

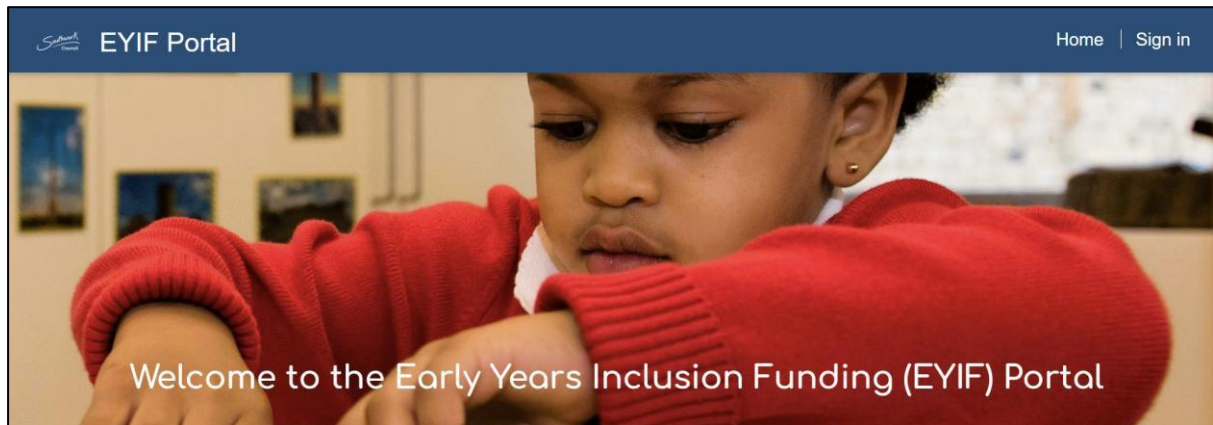
EYIF Provider Portal User Guide

Contents

- 1. How to log into the portal for the first time 2**
- 2. How to create a new application 4**
- 3. How to manage ongoing applications 9**
 - 3.1 Draft Applications 9
 - 3.2 Awaiting Parent Signatures 10
 - 3.3 In Progress Applications..... 11
 - 3.4 Further information required 12
- 4. How to see completed applications 14**

1. How to log into portal for the first time

1. You will receive an email from EYIF@southwark.gov.uk with your username and instructions.
2. Visit eyif.southwark.gov.uk and click “**Sign in**” at the top right of your screen. 



3. On the next page, click “**Login**.”

Sign in with an external account

Login

4. Click “**Forgot your password?**”

Sign in

Sign in with your email address

Please enter your Email Address

Please enter your password

[Forgot your password?](#)

Sign in

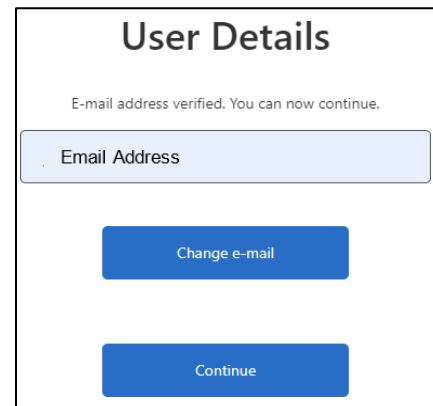
5. Type in your username (this is your email) and click “**Send verification code**”.

User Details

Send verification code

6. You will receive a verification code via email. Type in this code and then click **“Verify code.”**

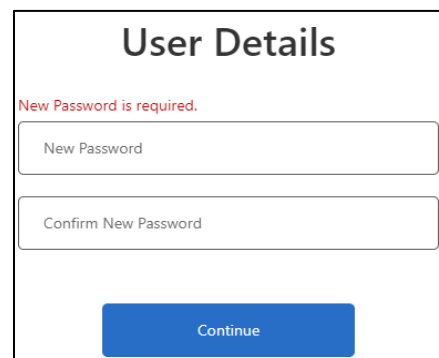
7. When the email address is verified, click **“Continue.”**



The form is titled "User Details". Below the title, it says "E-mail address verified. You can now continue." There is a light blue box labeled "Email Address". Below this box are two blue buttons: "Change e-mail" and "Continue".

