



Learning Provider Portal Quick Guide

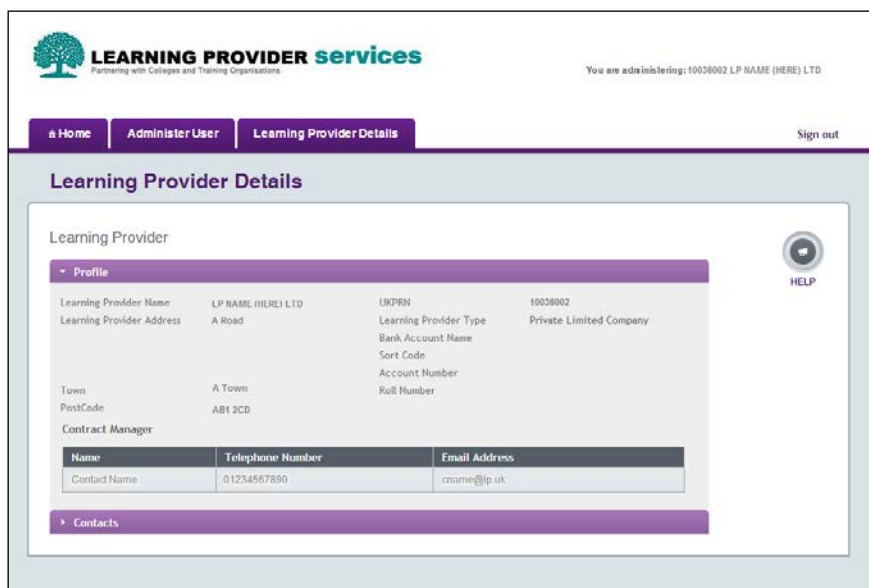
Learning Provider Profile

Please refer to section 5 of the User Guide for full and detailed instructions on the Learning Provider Profile if this guide does not give the required advice.

How to change bank details

To view the profile for your learning provider, click on Learning Provider Details tab on the Portal Home page

This will give you a view of the information held for your organisation. If you have the LP User Administrator role, the bank details will appear in this section.



LEARNING PROVIDER services
Partnering with Colleges and Training Organisations

You are administering: 10036002 LP NAME (HERE) LTD

Home Administer User Learning Provider Details Sign out

Learning Provider Details

Learning Provider

Profile

Learning Provider Name	LP NAME (HERE) LTD	UKPRN	10036002
Learning Provider Address	A Road	Learning Provider Type	Private Limited Company
		Bank Account Name	
		Sort Code	
		Account Number	
Town	A Town	Roll Number	
PostCode	AB1 2CD		
Contract Manager			

Name	Telephone Number	Email Address
Contact Name	01234567890	cname@lp.uk

Contacts

HELP

SLC cannot change any of the details within the Profile section of the Learning Provider Details screen. If the bank details are incorrect, please submit a completed BAN 1 Form to the Education & Skills Funding Agency (ESFA) at DfE.StandingData@education.gov.uk. You can find the form at <https://www.gov.uk/government/publications/efa-suppliers-bank-details-form>. Please note that changes to your bank details are subject to a verification process that may take up to 15 working days. Once verified, the ESFA will share these details with SLC via the next monthly update file on the second Tuesday of the month.

Please Note – As the Education & Skills Funding Agency provides SLC with bank account details, the account details on the Portal will always be the same as the account that your SFA payments are paid into. These cannot be different.

Once the Learning Provider Profile has been successfully amended, an email will be sent to contacts with the Primary or Secondary Business Contact role.