



Task card – How to update FDC educator care addresses in the Provider Entry Point (PEP)

Overview

This task card outlines how to update the physical address or the premises from which a family day care (FDC) educator provides care in the Provider Entry Point (PEP) through PRODA.

When an FDC educator changes care address you are required to update this for each relevant enrolment/child. This ensures that sessions submitted to the CCS system are accurate. Ensure you have this information before you start.

Find more [task cards](#) for the PEP on our website.

If you need further assistance, contact the Child Care Subsidy Provider Helpdesk on 1300 667 276 from 9 am to 5 pm AEST or [via email](#) anytime.

Note: Only certain special characters can be used in the PEP:

- full stop (.)
- comma (,)
- hyphen (-)
- slashes (/ , \)
- apostrophe (').

All other special characters will cause an error in the system.

Logging In

Step 1

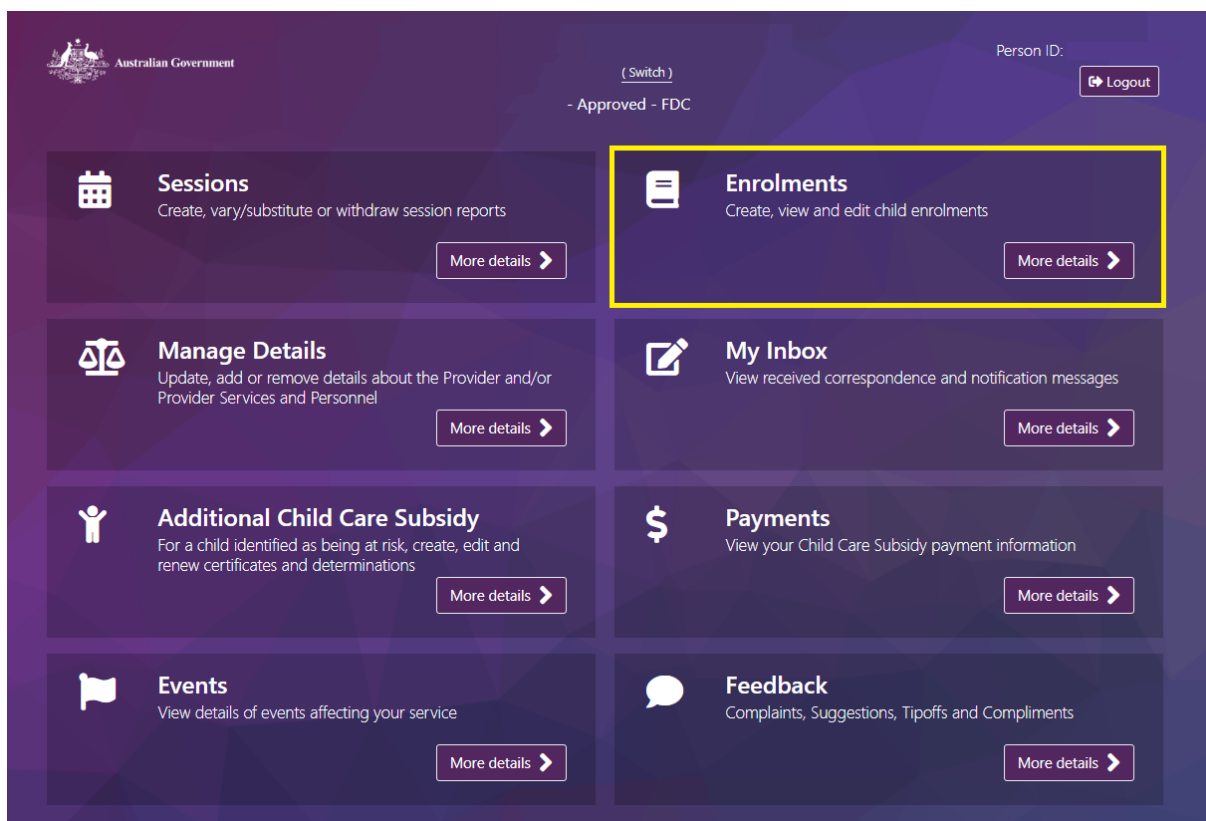
Log in to the [Provider Entry Point \(PEP\)](#).

Step 2

Navigate to the homepage of the service where you want to update the educator address.

It is important that you are in the appropriate service context for the address you will be updating.

Select the **Enrolments** tile.



Step 3

You will be required to update the regular care address for each child that receives care from the educator.

Locate the child and click **Select**.

Enrolment / **Enrolment Notices**

Enrolments

New Enrolment Notice
Return Home

Search

Enrolment ID	Child's Name	Child's Age	Carer's Name	Enrolment Status	Actions
E8008586001	Test	3 years		Received	Select

Showing 1-1 of 1

Return Home

Step 4

Under the **Actions** button select **Update**.

Enrolment / **Enrolment Notices**

Child's Name: **Test**
Enrolment ID: **E8008586001**

Child's CRN:
Carer's Name:

Child's Age: 3 years
Carer's CRN:

Search

Notice type	Arrangement type	Start date	End date	Status	Occurrence	Actions
New	Relevant Arrangement	05/08/2024		Received	1	<div> <div>Actions</div> <div> Create Update View </div> </div>

Showing 1-1 of 1

Back
Return Home

Step 5

Update the **Address of regular care educator**. Once complete select **Next**.

Educator

Educator One

Address of regular care educator?

Address: 50 Marcus Clarke st

Suburb/Town/City: Canberra


Address 2

State: ACT Postcode: 2601

Back Cancel **Next**

Step 5

The next screen will request you review session details, select **Next** to progress. Review the details and if correct select **Submit** to finalise.

 Enrolment / Update Enrolment notice

Review Enrolment

Enrolment details Edit

Arrangement type: Relevant Arrangement

Enrolment Start date: 05/08/2024

Child under State/Territory law care: No

Child Name: Test

Child CRN:

Other party to arrangement (other than Provider):

Educator Edit

Educator: Educator One

Educator address: 51 MARCUS CLARKE ST, , CANBERRA, ACT 2601

Session Details Edit

Casual Session

Description	Fee \$	Fee Unit	Session Length
Regular Care	100.00	Session	10:00

Back Cancel **Submit**

Step 6

Complete the above steps for all other impacted enrolments.