



Getting Started

Make sure ensure each item is up to date

Organisations Details
My Account > Organisation Profile

Confirm Service Provider Details
My Account > Manage Service Providers > Click on Service Name > Review and Press Submit

Primary Authorised User (PAU)
My Account > Manage User Roles

Portal Users
My Account > Manage User Roles

Bank Account
My Account > Bank Account

Tusla Registration
My Account > Tusla Reg Maintenance



Core Funding

Review, Update and Submit your Service Profile
My Account > Service profile

Complete May 2025 Review and Confirm
This is a needed to auto-populate the 2025/2026 Core Funding Application

Complete the Annual Early Years Sector Profile
My Account > Surveys > Early Years Sector Profile Survey

Review, update and submit your Service Profile (prior to starting your 2025/2026 Core Funding Application Module)

Complete and Submit Core Funding Application Module 2025/2026

Activate National Childcare Scheme (NCS) 2025 and Early Childhood Care and Education (ECCE) 2025 Funding Agreement (where applicable)

Activate Core Funding Partner Service Funding Agreement 2025 (This must be completed within 21 days from the submission of the Core Funding application)
Programmes > Programme Applications & Returns > All Programme Applications > Available Programme Applications

Submit Application Changes for 2025/2026 (as required)

Submit Parent Statement for Partner Services 2025/2026

Complete August Review and Confirm

Important Notes

- Partner Services who submit their 2025 Core Funding Application Module on/or before the 31 August, will have their base rate capped for the 25/26 programme year at their approved August Review and Confirm.
- You must activate your NCS Funding Agreement before activating your Core Funding Partner Service Funding Agreement.