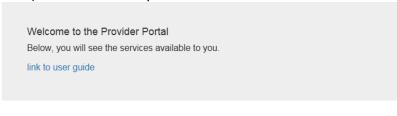
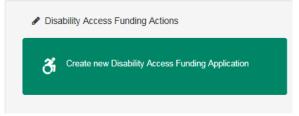
DAF PROCESS USING PROVIDER PORTAL

- 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



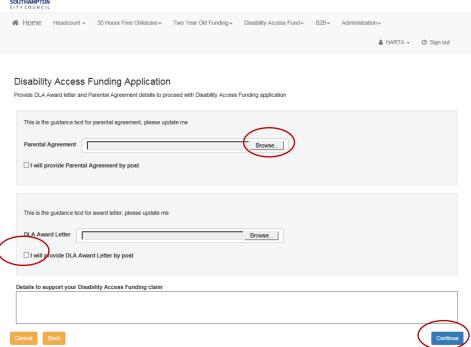
4) Choose a child from the drop down list – you will only be able to choose children who are eligible



- 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.



Provider Portal



- 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.