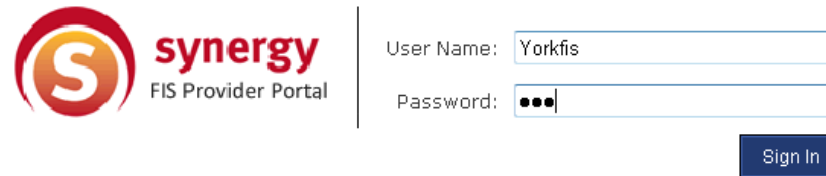


# So how do I update my details?

First of all go to [www.yor-ok.org.uk/updating](http://www.yor-ok.org.uk/updating). Click on the link for online updating. You will see a login screen that asks you for your username and password. **If you can't remember your password or encounter any problems please contact YorkFIS on 01904 55444 or text 'update' to 07624 802244.**

Welcome to the Synergy FIS Provider Portal



The login form features the Synergy FIS Provider Portal logo on the left. To the right, there are two input fields: 'User Name:' with the text 'Yorkfis' and 'Password:' with three dots. A blue 'Sign In' button is positioned below the password field.

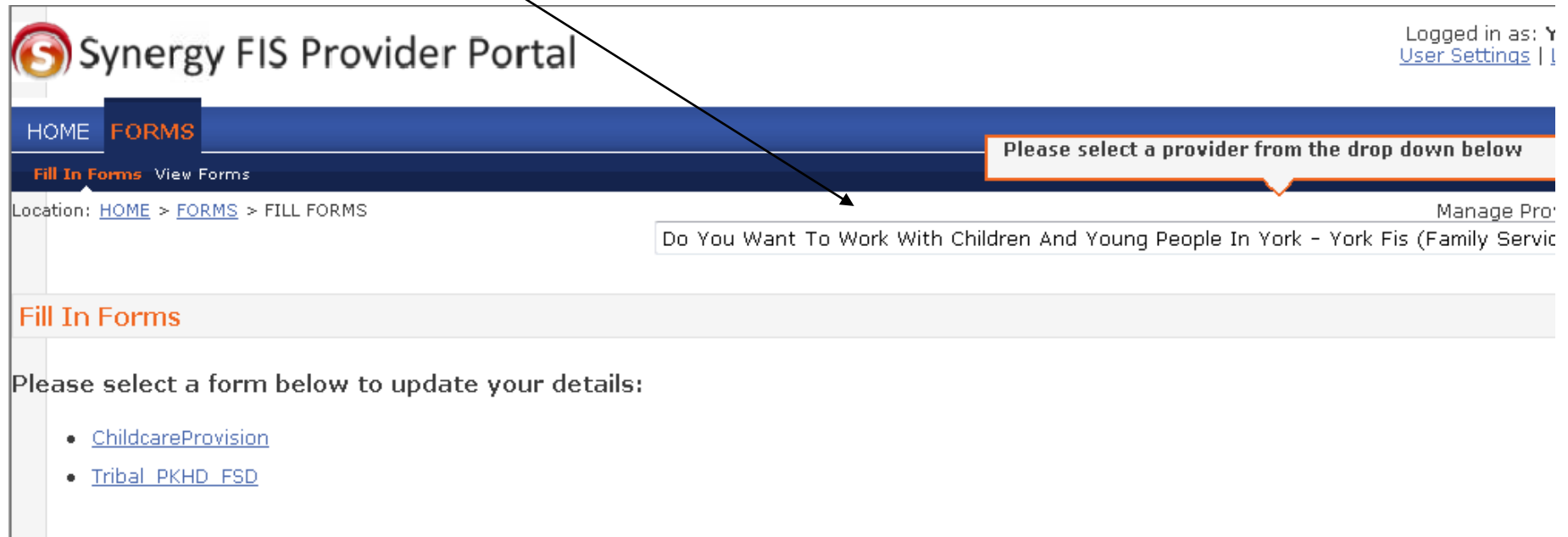
Version 11.2.011

Once you've logged in you will see your "Main Welcome Screen" as it appears below. Select "Forms".



The main welcome screen displays the Synergy FIS Provider Portal logo and title. In the top right corner, it shows 'Logged in as: Y' and a link for 'User Settings | |'. A dark blue navigation bar contains 'HOME' and 'FORMS' buttons, with an arrow pointing to 'FORMS'. Below the navigation bar, the location is set to 'HOME'. A light grey banner reads 'Welcome to the FIS Provider Portal'. At the bottom, a message states 'Please make a selection from the menu to proceed'.

Your login may be linked to more than one provider. (e.g. a playgroup and a parent toddler group). Select which of the providers you want to update from the drop down list on the right.



The screenshot shows the Synergy FIS Provider Portal interface. At the top left is the logo and the text "Synergy FIS Provider Portal". At the top right, it says "Logged in as: Y" with links for "User Settings" and "Logout". Below this is a navigation bar with "HOME" and "FORMS" (highlighted in orange). Under "FORMS" are links for "Fill In Forms" and "View Forms". A callout box with an orange border points to a dropdown menu that is currently open, displaying the text "Please select a provider from the drop down below" and a list item: "Do You Want To Work With Children And Young People In York - York Fis (Family Service)". Below the navigation bar, the breadcrumb "Location: HOME > FORMS > FILL FORMS" is visible. On the right side, there is a "Manage Profile" link. The main content area has a heading "Fill In Forms" and a prompt: "Please select a form below to update your details:". Below this prompt are two bullet points with links: "ChildcareProvision" and "Tribal\_PKHD\_FSD".

