

Guide on how to check you have successfully submitted an Estimate Headcount

7 Step Process

- 1 Log on to the Provider Portal with your usual login details
- 2 Click on 'Funding' at the top of the screen
- 3 Click 'Term' at the top of the screen
- 4 Click the age group (e.g. 2 year olds) that you want to check.
- 5 Check the number of hours showing
- 6 Check the 'Send Claim' button is a lighter shade of blue. Click the 'Send Claim' button if a darker blue colour.
- 7 Click the 'Change' button to check another age group. Repeat the steps 1-6.

For additional support please email:

child.care@croydon.gov.uk or

Early.learning@croydon.gov.uk

