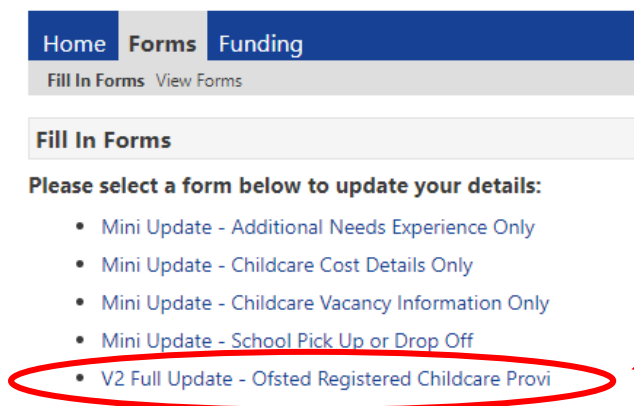


## Updating Provider Details Held on the Families Information Service (FIS)

As stated in section 2.14 of the Provider Agreement (1 January 2024 – 31 December 2024) providers:

*Must update termly the details held by the Families Information Service (FIS) to ensure they are current and up-to-date.*

Providers can check their details held on FIS via the 'Forms' section of the Provider Portal, by selecting the V2 Full Update link (see below):



Home Forms Funding

Fill In Forms View Forms

Fill In Forms

Please select a form below to update your details:

- Mini Update - Additional Needs Experience Only
- Mini Update - Childcare Cost Details Only
- Mini Update - Childcare Vacancy Information Only
- Mini Update - School Pick Up or Drop Off
- **V2 Full Update - Ofsted Registered Childcare Provi**

This will take you to the screen below, whereby you can move through the pages to check all the details held on your setting are current and correct. Once you have checked all pages of the form, it is important that you click the '**Submit Form**' button, **regardless of whether any changes have been made or not**. This will then update the system and identify that you have checked through the information held and will be recorded as confirmation of your termly review.

**The following details will be given to the public if you have chosen to advertise your childcare service with us:**

**IMPORTANT:** The information that appears below is what we use to advertise your setting to parents and carers and if this is incorrect or missing, they may not be able to contact you. Please contact Ofsted Tel: 0300 123 1231 and ask them to amend their premises/setting contact details as we cannot do this for you.

**Premises/Setting Contact Details:**

Ofsted Premises Name:

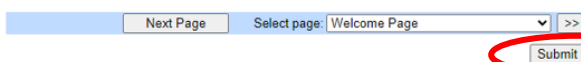
Premises Telephone Number:

Premises Fax Number:

Premises Email:

**Now click 'Next Page' button to move onto the next page.**

**Don't click the submit button until you have completed the 'Declaration/Consent Page' and have made all your changes.**



Next Page Select page: Welcome Page >>

Submit Form

FIS Provider Portal - Part of the Synergy FIS Suite