

Request for a Durham Provider Portal User ID

Durham County Council's Provider Portal is used by childcare providers to electronically submit financial and personal information. Due to the highly sensitive nature of these details, you have a legal duty to protect this data.

By signing this agreement you are agreeing that as a data user, you and your staff are individually responsible for safeguarding your data and password/system access. The information provided must be accurate and of a consistent high standard. We would encourage you to write your own password and data policy to support the safety of this information. You may wish to consider including a procedure for when staff leave the provision.

To receive your user ID and password to enable you to access the system, please complete this form and return it to EYfunding@durham.gov.uk.

Provider Name:

PART A: Details of person requesting User ID

Name

E-mail address

Access required:

Access Forms

View Funding

Submit Headcount

Signature

Date

Please remember you are able to contact the Early Years Funding Team (EYfunding@durham.gov.uk) if you require your password or username to be reset.

PART B: Details of person authorising request for User ID

(Note Part B may not be relevant to all parties e.g. a childminder would only need to complete Part A of this form)

I authorise the employee shown in Part A of this form to be issued with a User ID and password to access the Durham County Council Provider Portal.

Signature

Date

Name

Position