



## Getting Started

### Make sure 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**



## NCS

Create Service Calendar

**My Account > Service Calendars**

Create your Fee Table and Submit

**My Account > Service Fees**

Activate NCS Funding Agreement

**Programmes > Programme Applications & Returns > All Programme Applications > Available Programme Applications**

Complete Parent Statement

**My Account > Online Parent Statement**

**Important Note: We recommend that you have your Core Funding application submitted for the 25/26 year before activating the Parent Statement.**

Issue Fee Table and Parent Statement

**One for each family to be signed and kept on file within 20 working days of child starting in service. This must also be displayed in service and online.**

Advise parents/guardians to apply for NCS award in the NCS applicant portal **[www.ncs.gov.ie](http://www.ncs.gov.ie)**

Retrieve approved CHICK from parent/guardian and register CHICK on Early Years Hive.

**Programmes > NCS > Child Registrations > Retrieve a CHICK**

Advise parent/guardian to make sure claim is correct and confirm claim through their NCS portal

**Payment will not begin until parent has approved claim**

## Important Notes

- Parent/guardian applying for NCS must have a verified MyGovID.
- Guide parent/guardian to NCS website and application guide in order to support the process.
- Advise parent / guardian of the Parent Support Centre available on 01 906 8530