EARLY YEARS AND CHILDCARE

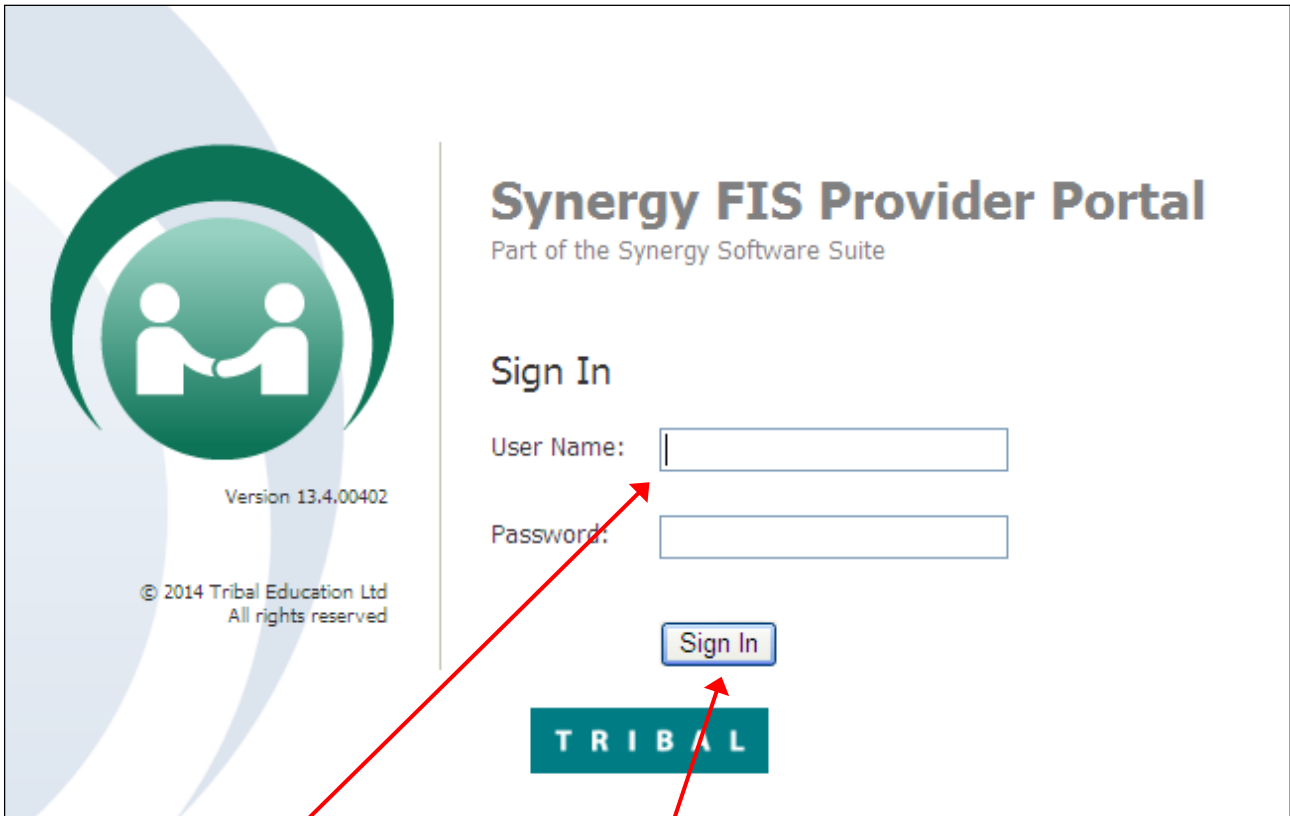Provider Portal – How to "logon"

To access the online service it will be necessary to have internet access.

The link to the online service is – www.norfolk.gov.uk/eyproviderportal

Once the link has been inserted into your browser the following page will appear –

Insert your user name, password and click the sign in button

Forgotten your user name or password

Help Needed? Telephone (01603) 222300 Option 1

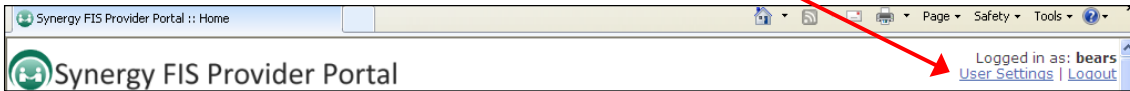The Home Page will appear once the sign in button has been clicked

Once logged in, if the online service is not updated for a period of time it will "time out". It is therefore **IMPORTANT to routinely save data to avoid any potential loss**. If you are timed out, it is possible to log in again.

