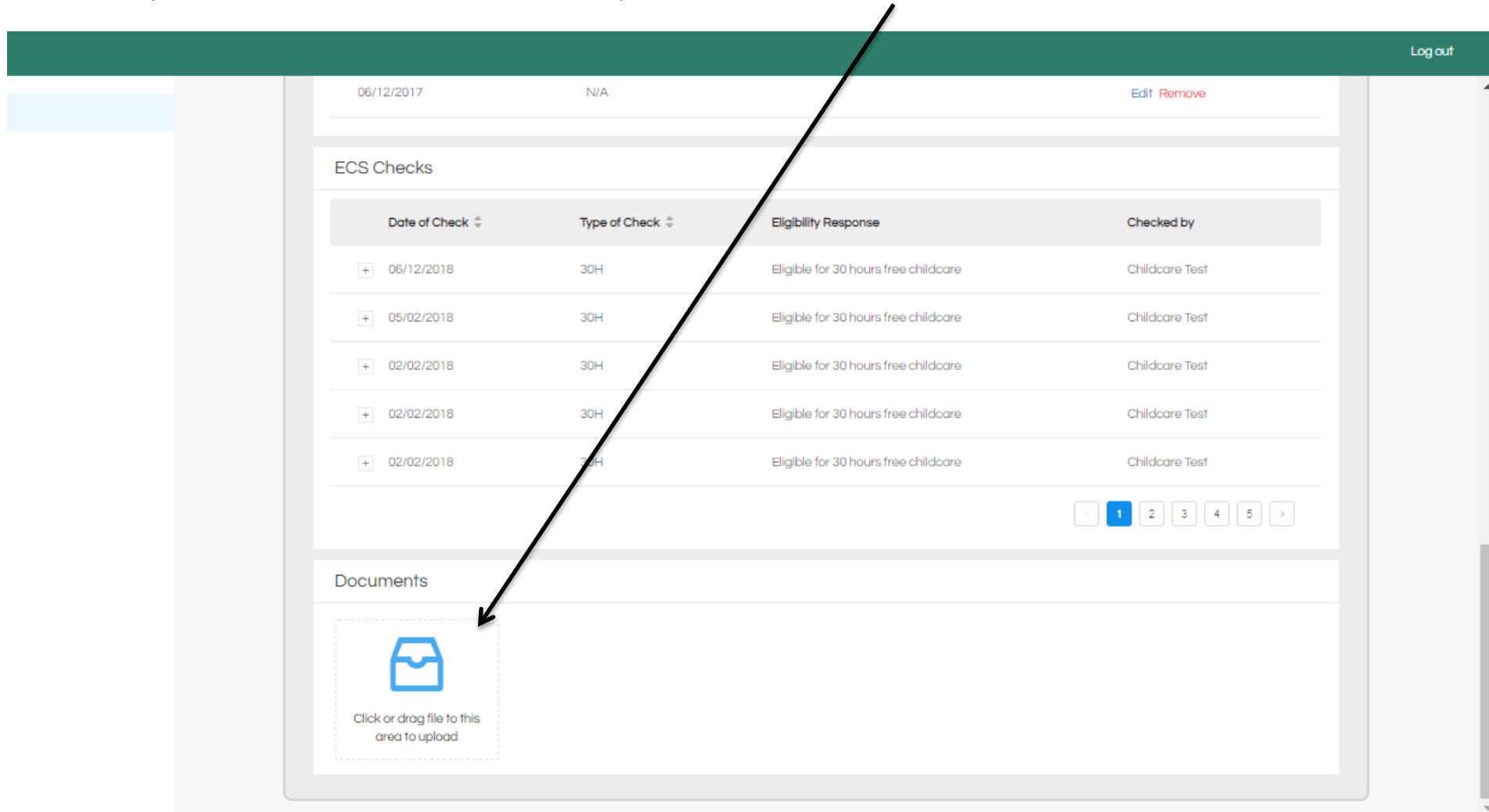


# UPLOADING DOCUMENTS TO PUPIL REGISTER

FEEE Providers can upload documents to individual records on the EY Provider Hub.

Firstly, scroll to the bottom of the child's record where you will see a tab marked 'Documents'.



The screenshot displays the EY Provider Hub interface. At the top, a dark green header bar contains a 'Log out' link on the right. Below the header, a light blue sidebar is partially visible on the left. The main content area shows a child's record for the date 06/12/2017, with a status of 'N/A' and 'Edit Remove' links. The 'ECS Checks' section contains a table with five rows of check data. Below this, the 'Documents' section features a dashed box with a folder icon and the text 'Click or drag file to this area to upload'. A black arrow points from the 'Documents' tab label to the upload area.

