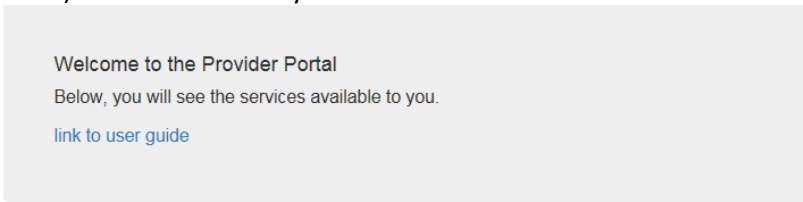
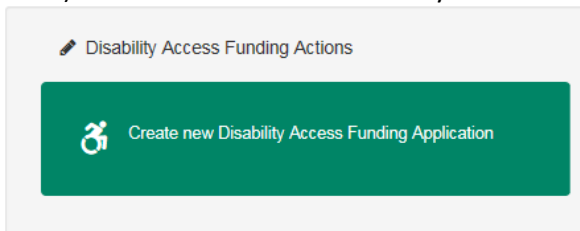


DAF PROCESS USING PROVIDER PORTAL

- 1) Login into the Provider Portal as usual
- 2) Click on Disability Access Fund blue box



- 3) Click on Create new Disability Access Funding Application



- 4) Choose a child from the drop down list – you will only be able to choose children who are eligible

Disability Access Funding Application

Select a child from the list to continue with the application

Find a Child

Forename	Surname	Date of Birth	Age Eligibility	DAF Approved Date
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- 5) And then click Continue at the bottom



- 6) Attach the scanned DAF application form to the parental agreement box by clicking browse and then attaching – we will not be able to process without a completed signed copy of the DAF form
- 7) Click on “I will provide DLA award letter by post” – You do **not** need to send these to us via post but need to tick these to allow the application to proceed.

Disability Access Funding Application

Provide DLA Award letter and Parental Agreement details to proceed with Disability Access Funding application

This is the guidance text for parental agreement, please update me

Parental Agreement

Browse...

I will provide Parental Agreement by post

This is the guidance text for award letter, please update me

DLA Award Letter

Browse...

I will provide DLA Award Letter by post

Details to support your Disability Access Funding claim

Cancel

Back

Continue

- 8) In the details to support box **please leave the following text** – ‘I can confirm I have seen evidence of DLA’
- 9) Check everything is correct and if it is - Click on ‘All the DAF details provided to me are correct’ and then click Submit.
- 10) Make a note of your DAF reference number and click Finish
- 11) Make sure you keep records of what the DAF money you receive has been spent on for auditing purposes.