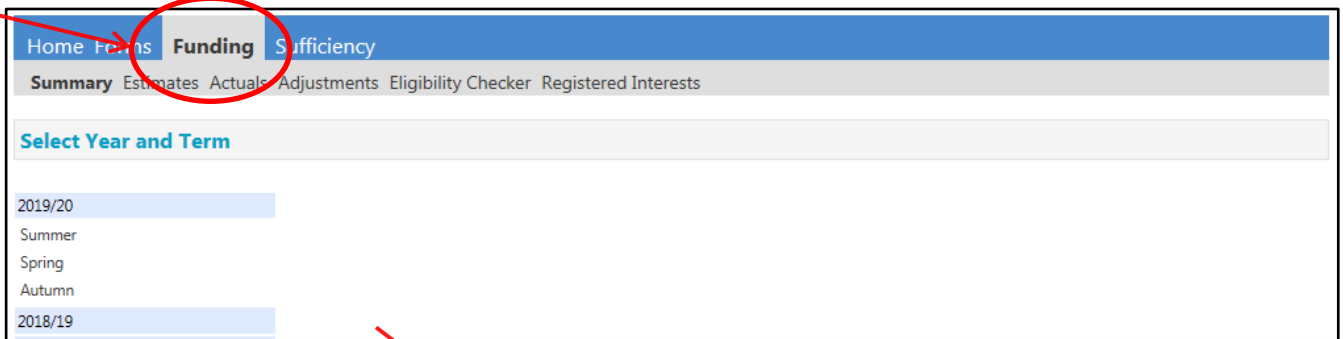


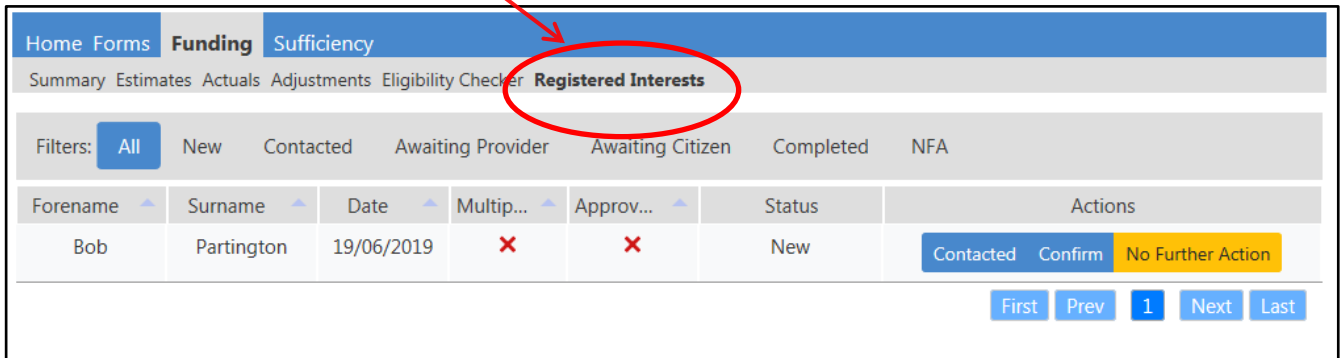
## Section 10 – 30 Hour Registered Interests

Parents using the Synergy FIS Online Enquiry for 30 Hours Webpage can check their eligibility for Extended Hours, search and register their interest with childcare Providers. When a parent/carer registers an interest, the Provider receives a notification sent by email

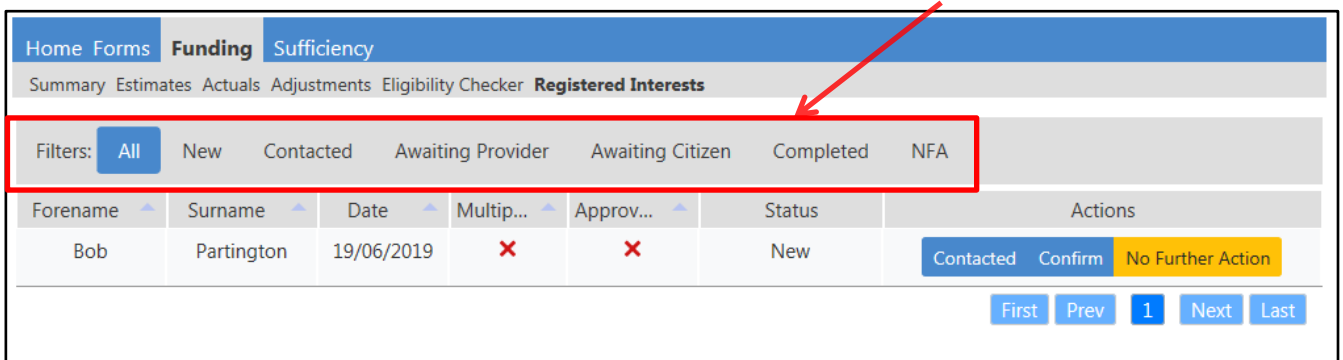
1. Log in to the Synergy FIS Provider Portal
2. Select the Funding tab from the top of the page



