



Task card

How to edit child enrolments in the Provider Entry Point

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Overview

This task card outlines how to edit child enrolments using the Provider Entry Point (PEP).

This task card is for providers that use the Provider Entry Point (PEP). If you use third-party software, contact your software provider for help.

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 9am to 5pm 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 \(PEP\)](#).

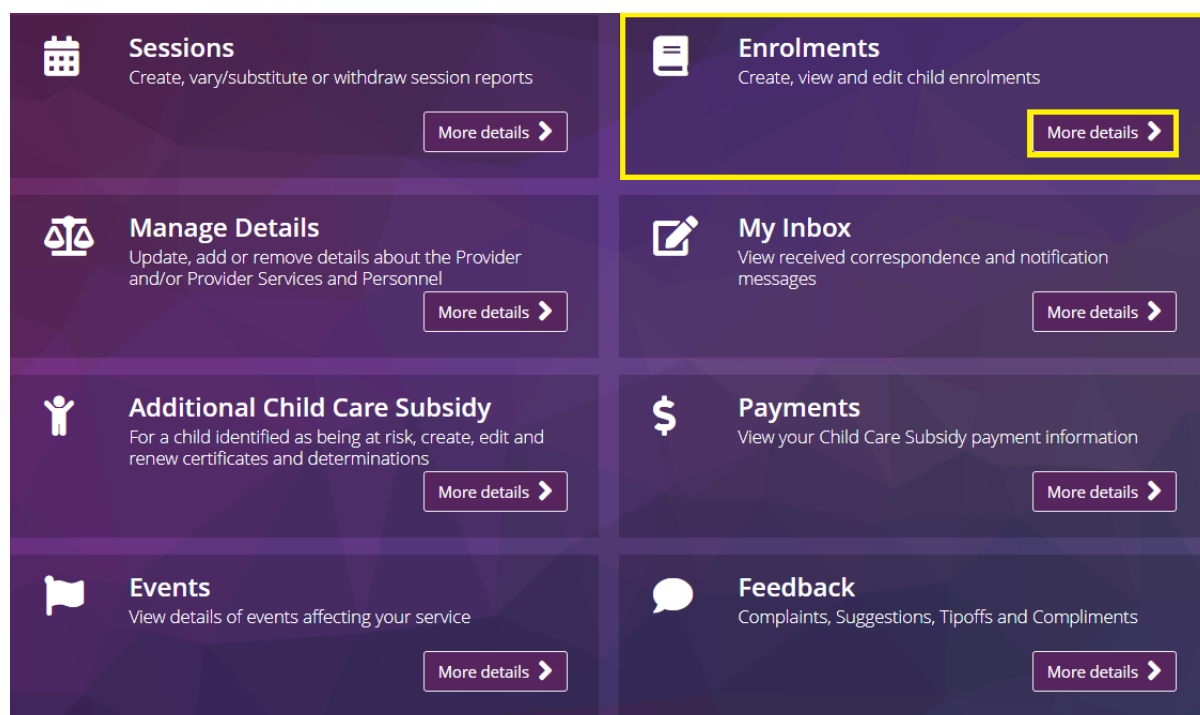
Step 2

Once logged in, select the service where the enrolment applies.

Editing an enrolment

Step 1

From the service landing page, select **More details** under **Enrolments**.



Step 2

All current enrolments associated with the service will be displayed. **Select** the enrolment you wish to update.

Enrolment / Enrolment Notices

Enrolments

[New Enrolment Notice](#) [Return Home](#)

Search

Enrolment ID	Child's Name	Child's Age	Carer's Name	Enrolment Status	Actions
E80009	JEREMIAH	8 years		Confirmed	Select
E80009	ROLANDO	8 years		Confirmed	Select

Step 3

Select **Update** from the **Actions** drop down menu.

Enrolment / Enrolment Notices

Child's Name: **KERRY** Enrolment ID: **E80009**
 Child's CRN: Carer's Name: **BERT**
 Child's Age: **5 years** Carer's CRN:

Search

Notice type	Arrangement type	Start date	End date	Status	Occurrence	Actions
Updated	Complying Written Arrangement	13/07/2020	02/12/2021	Confirmed	1	Actions - Entitlement - Create Update - View

Showing 1-1 of 1

Step 4

The following fields of the enrolment are editable:

- Child under state/territory care (yes/no)
- Enrolment start and end dates
- CRNs for the child and claimant, where these were not previously provided
- Party to arrangement/organisation name (if applicable)
- Educator details, where the primary educator for Family Day Care and In Home Care enrolments has changed.

Enter the date that the care details changed under **Date of Event**.

Select **Next**.

Note: If an enrolment is being updated following a claimant dispute, the date of event should be the date the dispute was submitted. Services will receive a notification containing the dispute details and should contact the claimant to discuss and clarify the issue before updating the enrolment.

Important: The system will indicate if the enrolment information is being submitted late. If so, a reason must be recorded in the reason field.

Date of Event is mandatory

Arrangement Type

Complying Written Arrangement

Is child under care of State/Territory child welfare law?

☐ Yes

☒ No

Start date:

13/07/2020

End date:

dd/mm/yyyy...

Date of Event:

dd/mm/yyyy...

Child's CRN and Carer's CRN are optional. However, payment cannot be made until both CRN's are provided.

Child's Details:

CRN:

Child CRN

First name:

KERRY

Last name:

SURNAME

Date of Birth:

09/10/2020

Carer's Details:

CRN:

Carer CRN

First name:

KAREN

Last name:

SURNAME

Date of Birth:

01/01/1989

Party to arrangement (other than Provider):

First name:

KAREN

Last name:

SURNAME

Back

Cancel

Next

Step 5

Review and update the following information as needed by selecting **Edit**:

- Session type (type of care)
- Details of routine sessions (start time, end time, fee amount and fee unit)
- Details of casual fees (description, fee amount, fee unit (session or hourly) and session length)

Select **Submit**. An **enrolment notice receipt** will be generated.

Select **Return Home** to return to the Provider Home Page or **Continue** to return to the enrolment summary page.