



**An Gníomhaireacht um
Leanaí agus an Teaghlach**
Child and Family Agency

Funding Agreement User Guide for the Tusla Portal

A short guide on submitting a Funding Agreement
Submission on the Tusla Portal.

Welcome to the Tusla Portal

The Tusla Portal enables Service Providers to submit a Funding Agreement Submission to Tusla.

The Benefits of Making your Submissions Online

The Portal provides the following benefits:

- The Portal provides step by step instructions and validation checks to assist Service Providers to successfully complete a Submission.
- Easier and reduced data entry for the Service Provider.
- The Service provider receives an immediate acknowledgement of receipt of their Submission.
- The Service provider has a permanent receipt/record of making a Submission to Tusla.
- The Portal is a safe and secure channel for submitting information to Tusla.
- The submission can be reviewed more efficiently by Tusla.

How to use the Funding Portal

Accessing the Funding Portal

A Service Provider logs on to the Portal with the user details provided by their Tusla contact.

NB Service Providers are required to update their password the first time they log on.

Submitting Information for a Funding Agreement

When a Service Provider logs on to the Portal, they can start their new Submission. This can be done by selecting 'New Submission' from the menu on the left, as circled below in Figure 1.

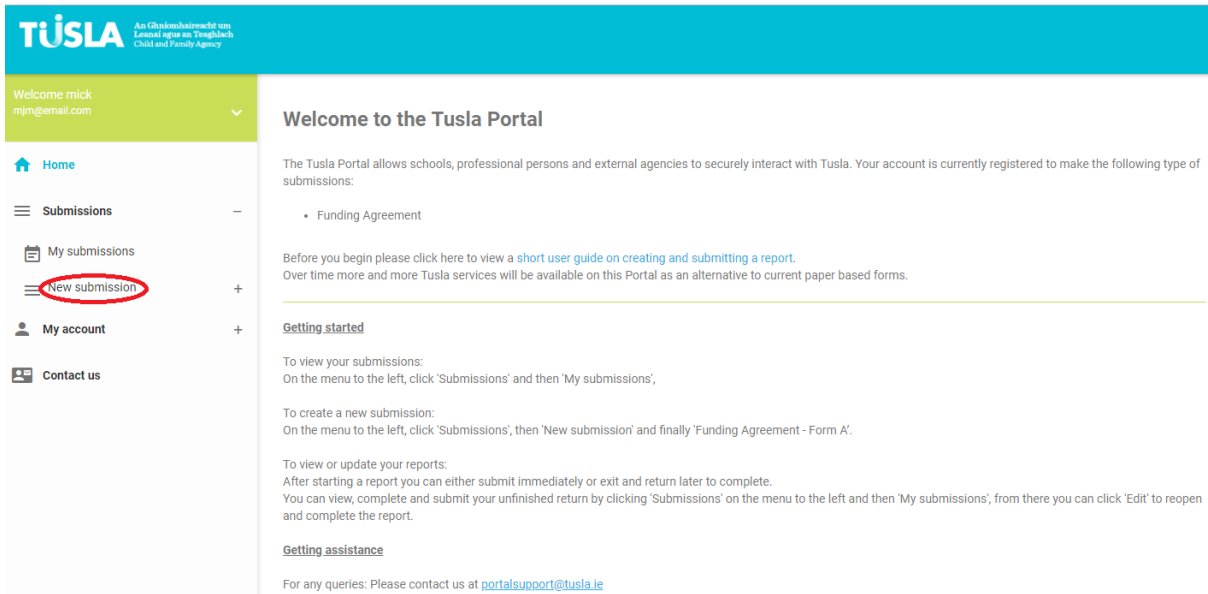


Figure 1

Selecting 'New Submission' reveals options to create a Form A and a Form B, as circled in Figure 2.

