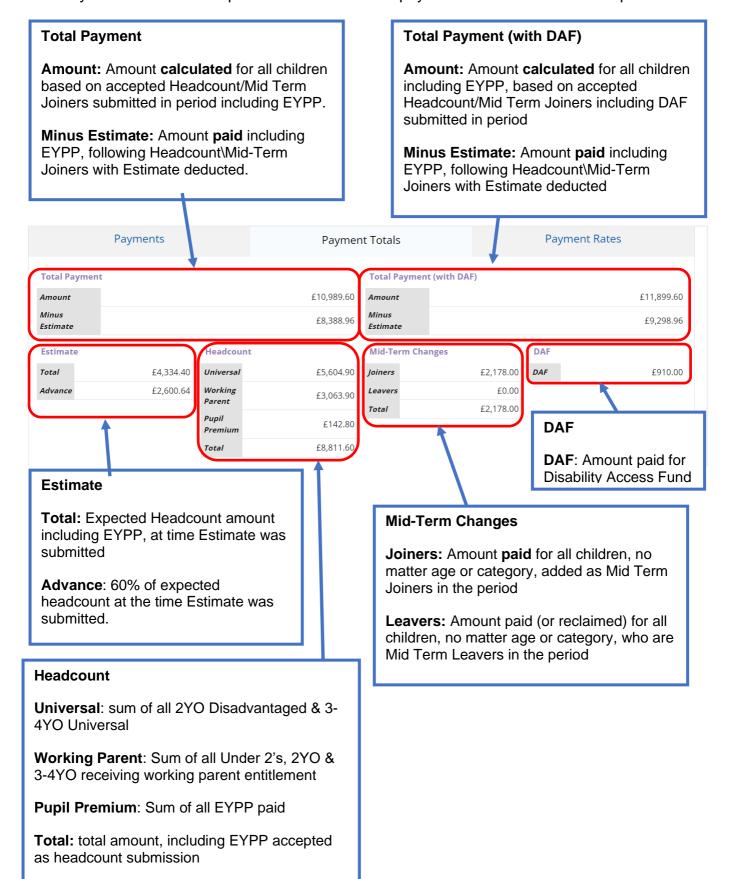
When a child is added to the live register with a start date after headcount has been submitted or when the headcount period is closed, they will be shown as a Mid-Term Joiner.



To filter on specific types of payment, remove the ticks from any that you wish to exclude, then click on **Apply Filter**.

Payment Totals Screen

The Payment Totals screen provides information on payment claims submitted and paid.



Age	Headcount	Joiners	Leavers	Total
Under 2	£0.00	£2,178.00	£0.00	£2,178.00
2 year old (Working Parent)	£1,793.40	£0.00	£0.00	£1,793.40
2 year old (Disadvantaged)	£1,936.20	£0.00	£0.00	£1,936.20
3 year old	£1,270.50	£0.00	£0.00	£1,270.50
4 year old	£3,811.50	£0.00	£0.00	£3,811.50
Total	£8,811.60	£2,178.00	£0.00	£10,989.60

On the list of **Cohort Payments** 3 and 4 year old payment amounts combine universal and working parent entitlement.

Payment Rates Screen

The Payment Rates screen provides a breakdown of all the hourly rates of funding for each age group and category. The rates below are for example only. Check the live system for the most up to date funding rates.

Payments	Payment Totals	Payment Rates		
Cohort Payment Rates				
Age	Rate Category	Amount		
Under 2	Base rate	£12.10		
2 Year Old (Working Parent)	Base rate	£8.54		
2 Year Old (Working Parent)	Pupil Premium rate	£0.68		
2 Year Old (Disadvantaged)	Base rate	£8.54		
2 Year Old (Disadvantaged)	Pupil Premium rate	£0.68		
3 Year Old	Base rate	£6.05		
3 Year Old	Pupil Premium rate	£0.68		
4 Year Old	Base rate	£6.05		