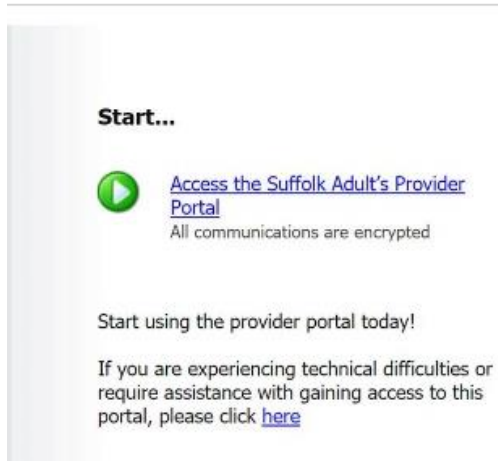


Suffolk
County Council

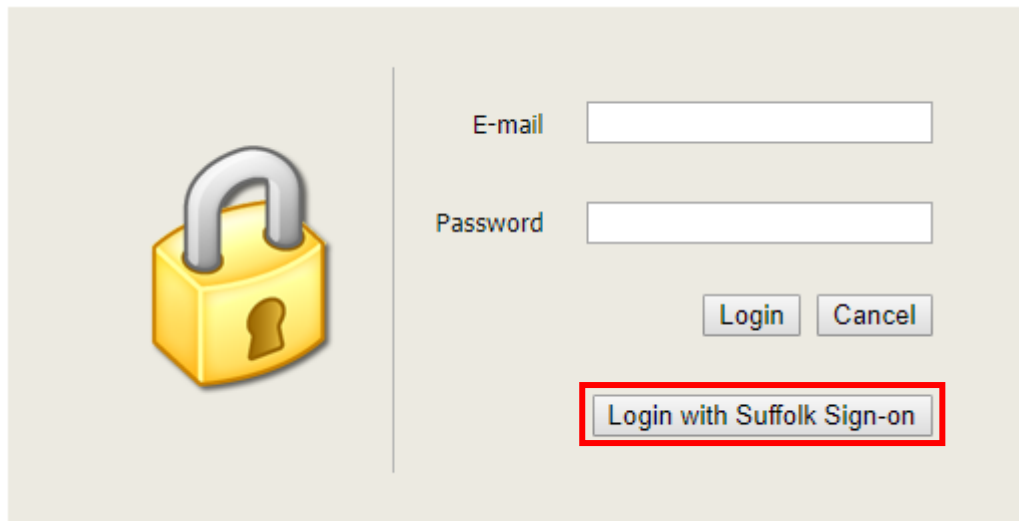
**PROVIDER PORTAL
LOGIN GUIDE**


How to login to the Provider Portal after you have registered

1. Log into the following URL
<https://acsprovider.suffolk.gov.uk>
2. Click on link next to the **start button** on the right-hand side of the screen to access the Provider Portal



