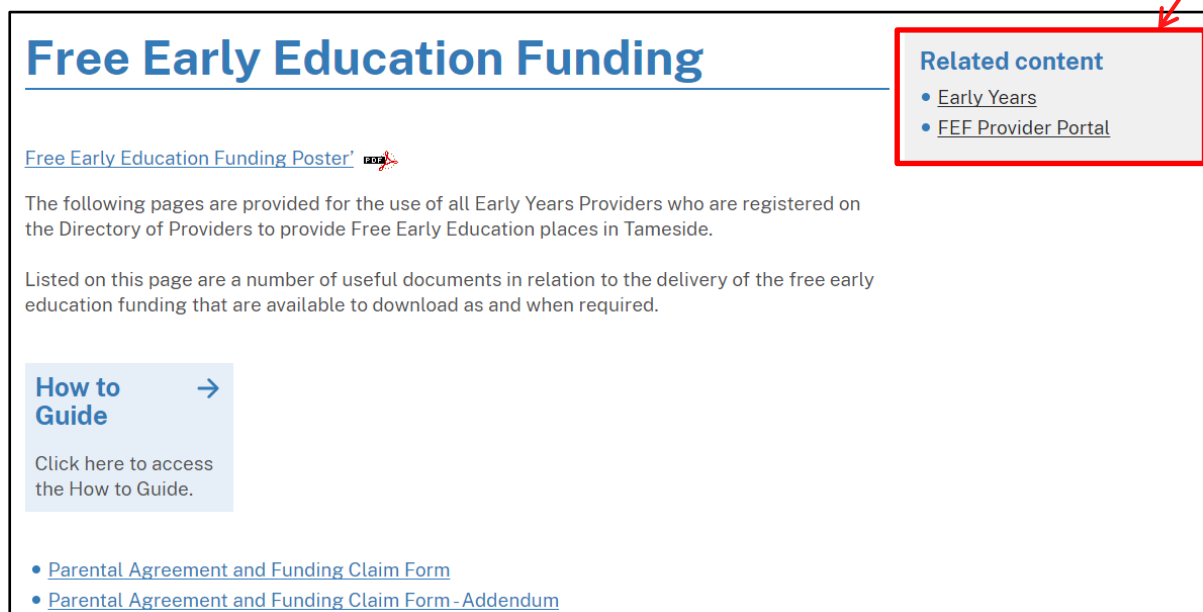



How to Access the Synergy Provider Portal

➤ Sign in – How to access the Synergy Provider Portal

The portal can be accessed from the Free Early Education Funding Page (from Related Links click on FEF Provider Portal): [Free Entitlement Early Education places in Tameside. - Tameside MBC](#) or alternatively, you can access it directly by typing <https://www.tameside.gov.uk/earlyyears/EarlyEducationProviderPortal> into your browser and saving the link to your favourites



Free Early Education Funding

[Free Early Education Funding Poster](#) 

The following pages are provided for the use of all Early Years Providers who are registered on the Directory of Providers to provide Free Early Education places in Tameside.

Listed on this page are a number of useful documents in relation to the delivery of the free early education funding that are available to download as and when required.

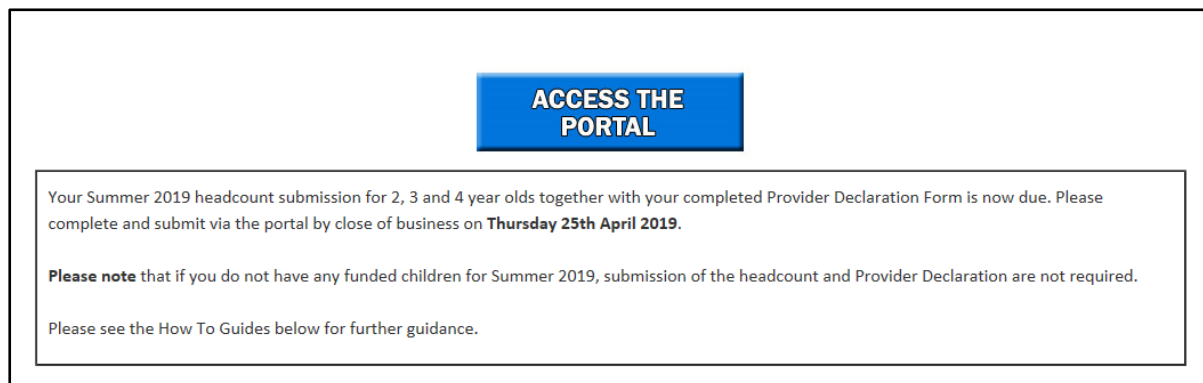
How to Guide →
Click here to access the How to Guide.

