



Getting Started

Make sure each item is up to date

Organisations Details

My Account > Organisation Profile

Confirm Service Provider Details

My Account > Manage Service Providers > Click on Service Name > Review and Press Submit

Primary Authorised User (PAU)

My Account > Manage User Roles

Portal Users

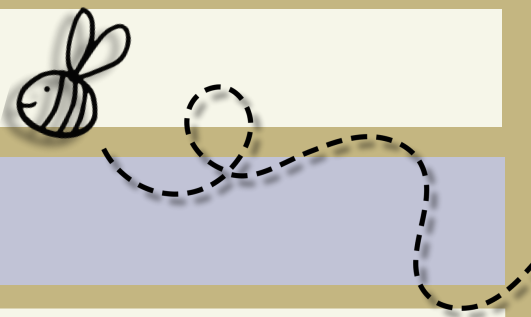
My Account > Manage User Roles

Bank Account

My Account > Bank Account

Tusla Registration

My Account > Tusla Reg Maintenance



NCS

Create Service Calendar

My Account > Service Calendars

Create your Fee Table and Submit

My Account > Service Fees

Activate NCS Funding Agreement

Programmes > Programme Applications & Returns > All Programme Applications > Available Programme Applications

Complete Parent Statement

My Account > Online Parent Statement

Important Note: We recommend that you have your Core Funding application submitted for the 25/26 year before activating the Parent Statement.

Issue Fee Table and Parent Statement

One for each family to be signed and kept on file within 20 working days of child starting in service. This must also be displayed in service and online.

Advise parents/guardians to apply for NCS award in the NCS applicant portal **www.ncs.gov.ie**

Retrieve approved CHICK from parent/guardian and register CHICK on Early Years Hive.

Programmes > NCS > Child Registrations > Retrieve a CHICK

Advise parent/guardian to make sure claim is correct and confirm claim through their NCS portal

Payment will not begin until parent has approved claim

Important Notes

- Parent/guardian applying for NCS must have a verified MyGovID.
- Guide parent/guardian to NCS website and application guide in order to support the process.
- Advise parent / guardian of the Parent Support Centre available on 01 906 8530