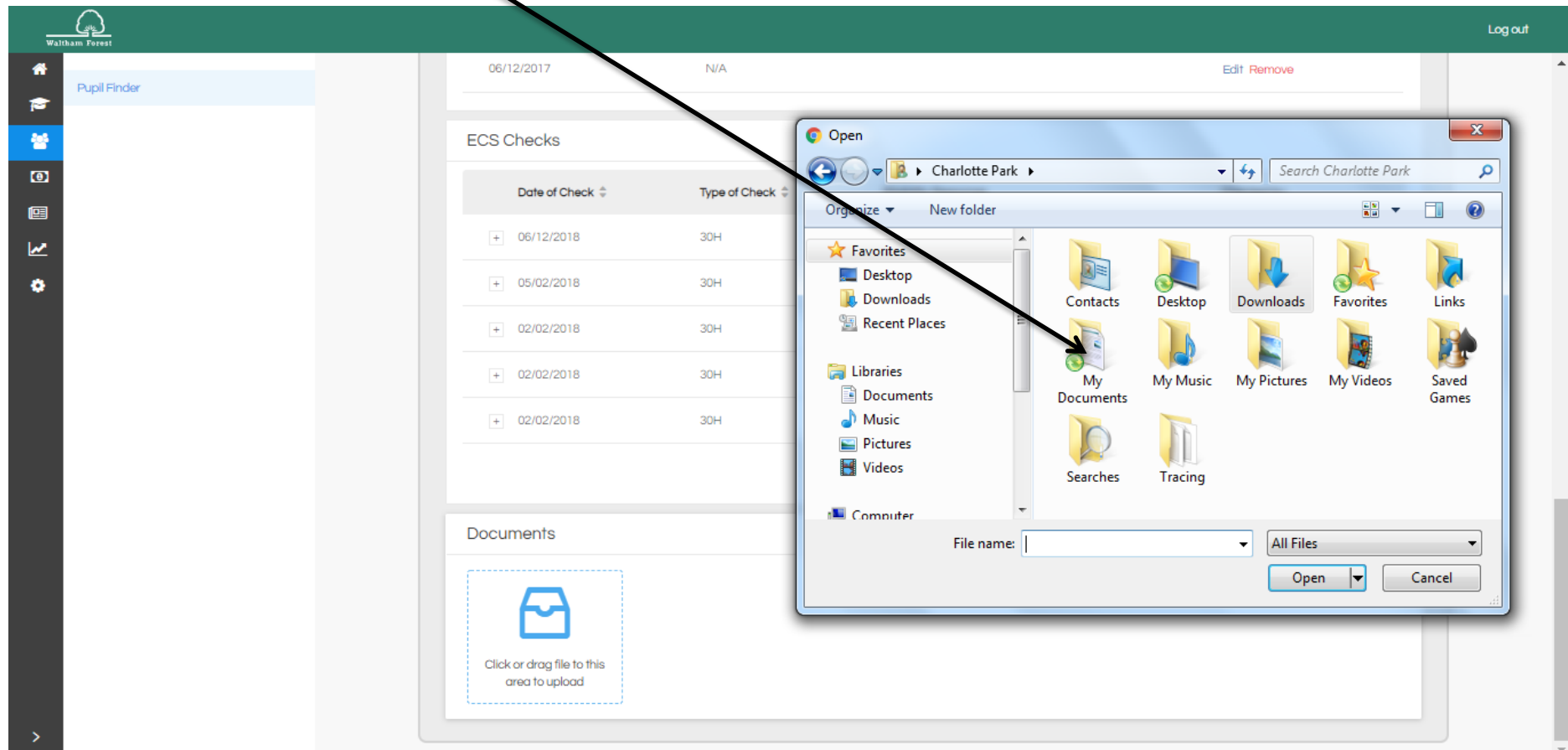
Date of Check	Type of Check	Eligibility Response	Checked by
06/12/2018	30H	Eligible for 30 hours free childcare	Childcare Test
05/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test

Documents

Click or drag file to this area to upload

# UPLOADING DOCUMENTS TO PUPIL REGISTER

You will then be presented with a task box where you can select the document you wish to upload, either by dragging the file's icon to the 'Documents' box or double clicking to select the file.



# UPLOADING DOCUMENTS TO PUPIL REGISTER

You will know that a document has been uploaded successfully as a new icon for the file will appear in the 'Documents' section.

A 'Document upload successful' notification will also appear in the top right hand corner of the screen.

The screenshot displays the Waltham Forest Pupil Register interface. A green notification box in the top right corner states "Document upload successful" with a green checkmark icon. Below the notification, the "ECS Checks" section contains a table with five rows of check data. The "Documents" section at the bottom features a dashed box for file uploads and a new document icon labeled "Test Doc.docx".

**Waltham Forest**

Pupil Finder

06/12/2017 N/A Edit Re

### ECS Checks

Date of Check	Type of Check	Eligibility Response	Checked by
06/12/2018	30H	Eligible for 30 hours free childcare	Childcare Test
05/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test
02/02/2018	30H	Eligible for 30 hours free childcare	Childcare Test

Documents

Click or drag file to this area to upload

Test Doc.docx