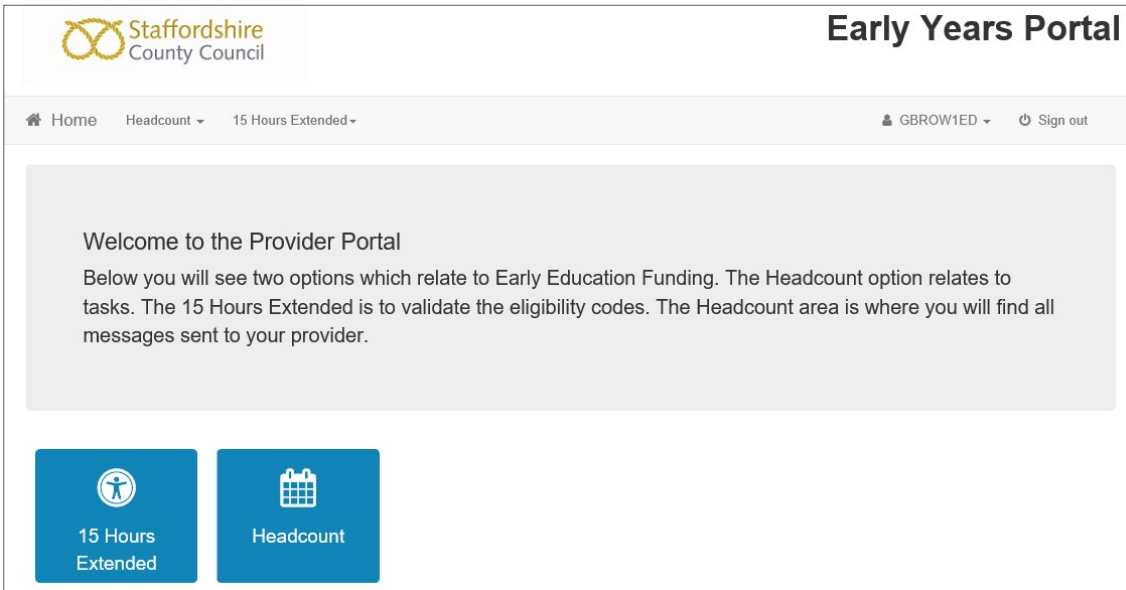


## Viewing and Downloading Statements

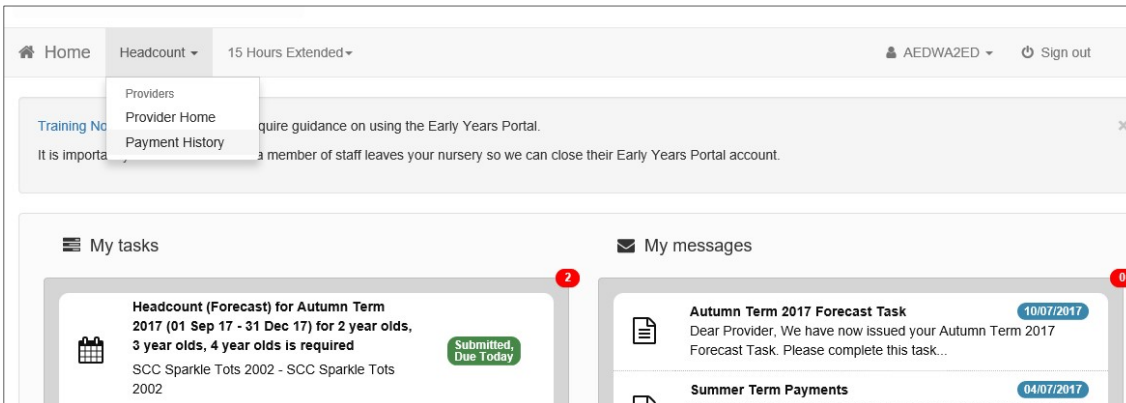
When you log in to the Provider Portal, you will be taken to the main Home Page which has two buttons:



The screenshot shows the 'Early Years Portal' home page. At the top left is the Staffordshire County Council logo. The title 'Early Years Portal' is on the top right. Below the header is a navigation bar with 'Home', 'Headcount', and '15 Hours Extended'. On the right of the navigation bar is the user name 'GBROW1ED' and a 'Sign out' link. The main content area contains a welcome message: 'Welcome to the Provider Portal. Below you will see two options which relate to Early Education Funding. The Headcount option relates to tasks. The 15 Hours Extended is to validate the eligibility codes. The Headcount area is where you will find all messages sent to your provider.' At the bottom are two blue buttons: '15 Hours Extended' and 'Headcount'.

