

## Guidance on the Free for 2 web form

There are 3 Steps to applying online via the web form:

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This documents aims to guide you through completing the web form, found on Haringey’s website:  
<http://www.haringey.gov.uk/freefor2s>

Before completing the web form, you will be asked series of eligibility questions. If you select ‘Yes’ to all these questions, then a table will appear telling you when you can apply for a place. Selecting ‘Apply now for your free place’ will take you to the ‘Welcome’ page of Haringey’s Parent Portal, where you can apply for a free 2yrs place. This website is not ‘hosted’ (i.e. ‘managed’) by Haringey Council, but we can provide support for people who are having difficulties using this section of the website.

If you have any questions, or need further help, then please contact us:

Early Years Commissioning

Telephone: 020 8489 1000

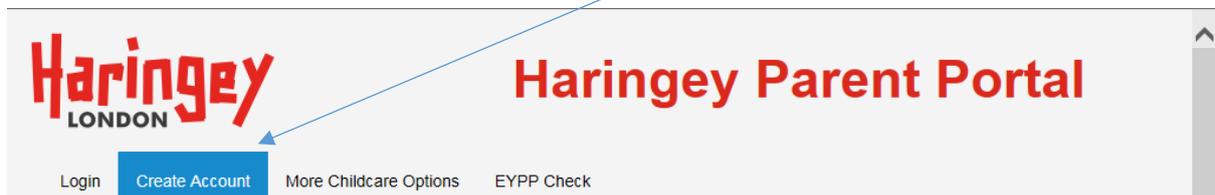
Email: [earlyeducation@haringey.gov.uk](mailto:earlyeducation@haringey.gov.uk)



## Step 1 – Creating your account (or ‘Login’ if you have already created an account).

1. Once you enter the Parent Portal website, there are four menus at the top of the ‘Welcome’ homepage.

To create a brand new account, select the ‘Create Account’ option:



2. In the ‘Create Account’ menu, all fields with red asterisks next to them must be completed:

### Create new user account

To create a new account, please specify the details of the applicant below. Items marked with asterisks are mandatory fields. Click Next to continue once you have completed your details.

Please ensure you choose a secure password containing at least 8 characters and comprising of: one or more lower-case letters, upper-case letters, digits and special characters (eg: £ \$ % & \* # @).

#### Account Details

*\* indicates a required field*

**Title \***

**Forename \***

**Middlename**

**Surname \***

A screenshot of the Windows taskbar at the bottom of the browser window. It shows icons for Internet Explorer, Windows Media Center, Outlook, and Word. The system tray on the right displays the time as 10:28 and the date as 02/02/2018.

Once completed, select ‘Next’.

3. Add your address details either manually or using the automatically 'Find' option:

Address Details

Primary*	225 River Park House
Secondary	
Street*	High Road
Locality	Wood Green
Town	London
County	
Postcode*	N22 8HQ
Home LA	Haringey

<< Back Search Again Next >>

Press 'Next'.

4. You will then see a summary of your account information. Press 'Confirm' if correct:

## Your account details confirmation

The information below is a confirmation of the details you have supplied to add a new account. If the information you have supplied is correct click the **Confirm** button to continue. To amend any of the details, click the appropriate heading to return to that section and update the information as necessary.

<b>Applicant Details</b> <a href="#">Edit Applicant Details section</a>	<b>Applicant Address</b> <a href="#">Edit Applicant Address section</a>
Title: <input type="text"/>	<b>Primary:</b> 225 River Park House
Forename: <input type="text"/>	<b>Street:</b> High Road
Surname: <input type="text"/>	<b>Locality:</b> Wood Green
Email Address: <input type="text"/>	<b>Town:</b> London
	<b>Postcode:</b> N22 8HQ

<< Back Confirm

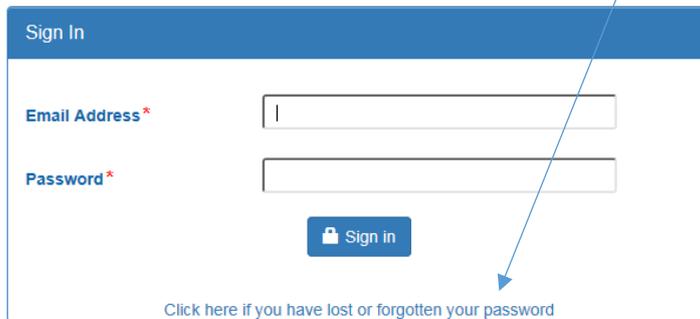
An email is then sent to your email account for you to 'verify' your account.

## Resetting your password

If you have already created an account, but forgotten your password, then your password can be re-set by following the onscreen instructions when in the 'Login' menu:

### Sign In

Please enter your email address account id and password below, and click 'Sign in' to continue.



The image shows a 'Sign In' form with a blue header. Below the header, there are two input fields: 'Email Address\*' and 'Password\*'. A blue button with a lock icon and the text 'Sign in' is positioned below the password field. At the bottom of the form, there is a link that says 'Click here if you have lost or forgotten your password'. A blue arrow points from the top right of the page towards the 'Sign in' button.

You will be sent an email asking you to re-set your password.

## Step 2 – Add your child’s details

5. Login to your account. You will only be able to do this once you have ‘verified’ your account.

You will see a summary of your account information. Select ‘Add Child’

## Applicant Summary

This screen shows a summary of all the Children within the family that will be included in the Free for 2's application. Before submitting a Free for 2's application, please ensure all children within the family have been added. To add new children to the family, use the appropriate button.