Once you've picked which provider you want to update then select which form to use. For childcare provision click on "ChildcareProvision", for anything else click on "Tribal\_PKHD\_FSD". When you click on the link to open the form it will appear in a new window as shown below:

Next Page Select Page 1. Form Title >>

## Family Services Directory Information Update Form

**IMPORTANT**  
Pressing the save button will submit your form.  
Only press the save button once you have made **all** the changes you want on **all** pages.

Please tick the following box when your form is ready to be processed:

Ready For Submission

Next Page Select Page 1. Form Title >> Save

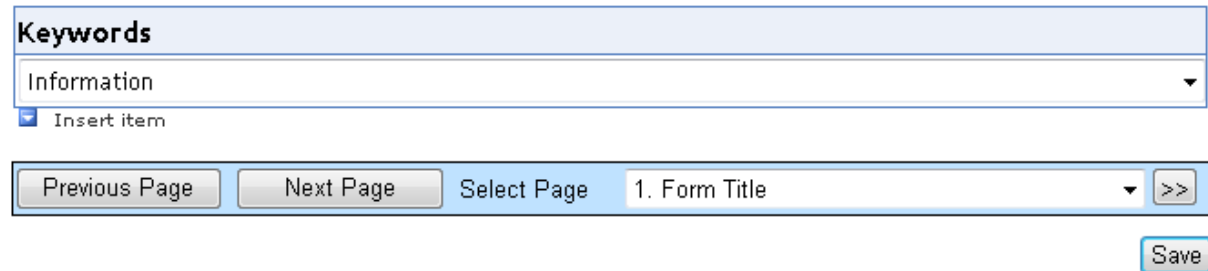
You can use the "Next Page" or "Previous Page" button to cycle through the different pages. **You can move between pages and the system will not lose any changes you have made. ONLY PRESS THE SAVE BUTTON WHEN YOU ARE READY TO SUBMIT THE ENTIRE FORM FOR REVIEW.**

We recommend you go through each page using the "Next Page" button and review the information. On the right hand side you can see what information we hold about you currently. If you want to change any information you can simply click on it and enter new details.

There are some sections where you can select an item from a drop down list.

To add an item click on "Insert Item" then pick from the drop down list which item you want.

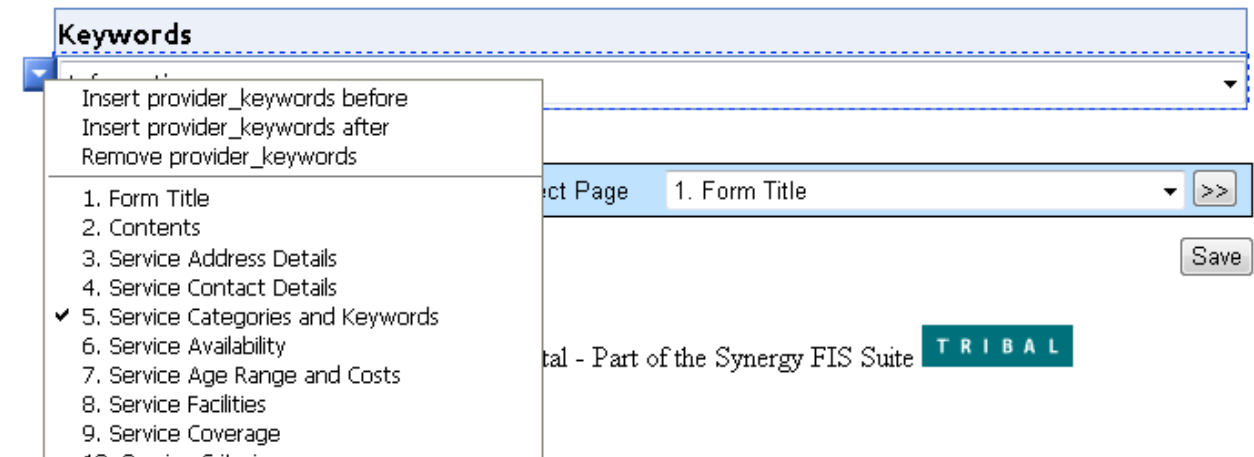
Please select keywords relating to your service:



The screenshot shows a form titled "Keywords" with a dropdown menu currently displaying "Information". Below the dropdown is a blue button labeled "Insert item". At the bottom of the form, there are navigation buttons: "Previous Page", "Next Page", "Select Page", a dropdown menu showing "1. Form Title", and a ">>" button. A "Save" button is located at the bottom right.

To remove an item click on it in the table and a blue arrow will appear to the left. Then click "Remove" and it will be removed from the list.

Please select keywords relating to your service:



The screenshot shows the same "Keywords" form, but the dropdown menu is open, displaying a list of items. A blue arrow is visible to the left of the selected item, "5. Service Categories and Keywords". The list includes: "Insert provider\_keywords before", "Insert provider\_keywords after", "Remove provider\_keywords", "1. Form Title", "2. Contents", "3. Service Address Details", "4. Service Contact Details", "5. Service Categories and Keywords" (checked), "6. Service Availability", "7. Service Age Range and Costs", "8. Service Facilities", "9. Service Coverage", and "10. Service Coverage". The "Save" button is visible at the bottom right.

Once you have reviewed all of your details you can submit your changes. To do this you press the "Save" button. This will return you to the "Main Welcome Screen" and there will be a message saying if your form has been successfully submitted.

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**13. Sign and Date**

Previous Page      Select Page      1. Form Title      >>


**Consent Statement**

The information you have provided will be held on a database.

I consent that this information is correct to the best of my knowledge and may be distributed via the Parent Know How Directory.

**Signed:**

**Job Title:**

**Date:**  

Previous Page      Select Page      1. Form Title      >>

Save

A member of YorkFIS will then review the changes you have made. **Finally don't forget to logout!**