8. **PLEASE NOTE:** You may be asked to verify again. If so, **repeat steps 5 – 7.**

9. Create your new password and then click **“Continue.”**



The form is titled "User Details". Below the title, it says "New Password is required." in red. There are two input fields: "New Password" and "Confirm New Password". Below these fields is a blue button labeled "Continue".

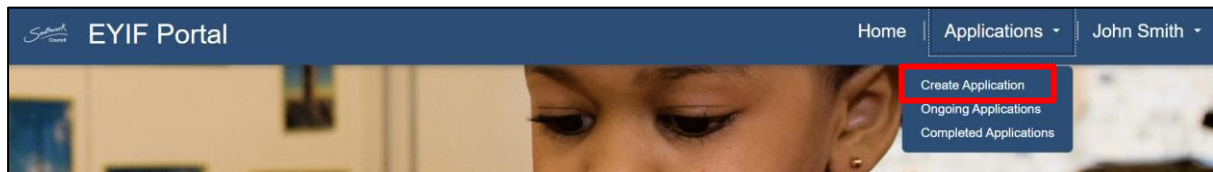
10. You should now be able to sign in and see your name in the top right corner of the page.



2. How to create a new application

NOTE: The questions will be slightly different between the application types

1. From the homepage, click on “**Applications**” and then select “**Create Application**”



2. Read through the **disclaimer** text carefully.
3. You must confirm both statements by ticking the checkbox's and ensure the correct provider is selected before you can continue. You can then click “**Next**”.

Please confirm you have sought the parents verbal consent for both step 1 and step 2 of the application process

I confirm I have shared the information with the parent about how their child's data will be processed. ☒

I confirm I have the parent's verbal consent to start an application for their child/ren ☒

Select Provider Name *

JT Primary School

4. Complete all the details for the **New Application** and then click “**Next**”.

New Application

16%

Application Type *

Tier one

Your First Name

John

Your Last Name

Smith

Your Role *

Officer

Previous **Next**

5. Add the details of the **child**

Add details of the Child

Child First Name

Child last name

Child NHS Number

Child Date of Birth

📅

Add Child

6. After adding the name, NHS number and DOB, click **“Add Child”**

(If a child with the same NHS number but different name/DOB exists you will see an error message. If this happens you will need to contact earlyyearsinclusion@southwark.gov.uk)

*(For **group** applications, you will need to add the details all 3, 4 or 5 children before you can continue)*

7. The child will now be added to the application. Please check the details carefully and then click **“Next”**

Add details of the Child

Children in the application

First Name (Child)	Last Name (Child)	NHS Number (Child)	Date of Birth (Child)	
test	child1	1111111111	01/01/2025	🗑️

Previous

Next

(If you need to remove a child, click the “dustbin” icon on the right)



8. You will now need to add further details for each child in the application. Click on the **“Add details”** at the far right of the page.

Completed	First Name (Child)	Last Name (Child)	NHS Number (Child)	Date of Birth (Child)	Sex of Child	Parent First Name	Parent Last Name	
✖	test	child1	1111111111	01/01/2025				Add details

9. Answer all the mandatory questions, indicated with an * for the child

Edit Child Details

EYIF Application
AP-1431
Child First Name
test
Child Last name
child1
Sex of Child *
Select
Child Ethnicity *
Select
Child Language *
Select
Child UPN *
Does the child have any siblings that you have applied for EYIF, either currently or previously? *
Select

NOTE: for the parent's details section:

- Email communications are preferred, however, if the parent does not have an email, you can send the Docusign consent form via SMS (Text).
- In **Group** applications, you cannot use the same parent's name for more than one child. When siblings or multiple children share a parent, include the child's first name in brackets after the parents' surname. Example: John Smith (Teddy).