Applicant

Mr Harry Test  
225 River Park House,  
High Road,  
Wood Green,  
London,  
N22 8HQ

[View Details](#)

[Add Child](#)

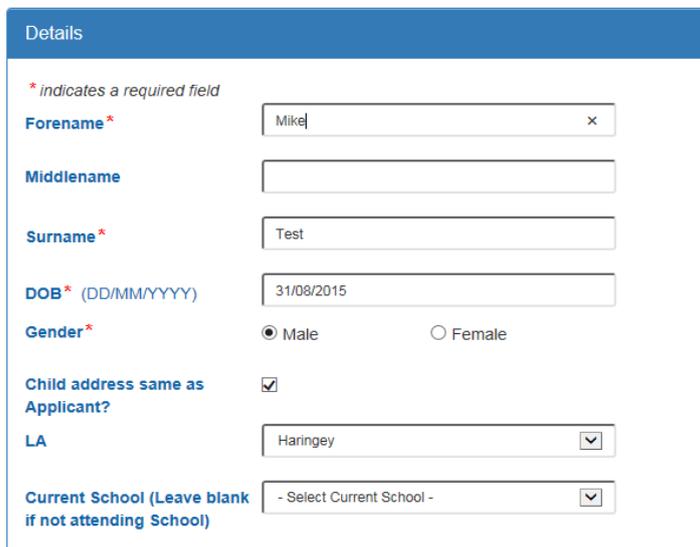
[£ Submit EYPP Check](#)

[Back to Top](#)

6. Complete fields in the ‘Child details’ menu:

## Child details

Please specify the details of the child you wish to make an application for, then click the **Next** button to continue. Fields marked with an asterisk are mandatory.



Details

*\* indicates a required field*

**Forename\***

**Middlename**

**Surname\***

**DOB\*** (DD/MM/YYYY)

**Gender\***  Male  Female

**Child address same as Applicant?**

**LA**

**Current School (Leave blank if not attending School)**

Then press ‘Next’.

### Step 3 – Submitting your application

The 'Submit Free for 2's Application' box will not appear if your child's date of birth falls outside of the eligible date range.

7. To submit your application, press the 'Submit Free for 2's Application':

The screenshot shows the 'Haringey LONDON' logo and 'Haringey Parent Portal' header. Below the header is a 'Sign Out' link. The main heading is 'Applicant Summary'. A sub-heading reads: 'This screen shows a summary of all the Children within the family that will be included in the Free for 2's application. Before submitting a Free for 2's application, please ensure all children within the family have been added. To add new children to the family, use the appropriate button.' Below this is a blue bar with 'Applicant' and a person icon. A large empty box is on the left with a 'View Details' button below it. On the right, there are two green buttons: 'Add Child' and 'Submit Free for 2's Application'. A blue arrow points from the text above to the 'Submit Free for 2's Application' button.

8. You will then be asked for your National Insurance Number (or NASS number) and your Date of Birth – both these fields are essential in order to check for your eligibility:

### Applicant details required

Please specify the required Free for 2's application details. Click the **Submit EY Application** button to continue. This may take a few minutes - please wait for the next screen to appear.

The form is titled 'Details' and includes a note: '\* indicates a required field'. It asks the user to 'Please enter NI Number or NASS Number:-'. There are three input fields: 'NI Number', 'NASS Number', and 'DOB (DD/MM/YYYY)\*'. A blue arrow points from the text above to the 'NI Number' field, and another blue arrow points from the text above to the 'DOB' field.

[Cancel](#) [Submit Free for 2's Application](#)

Upon submission of your Free for 2's application, a provisional check will be performed with the Eligibility Checking Service (ECS). The results of the provisional check will be displayed when you are returned to the **Application summary** page.

Then press 'Submit for 2's Application'.

You will see a screen saying that your application has been successful:

The screenshot shows the Haringey Parent Portal interface. At the top left is the Haringey LONDON logo. To the right, the text 'Haringey Parent Portal' is displayed in red. Below the logo is a 'Sign Out' link. The main heading reads 'Free for 2's application submitted successfully'. Below this, a message states: 'Your application has been successfully submitted. You may now return to the application summary page or **Sign Out** at the top of the page.' At the bottom of the message is a button with a left-pointing arrow and the text 'Return to Home Page'.

Returning to your 'Homepage' will show the status of your application:

The screenshot shows the 'Applicant Summary' page. At the top left is a 'Sign Out' link. The main heading is 'Applicant Summary'. Below this is a paragraph: 'This screen shows a summary of all the Children within the family that will be included in the Free for 2's application. Before submitting a Free for 2's application, please ensure all children within the family have been added. To add new children to the family, use the appropriate button.' Below the text is a blue header with a person icon and the word 'Applicant'. The main content area is divided into three columns. The left column contains the applicant's name and address: 'Mr Harry Test, 225 River Park House, High Road, Wood Green, London, N22 8HQ', with a 'View Details' button below. The middle column contains the 'Last Free for 2's application date: 02/02/2018' and the status 'Not Found'. A blue arrow points from the 'Return to Home Page' button in the previous screenshot to the 'Not Found' status. Below the date and status is a paragraph: 'Unfortunately the automated checking facilities provided by the DfE have not been able to tell us at this time whether or not you are eligible for a Free Nursery Place. Your application has still been submitted - we will do a further check and may contact you for additional information.' The right column contains two green buttons: 'Add Child' and 'Submit Free for 2's Application'. Below the main content area is a pink warning box: 'Before progressing, please use the 'Edit Child' link to review or amend child details.' At the bottom is a green bar with a person icon, the name 'Mike Test', the date '31/08/2015', and an 'Edit Child' button.

You will also receive an email confirming your application.

**Haringey's Early Years Team has 10-15 working days to process your application.**