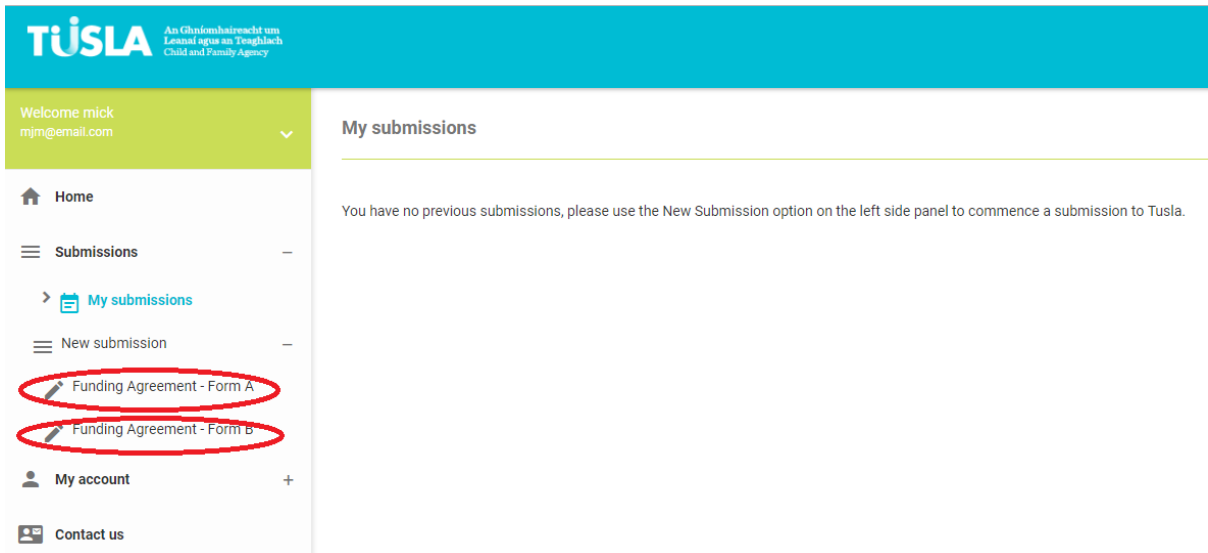


Figure 2

Both forms A and B need to be completed.

Form B is where you enter the detailed information regarding the funding agreement.


Form A is where you print and sign a contract, which is then posted to Tusla.

Form B should be completed first.

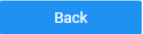
Completing Form B and Form A

The applicant is next presented with a step by step Wizard to complete Form B, as shown in Figure 3. Guidance on completing each step is available by clicking the information button

. Click on button  or  to progress from step to step in the wizard.

As the applicant steps through the Wizard the progress bar  will advise what percentage of the form has been completed so far.

Any mandatory fields are denoted with an *; you cannot proceed to the next step in the wizard until such fields are populated.

The  button lets the user go to the previous screen to review and update the data there.

Please see Figure 3 below.

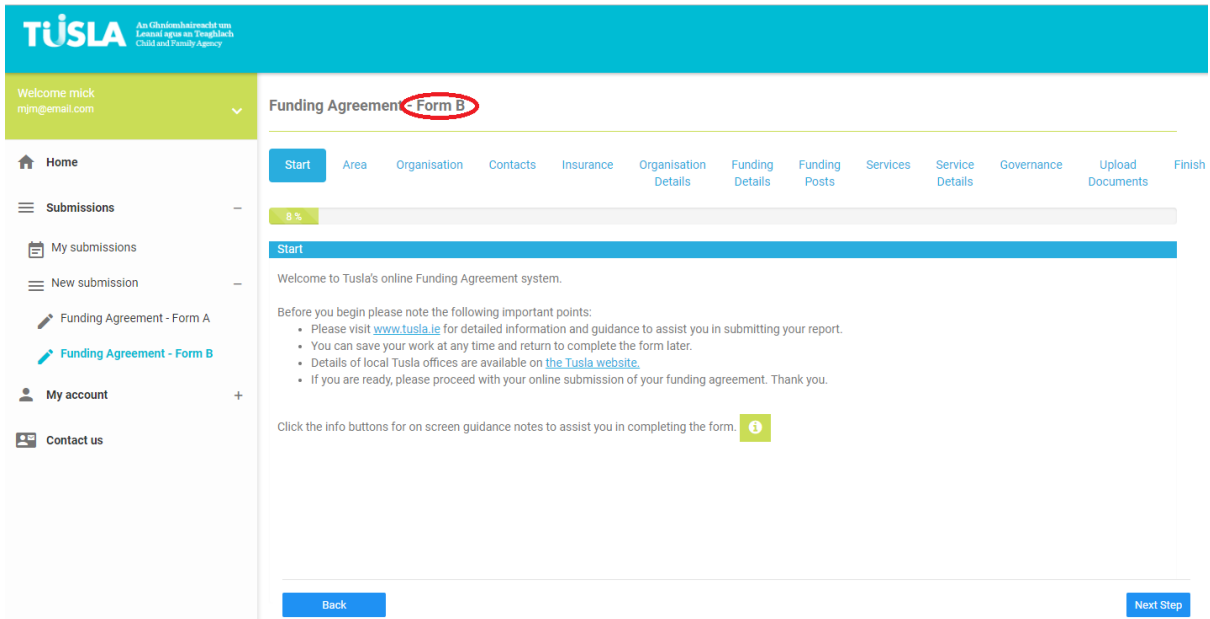


Figure 3

Once Form B is completed, a similar wizard is presented for Form A. The user should follow the steps in this wizard to complete Form A.