10. Once all child details are added correctly, the 'Completed' section for that child will change from a *red cross* to a *green tick*. You can then click "**Next**"

<u>Completed</u>	<u>Completed</u>
	

11. Complete all the mandatory * questions.

Entitlement information	Diagnosis information
Status Reason Draft	Does the Child have a diagnosis? * Select
Date of Admission to Setting * DD/MM/YYYY	Have you made a referral? Select
Number of hours attending * Select	PROFESSIONAL INVOLVEMENT
Is the Child Accessing a Reduced Timetable ? * Select	Are any other professionals involved with the child? * Select
Assessment	
Child Known to Social Services * Select	

12. For **Diagnosis** information, **Referrals** and **Professionals**, you can add multiple records for each of these sections.

Add child's diagnosis

Add Diagnosis

Diagnosis	Diagnosis Date
test	07/04/2025
test 2	04/11/2024

13. You can **save** your progress at any time if you wish to leave and complete the application later.



Previous

Save

Next

Cancel

14. The next page requires you to complete the “**Development Overview**” and “**Funding Allocation**” sections.

Development Overview: Only the **Baseline Development Overview** is mandatory ***; however, you are expected to complete Term 1, 2 and 3 if you have passed this stage in the academic school year at the time you **submit** the application.

Details for application

Baseline Development Overview (in months)

Baseline Date ***

DD/MM/YYYY

Communication and Language ***

Select

Personal, Social and Emotional Development ***

Select

Physical Development ***

Select

Term 2 - Development Overview (in months)

Date

DD/MM/YYYY

Communication and Language

Select

Personal, Social and Emotional Development

Select

Physical Development

Select

Term 1 - Development Overview (in months)

Date

DD/MM/YYYY

Term 3 - Development Overview (in months)

Date

DD/MM/YYYY

Funding Allocation: Please be as **detailed as possible** when listing how you will use the funding that you are applying for. This supports the panel determine the level of funding required and will inform any future auditing.

Funding Allocation

Will the funding be used for additional resources? *

Select

Will the funding be used for training? *

Select

Will the funding be used for 1:1 support? *

Select

Is there anything else the funding will be used for? *

Select

15. On the final page, complete the “**Actions, impact and monitoring**” section and **upload any supporting documents** required or that you feel will support your application.

Actions, impact and monitoring

What have you put in place so far to help the child? Please include how you have incorporated the 'Asses, Plan, Do, Review' cycle. *

What has been the impact of these actions you put in place? *

Explain how you will use the funding you are applying for? *

Explain how you will monitor and review the provision you will put in place to ensure it is having a positive impact *

Attach supporting documents

Add files

There are no folders or files to display.

Please refer to guidance to ensure the correct documents are added. [Document Guidance](#)

16. You can now submit your application by clicking “**Send Application**”.
*This will first be sent to the parent/guardian for **DocuSign** approval and then submit to the Southwark Early Years Inclusion Team for review.*

Previous

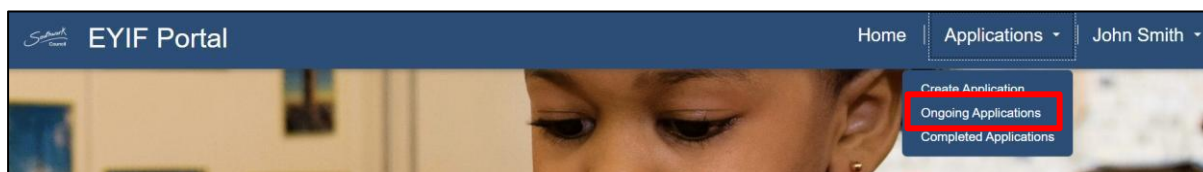
Save

Send Application

Cancel

3. How to manage 'Ongoing Applications'.

1. From the homepage, click on “**Applications**” and then select “**Ongoing Applications**”



*Note: If you have access to **multiple settings**, it will ask you to pick a setting or 'view all'.*

2. The 'Ongoing Applications' page is split into 3 sections. '**Draft Applications**', '**Awaiting Parent Signatures**' and '**In Progress Applications**'.

