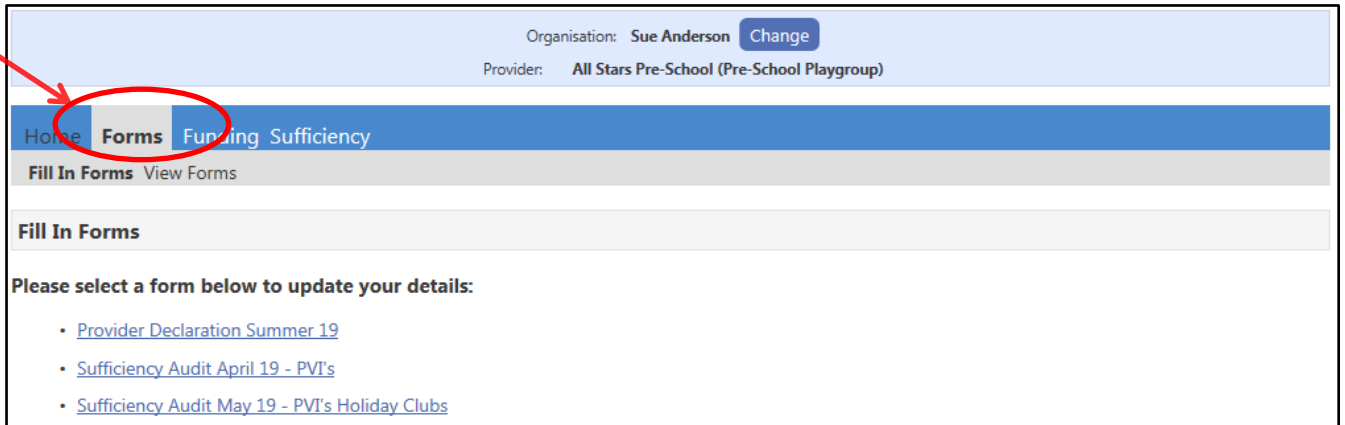


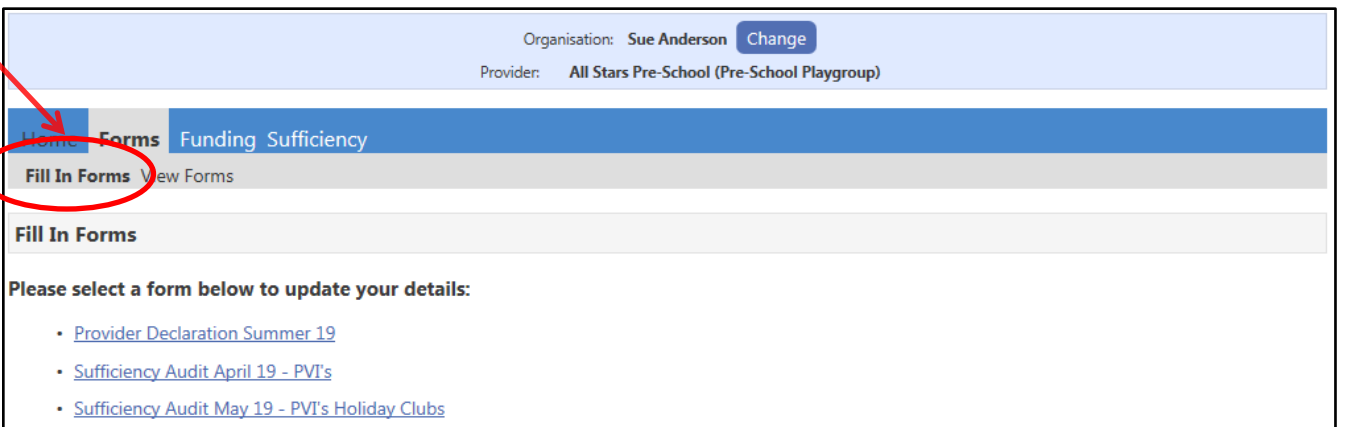
Section 8 - Forms

➤ Forms – Completion of online forms

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



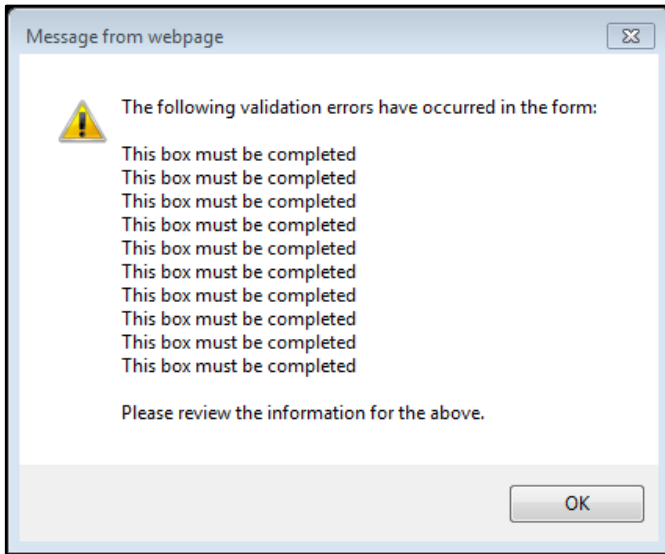
3. Select 'Fill In Forms'



4. Select the required form
5. Complete the required information requested on each page and then click 'Next Page'

There are some sections of the form that are mandatory and must be completed before the form can be submitted

When you click 'Next Page' you may receive the following message:



Click Ok, and you will advance to the next page. Any section of that page on the form that has a red asterisk * or is outlined in red must be completed, even if the value is zero. See example below:

Claims Submitted via the Provider Portal

Previous Page Next Page Select page: >
>

You should include all eligible children you wish to claim Free Entitlement Funding for. ALL children must be attending your setting on the headcount date or are expected to attend.

You must ensure you have a signed and fully completed Parental Agreement and Funding Claim form for each child you have included on your electronic submission for Summer 2019 headcount.

2 Year Olds Born Between 1st April 2016 and 31st March 2017	<input style="width: 90%;" type="text"/> *
3 Year Olds Born Between 1st April 2015 and 31st March 2016	<input style="width: 90%;" type="text"/> *
4 Year Olds Born Between 1st April 2014 and 31st March 2015	<input style="width: 90%;" type="text"/> *
Total Number of Children	<input style="width: 90%;" type="text"/> *

Previous Page Next Page Select page: >
>

Submit Form

- Once the page has been completed, click 'Next Page' again and continue to complete the form repeating the process until all pages have been completed. When you reach the final page you will see the following:

Form Completed

Previous Page
Select page: Introduction v
>>

Please check your form carefully to ensure you have completed all fields.

Thank you for completing this form please make sure you click the **SUBMIT button to send it to the Funding Team.**

Previous Page
Select page: Introduction v
>>

- Click 'Submit Form' – the following message will appear if your submission is successful



