

SEND under 5 referrals

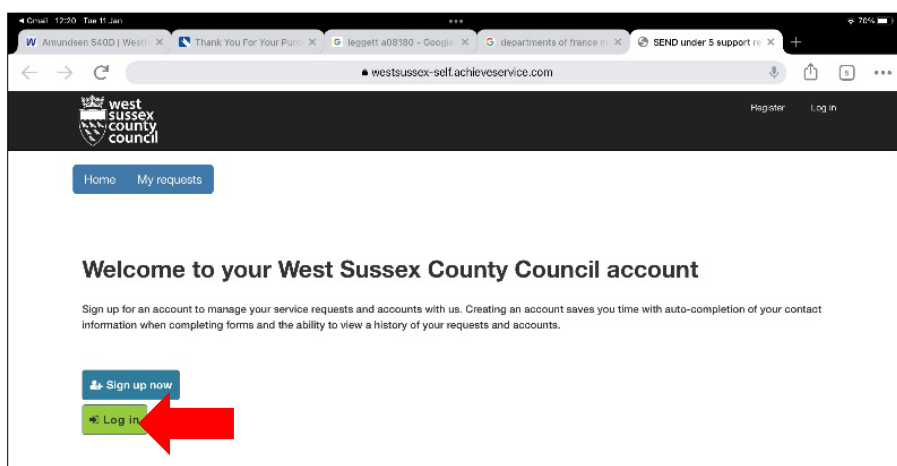
The SEND Under 5s referrals can now be made online - please use this simple process for all new referrals. From 1 April 2022, we will no longer accept paper referrals.

Before you make your first referral, you will need to set up an account. Once you have created an account you can use your email address and password to log into the system for future referrals.

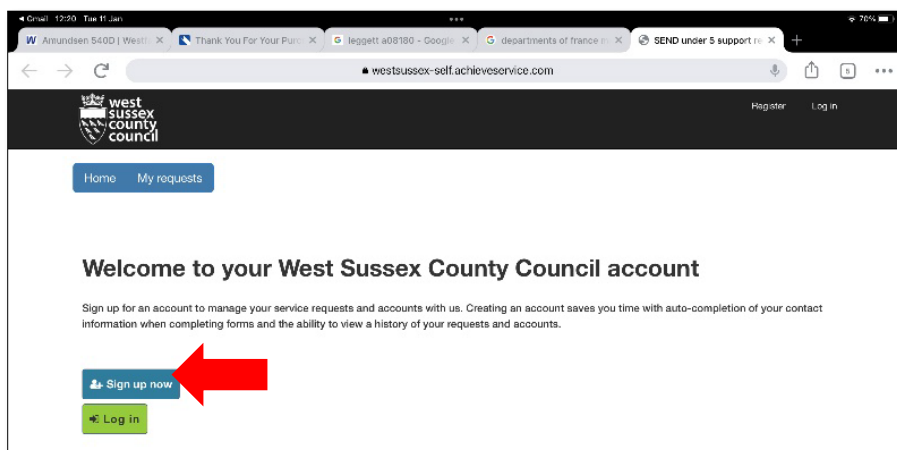
External referrers (people without a westsussex.gov.uk email account)

When you click on the link to the [referral form](#) you will be taken to a log-in screen.

If you have already set up an account, press the 'Log in' button and enter your email address and password. You will then be taken into the online form to fill in.



If you have not yet set up an account, press the 'Sign up now' button. Fill in your email address, set a password and click on submit. You will be sent an email with a link to activate your account.



You will be taken to a Create a Profile page

The screenshot shows a web browser window with the URL `westsussex-self.achieveservice.com`. The page header includes the West Sussex County Council logo and navigation links for 'Home' and 'My requests'. The main heading is 'Create Profile', with tabs for 'Basic details', 'Address details', 'Contact details', and 'Overview'. A message states: 'Thank you for signing up to West Sussex Self-Service. We now need to set up a profile for you. Questions marked with an asterisk (*) require an answer. We only require your first and last name; any other details about yourself are optional but will save time by automatically filling into forms.'

A blue information box titled 'Your data privacy' contains the text: 'Before completing this form please read our general [Privacy Policy](#). This explains why we ask for your data, what we do with it and how long we will keep it. It also explains how you can find out what data we hold about you and how you can ask us to delete it.'

The 'Title' section has five radio button options: Mr, Mrs, Miss, Ms, and Dr. Below this is a 'First name' field with a red asterisk indicating it is required.

Once you have added your information your, name and email address will automatically be filled in on any referral forms that you create.

Once your account is set up then just click on the link to the form again and you will be taken straight into it.