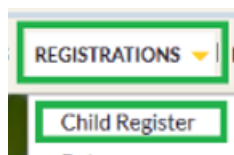
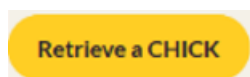


Register a Child with a Service Provider

- 1) Click on **Registrations** and select **Child Register**



- 2) Click on **Retrieve a CHICK**
Enter in Child details here including the CHICK



- 3) Click on **Next**



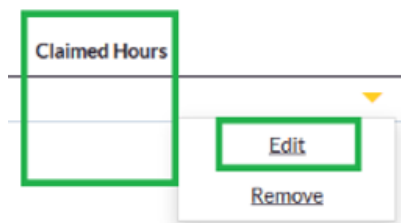
- 4) Enter in the **Start and End date** of the Claim

Start Date *	End Date *
15/07/2019	12/07/2020

- 5) Click **Next**



- 6) Click the dropdown arrow under **Claimed hours**
Select **Edit**

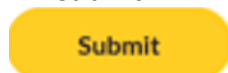


- 7) Select **YES/NO** to edit at a weekly level

Do you wish to edit claim detail at a weekly level?

No Yes

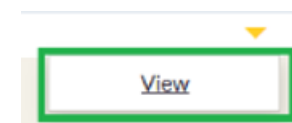
- 8) Enter details under **Claimed hours** and select **Submit**



- 9) Click **Submit** once more from the main screen



- 10) To view the claim, click the dropdown and click **View**



- 11) There are 3 options under edit claim
**** see end of sheet for full explanation**



- 12) Once editing is done select on **Submit**



****NOTE after point 12**

A Notification email will be sent to the Parent on the Applicant portal under NOTIFICATIONS

The parent will now have to CONFIRM the registration at this stage

Note from point 11

View/Edit Weeks - Service Provider user can a list of the Claim Weeks, can edit one or multiple selected claim weeks

Week/Bulk Editing - Submission of the changes, to “activate” the claim week change, Service Provider user has to click on submit button

Add weeks – The Service Provider may extend claims on any existing and in date CHICKS that have been previously retrieved. They do this by “adding weeks”. This may occur, e.g. where claims have only been made on part of the CHICK or where the CHICK was retrieved but no claim yet made.

End claim – Service Provider must enter date (Monday) from which would like cancel claim. A Service Provider can cancel a claim for a week or range of weeks if they have not been ‘approved for payment’.

**** If a claim has ended a Notification is sent to the parent on the Applicant portal**