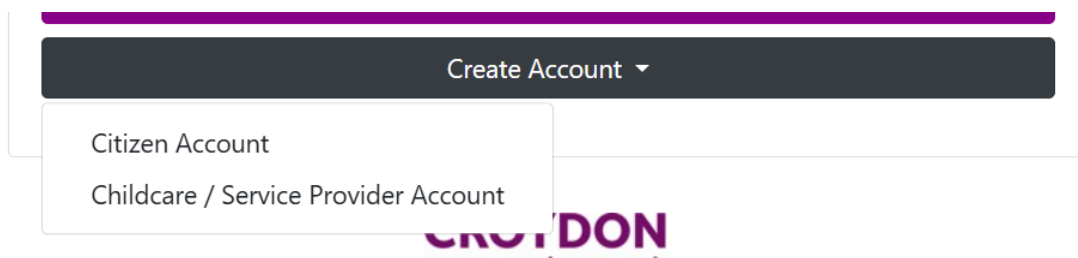


Creating a new Childcare/Service Provider account

If you would like to add a service and event-based activities to Croydon's Local Offer for parents, carers, children and young people with Special Education Needs and disabilities please create a service provider account and complete the service request form. When you submit your entry, it will be reviewed by the relevant council service.

- Click on create account from the [Sign In Menu](#) and select **Childcare/Service Provider** account



- You should now complete the form - please ensure that you have added information against all the required fields (these are marked with a red asterisk).
- The screenshot below shows the mandatory fields when creating an account – you must make sure that all mandatory fields are completed, ensuring you enter the e-mail and password fields twice. Each of the fields should have a green tick confirming that the data has been accepted, then click on 'create.'

Create Account

Organisation Name *	
Service Name	
	Please enter if different to the Organisation name
Service Type *	▼
Service Description *	
E-Mail Address *	
User Name *	
Password *	
Your Password: Must be a minimum of 12 characters in length. Must contain at least one alphabetic character. Must contain a number. Must contain an uppercase character. Must contain a special character (! \$ % ^ & * () : ; @ # ~). Cannot be the same as your Username.	
Confirm Password *	

Start Again

Create

- You will receive an email verification from EDQT_noreply@croydon.gov.uk (check it doesn't land in junk or spam mail).
- Click on the link in the email and you will receive confirmation that your account has been created.
- You can then log back into the account with your username and password. The username is your email address.

Updating a service on the directory

When your service is published on the directory it is your responsibility to keep the information up to date.

You can log back into your account to update address, phone number, email, website and service description. When you edit and resubmit your entry, it will be reviewed by the relevant council service.

Organisation: Croydon Test
 Provider: Croydon Test Send Service (Local Offer - Education)

Home Forms Reports
 Fill In Forms View Forms

Fill In Forms
 Please select a form below to update your details:

- Local Offer Service Provider

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FIS Provider Portal: Forms : Info Path Form - Google Chrome
 croydon-test.cloud.servelec-synergy.com/Synergy_Test/Providers/FillFormPop.aspx?formID=11

Title

Next Page Select page: Title >>

Provider Name Croydon Test Send Service

Service Type Local Offer - Education

Address Line 1 Bernard Weatherill House

Address Line 2 8 Mint Walk

Address Line 3

Town Croydon

Post Code CR0 1EA

Telephone 0208 111 2233

Email croydontest@ gmail.com

Website www.send-croy.com

Service Description

Our service offers information, advice and support to SEND young people and their families, on issues which affect their daily lives.

If you are unable to update your service (for example, your administrator has left your company so you no longer have access to the link), please email us with a link to your page on the directory to: senenquiries@croydon.gov.uk.

Removal from the directory

We are committed to protecting your privacy and will only use the information it collects about your organisation to display on the directory, for which there is no cost. Please email senenquiries@croydon.gov.uk if you would like to be removed from the directory.