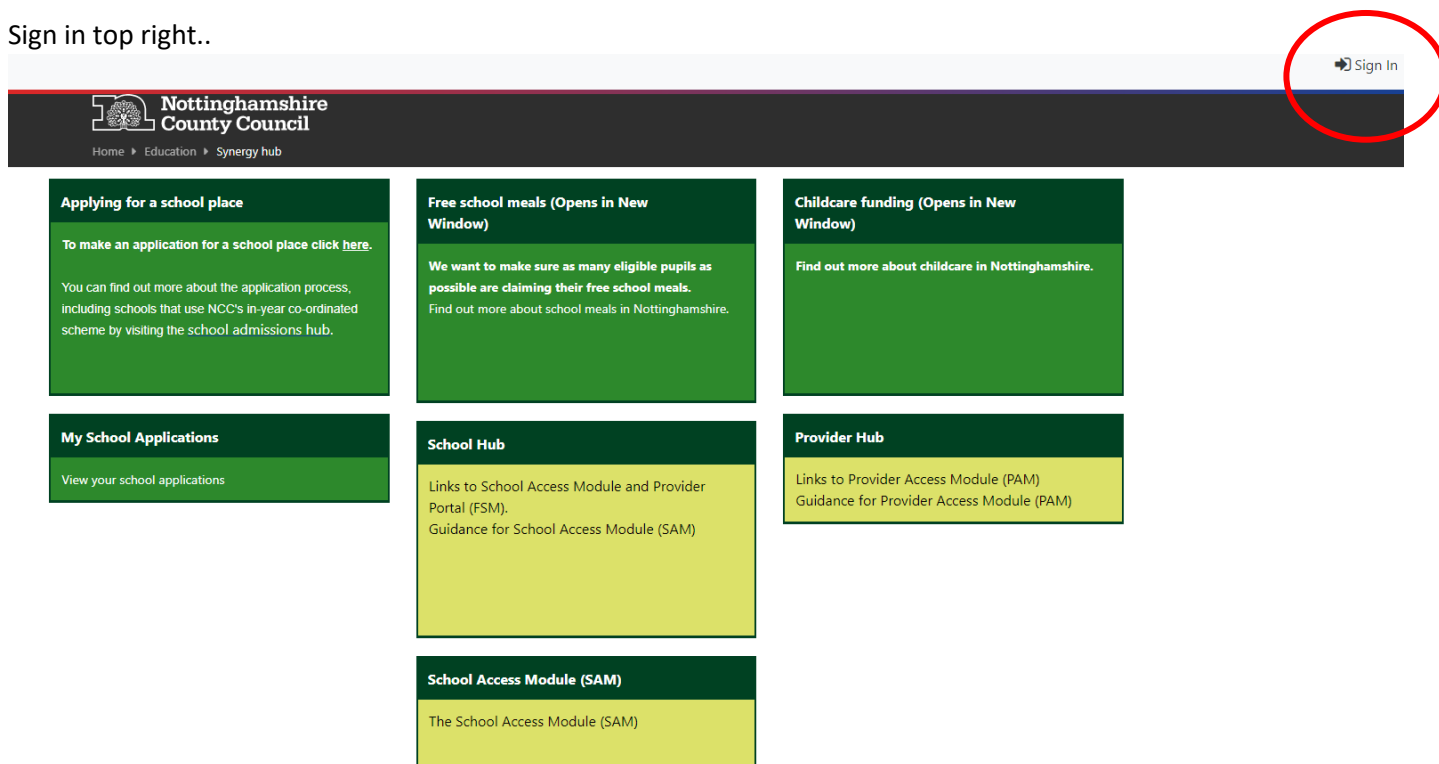


Early Childhood Services – Synergy Headcount Instructions

1. Login using this link:

<https://notts.cloud.servelec-synergy.com/SynergyWeb/>

Sign in top right..



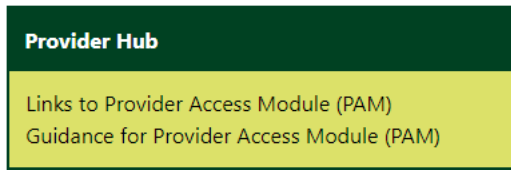
2. You will need to enter your user name and password which has been sent to you in a separate email and you will need to change the password immediately.

The image shows a 'Sign In' form. At the top, it says 'Sign In' in a large blue font. Below that, it says 'Sign in or create an account with us.' in a smaller blue font. Then, it says 'Enter your username' in a grey font. Below this is a text input field with a blue border. At the bottom of the form, there are two buttons: a blue button labeled 'Next' and a grey button labeled 'Create Account'.

3. Accept the Synergy Code of Confidentiality/Conditions of use

The image shows a 'Synergy Code of Confidentiality / Conditions of Use' form. At the top, it says 'Synergy Code of Confidentiality / Conditions of Use' in a large blue font. Below this is a paragraph of text: 'Synergy is the council's education system and manages all processes linked to education and schools this includes admissions, exclusions, free school meals and the provision of early year's provision.' Below the paragraph is a statement of acceptance: 'I have read and understood the above conditions and fully accept them and understand the consequences if I do not adhere to them.' At the bottom of the form, there are two buttons: a red button labeled 'Reject (and leave Synergy)' and a blue button labeled 'Accept (and open Synergy)'.

4. Click on the Provider Hub tile.



This will take you to the Provider Hub home page.

Nottinghamshire County Council
Home ▶ Education ▶ Synergy hub

PROVIDER HUB

Welcome to the Provider Hub.
User guides can be downloaded in the GUIDANCE panel on the right. Spring term Key Dates timeline can be found in the LATEST NEWS panel in the centre. PVI providers are able to request adjustments to their Spring Term 2023 headcount return (see 4. Adjustments in the Guidance panel). The deadline for submitting adjustments is 8th March 2023.

[Follow this link for more information for early years and childcare providers operating in Nottinghamshire County \(excluding the City\)](#)

IMPORTANT
PVI providers are able to request adjustments to their Spring Term 2023 headcount return (see 4. Adjustments in the right hand Guidance Panel). The deadline for submitting adjustments is 8th March 2023.

LATEST NEWS

Date	News
24/02/2023	Spring Term Key Dates

PAM
Click here to access PAM, this is where you can submit head counts and update your provider details.

GUIDANCE

1. [How to Sign In to PAM](#)
2. [Headcount Instructions](#)
3. [20H Eligibility](#)
4. [Adjustments](#)
5. [Sufficiency Instructions](#)

Help and Support
Email eypp@nottsc.gov.uk

Click on the PAM tile to access the home page screen.

When you can see this home page screen you have successfully logged in.

Home page/Home Tab

Organisation: XXX Notts Test Headcount Provider
Provider: XXX Notts Test Headcount Provider (Childminder)

Home Forms Funding Reports

Welcome to FIS Provider Portal

Please make a selection from the above menu to proceed