

LB Camden's Provider Portal Estimates Guidance

**Notes on using the secure online website for
Private, Voluntary & Independent Nurseries
to submit the estimated hours for 15 hour Free Entitlement for 2, 3 & 4 year olds;
the 30 hour Extended Offer for 3 & 4 year olds and the Camden Enhanced Offer
for 3 & 4 year olds**

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Logging on to the website

This is a secure website where childcare providers can enter, submit and access data relating to their setting.

This will enable you to:

- Submit estimated number of funded hours (Estimates) relating to the free early education for 2, 3 and 4 year olds for this term.

These notes will explain how to access the website and how to check, complete and return data.

The website address is: <https://childcareproviders.camden.gov.uk/ProviderPortal/login.aspx>

Once you have entered your User Name and Password you will be taken to the screen below:



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London Borough of Camden Childcare Provider Portal

Part of the Synergy Software Suite

Sign In

User Name:

Password:



You will already have been provided with a user name and a password and you will need to log in as shown in the example on the left.

Once you have done so click on **"Sign In"**.

Changing your password

If you have not already done so, please change your password; if you wish to retain your previous password please go to Page 7 to enter your Estimated funded hours for this term.



The screenshot shows the Synergy FIS Provider Portal interface. At the top left is the logo and text "Synergy FIS Provider Portal". At the top right, it says "Signed in as: [User Settings](#)". Below this is a navigation bar with "HOME" in orange, "FORMS", and "FUNDING" in white. The main content area has a "Welcome to FIS Provider Portal" message and a prompt to "Please make a selection from the above menu to proceed". A "Notifications" section is visible at the bottom. A callout box on the right contains the text: "To change your password go to the 'User Setting' tab (see page 5)", with a blue arrow pointing to the "User Settings" link in the top right corner.

When you change your password, we recommend that the password you choose is a minimum of 8 characters long and contains at least one capital letter and one number.

 Your password has been successfully updated.

User Settings Authentication Questions

Please change your details below:

New Username:

New Password:

Confirm New Password:

Please enter your current password for security reasons:

Current Password:

Please be aware that the password is case sensitive.

1 We would recommend that you retain your current user name so simply enter this here.

2 Enter your New Password.

3 Confirm your New Password.

4 Re-enter your current password.

5 Click **“Confirm”**

Your must not share your password with anyone else.

Entering the Estimated number of funded hours for Free Early Education, Extended Offer and Camden Enhanced Offer



To submit the Estimated hours select the **“Estimates”** tab

Provider Headcount Records

By selecting the current term the screen below will appear and it is here that you will need to submit the total estimated funded hours for 2, 3 and 4 year olds. You have been provided with a spreadsheet to assist you to calculate the estimated funded number of hours for this term.

Provider Headcount Records

Previous | Page: 1 2 | Next [6 Results]

Estimates	Year	Term	Funding Type
Select	2017-2018	Autumn	2yo Free Early Education
Select	2017-2018	Autumn	Camden's Enhanced Offer
Select	2017-2018	Autumn	3yr & 4yr Pvi

When this window appears you are able to select from the **‘Funding Type’** list the funding you wish to submit estimated hours for. The funding types depending o delivery will be:

- 2 yo Free Early Education
- Camden’s Enhanced Offer
- 3yr & 4yr Pvi

***For the Camden Enhanced Offer you will only be able to enter the maxium of 15 hours for each child. The remaining 15 hours must be entered in the 3yr & 4yr Pvi funding type. This means that the child will be entered twice under the two funding types.**

Submit Estimates for 2yo Free Early Education

Synergy FIS Provider Portal

HOME FORMS **FUNDING**

Summary **Estimates** Actuals Adjustments Eligibility Checker

Submit Estimate: 2017-2018 Autumn - 2yo Free Early Education [CHANGE](#)

Estimate Number of Funded Hours for this Term
Please enter a number, then 'Send Claim'

Send Claim

If you select the funding type for 2 year olds this screen will appear. Enter the number of hours here and select '**Send Claim**' to submit the estimated hours.

Please note we will contact a provider if the submission was not successful.

Submit Estimates for 3 and 4 YO

The screenshot shows the Synergy FIS Provider Portal interface. At the top, there is a navigation bar with 'HOME', 'FORMS', and 'FUNDING' (highlighted in orange). Below this, there are sub-links: 'Summary', 'Estimates' (highlighted in orange), 'Actuals', 'Adjustments', and 'Eligibility Checker'. A prominent orange button labeled 'Submit Estimate: 2017-2018 Autumn - 3yr & 4yr Pvi' is visible, with a 'CHANGE' link next to it. Below the button, there is a text input field with the label 'Estimate Number of Funded Hours for this Term' and the value '0.00'. A note below the input field says 'Please enter a number, then 'Send Claim''. A blue button labeled 'Send Claim' is positioned below the input field. A text box on the right side of the screenshot contains instructions: 'If you select the funding type for 3yr & 4yr year olds this screen will appear. Enter the number of hours here and select **'Send Claim'** to submit the estimated hours. Please note we will contact a provider if the submission was not successful.'

