

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 on the relevant row.

EXAMPLE:
Year – 2024/25 (academic year commencing September 2024)
Term – Spring (commencing Spring 2025)
Funding Type – 2 Year Olds

The screenshot shows the 'Funding' tab selected in the top navigation bar. Below it, the 'Estimates' sub-tab is active. The main content area displays 'Estimates Head Count Records for 2024/25 - EEF Spring'. On the left, a list of academic years is shown, with '2024/25' selected. Under '2024/25', two terms are listed: 'EEF Spring' (with a green checkmark) and 'EEF Autumn' (with a red X). The 'EEF Spring' term has a submission period of '29-Nov-2024 to 27-Apr-2025'. On the right, a table shows funding types for the selected term. The table has columns for 'Funding Type', 'Ready To Process', and 'Processed'. The 'Ready To Process' column is further divided into 'Office use only' and 'Processed'.

Funding Type	Office use only	
	Ready To Process	Processed
2 Year Olds		
3&4 Year Olds		
9 Month - 2 Year Old		

Submit Estimate: 2024/25 EEF Spring - 2 Year Olds CHANGE

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

EXAMPLE:
180 hours is being submitted for all funded 2 Year Olds during the 2024/25 Spring Term.

STEP 5:
Click "Send Claim" to send the information to the FIS Team before the agreed deadline date.

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

Send Claim