Draft Applications

Application Id	Funding Type	Provider	Child First Name	Child Last Name	Date Of Birth	Action
AP-1433	Tier two	JT Primary School	test	child2	02/02/2025	Update Delete

Awaiting Parent Signatures

Application Id	Funding Type	Provider	Child First Name	Child Last Name	Date Of Birth	Action
AP-1434	Group	JT Primary School	test	child1	01/01/2025	View Details

In Progress Applications

Application Id	Funding Type	Provider	Child First Name	Child Last Name	Date Of Birth	Status	Action
AP-1431	Tier one	JT Primary School	test	child1	01/01/2025	New	View Details

3.1 Draft Applications

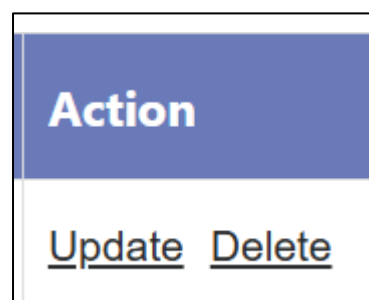
Applications in the **Draft Applications** table have been created by a contact at your setting but not yet submitted for parent approval and final consent. These could include applications you have saved so that you can return to them later to complete.

Any application that a parent declines to sign will also return to the **Draft Applications** state.

In the “**Action**” column at the far right of the table you have 2 options:

Update – you can continue or update the application and then submit

Delete – If this application is no longer required it can be deleted

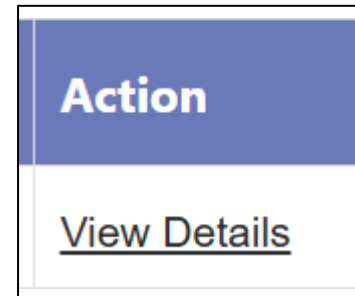


3.2 Awaiting Parent Signatures

Applications in the **Awaiting Parent Signatures** table have been submitted and currently awaiting the parent to give approval by completing the **DocuSign** before the application is submitted to the Southwark Early Years Inclusion Team.

From this point onwards the application is in a **read only state** and cannot be amended.

In the **“Action”** column you can **View Details** of the application



For **Group** applications, you can see the status of each parent that is required to give approval.

Child Details							
First Name (Child)	Last Name (Child)	NHS Number (Child)	Date of Birth (Child)	Sex of Child	Parent First Name	Parent Last Name	DocuSign status
test	child2	2222222222	02/02/2025	Male	Jane	Downs	sent
test	child3	3333333333	03/03/2025	Female	Harry	Kane	completed
test	child1	1111111111	01/01/2025	Female	Ben	Rose	delivered

DocuSign Status	Meaning
Sent	Approval was sent but the recipient has not opened the DocuSign link yet
Delivered	Approval was sent and the recipient has opened the DocuSign link . But they have not finished completing approval
Completed	Recipient has completed the approval process
Auto responded	Issue with the email address and approval has not been delivered. Please contact Southwark Early Years Inclusion Team

*Note: If a parent rejects or declines to sign an application, it will be moved back into **Draft Application** status, and you will receive an email notification of this*

3.3 In Progress Applications

Applications in the **In Progress Applications** table have been successfully submitted to the Southwark Early Years Inclusion Team.

This table also includes a **Status** column. This shows at what stage the application is currently at.

