



## **Step by step quick guide to registration renewal**

Please follow the steps below;

### **Step 1: Access your portal account**

- i. Click on the following link [Tusla Portal](#)
- ii. Insert your email address and password and click next. If you cannot remember your password, click on 'forgot password' and reset the password.
- iii. A six-digit code will be sent to your mobile phone. This will allow you access to your Portal account.

### **Step 2: On the home page choose 'New submission' and 'Early years or school age service'**

- i. Click the registration option for a Pre-school, School Age or School Age Childminding service.
- ii. Click on 'I am already registered, and I want to renew my registration' option.
- iii. Read the information on the welcome page and click 'next step'.
- iv. Select the service or services that requires registration renewal 'Preschool, School Age or School Age Childminding'
- v. Select the service(s) you wish to reregister from the drop-down menu(s).
- vi. Insert the Tusla number for the service(s) that you wish to re- register.
- vii. If you have changed service type through a change in circumstance in the last 3 years select your current service type.

### **Step 3: Upload Documents**

- i. Drag and drop file or click browse to select the following documents;
- ii. Current insurance certificate for the service
- iii. Garda vetting disclosure (dated within 3 years) for the following
  - registered provider,
  - person in charge if different,
  - company directors or board members who have access to children in the service,
  - the second person, where a school age service is operated single-handedly or a school age childminding service,
  - persons over the age of 18 who are present in the house where a school age childminding service is operating
- iv. Signed Statutory Declaration form(s) for the service(s) you wish to re-register. Please read the declaration carefully and tick either (a) or (b)
- v. Select document classification for each document type
- vi. Select 'Next Step'

### **Step 4: Fee Payment**

- i. You will need to pay the relevant fee as indicated on the portal using your credit or debit card.

#### **Step 5: Submit to Tusla**

- i. Once you have finished the application, please check that you have completed all the necessary fields and that you have attached and classified the required documents and then click on 'submit to Tusla'.
- ii. When you have made your submission, you will receive a confirmation email advising that your submission has been made and you will be provided with a submission number. Please take note of this, as if you require assistance and need to speak to a member of the registration team **you will be asked to quote your submission number.**

#### **Step 6: Application finalisation**

Once you have submitted your application through the portal, a member of the team will review your application and contact you via the portal. Only completed applications with the correct supporting documentation will be processed. You will be assigned a dedicated Registration Officer who will support you through the process.

#### **Note: Failure to complete renewal of registration**

Your service's registration renewal must be completed two months prior to the expiration of your current registration. Please note failure to renew your registration will result in your service not being included on the Early Years' Service Register. If this occurs, and you wish to operate an Early Years' Service in the future, you will be required to submit a full and complete application 90 days before your proposed opening date.