

Wirral Borough Council

Provider Portal Disability Access Fund User Guide

DAF Applications

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1. Background

- 1.1 Self-Update is a module within the Wirral Provider Portal which is used for updating provider's information and to allow easy census submission when required. This is a direct replacement for completing online sufficiency forms at intervals.
- 1.2 All funded providers will have access to the Self-Update module to submit information regarding their provision when tasks are requested.
- 1.3 If a new member of staff within a setting requires a log in for the Provider Portal, the manager of the setting must email childrenssystemsteam@wirral.gov.uk with the following details:
- Forename and surname of employee requiring access
 - Name of setting
 - Address of setting
 - Contact number (work)
 - Email address of the employee requiring access
- (Please note: email must be an individual work address rather than a generic setting email. For instance, daniel@littledinosaurs.com as opposed to enquiries@littledinosaurs.com)*
- 1.4 All portal users have responsibility to inform Wirral Borough Council when access is no longer required to the Provider Portal. Notification of any changes to work location should also be made, for instance if a staff member moves from one setting to another. Changes should be emailed to childrenssystemsteam@wirral.gov.uk

2. Logging on to the Self-Update Portal and Navigation

- 2.1 The username and password used to log in to the Self-Update Portal is the same log in for Headcount and Better Start. For providers who have recently registered, during the first log in a request to change your password will be present.
- 2.2 If new user access is required please contact childrenssystemsteam@wirral.gov.uk
- 2.3 To open a new internet browser session, select the browser installed on your machine, ie: Internet Explorer, Google Chrome or Firefox etc
- In the search bar located at the top of the screen the Provider Portal address needs to be added:

<https://ems.wirral.gov.uk/Provider Portal LIVE>

2.4 The Provider Portal log in page should now be displayed.

2.5 Please note that Provider Portal log in page will also display any notices such as maintenance or upgrade times. If there are difficulties logging in please check here first for any relevant information.

2.6 Log in: Please now enter your Username and Password. *(All passwords are case sensitive and must follow the following guidelines: a minimum of 10 characters containing at least 1 capital letter, 2 numbers and 1 special character.)*

Once the information is entered please click the 'Log In' button.

2.7 Secret question: Please now enter the answer to your secret question. If this is your first time logging in you will be asked to set this up. Once you have entered this information please click the 'Submit' button.

(If you have forgotten your secret answer please click the link 'Forgotten your secret answer' button.)

2.8 Enable Two Step Verification now: The first pop up message as you log in on the right hand side will alert you to increasing your security. This is optional.

2.9 If you wish to set-up two step verification, please click the 'Enable now' text. The following message will then be displayed.

Two Step Verification

Two Step Verification is our way to make your data more secure.

If you enable Two Step Verification, we will send you a Verification Code every time you sign in. This helps us keep your data safe.

Some areas require Two Step Verification to be enabled before you can use them. We will tell you when you try to access if you do not already have Two Step Verification enabled.

Changing your preference will sign you out, and you will need to sign in again.

Preferred method

No Two Step Verification

Save

The preference for two-step notification is set to 'No Two Step Verification' as default. To enable this added security measure, please click the drop down menu and select 'email'. Enabling this feature will send an email to the registered account at each sign in with a specific code which needs to be entered swiftly before you can access the portal.

Preferred method

Email

No Two Step Verification

Save

(Please note that if you set up this feature each time you sign in a new code will have to be entered to allow access. This has to be entered within a very short time frame.)

2.10 Account information: As you log in, again on the right hand side an information box will appear. This details the last time the account was logged into by the user.

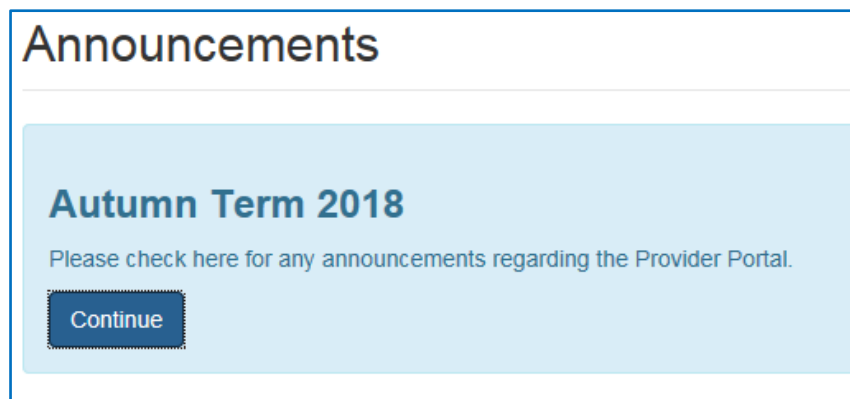
Account Information

You last logged in at: 09/07/2018
14:12:06

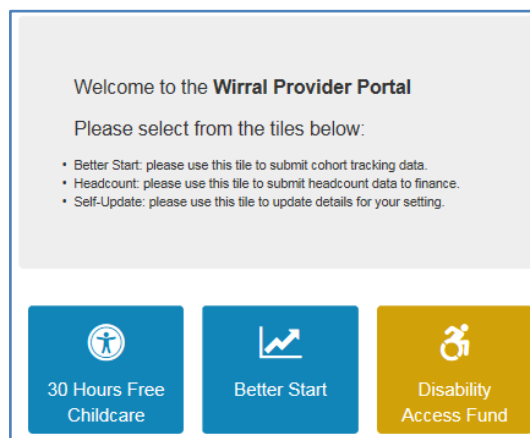
(If the date and time do not reflect the last time you logged into the account this could potentially highlight a security breach. Firstly please change your password and then email childrenssystemsteam@wirral.gov.uk)