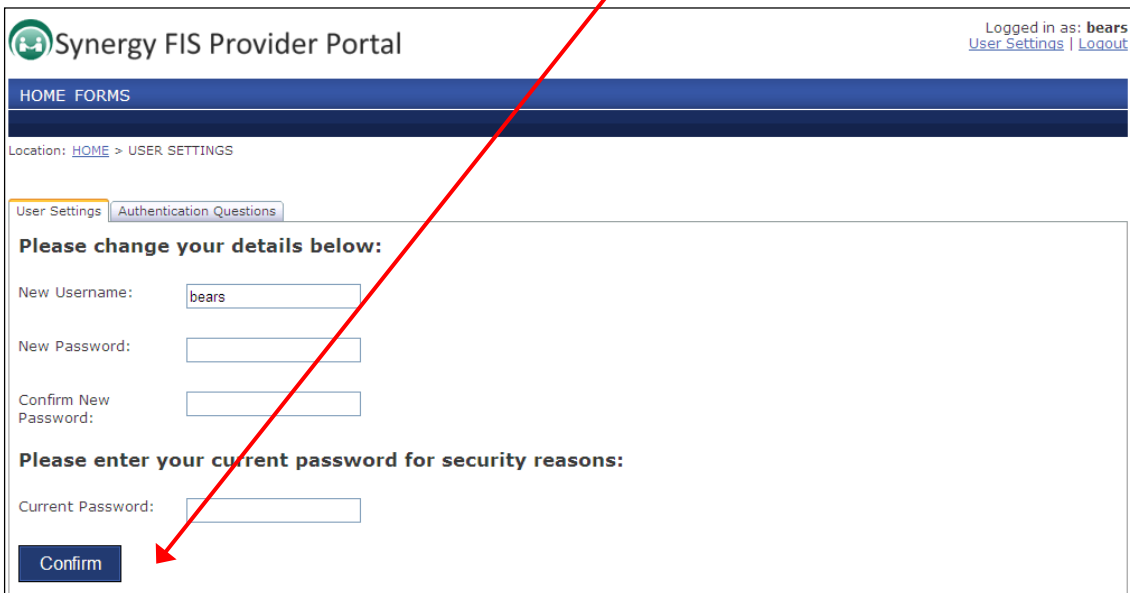# EARLY YEARS AND CHILDCARE
Provider Portal – How to "logon"
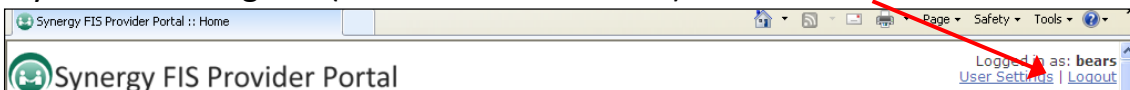
Passwords

To update your password, select USER SETTINGS

Update your user record and select CONFIRM
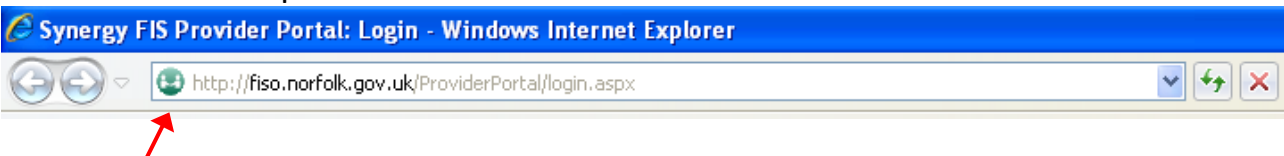Please DO NOT amend the User Name issued to you by the Local Authority

To log out

If you wish to log out (exit the online service) select LOGOUT

Desktop shortcut

To create a desktop shortcut –

Click the icon and without releasing, drag the icon to a space on your desktop