

# Making an offer

I have received a referral for the placement of a child.  
I want to make an offer for the placement.

## Making an offer for a placement

1. Sign in to West Midlands Placement Portal (WMPP).
2. View the referral.
3. In the **Respond** panel, click the **Make an offer** button.



The pages displayed depend on the requirements and type of placement. Different referrals have different details that must be completed.

4. Select and enter the details of your offer on each page.
5. Click the **Continue** button.

### Date of admission

6. Enter the date of admission.
7. Click the **Continue** button.



If the placement has started, enter today's date.

### Costs

8. Enter the costs per week.
  - Click the **Add additional fee** button to add further costs.
  - Select the type of fee and enter the details of the fee.
9. Click the **Continue** button.



**Tip:** If your file is too large to upload, contact support.

- Click **contact support** at the bottom of the page.

**Tip:** To copy text from a document to your offer:

- Highlight the text on the document.
- Press **Ctrl + C** on the keyboard.
- Go to the field on the offer.
- Press **Ctrl + V** on the keyboard.

10. Enter a summary of how you will meet the child's needs.
11. Click the **Continue** button.
12. Click **Check which documents are automatically attached** to see the list of documents.
13. Click **Check which documents are automatically attached** again to hide the list.



If any of your documents are out of date, you get a warning message at the top of the page.

14. Upload the relevant documents.
15. Click the **Continue** button.  
A summary of the offer is displayed.



Click **Change** for a section to change the information that you have entered.

16. Click the **Send offer** button.  
A confirmation is displayed. The referral moves to your **Active** list.

**Tip:** To enter a date:

- Click in the **Day** field.
- Enter 1 or 2 numbers for the day.
- Press **Tab** on the keyboard.
- Enter 1 or 2 numbers for the month.
- Press **Tab** on the keyboard.
- Enter 4 numbers for the year.