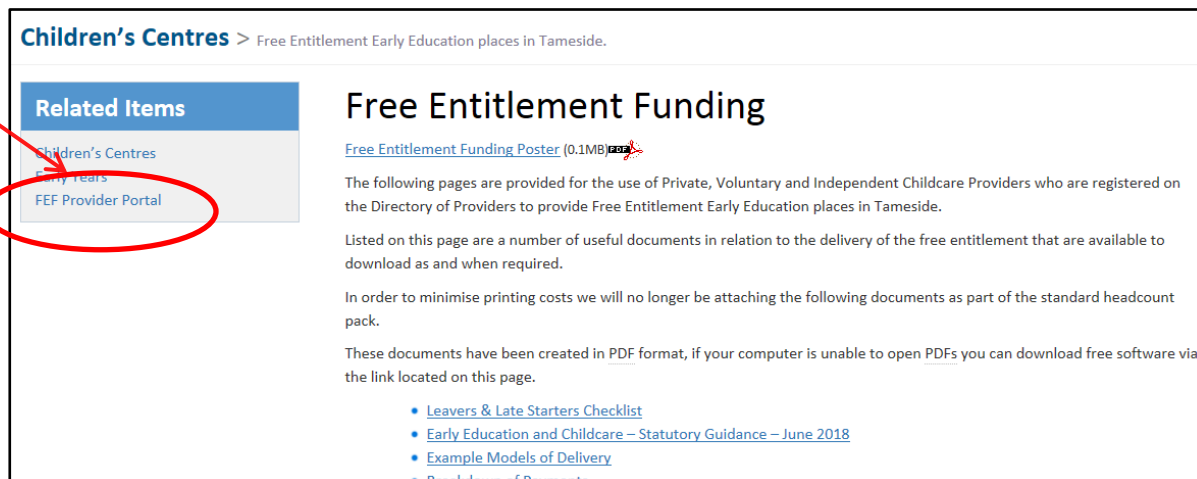


## Section 1 – How to Access the Synergy FIS Provider Portal


### ➤ Sign in – How to access the Synergy FIS Provider Portal

The portal can be accessed from the Free Early Education Funding Page (from Related Links click on FEF Provider Portal): <https://www.tameside.gov.uk/earlyyears/freeentitlement> 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



Children's Centres > Free Entitlement Early Education places in Tameside.

### Free Entitlement Funding

[Free Entitlement Funding Poster](#) (0.1MB) 

The following pages are provided for the use of Private, Voluntary and Independent Childcare Providers who are registered on the Directory of Providers to provide Free Entitlement Early Education places in Tameside.

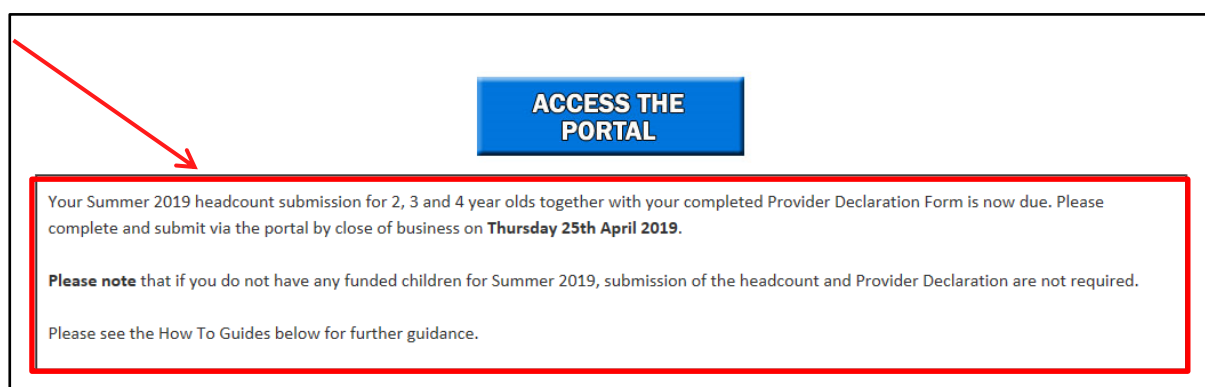
Listed on this page are a number of useful documents in relation to the delivery of the free entitlement that are available to download as and when required.

In order to minimise printing costs we will no longer be attaching the following documents as part of the standard headcount pack.

These documents have been created in PDF format, if your computer is unable to open PDFs you can download free software via the link located on this page.

- [Leavers & Late Starters Checklist](#)
- [Early Education and Childcare – Statutory Guidance – June 2018](#)
- [Example Models of Delivery](#)
- [Breakdown of Payments](#)

#### 1. Click Access The Portal



**ACCESS THE PORTAL**

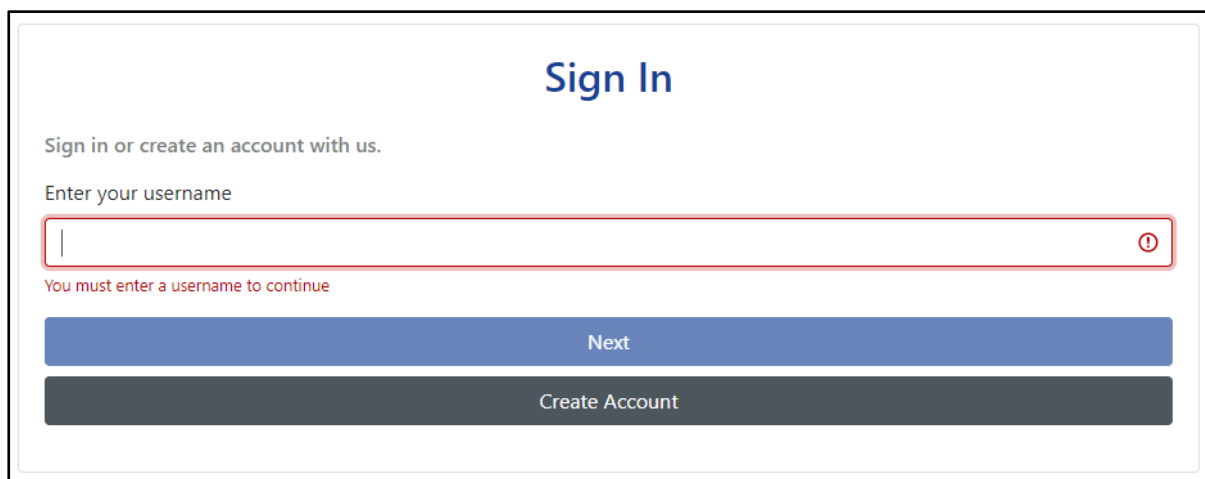
Your Summer 2019 headcount submission for 2, 3 and 4 year olds together with your completed Provider Declaration Form is now due. Please complete and submit via the portal by close of business on **Thursday 25th April 2019**.

**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



## Sign In

Sign in or create an account with us.

Enter your username

You must enter a username to continue

Next

Create Account

## ➤ **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.