Status
New

Status reason	Meaning
Draft	Application is still sitting in draft and has not been submitted
Awaiting Parent Signature	Application is currently with the parent(s) awaiting approval to be submitted
New	Application has been approved by parent(s) and submitted to Southwark Early Years Inclusion Team
In Progress	The Southwark Early Years Inclusion Team have acknowledged receipt of the application, and it has been assigned to a case reader for recommendations
Further information required	Further information has been requested by Southwark. Please respond to this request from within the application
Ready for panel	The application is ready for final decision and has been assigned to the next EYIF panel
Approved	Funding for the application has been approved
Approved and Paid	Funding has been paid to the setting. Application is now closed
Not approved	Funding for the application has not been approved. Application is now closed

In the “Action” column you can **View Details** of the application

Action
View Details

3.4 Further information required

If an application has the status “**Further information required**” then the Southwark Early Years Inclusion Team are requesting additional information from you to continue assessing the application.

You will receive an email notification if the application status changes to this.

1. Locate the application that requires further information and click on the “**View Details**”

In Progress Applications							
Application Id	Funding Type	Provider	Child First Name	Child Last Name	Date Of Birth	Status	Action
AP-1431	Tier one	JT Primary School	test	child1	01/01/2025	Further Information Required	View Details

2. Scroll down to the bottom of the application to the “**Comments**” section

Comments



10 minutes ago
Modified on 28/07/2026 8:15 AM

Hi, Please confirm the if the child is in full time education?

Add Comments

3. This section is where you can see any communication between you and the Southwark Early Years Inclusion Team for this particular application. Click on the “**Add Comments**” button to add a new comment or reply

Add Comments

4. Add your response and ‘**Attach a file**’ if this is required. Then click “**Submit**”

Add a Comment

Comment

Yes the child is in full time education

Attach a file

Choose Files No file chosen

Submit

Cancel

5. You can now see your response in the **Comments** section. Please wait for the Southwark Early Years Inclusion Team to respond. This may not be until after the application has been read at panel.

Comments


8 minutes ago
Modified on 28/07/2026 8:28 AM

Setting Representative -> Southwark Council
Yes the child is in full time education


22 minutes ago
Modified on 28/07/2026 8:15 AM

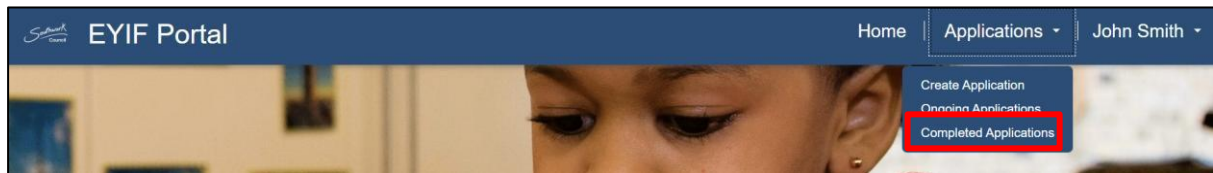
Hi, Please confirm the if the child is in full time education?

Add Comments

*Note: The application will stay as **further information required** until Southwark have reviewed the response and moved to the next status.*

4. How to see completed applications

1. From the homepage, click on “**Applications**” and then select “**Completed Application**”



Note: If you have access to multiple settings, it will ask you to pick a setting or view all.

2. You will then see a table of all the ‘**Completed Applications**’ and their status

Completed Applications							
Filter by :							
Show All Apply							
Application Id	Funding Type	Provider	Child First Name	Child Last Name	Date Of Birth	Status	Action
AP-1432	Tier one	JT Primary School	test	child2	02/02/2025	Approved and Paid	View Details
AP-1430	Group	JT Primary School	test	child4	04/04/2025	Not Approved	View Details
AP-1429	Tier one	JT Primary School	test	child3	03/03/2025	Approved and Paid	View Details
AP-1428	Tier one	JT Primary School	test	child3	03/03/2025	Approved and Paid	View Details

3. Click on the “**View Details**” to see all the information from the application, including the amount of funding that was granted and any comments against the decisions made.