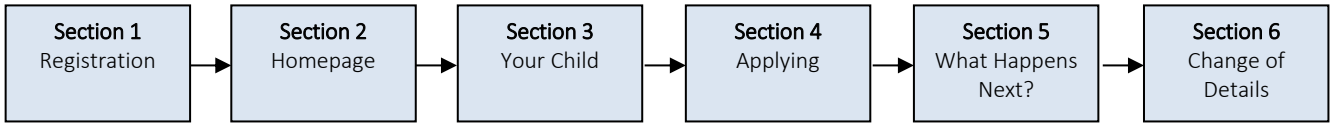


# Citizen Portal 30 Hours



## SECTION 1 – Registration

Please note if you already have account, you can skip straight to Section 2

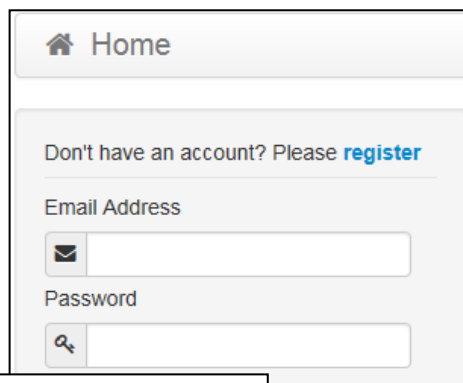
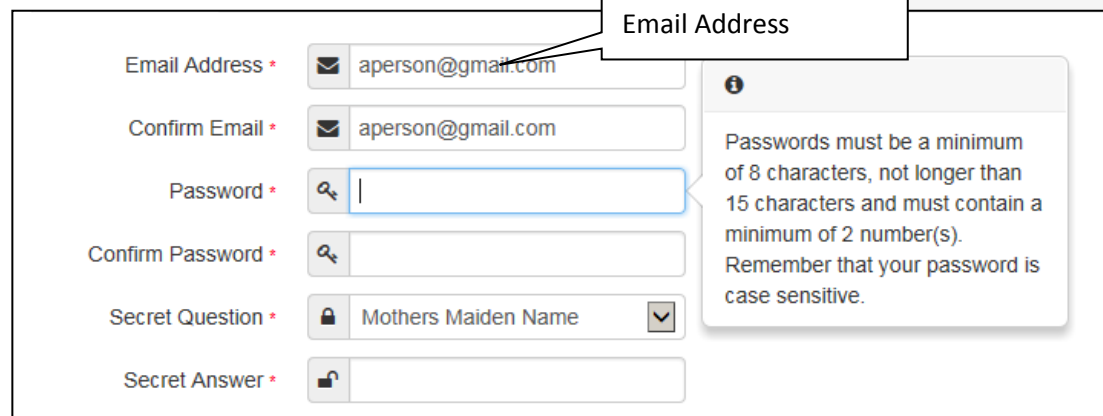
[Slough Citizen Portal](#)

The link to make an application for Two Year Old funding will take you to the home page

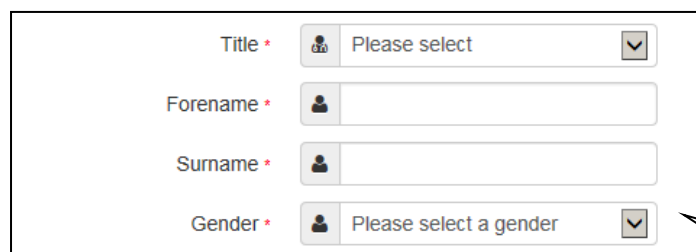
Select the **register** link

### Security Details

Complete the Security Details

### About you



Answer to your question in case you forget your password

### Contact Details

Enter your Postcode and press

Find Address

Select

When you find your address press

To find your home address please enter your postcode and then click Find Address. If you do not know your postcode, look it up [here](#). If your address is not listed, press the 'Enter Address Manually' and type the correct address in the boxes provided

Postcode \*

Find Address

Enter Address Manually

25, Milton Road, Clapham, Bedford, MK41 6AS  
44, Milton Road, Clapham, Bedford, MK41 6AS  
**66, Milton Road, Clapham, Bedford, MK41 6AS**  
85, Milton Road, Clapham, Bedford, MK41 6AS  
101, Milton Road, Clapham, Bedford, MK41 6AS