3. Click on **Login with Suffolk Sign-on**

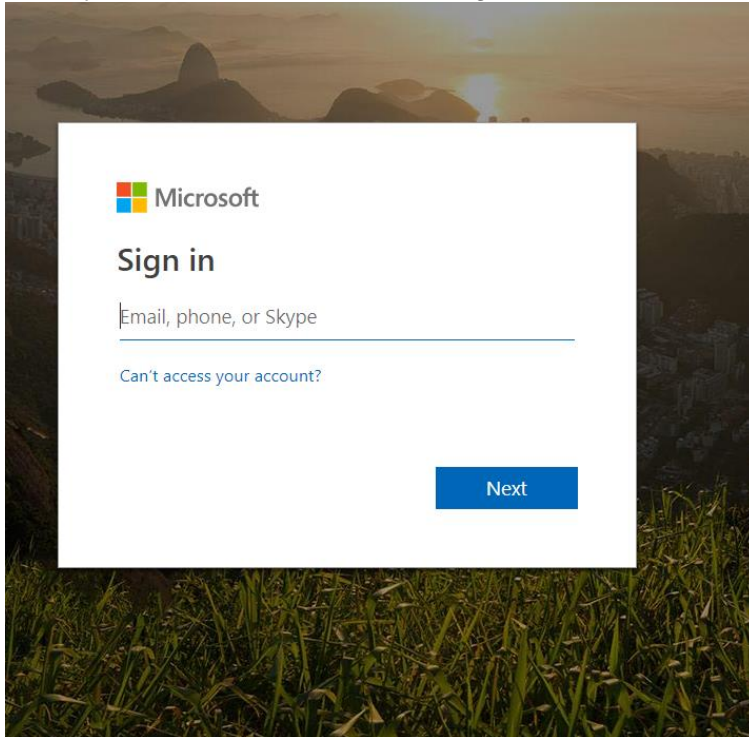




E-mail

Password

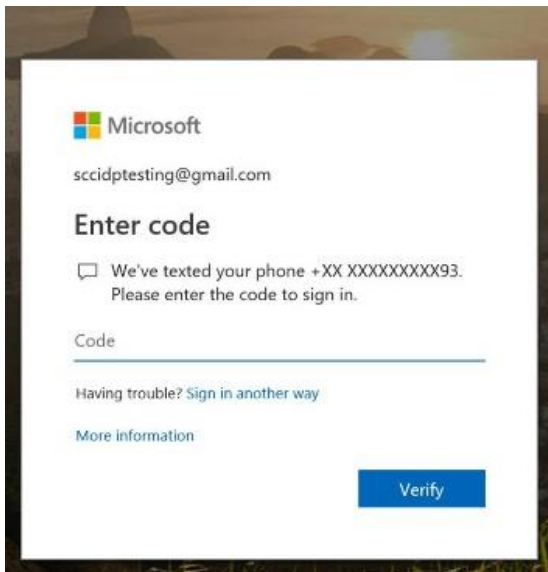
4. Enter your email address in to the sign in field, and click next



5. Enter your password, and click sign in



- Depending on your chosen authentication method, you will now either receive a phone call, a text message or use the authentication app. For a phone call, follow the instructions when prompted to authenticate. For a text message, enter the code sent to you by text in to the code field.

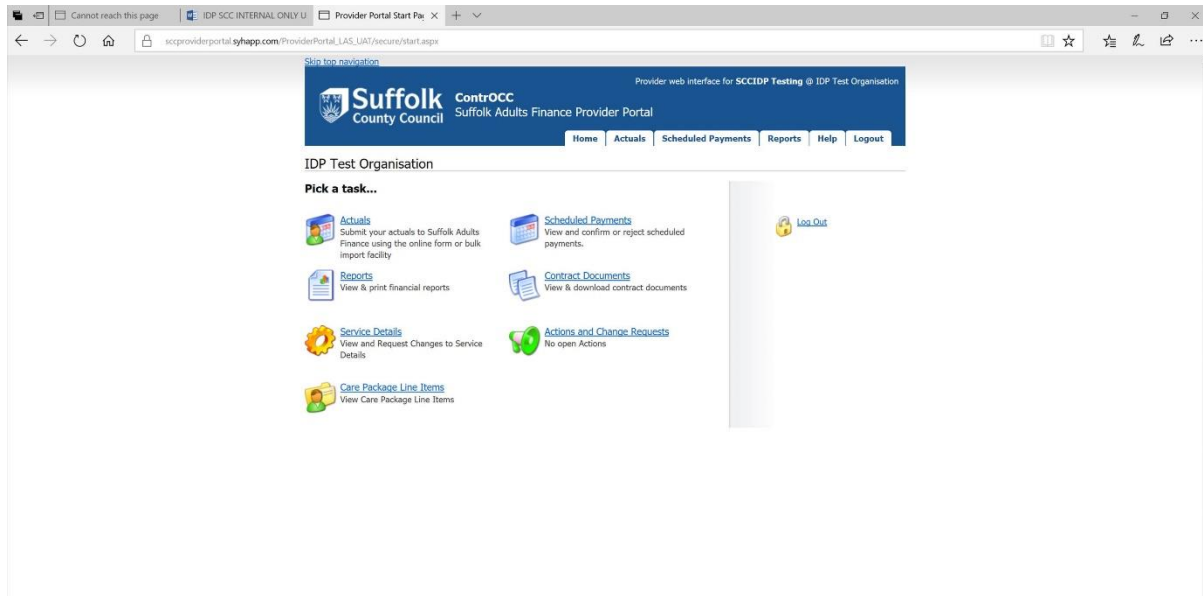


If you need to change your authentication method, click on sign in another way to select a different sign in method.

- To complete text message verification once you have entered the code received click verify.



8. Once verification is complete, you will be signed in to the portal.



Contact details

If you have any questions about the information you are submitting for billing purposes, actuals, you can contact business and finance colleagues as you have always done.

If you have any problems using or accessing the portal itself, please contact the ACS Contracts Helpdesk, using the contact details below.

E: ACSContractsHelpdesk@Suffolk.gov.uk

T: 01473 264025