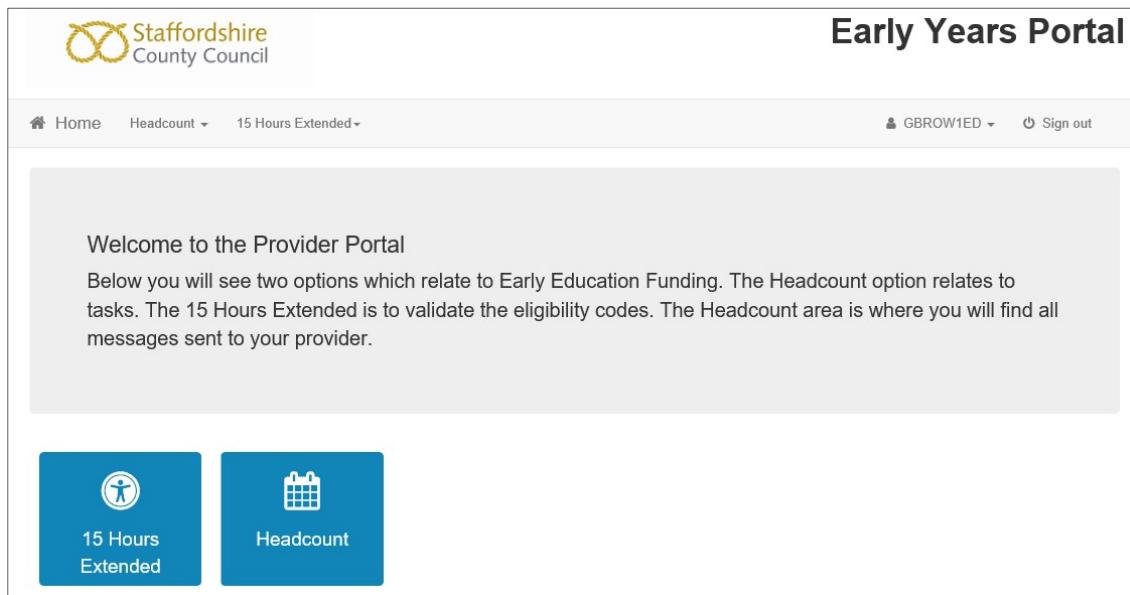


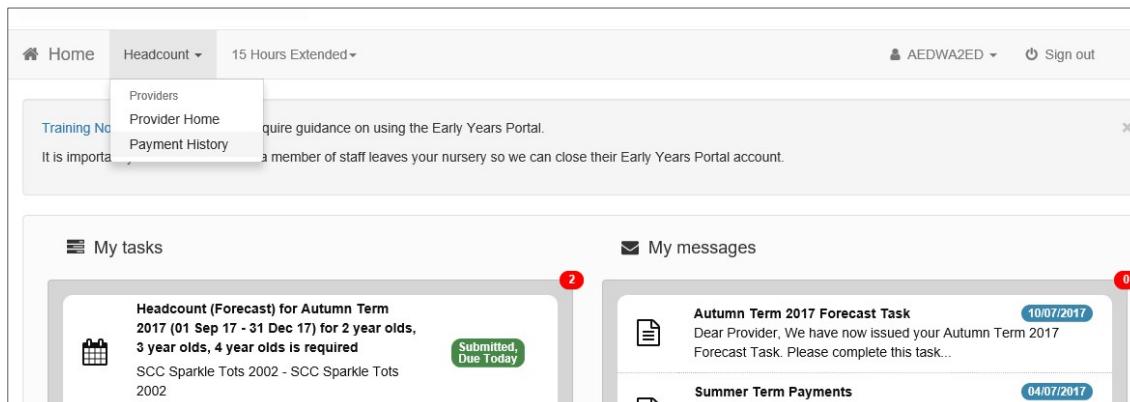
## Viewing and Downloading Statements

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

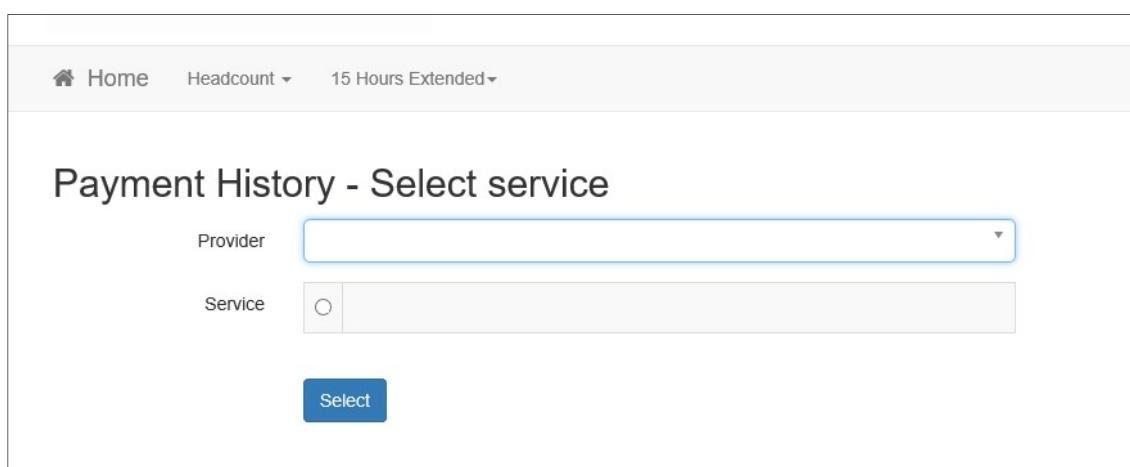


Click on the Headcount button to go to the Headcount Home Page.