3. Home Page

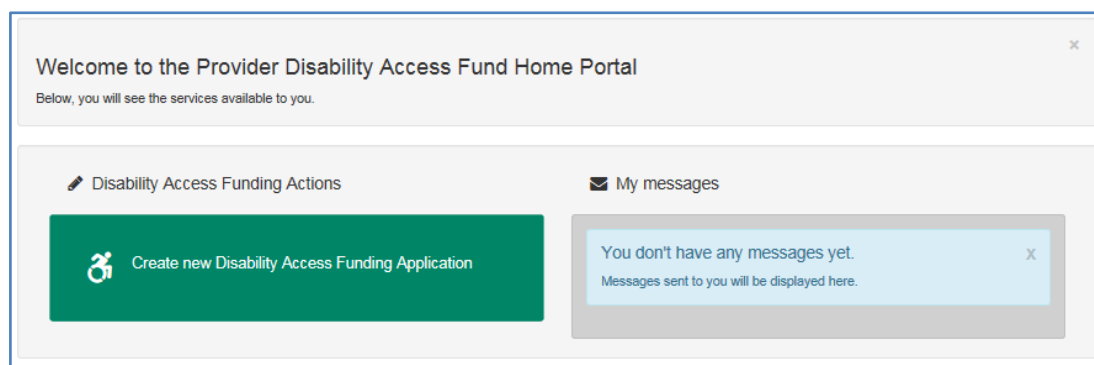
- 3.1 When you log in, any announcements for Better Start, Headcount and Two Year Old Funding will automatically be displayed before the home page is accessed. Please click the 'Continue' button to move onto the home page.



- 3.2 Once you have logged onto the Provider Portal you will have accessed the portal home page. Tiles will be displayed to show the different areas which can be accessed. Please click the 'Disability Access Fund' to access the application



- 3.3 Once you have clicked the 'Disability Access Fund' tile you will now be at the Disability Access Fund home page. There are now two headings you can access: '**Disability Access Funding Actions**', and '**My messages**'.



- 3.4 Please click the green button labelled 'Create new Disability Access Funding Application' to start a new application. This will bring up the following screen:

Disability Access Funding Application

Select a child from the list to continue with the application

Find a Child

	Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
<input type="radio"/>	Daniel	Blue	17/12/2012	No	
<input type="radio"/>	Sarah	Yellow	06/12/2013	Yes	
<input type="radio"/>	Stephen	Red	25/07/2013	Yes	

This will highlight the children connected to your setting- included in this information is their age eligibility for the Disability Access Fund and a date if an application has been approved.

	Forename
<input type="radio"/>	Daniel
<input checked="" type="radio"/>	Sarah

Children can then be selected from the list. If a child has a greyed out selection icon, this identifies that they are ineligible for an application. Please use the circle selection box next to each child you wish to process an application for, before clicking the blue 'Continue' button located at the bottom right of the screen.

Continue

- 3.5 This will bring you to the application screen shown below.

Disability Access Funding Application

Provide DLA Award letter and Parental Agreement details to proceed with Disability Access Funding application

This is the guidance text for parental agreement, please update me

Parental Agreement

☐ I will provide Parental Agreement by post

This is the guidance text for award letter, please update me

DLA Award Letter

☐ I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

- 3.6 Each section then needs to be reviewed. Please click browse to find the electronic copy of your parental agreement, or click the selection box to provide this by post. Please also carry out the same for the DLA Award letter. (Supported electronic files for both documents are: png,jpg,jpeg,gif,bmp,pdf,doc,docx)

Parental Agreement

☐ I will provide Parental Agreement by post

DLA Award Letter

☐ I will provide DLA Award Letter by post

- 3.7 Any further details can then be added in the final box. Please use this to add an supporting information for your application. Click the blue 'Continue' button once this information has all been added.

Details to support your Disability Access Funding claim

- 3.8 The final confirmation screen below will then be visible. If all of the information is correct please click the blue 'Submit' button. Click the yellow 'Back' button to go back to the previous screen.

Disability Access Funding Application
 Below is the summary of Disability Application Funding application

Child Details
 Name Daniel Blue
 Gender Male
 Date of Birth 01/01/2015
 Address 1 Gratrix Road, Bromborough, CH62 7BW
 Ethnicity
 First Language

Application Details

Provider	Test Daycare - Bromborough
Service Name	Test Daycare - Bromborough - Full Day Care
Parental Agreement by Post	Yes
DLA Award Letter by Post	Yes
Details to support your Disability Access Funding claim	Details

☐ All the DAF details provided by me are correct

Please note: you must select the tick box next to the message 'All the DAF details provided by me are correct' to submit the application.

3.9 Once the application has been submitted, the screen below will be visible to confirm the application including a reference number. Please click the blue 'Finish' button to return to the Disability Access Funding home page.

Application submitted

Your application for Amelia Ivory has been submitted. You will be notified of the result of your claim by a message to your provider portal account.

Application reference number for your information:
DAF-1808-9SCW21F9

The application reference above will help us with enquiries - please store it somewhere safe. If you have any further enquiries about your application or would like to take any further action please contact us at: PO Box 244 Shepherds Bush London E1

[Finish](#)