



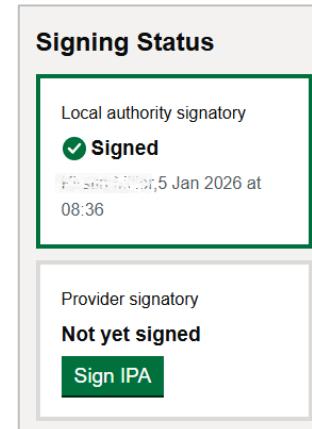
Signing an individual placement agreement

My offer for the placement of a child is accepted.
I want to sign the individual placement agreement (IPA).

Signing an IPA

1. Sign in to West Midlands Placement Portal (WMPP).
2. Find and view the referral on the **Successful** tab.
On the **Messages** tab, there is a message to say that the IPA is ready to sign.
3. In the **Respond** panel, click the **View IPA** button.
4. Scroll down the page to view the agreement.
5. Click the **Sign IPA** button.
There is a **Sign IPA** button at the bottom of the page or in the **Signing Status** section on the right.
 - Enter your name.
 - Enter the date.
6. Click the **Sign and submit** button.
The IPA is signed. The signing status is updated.

COMPLETED	When you have signed the IPA, the referral has the completed label.
CLOSED	When the IPA has been signed by you and the local authority, it is automatically closed. It has the closed label.



Signing Status

Local authority signatory
Signed
Kirsten Miller, 5 Jan 2026 at 08:36

Provider signatory
Not yet signed
Sign IPA



Signing Status

Local authority signatory
Signed
Kirsten Miller, 5 Jan 2026 at 08:36

Provider signatory
Signed
Aidan Ross, 5 Jan 2026 at 08:45

7. Click **View the referral** to return to the referral.
8. Click the **Messages** tab.
A message is added on the **Messages** tab to say that you have signed the IPA.



05 Jan 2026

The Individual Placement Agreement (IPA) is now ready for you to sign.

12 Jan 2026

Kirsten Miller from Birmingham City Council has signed the IPA.

12 Jan 2026

Freddie Holden from Little plc has signed the IPA.

Freddie Holden at 16:34

 **See the training guides:**

- Viewing a referral.
- Viewing an offer.
- Exporting the individual placement agreement.