

'IN TERM' ADJUSTMENTS ON THE SYNERGY PROVIDER PORTAL

To notify us about any change of attendance after the termly headcount, you should log-in to your provider portal -

- Click on **'funding'**
- click into the **'adjustments'** tab under 'funding'
- you will see options for each term – **go to the correct term for either 3&4 year olds or 2 year olds**
- click on the link on the left hand side
- click into **'send email'** – this opens up a text box for you to type in, please enter all the information re the adjustment (child's name/start date/finish date/hours etc)
- Once complete, enter your email address in the **'from'** section
- Click send

This is then sent as a secure email to the Early Years Finance in-box