


✓	<div>Getting Started</div> <div>Make sure ensure each item is up to date</div>
	<div>Organisations Details</div> <div>My Account &gt; Organisation Profile</div>
	<div>Confirm Service Provider Details</div> <div>My Account &gt; Manage Service Providers &gt; Click on Service Name &gt; Review and Press Submit</div>
	<div>Primary Authorised User (PAU)</div> <div>My Account &gt; Manage User Roles</div>
	<div>Portal Users</div> <div>My Account &gt; Manage User Roles</div>
	<div>Bank Account</div> <div>My Account &gt; Bank Account</div>
	<div>Tusla Registration</div> <div>My Account &gt; Tusla Reg Maintenance</div>
✓	<div>Core Funding</div> <div></div>
	<div>Review, Update and Submit your Service Profile</div> <div>My Account &gt; Service profile</div>
	<div>Complete May 2025 Review and Confirm</div> <div>This is a needed to auto-populate the 2025/2026 Core Funding Application</div>
	<div>Complete the Annual Early Years Sector Profile</div> <div>My Account &gt; Surveys &gt; Early Years Sector Profile Survey</div>
	<div>Review, update and submit your Service Profile (prior to starting your 2025/2026 Core Funding Application Module)</div>
	<div>Complete and Submit Core Funding Application Module 2025/2026</div>
	<div>Activate National Childcare Scheme (NCS) 2025 and Early Childhood Care and Education (ECCE) 2025 Funding Agreement (where applicable)</div>
	<div>Activate Core Funding Partner Service Funding Agreement 2025 (This must be completed within 21 days from the submission of the Core Funding application)</div> <div>Programmes &gt; Programme Applications &amp; Returns &gt; All Programme Applications &gt; Available Programme Applications</div>
	<div>Submit Application Changes for 2025/2026 (as required)</div>
	<div>Submit Parent Statement for Partner Services 2025/2026</div>
	<div>Complete August Review and Confirm</div>

Important Notes

- Partner Services who submit their 2025 Core Funding Application Module on/or before the 31 August, will have their base rate capped for the 25/26 programme year at their approved August Review and Confirm.
- You must activate your NCS Funding Agreement before activating your Core Funding Partner Service Funding Agreement.