

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://cypprovider.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

Start...



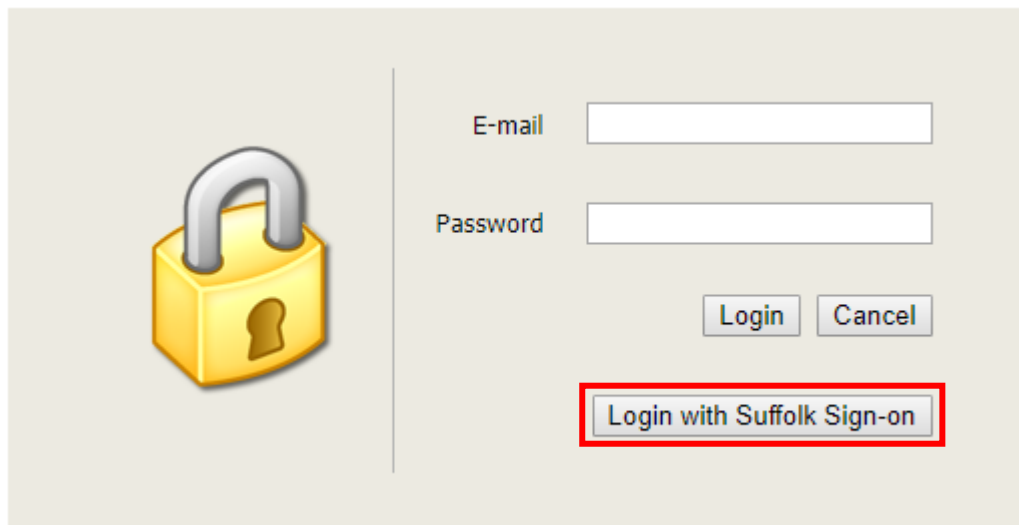
[Access the Suffolk Children's Provider Portal](#)

All communications are encrypted

Start using the provider portal today!

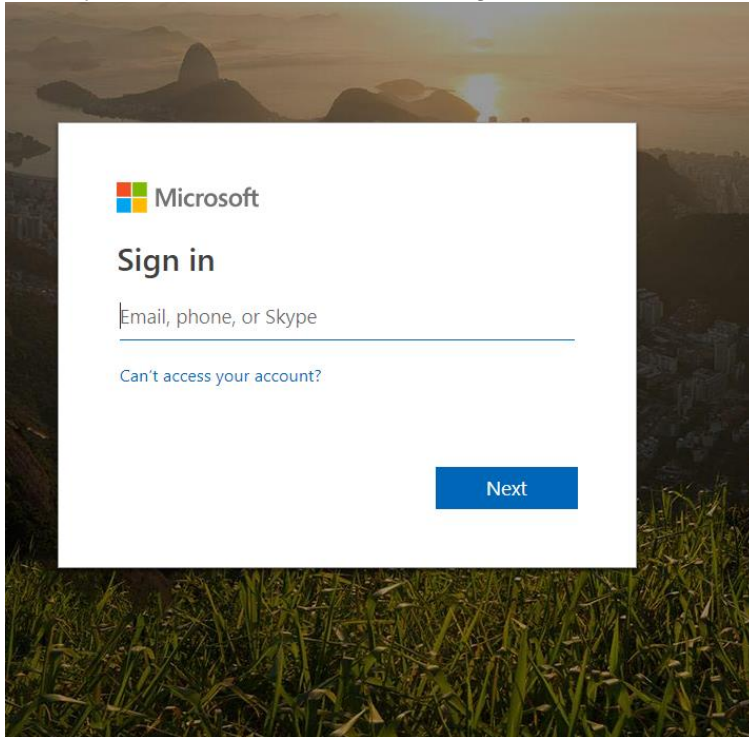
If you are experiencing technical difficulties or require assistance with gaining access to this portal, please click [here](#)

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



The screenshot shows a login interface with a yellow padlock icon on the left. On the right, there are two input fields: 'E-mail' and 'Password'. Below these fields are three buttons: 'Login', 'Cancel', and 'Login with Suffolk Sign-on'. The 'Login with Suffolk Sign-on' button is highlighted with a red rectangular border.

