

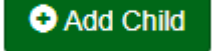
Applying for Talking 2s funding on Parent Portal

1. Create a username and password at Parent Portal, and fill in your details.

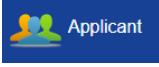
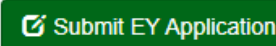
The 'Account Details' form includes the following fields: Title* (dropdown menu), Forename*, Middlename, Surname*, Evening Phone, Daytime Phone, Mobile Phone, Email Address*, and Confirm Email Address*. There is also a 'Change Password' section with radio buttons for 'Yes' and 'No'. A 'Next >>' button is at the bottom.

2. Add your address.

The 'Address Details' form includes the following fields: Primary (first line of address)*, Secondary (second line of address), Street*, Locality, Town, County, Postcode* (with a 'T' in the input), and Home Local Authority. Navigation buttons at the bottom include '<< Back', 'Search Again', and 'Next >>'.

3. Click on  to add the child you are applying for.

The 'Details' form for a child includes: Forename*, Middlename, Surname*, DOB* (DD/MM/YYYY), Gender* (Male/Female), a checkbox for 'Is the child address the same as the applicants address?', a checkbox for 'Child due to change address in the near future?', 'Your current Local Authority' (dropdown menu), and 'Current School' (dropdown menu). A note at the bottom states: 'Leave "current school" blank as this is not applicable'.

4. Under the  heading there will now be a green button: 

These are **your** details, not your child's.

Talking 2s Applicant Details

Please specify the required Talkings 2s application details. Click the Submit Talking 2s Application button to submit the Application.

The 'Details' form for the applicant includes: NI Number, NASS Number, and DOB (DD/MM/YYYY)*. Navigation buttons at the bottom include 'Cancel' and 'Submit EY Application'.

If you're eligible, you will get a code to give to your childcare provider.

If you receive a message saying **"No Trace - Check Data"** please double check your Applicant Details (4) as this means the automated eligibility checker cannot find your details. You can also contact the Early Years team on 01952 385423.