

# Online Provider Portal help guide

## How to run reports to view your Indicative Budget

### About this guide

This is a step-by-step guide for running reports on the Online Prover Portal to view your setting's Early Years Funded Entitlement (EYFE) Indicative budget.

You can:

- View your setting's Indicative budget letter and report
- Download and view your report history at any time

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### If you require assistance logging on to the portal

- Find help [online](#)

### Note on internet browsers

It is recommended you use an up to date internet browser. If you experience technical difficulties, try updating or use an alternative browser, such as Google Chrome, Microsoft Edge, Mozilla Firefox etc.

### How to run the report

1. [Sign in](#) to the portal.

If your account has access to more than one provider, choose the appropriate one from the list at the top of the screen (either day nursery, pre-school, or childminder) then press the **Proceed** button.

**Please select an Organisation below**

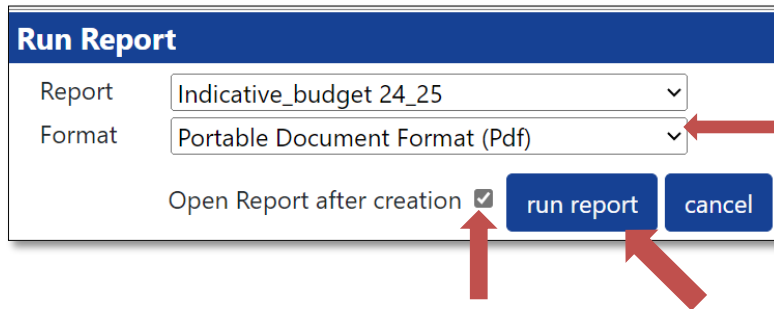
As you are linked to multiple Organisations you will need to select one in order to proceed.

Select Organisation:

2. Click **Run report** on the top right side of the Home screen (Important - make sure you are on the Home screen)



3. Select **Portable Document Format (Pdf)** from the **Format** drop down menu, place a tick in **Open Report after creation** and then click **run report**.



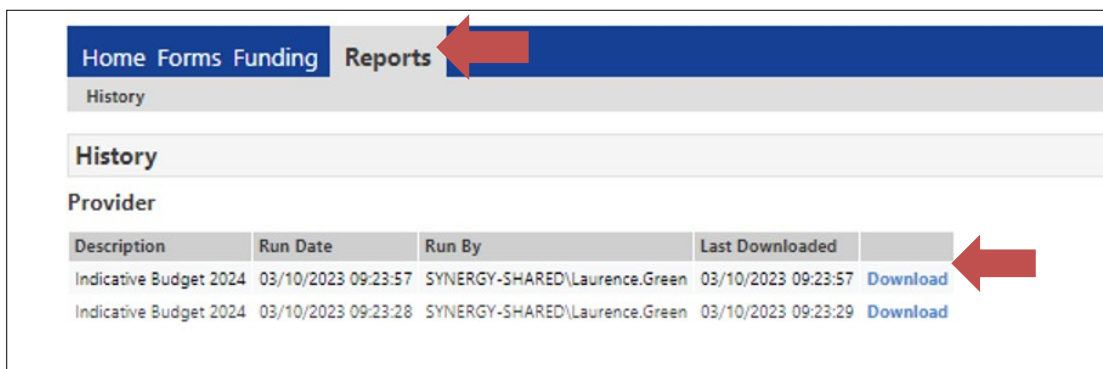
4. Click **Open file** to view your Indicative budget report.



## How to view your report history

Please note, all reports that you run are automatically saved in your **Reports** history.

5. Choose **Reports** from the menu and click **Download**.



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