Select

Enter Address Manually

If you cannot find your address you add your address manually -

After telling us where you live provide us with at least one telephone number

House Number	<input type="text" value="66"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="Milton Road"/>
District / Village	<input type="text" value="Clapham"/>
Town	<input type="text" value="Bedford"/>
County	<input type="text"/>
Postcode *	<input type="text" value="MK41 6AS"/>
Country	<input type="text" value="United Kingdom"/>

Find Address

Please supply a telephone number where you can be contacted during normal office hours, if necessary.

Home Phone	<input type="text"/>
Mobile Number	<input type="text" value="07845487541"/>
Work Phone	<input type="text"/>

Submit Registration

\* Required field

Submit Registration

Finally press

## Nearly done...

We've sent you an email containing a link. You'll need to click the link to confirm your email address as your new username.

You will then receive an email

Thank you for registering with the Citizen Portal.

To activate your account we need you to confirm your email address is valid. To do this, click on the link below this will take you to a page where you can enter your password and login.

[https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116\\_c24f5101-36c5-4450-853c-3141565009aa](https://vm2008x64r2/CitizenPortal/Account.Mvc/CompleteRegistration/1116_c24f5101-36c5-4450-853c-3141565009aa)

*Please note: if you are unable to click on this link, carefully copy and paste the text into your Internet browser.*

Kind Regards, Portal Administrator

Click on the link or copy and paste it into your Internet Browser

## Thank you for registering

Thank you for confirming your email address. Your registration is now complete. When you sign in, use your email address as your username.

 Home


Press the Home button

Don't have an account? Please [register](#)