- [Parental Agreement and Funding Claim Form](#)
- [Parental Agreement and Funding Claim Form - Addendum](#)

Related content

- [Early Years](#)
- [FEF Provider Portal](#)

1. Click Access The Portal



ACCESS THE PORTAL

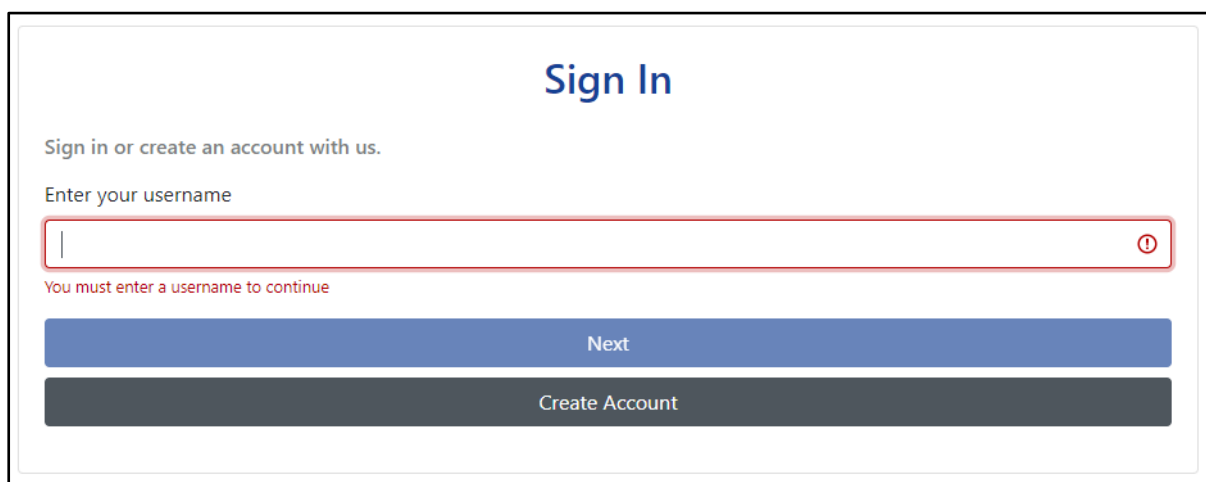
Your Summer 2019 headcount submission for 2, 3 and 4 year olds together with your completed Provider Declaration Form is now due. Please complete and submit via the portal by close of business on **Thursday 25th April 2019**.

Please note that if you do not have any funded children for Summer 2019, submission of the headcount and Provider Declaration are not required.

Please see the How To Guides below for further guidance.

The box underneath the 'Access The Portal' button will contain information from the Funding Team to advise which submission is currently due and the submission deadline

2. Enter your Username and Password and click 'Sign In'



Please note – your username and password are personal to you. You should not allow anyone else to use them to access the Portal

3. Enter your two-factor authentication code and click Verify



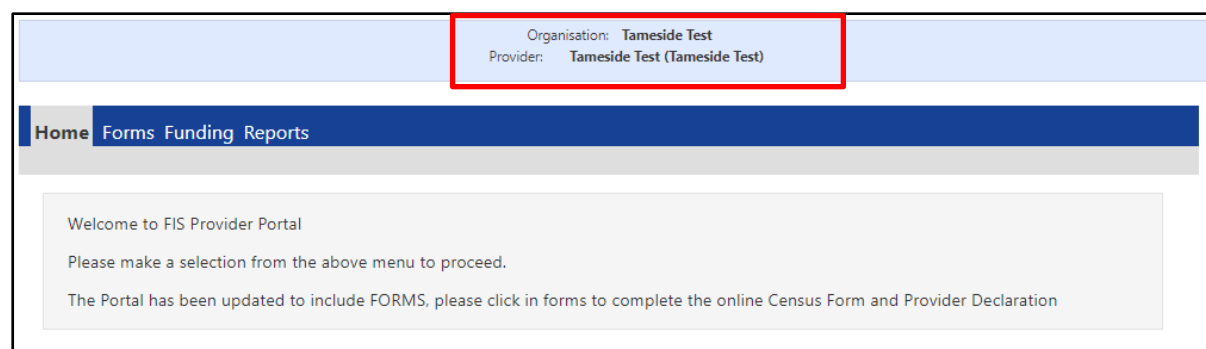
➤ Troubleshooting

We recommend that you use either a laptop or Personal Computer for all Portal submissions.