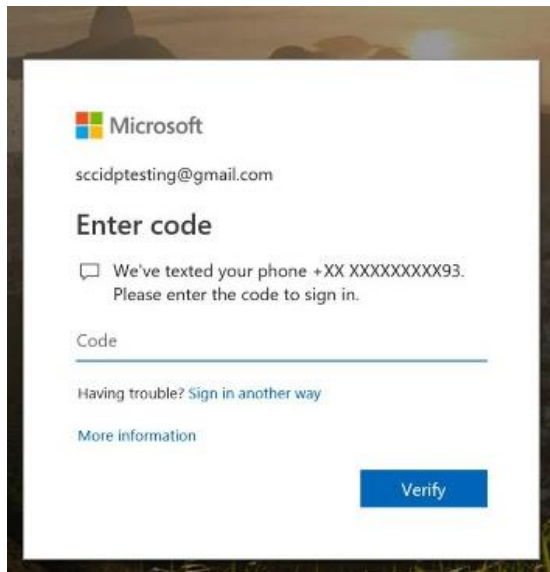
4. Enter your email address in to the sign in field, and click next



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.

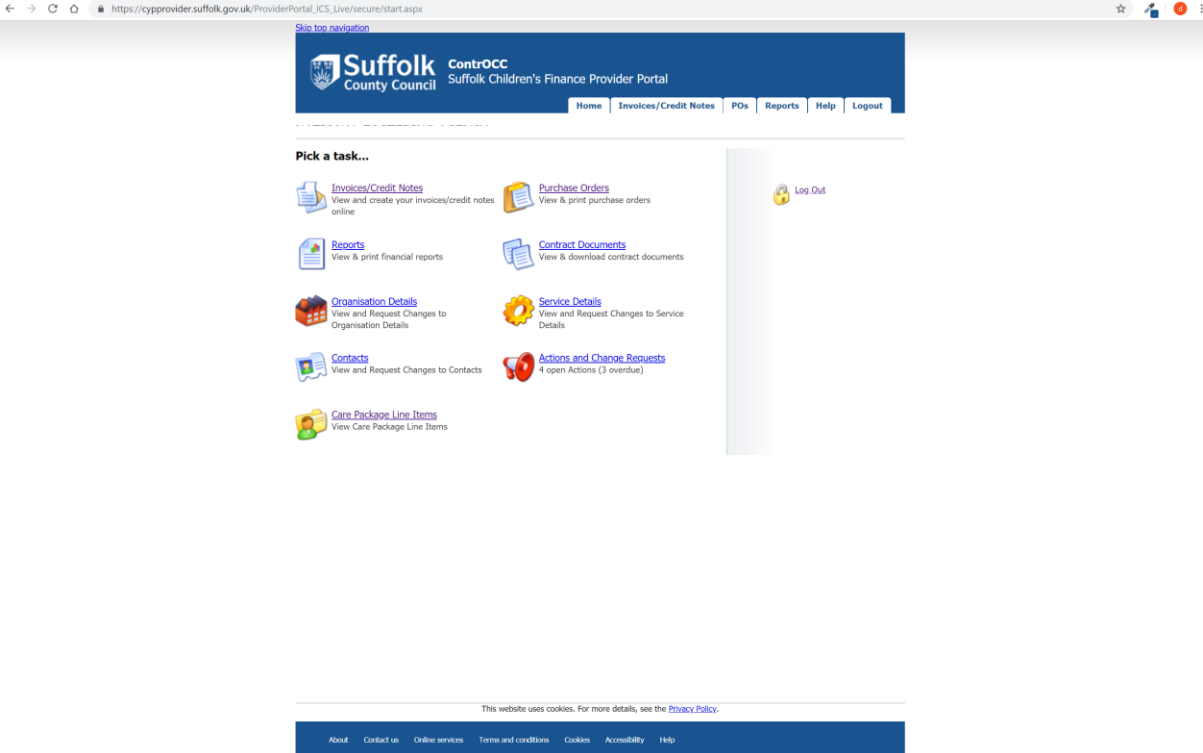


If you need to change your authentication method, click on sign in another way to select a different sign in method.

- 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.



https://cypprovider.suffolk.gov.uk/ProviderPortal/ICS_Live/secure/start.aspx

Suffolk County Council ContrOCC Suffolk Children's Finance Provider Portal

Home Invoices/Credit Notes POs Reports Help Logout

Pick a task...

- [Invoices/Credit Notes](#)
View and create your invoices/credit notes online
- [Purchase Orders](#)
View & print purchase orders
- [Reports](#)
View & print financial reports
- [Contract Documents](#)
View & download contract documents
- [Organisation Details](#)
View and Request Changes to Organisation Details
- [Service Details](#)
View and Request Changes to Service Details
- [Contacts](#)
View and Request Changes to Contacts
- [Actions and Change Requests](#)
4 open Actions (3 overdue)
- [Care Package Line Items](#)
View Care Package Line Items

Log Out

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Contact details

If you need further help, our contact details can be found below:

E: CYPplacements@suffolk.gov.uk

T: 01473 260695