Tracking your Submissions

Clicking the 'My Submissions' option from the left menu allows the user to view and edit submissions that have been partially completed. You can also view previous submissions.

See Figure 4.

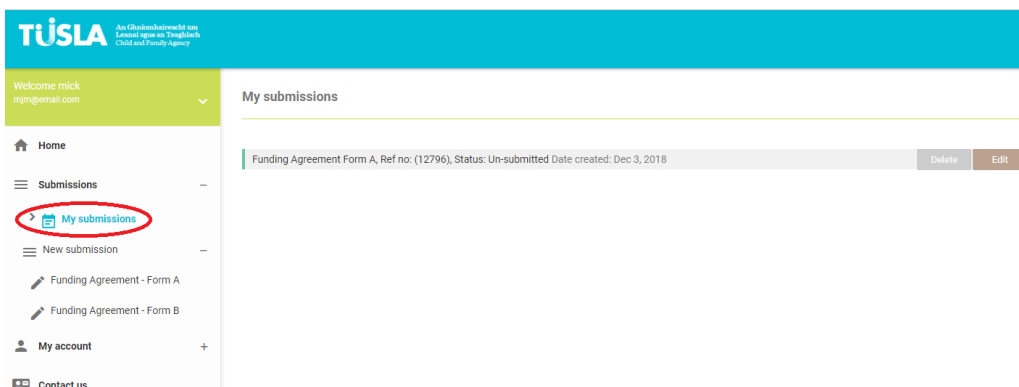


Figure 4

Sending your Submission to Tusla

The last step in the wizard for Form A is where your submission is sent to Tusla. Note the ‘Submit to Tusla’ button as circled in Figure 5.

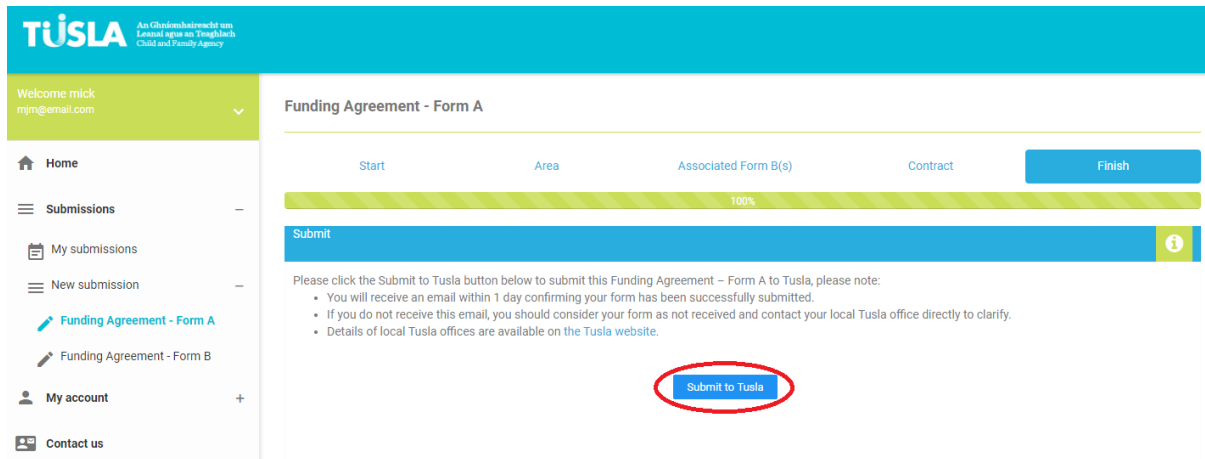


Figure 5

After clicking the ‘Submit to Tusla’ button, the applicant will receive an acknowledgement like that shown in Figure 6. A unique tracking reference number is displayed, as circled. The applicant will also receive a confirmation email. Your Tusla contact will then review your submission and be in contact once reviewed.

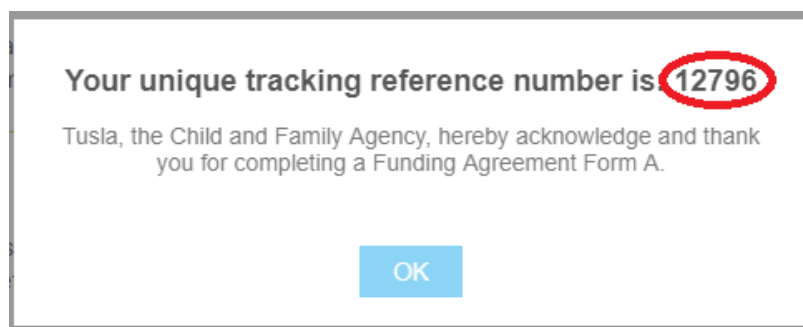


Figure 6