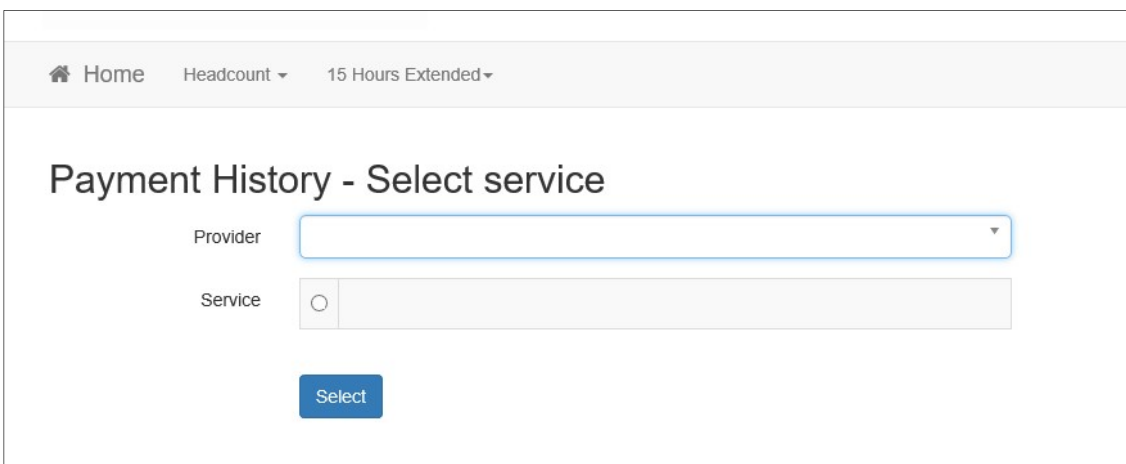
Click on the Headcount button to go to the Headcount Home Page.

In the top menu bar select Headcount and then Payment History from the drop-down menu.



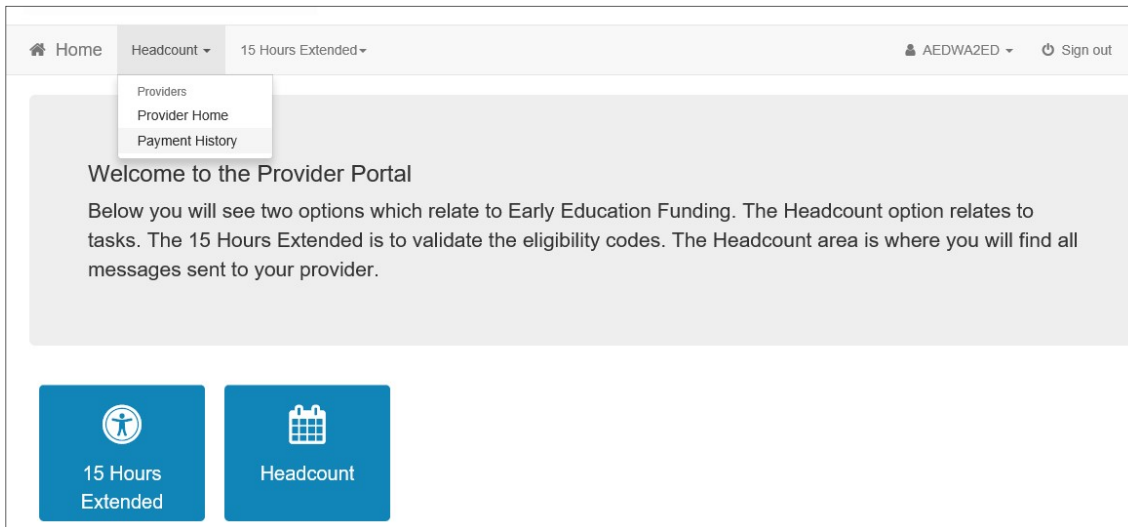
The screenshot shows the 'Headcount' page. The navigation bar now shows 'Home', 'Headcount', and '15 Hours Extended'. The user name is 'AEDWA2ED'. A dropdown menu is open under 'Headcount', showing 'Providers', 'Provider Home', and 'Payment History'. The 'Payment History' option is selected. Below the navigation bar is a message: 'Training Notice: require guidance on using the Early Years Portal. It is important that a member of staff leaves your nursery so we can close their Early Years Portal account.' The main content area is divided into 'My tasks' and 'My messages'. Under 'My tasks', there is a task: 'Headcount (Forecast) for Autumn Term 2017 (01 Sep 17 - 31 Dec 17) for 2 year olds, 3 year olds, 4 year olds is required' with a 'Submitted, Due Today' badge. Under 'My messages', there are two messages: 'Autumn Term 2017 Forecast Task' dated 10/07/2017 and 'Summer Term Payments' dated 04/07/2017.

This will take you to the Payment History - Select Service page.