Please note – because of the requirement to use 2 Factor Authentication, which is accessed via an app on a Smart Phone, we do not recommend using a Smart Phone to access your portal.

If using a Tablet or Smartphone you may experience compatibility issues and we are unable offer support with these devices.

➤ What can you find in your Provider Portal



At the top of the screen, you will find the Organisation and Provider. These details are taken directly from your Ofsted Registration. If anything needs to be changed, you will need to contact Ofsted

directly. Once Ofsted have made the changes, this will automatically be fed through to the system and updated.

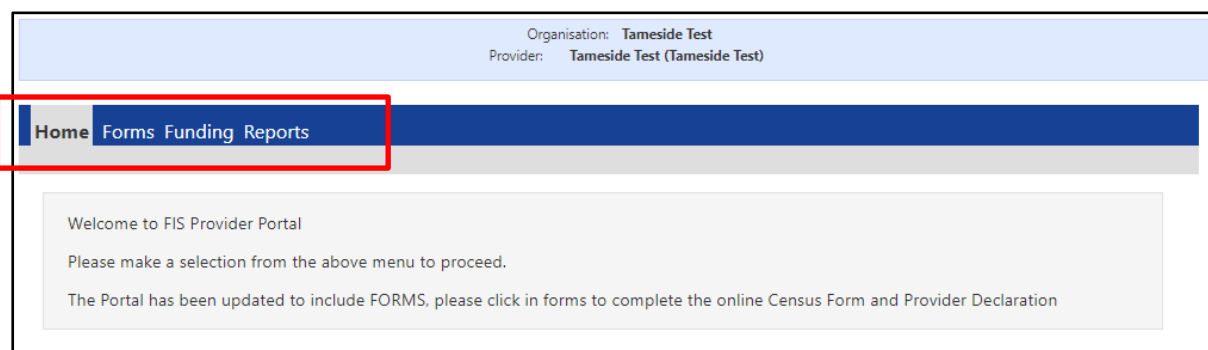
Organisation

This may be a Limited Company name, the name of a committee, charity or partnership that has responsibility for the Provider. For sole traders such as childminders, this will be your own name.

Provider

This is the operating name of the Provider. The Provider Type will be shown in brackets at the side of the provider name e.g. Day Nursery, Childminder

Your Provider Portal contains 4 tabs as shown below:

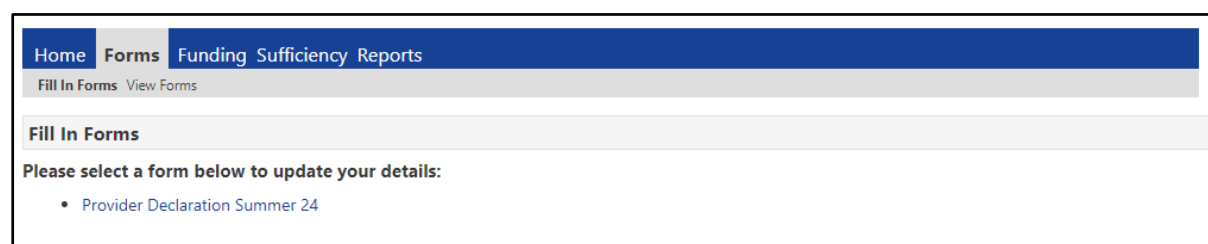


Home Tab

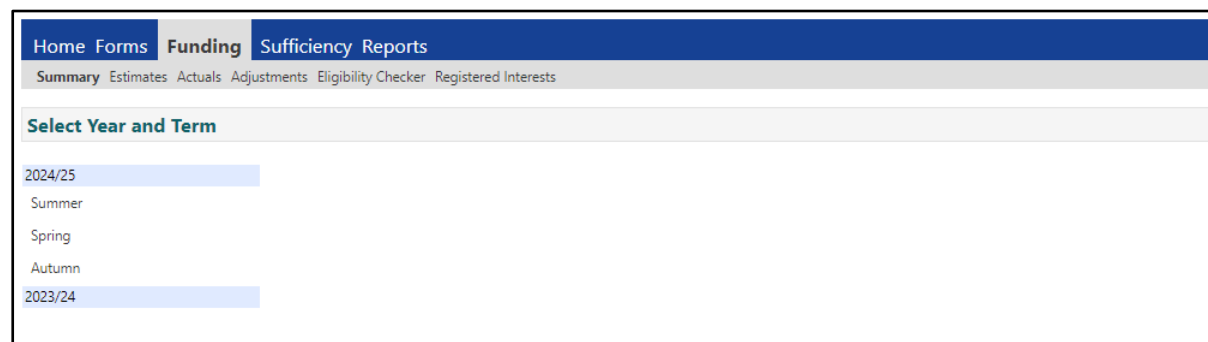
You will automatically be directed to the Home tab when you log into the portal. This Screen sometimes contains important Notifications which should **not be ignored**. Further guidance on the Home screen can be found in a separate guide.

Forms Tab

Each term the Funding Team will publish certain forms that must be completed. Further guidance on How to complete a Form is available as a separate guide.



Funding Tab



The Funding tab has access to the following:

- **Summary** – contains an overview of the Estimate and Actuals Payment for the selected term and Age Range

- **Estimates** – to submit your current estimated hours or view a previous terms estimated hours
- **Actuals** – to submit your current Funding Actuals or view previous terms Funding Actuals
- **Adjustments** – to submit your current Funding Adjustments (late starter, leavers, increase / decrease of hours) or view a breakdown of a previous terms Adjustments
- **Eligibility Checker** – to enable you to check an 11-digit code issued by HMRC for the Working Parent Entitlement before agreeing a place
- **Registered Interests** – View and manage enquiries submitted by Parents who have applied for the Working Parent Entitlement and have indicated they are interested in attending your setting via the Synergy FIS Online Enquiry Page.

Detailed How to guidance for each of the tabs is available

Reports Tab

This area stores a list of history of reports you have previously run. It shows the type of report, the date the report was run, the user who ran the report and the date the report was last downloaded. The reports can be re-downloaded at any time by clicking on Download at the end of the report line.

Home Forms Funding Sufficiency Reports				
History				
History				
Provider Headcount				
Description	Run Date	Run By	Last Downloaded	
Funding Actuals Submission - Prior to Import	17/11/2023 10:40:34	TMBC\sue.anderson1	11/07/2024 16:03:45	Download
EYPP Summary	15/11/2023 16:38:49	TMBC\sue.anderson1	15/11/2023 16:38:49	Download
EYPP Summary	21/07/2023 11:21:21	TMBC\Catherine.Lee	20/09/2023 15:28:10	Download
Adjustment Summary	25/04/2023 12:37:46	TMBC\Catherine.Lee	31/05/2023 15:07:10	Download
Termly Funding Breakdown Including Adjustments	25/04/2023 12:37:18	TMBC\Catherine.Lee	25/04/2023 12:37:18	Download
EYPP Summary	22/03/2023 15:14:15	TMBC\Catherine.Lee	22/03/2023 15:14:15	Download
Funding Actuals Submission - Prior to Import	15/02/2023 14:39:29	TMBC\Catherine.Lee	14/02/2024 15:40:09	Download
Funding Actuals Summary - After Import	04/11/2022 15:36:30	TMBC\sue.anderson1	04/11/2022 15:36:30	Download
Funding Actuals Summary - After Import	04/11/2022 15:36:21	TMBC\sue.anderson1	04/11/2022 15:36:21	Download
Funding Actuals Summary	07/07/2022 15:35:14	TMBC\Catherine.Lee	07/07/2022 15:35:14	Download
30 Hours	04/07/2022 11:22:44	TMBC\sue.anderson1	23/12/2022 08:58:22	Download
Adjustment Summary	04/07/2022 09:40:22	TMBC\sue.anderson1	04/07/2022 09:40:22	Download
EYPP Summary	29/06/2022 16:08:16	TMBC\Catherine.Lee	29/06/2022 16:08:17	Download