



Services for Young Children

Provider Portal – Self Update

The Self Update Provider Portal enables Early Years providers to view the information that is stored about them and their services within the Capita system, which then feeds through to the Family Information Services Hub (FISH). It is therefore vital that this information is correct and up to date.

Providers will now be able to use the Portal to add missing information or update incorrect information.

This facility is being rolled out to all Early Years Education (EYE) providers during December. Out of School Clubs and Non EYE providers will be given access to the Portal in January – March 2019.

Please regularly check your Portal and once you have access check your data and make any changes necessary. You will know when they have access to this facility as the following tile will appear:



An example of the information that providers will be able to update is: phone number, email address, opening times, costs and facilities available. Any changes that are made and submitted by providers will go through an acceptance process managed by SfYC.

More information on what can be updated and how to submit a change can be found in the guidance document on the web page link below (right hand side of the page under Capita One Provider Portal):

[Provider Self Update guidance](#)

Please contact your local office if you have any queries.