**If you are deliverig the 'Camden Enhanced Offer' of 30 hours and have eligible children please enter 15 hours in this funding type and the remaining 15 hours in the 'Camden Enhanced Offer' funding type.*

Submit Estimate: 2017-2018 Autumn - Camden's Enhanced Offer [CHANGE](#)

Estimate Number of Funded Hours for this Term
Please enter a number, then 'Send Claim'

If you select the funding type for **'Camden Enhanced Offer'** this screen will appear. As mentioned above the maximum number of hours you can enter is 15 hours. The remaining 15 hours need to be entered under the 3yr & 4yr Pvi. Enter the number of hours here and select **'Send Claim'** to submit the estimated hours.


Please note we will contact a provider if the submission was not successful.

Example of a successful submission

HOME FORMS **FUNDING**

Summary Estimates Actuals Adjustments

Location: [HOME](#) > [FUNDING](#) > ESTIMATES

 Submission Successful

Submit Estimate: 2yo Fee

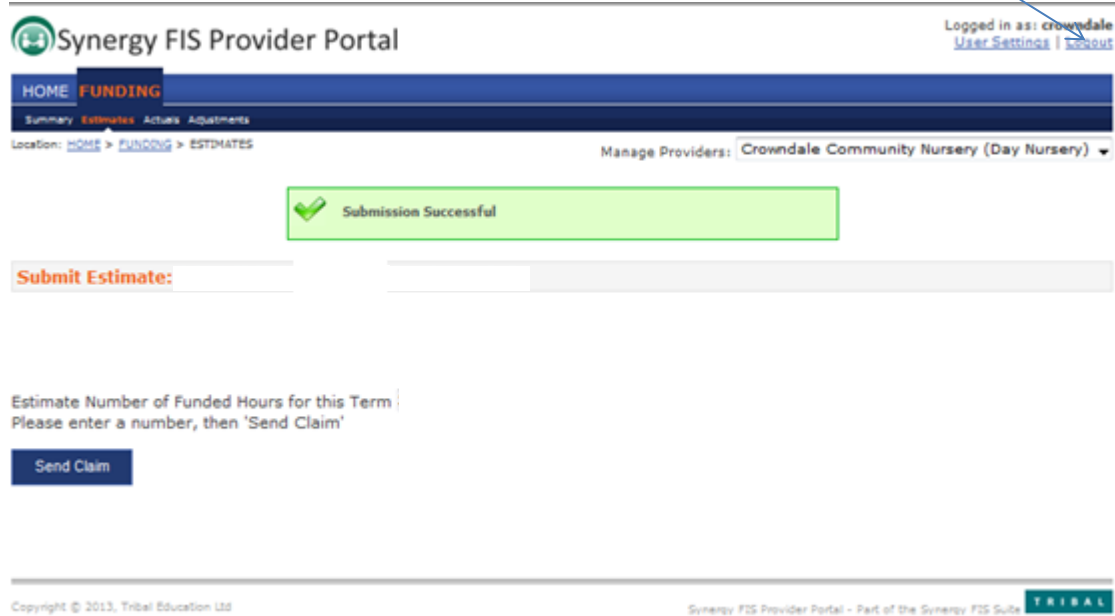
Estimate Number of Funded Hours for this Term
Please enter a number, then 'Send Claim'

Send Claim

Once the submission has been successfully made the following screen will appear and you will see the message: ***“Submission Successful”***.

Logging Out

Once you have successfully submitted your estimate you must **logout** of the portal.



The screenshot displays the Synergy FIS Provider Portal interface. At the top left, the logo and text 'Synergy FIS Provider Portal' are visible. On the top right, it shows 'Logged in as: crowdale' with links for 'User Settings' and 'Logout'. A blue navigation bar contains 'HOME' and 'FUNDING' tabs, with sub-links for 'Summary', 'Estimates', 'Actuals', and 'Adjustments'. Below this, a breadcrumb trail reads 'location: HOME > FUNDING > ESTIMATES' and a 'Manage Providers' dropdown menu is set to 'Crowdale Community Nursery (Day Nursery)'. A prominent green message box with a checkmark icon states 'Submission Successful'. Below this, there is a 'Submit Estimate:' label followed by a greyed-out input field. Further down, the text 'Estimate Number of Funded Hours for this Term' is followed by the instruction 'Please enter a number, then 'Send Claim''. A blue 'Send Claim' button is positioned below the instruction. At the bottom of the page, the footer contains 'Copyright © 2013, Tribal Education Ltd' on the left and 'Synergy FIS Provider Portal - Part of the Synergy FIS Suite' and the 'TRIBAL' logo on the right.

