

Provider Portal – Advanced Payment Claims

STEP 1:
Select the “Funding” tab

STEP 2:
Select “Estimates” tab

STEP 3:
Find the correct term / funding type for the estimates you are going to submit and click “Select” from the relevant row.

EXAMPLE:
Year – 2018/19 (academic year commencing September 2018)
Term – Spring (commencing Spring 2019)
Funding Type – 2 Year Olds

STEP 4:
Input the estimated total number of funded hours for the term.

EXAMPLE:
195 hours is being submitted for all funded 2 Year Olds during the 2018/19 Spring Term.

STEP 5:
Click “Send Claim” to send the information to the FIS Team before the beginning of term.

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HOME **FUNDING** IMAGES
Summary Estimates Actuals Adjustments Eligibility Checker

Provider Headcount Records

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	Summary	Year	Term	Funding Type
Select		2018/19	EEF Spring	2 Year Olds
Select		2018/19	EEF Spring	3&4 Year Olds
Select		2018/19	EEF Autumn	3&4 Year Olds
Select		2018/19	EEF Autumn	2 Year Olds
Select		2017/18	EEF Summer	4 Year Olds

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Submit Estimate: 2018/19 EEF Spring - 2 Year Olds [CHANGE](#)

Estimate Number of Funded Hours for this Term:
Please enter a number, then 'Send Claim'

[Send Claim](#)

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