

Creating a registration application

I want to be an accommodation provider for West Midlands.
I need to fill in the application.

Downloading the spreadsheet

1. Sign in to West Midlands Placement Portal (WMPP). You are taken to the **Register for the West Midlands Placement Portal** page.
2. Read the **What we need from you** section.
3. Click on the links to see which documents you need to upload with your application.
4. Click the **Start** button.
5. Click the **spreadsheet template** link. The spreadsheet downloads to your downloads folder.



Tip: Save the spreadsheet somewhere you can find it. It is worth changing the name of the spreadsheet so that you can identify it easily.

Completing the spreadsheet – all providers

1. Open the spreadsheet.
2. Read the instructions page.
3. Go to **Questions for all providers**.



You might have to click **Enable Editing** at the top.

If you cannot see a question, click on it. The text is shown in the field at the top.

A13	What is your holding company number? (optional)
13	What is your holding company number? (optional)
14	Holding company name (optional)

4. Start at the top of the sheet with section 1. There are 4 sections.
 - Do not put spaces in phone numbers.
 - Enter complete email addresses.

5. Complete the information.
6. Save the spreadsheet.

The status at the top of the page shows you how many fields you need to complete.

Status: Incomplete (1 fields missing)

When all mandatory information is complete, the status is *All required fields complete*.

Mandatory fields are shaded to show you which ones you must complete **(A)**. Fields that you do not have to complete are labelled optional **(B)**.

A

3. - Provider details	
The provider is the company responsible for providing the child with care.	
Provider name	Leaf Green
Provider phone number	
Provider email address	leafgreen@mail.com

B

3.2 - Provider address	
This is the main office or business address.	
Address line 1	1 Blue Street
Address line 2 (optional)	
Town or city	Blue Town

Completing the spreadsheet – supported accommodation

If you provide supported accommodation:

1. Go to the tab for **Supported accommodation**.
2. You must first select if you are a *framework* or *spot provider*.
3. Enter the details of all your homes.
Each home must be added to a separate line.
4. Save the spreadsheet.

The **Validation Status** column shows you if there are fields that you must complete.

Validation Status	Home address
Status messages will appear in this column if any data is missing from your homes	Home name
OK	Aurora House
Error-Not all fields	Flare House

Submitting your application

When you have completed the spreadsheet, you can submit your application.



See the training guide:
Submitting a registration application.

Completing the spreadsheet – residential

If you provide residential accommodation:

1. Go to the tab for **Residential**.
2. You must first select if you are a *framework* or *spot provider*.
3. Enter the details of all your homes.
Each home must be added to a separate line.
4. For each home, select if education is included.
 - If yes, enter the education provision details.
5. Save the spreadsheet.

The **Validation Status** column shows you if there are fields that you must complete.

Validation Status	Home address
Status messages will appear in this column if any data is missing from your homes	Home name
OK	Lunar House
Error-Not all fields added (4)	Moon House



Before submitting your application:

- Complete all relevant information.
- Save and close the spreadsheet.
- Save it somewhere you can find it.

Completing the spreadsheet – fostering agency

If you provide foster placements:

1. Go to the tab for **Fostering agency**.
2. Enter your details.
3. You must select if you are a *framework* or *spot provider*.
4. Select *yes* or *no* for all the categories.
5. Save the spreadsheet.



Tips:

- If you cannot see section 1 press *Ctrl* and *Home* on the keyboard.
- Do not put spaces in phone numbers.
- Select *framework* or *spot provider* before you answer any other questions.