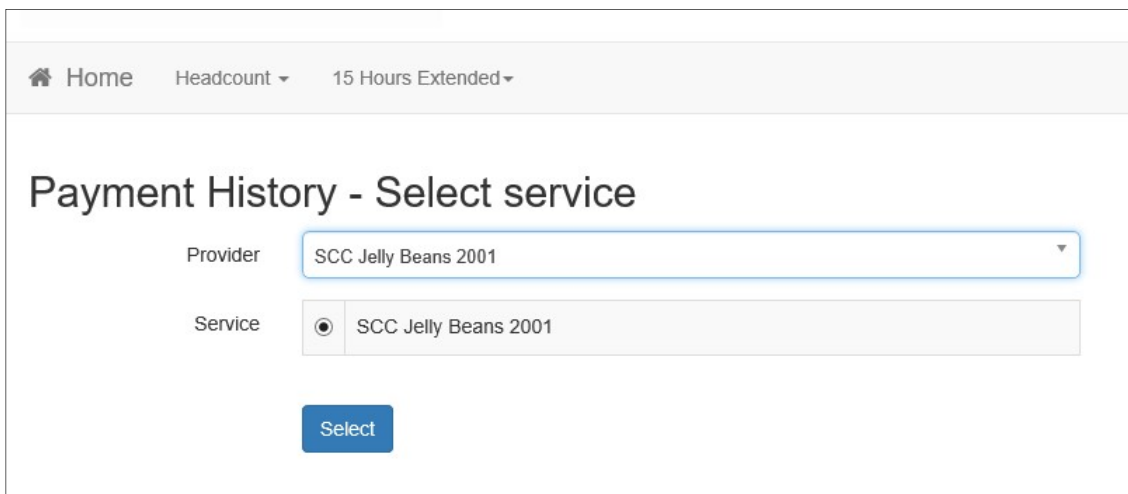


The screenshot shows the 'Payment History - Select service' page. The navigation bar shows 'Home', 'Headcount', and '15 Hours Extended'. The user name is 'AEDWA2ED'. The main heading is 'Payment History - Select service'. Below the heading are two input fields: 'Provider' (a dropdown menu) and 'Service' (a text input field). A blue 'Select' button is located below the input fields.

*Note: You can also access the Headcount drop-down menu straight from the main Home Page.*



If you manage a single Provision the name will show automatically and you can click Select to move on to the Payment History page to view your statements.



**Remember** – if you manage more than one setting you must select the correct Provision from the drop-down menu before clicking Select to move on to the Payment History page to view your statements.

Home Headcount ▾ 15 Hours Extended ▾

## Payment History - Select service

Provider

Service

SCC Jelly Beans 2001

SCC Sparkle Tots 2002

[Select](#)

You can now view and download your Statements for each term by clicking View Report.

Home Headcount ▾ 15 Hours Extended ▾ B2B ▾ Administration ▾
AEDWA1ED ▾ [Sign out](#)

## Payment History

SCC Jelly Beans 2001

14 Report(s)

Report Date	Description	Actions
03/07/2017	Summer Term 2017 Final Statement	<a href="#">View Report</a>
27/04/2017	Summer Term 2017 Interim Statement	<a href="#">View Report</a>
09/03/2017	Final Spring Term Statement	<a href="#">View Report</a>
05/04/2017	Spring Term 2017 Interim Statement	<a href="#">View Report</a>

The report will open up as a PDF which you can then save if you wish.



Payment of Early Years Grant from Staffordshire County Council

**SCC Jelly Beans 2001**

Spring Term 2016/2017 Statement

Two, Three & Four year old children

<u>Name</u>	<u>DOB</u>	<u>Actual Weeks Term</u>	<u>Pay Hours Week</u>	<u>Paid Hours This Term</u>	<u>Hourly Rate</u>	<u>Total £ per child</u>	<u>Stretched Places</u>	<u>Pupil Premium</u>
<b>Think2</b>								
Test Gwendoline	07/10/2014	13	15.00	195.00	5.00	975.00		
Smith Test	04/02/2015	13	15.00	195.00	5.00	975.00		
Test Archibald	21/11/2014	9	15.00	135.00	5.00	675.00		
Carter-Jones Test	04/06/2014	13	15.00	195.00	5.00	975.00		
<b>Total Think2 Children: 4</b>						<b>3,600.00</b>		
<b>3 &amp; 4 Year Old</b>								
Test Bruno	18/02/2013	13	15.00	195.00	4.38	854.10		PP
Hampton Test	24/09/2013	13	15.00	195.00	4.38	854.10		PP
<b>Total 3 &amp; 4 Year Old Children: 2</b>						<b>1,708.20</b>		
<b>3 &amp; 4 Year Old</b>								
Test Aurora	27/09/2012	13	15.00	195.00	3.85	750.75		
Calderdale Test	03/01/2013	13	15.00	195.00	3.85	750.75		
Test Bonnie	25/01/2014	13	15.00	195.00	3.85	750.75		
Hopton-Neville Test	16/03/2014	13	15.00	195.00	3.85	750.75		
Test Sheridan	14/09/2013	13	15.00	195.00	3.85	750.75		
Collins Test	14/08/2013	13	15.00	195.00	3.85	750.75		
<b>Total 3 &amp; 4 Year Old Children: 6</b>						<b>4,504.50</b>		
<b>Total Children At Setting: 12</b>						<b>9,812.70</b>		

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