3. Select Registered Interests to display the list of all Registered Interests



4. Clicking any status as highlighted enables the Provider to view those Registered Interests that correspond with the selected status



5. Click on the parent / carer details to open the record. The parent / carer name, contact details and the child / children's details will be displayed

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker **Registered Interests**

**Citizen Details**

Name: Mr Bob Partington  
 Date Received: 19/06/2019  
 Status: New

**Contact Details**

Daytime Number: 0161 342 2722  
 Evening Number: Not Supplied  
 Mobile Number: Not Supplied  
 Email:

Child Forename	Citizen Confirmed	Registered
Harry	✘	✘

First Prev 1 Next Last

Contacted Confirm No Further Action Back

6. After contacting the parent you should mark the record as contacted by clicking on the Contacted button. The status on the recorded will change to contacted

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker **Registered Interests**

Filters: All New Contacted Awaiting Provider Awaiting Citizen Completed NFA

Forename	Surname	Date	Multip...	Approv...	Status	Actions
Bob	Partington	19/06/2019	✘	✘	Contacted	Confirm No Further Action

First Prev 1 Next Last

7. If you are unable to contact the parent / carer using the details provided or the parent confirms that they have taken a place with another provider you click on the yellow 'No Further Action' button and provide the reason. The record will now show under the NFA filter

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker **Registered Interests**

**Name: Mr Bob Partington**

**NFA Details**

Reason\*: Could Not Contact

Details\*: Telephone number invalid

Important: The information supplied in the details are shown to the citizen within their account.

Save Back

8. After contacting the parent / carer, if you have agreed a place clicking on the 'Confirm' button will send notification to the parent / carer. The status will now change to 'Provider Confirmed'.

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker **Registered Interests**

Filters: All New Contacted Awaiting Provider **Awaiting Citizen** Completed NFA

Forename	Surname	Date	Multip...	Approv...	Status	Actions
Bob	Partington	19/06/2019	×	×	Provider Confirmed	No Further Action

First Prev 1 Next Last

9. The parent / carer is then required to 'Confirm Place' in their Citizen Portal (Parent Portal). Once the parent has confirmed the place and given permission the child can be added to the Actuals or Adjustments

Home Forms **Funding** Sufficiency

Summary Estimates Actuals Adjustments Eligibility Checker **Registered Interests**

**Citizen Details**

Name: Mr Bob Partington  
Date Received: 19/06/2019  
Status: Complete

**Contact Details**

Daytime Number: 0161 342 2722  
Evening Number: Not Supplied  
Mobile Number: Not Supplied  
Email:

Child Forename	Citizen Confirmed	Registered
Harry	✓	×

First Prev 1 Next Last

Add To Actuals Add To Adj No Further Action Back

10. Click 'Add to Actuals' or 'Add to Adjustments' will open the Funding > Actuals / Adjustments.

11. Select the Term and Funding Type. A blank child record will open

Home Forms **Funding** Sufficiency

Summary Estimates **Actuals** Adjustments Eligibility Checker Registered Interests

**Actuals Head Count Records for 2019/20 - Summer**

	Funding Type	Office use only	
		Ready To Process	Processed
2019/20	2 Year Funding	✓	
	3 And 4 Year Funding		

2019/20

- ✓ Summer  
Submission Period: 29-Mar-2019 to 20-Jun-2019
- ✗ Spring  
Submission Period: 01-Jan-2020 to 31-Mar-2020
- ✗ Autumn  
Submission Period: 01-Sep-2019 to 31-Dec-2019

2018/19

12. Click 'Populate Details' – the child Details tab will now be completed with the information the parent / carer has provided. Complete any missing information in the Child Details tab, the Funding Details, Parent Carer Details (if applicable) and Notes Tab as detailed in item 6 of Section 4 - Headcount Submission:

Home Forms <b>Funding</b> Sufficiency		
Summary Estimates <b>Actuals</b> Adjustments Eligibility Checker Registered Interests		
Child Forename	Citizen Confirmed	Actions
Harry	✓	<b>Populate Details</b>
First Prev <b>1</b> Next Last		
Child Details Parent / Carer Details Funding Details Documents Notes		
<b>Child Details</b> Forename* Harry Middle Name Surname* Potter DOB* 10-Mar-2015 Proof of DOB <input type="checkbox"/> Gender* <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female Preferred Surname Ethnicity* <unknown> SEN COP Stage* <Unknown>		<b>Address</b> Address Line 1* Hyde Town Hall Address Line 2 Address Line 3 Market Street Locality Town Hyde County Postcode* SK14 1AL
Save Cancel		*denotes mandatory fields

13. Once you are satisfied that the new record has been fully completed click Save. Repeat the process for each new child

14. When all children are fully input and checked select Send Claim – the following message will appear if your submission is successful



15. Any child that has been Added to the Actuals / Adjustments will no longer show in the Registered Interests Screen

16. Sign out