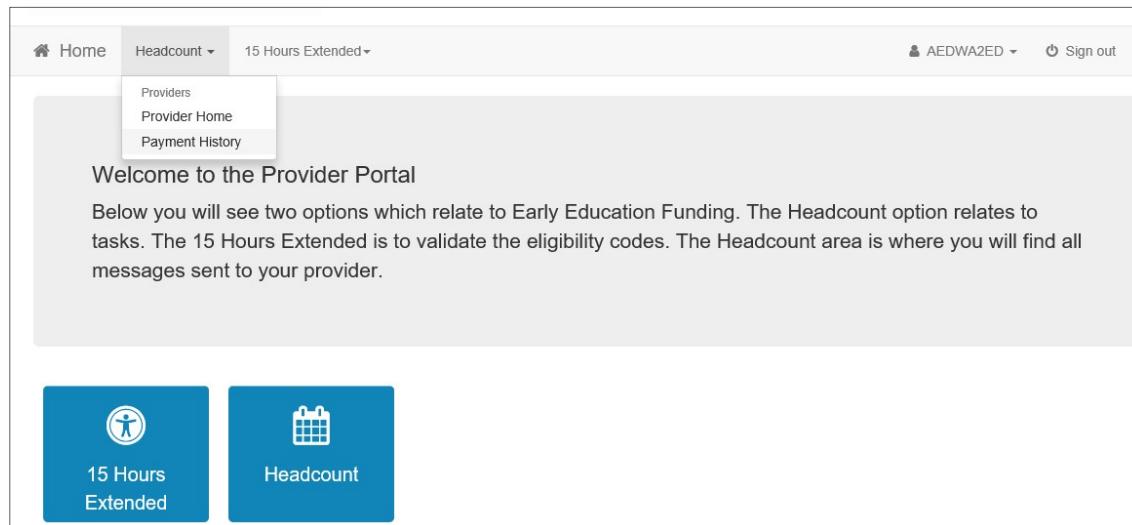
In the top menu bar select Headcount and then Payment History from the drop-down menu.



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



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



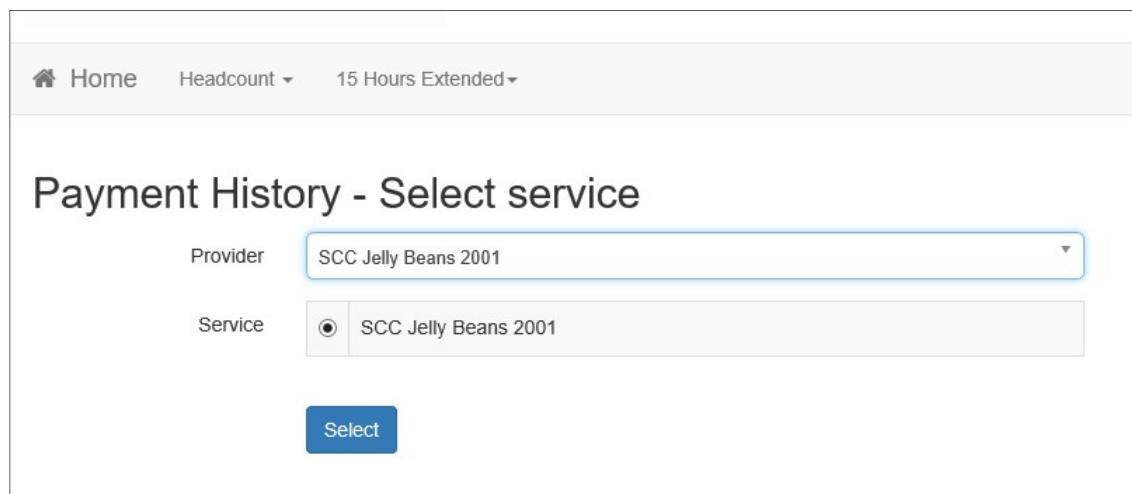
Welcome to the Provider Portal

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.

**15 Hours Extended**

**Headcount**

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.



**Payment History - Select service**

Provider: SCC Jelly Beans 2001

Service:  SCC Jelly Beans 2001

**Select**

**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: SCC Jelly Beans 2001

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>
05/01/2017	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

Name	DOB	Actual Weeks Term	Pay Hours Week	Paid Hours This Term	Hourly Rate	Total £ per child	Stretched Places	Pupil Premium
<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		
<u>Hopton-Neville Test</u>	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>		

the knot unites