

Submitting a registration application

I want to submit my application to be a provider for West Midlands.

Completing the spreadsheet

Before you submit your application, you must complete the spreadsheet.



See the training guide:

- Creating a registration application.



Before uploading the spreadsheet:

- Complete all relevant information.
- Save and close the spreadsheet.
- Know where to find it.
- Make sure that you have all the documents to support your application.

Uploading your information

- Sign in to West Midlands Placement Portal (WMPP).
- Click the **Start** button.
- Click **Choose File**.
- Browse to the file and select it.
- Click **Continue**.

When you upload the spreadsheet, it is checked to see that all mandatory information is added. You get a warning telling you which sheet, row and column has errors.

Errors found in *SunshineHomes_registration.xlsx*

Sheet	Row	Column	Message
Questions for all providers	27	Provider phone number	This field is required
Residential	10	Does the home provide any educational provision?	This field is required

If there are errors:

- Update the fields on the spreadsheet.
- Upload the spreadsheet again.

Reviewing your application

- Scroll down the page to review your information.
- Update information if needed (see [updating your information](#)).

If you offer more than one type of accommodation, there is a tab for each type.

- Click on the tab to review information for that type of accommodation.

Service details

Supported accommodation

Residential

Fostering



Warning: You cannot change your application once it is submitted. Review all the information carefully before submitting the application.

Updating your information

If you need to change information:

1. Click **Update section**.
2. Change the information.
3. Click the **Save changes** button.



Note: Some of your information must be updated using the spreadsheet. It cannot be updated on the portal (see reloading the spreadsheet).



You can only edit some of the information directly on this page. If there is no field (box) below then you will need to edit and reupload your spreadsheet.

Reloading the spreadsheet

If you need to update information using the spreadsheet:

1. Open the spreadsheet.
2. Update the fields.
3. Save and close the spreadsheet.
4. Sign in to WMPP.
5. Click the **Reupload spreadsheet** button in the **Actions** panel.
6. Click **Choose File**.
7. Browse to the file and select it.
8. Click **Continue**.

Submitting the application

1. Click the **Submit application** button in the **Actions** panel.
2. Read the terms and conditions.
3. Select the box to accept the terms and conditions.
4. Click the **Continue** button. Your application is submitted.

Actions

Submit application

Reupload spreadsheet

Uploading documents

You have a list of documents to add to your application. Some documents are mandatory; some are optional. To upload a document:

1. Click **Upload**.
2. Click **Choose File**.
3. Browse to the file and select it.
4. Enter the additional information.
5. Click **Save and Continue**.

NOT UPLOADED

If you have not added the document, it has the not uploaded label.

UPLOADED

If you have added the document, it has the uploaded label.

Reviewing homes

If you have homes on your application, you must review the information for each home.

Aurora House

1 Yellow Street
Blue Town
Blueshire
BL1 2UE

NOT REVIEWED

[Review](#)

1. Click **Review**.
2. Review the information.
3. Update information if needed (see updating your information).
4. Upload the documents (see uploading documents).
5. Click the **Confirm Review** button. The **Not Reviewed** label changes to **Reviewed** for that home.