Email Address



Password



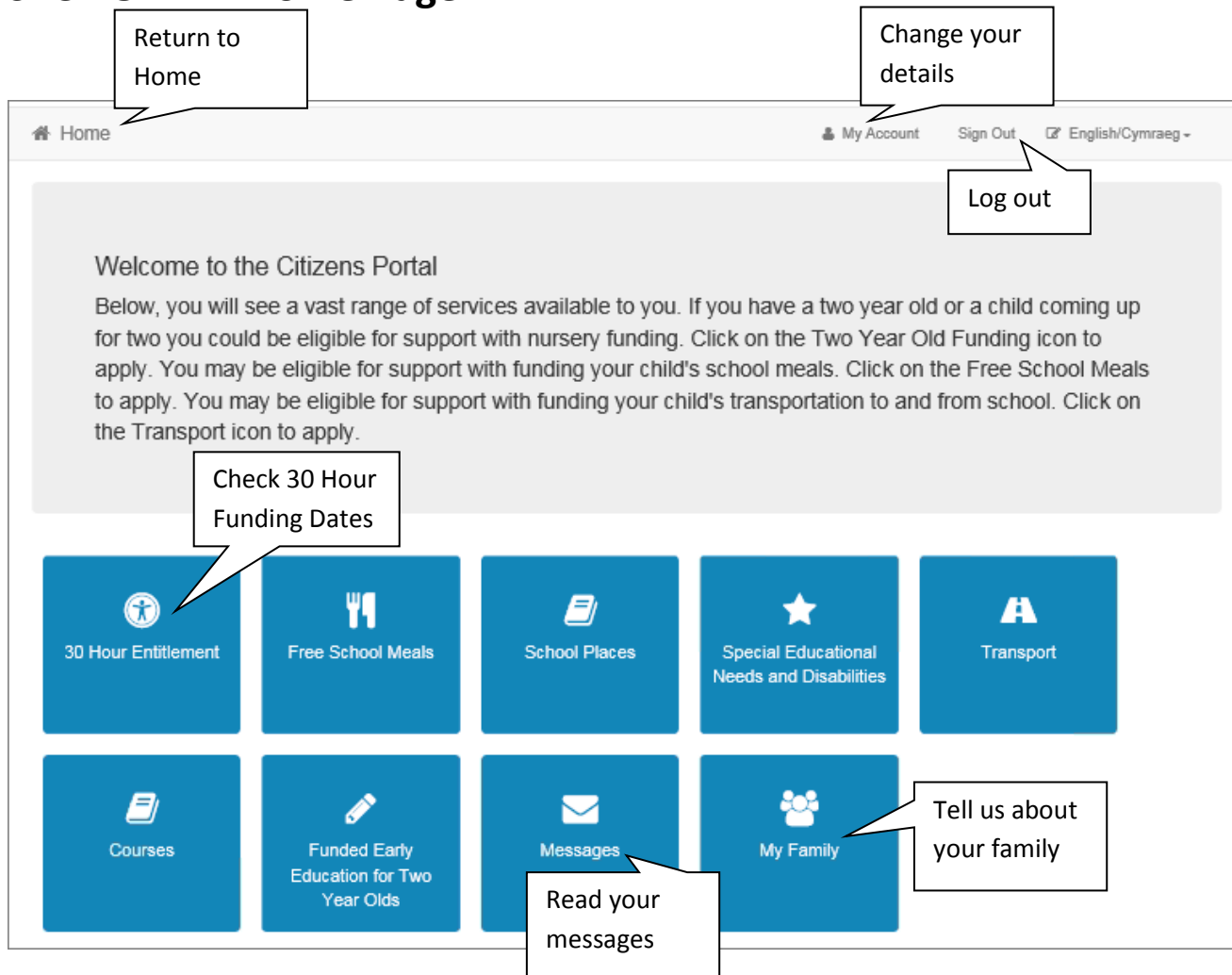
Login

[Forgotten your password?](#)

Login

Enter your Email address and Password and press

## SECTION 2 – Home Page



Return to Home

Change your details

Log out

Welcome to the Citizens Portal

Below, you will see a vast range of services available to you. If you have a two year old or a child coming up for two you could be eligible for support with nursery funding. Click on the Two Year Old Funding icon to apply. You may be eligible for support with funding your child's school meals. Click on the Free School Meals to apply. You may be eligible for support with funding your child's transportation to and from school. Click on the Transport icon to apply.

Check 30 Hour Funding Dates

30 Hour Entitlement

Free School Meals

School Places

Special Educational Needs and Disabilities

Transport

Courses

Funded Early Education for Two Year Olds

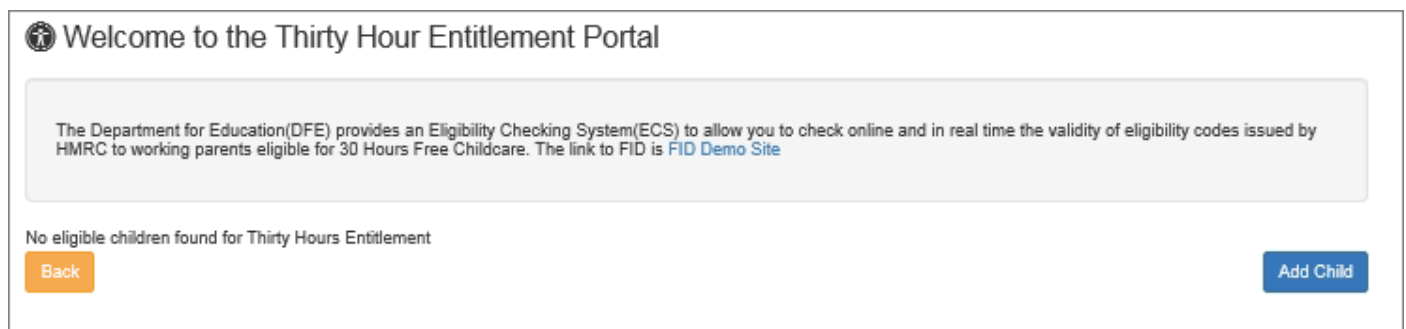
Messages

My Family

Read your messages

Tell us about your family

## SECTION 3 – Adding your Child and 30 Hours Funding Check



Welcome to the Thirty Hour Entitlement Portal

The Department for Education (DFE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. The link to FID is [FID Demo Site](#)

No eligible children found for Thirty Hours Entitlement

Back

Add Child

If you have used this website before you may be presented with details of your children, if they are eligible for Thirty Hours Entitlement you will be able to select and check. If you have not already added your child's details, you can add these by selecting the tab - [Add Child](#) and enter the details of the Child