- If you continue to receive the validation error message shown in step 5 above, there are still some mandatory sections of the form that have not been completed. Click 'Previous Page' to review the form and complete any missing information and then click 'Submit Form'
- You can review any forms that you have successfully submitted by selecting 'View Forms'

Home Forms Funding Sufficiency

Fill In Forms View Forms

View Forms

Select a form below to view:

- [Provider Declaration Summer 19 \(18/06/2019 16:21:56 - Pending\)](#)
- [Provider Declaration Summer 19 \(24/04/2019 13:24:13 - Authorised\)](#)
- [Provider Declaration Spring 19 \(02/03/2019 07:49:17 - Authorised\)](#)
- [Census Form Jan 2019 \(02/03/2019 07:45:32 - Authorised\)](#)
- [Provider Declaration Autumn 18 \(29/10/2018 13:13:39 - Authorised\)](#)

- A list of all the forms you have previously submitted will be displayed. You will be able to see the time and date your form was submitted and the status of your form will show as 'Authorised, Denied or Pending'
- If you need to amend a previously submitted form, this can be done as long as the status is showing 'Pending'. Please **DO NOT** submit a new form. Select the form you wish to amend, make your amendment and then ensure you click 'Submit Form'. The revised form will then be submitted to the funding team
- Sign Out

➤ **Troubleshooting**

Compatibility Issues

There are sometimes compatibility issues when accessing the Forms Section from particular Internet Browsers.

The browsers that we are currently aware that have issues are:

Microsoft Edge
Apple Safari

If your form does not appear correctly, please use an alternative browser such as:

Mozilla Firefox
Apple Safari on Windows
Google Chrome

Some providers have also reported issues when accessing the Provider Portal when using Windows 10

Time out

When completing your form each page will 'time out' after approximately 10 minutes. Unfortunately the system does not warn you that this will / has happened and you will be unable to submit your form. If your form fails to submit, please close the form completely, open a new form and start again. We would advise that you scroll through the form to establish what information is required before attempting to complete it. This way you can ensure that you have all the information to hand.