### Add Child

Add a child

Forename *	<input type="text" value="Daisy"/>
Middle Name	<input type="text"/>
Surname *	<input type="text" value="User"/>
Gender *	<input type="text" value="Female"/>
Date of Birth *	<input type="text" value="31/12/2014"/>
My Ethnic Group *	<input type="text" value="BLA - Black, African heritage"/>
Display First Language *	<input type="text" value="English"/>
Relationship to Child *	<input type="text" value="Father"/>

Your relationship to this child (i.e. you are the Father of this child)

Parental Responsibility \*  Yes  
 No  
If you have legal responsibility for this child, select Yes

Select Address \*

Select the Address for the Child or add a new one

Press

Select your child from the list

## Welcome to the Thirty Hour Entitlement Portal

The Department for Education (DFE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. The link to FID is [FID Demo Site](#)

Children whose age is covered by Thirty Hours Entitlement

Enter your National Insurance Number and Eligibility Code

Note: The Eligibility code was provided by HMRC when you originally registered for 30 Hour Funding

Press **Retrieve Entitlement Dates** to show the date you can take up the Extended Funding from, and the date range you must re-confirm your Eligibility between, to keep your funded place going forward

Press **Choose Providers to share Entitlement Details**

Select Providers to share the details of Entitlement to Extended Hours

Note: Only the Providers who Offer the Extended Childcare will be available for the selection below, Providers who are not Offering Extended Childcare Services are greyed out

Select Provider

Selected Providers Details not shared with any Provider.

Select a Provider to Share your details

Press  to send the details, you can select more Childcare Providers by repeating this

Welcome to the Thirty Hour Entitlement Portal

Select Providers to share the details of Entitlement to Extended Hours

Note: Only the Providers who Offer the Extended Childcare will be available for the selection below, Providers who are not Offering Extended Childcare Services are greyed out

Select Provider

Selected Providers St Marks

If you change your mind you can Press  or Press  to return to the Child Page

Welcome to the Thirty Hour Entitlement Portal

The Department for Education (DFE) provides an Eligibility Checking System (ECS) to allow you to check online and in real time the validity of eligibility codes issued by HMRC to working parents eligible for 30 Hours Free Childcare. The link to FID is [FID Demo Site](#)

Children whose age is covered by Thirty Hours Entitlement

**In the Correct age group**

**Daisy User**  
 Date Of Birth: 31-Dec-2014  
 Current Age: 3

The Earliest Date to take up an Extended Hours place:  
 01-01-2018

Date Range to re-confirm Extended Hours Eligibility  
 Code: 03-08-2018 to 31-08-2018

You can perform the following actions

- Retrieve Entitlement Details
- Choose Providers to apply for Extended Hours Placement
- Review Entitlement History

Entitlement and Recheck Dates


Choose more Providers to Share details with

Review History

Selecting [Review Entitlement History](#) in the future, will show the history of changes and rechecks

### Entitlement History

Use this screen to review entitlement history for this child.



**Daisy User**  
 Date Of Birth: 31-Dec-2014  
 Current Age: 3

These details are shared with the following providers: Aoom Nursery, St Marks

Filter using any keyword

Entitlement Details last retrieved On	Earliest Date to take up 30 Hrs place	Eligible From	Eligible To	Grace Period End	Extended Entitlement Status	Parent's NI Number	Eligibility Code
15/Mar/2018	01/Jan/2018 Spring	01/Apr/2017	31/Aug/2018	31/Dec/2018	Eligible	NB537281C	50000124587

## SECTION 5 – What happens next?

Once you have shared your details, you can contact the Childcare Providers who will be able to organise childcare with you, they will already have details you have shared with them, and may contact you.

Note: Sharing does not guarantee that a funded place will be available for the days you require

## SECTION 6 – Changing your details

Home
My Account
Sign Out

My Account

**My Account**

- Personal Details
- Contact Details
- Change Email Address
- Change Password
- Change Secret Question
- Change of Circumstances

**Personal Details**

Title

Forename

Surname

Gender

[Save](#)

You can change your details, and find out how to tell us about other changes in your circumstances

*End of document*