PROGRAMMES IMPLEMENTATION PLATFORM (PIP)

An Roinn Leanaí
agus Gnóthaí Óige
**Department of
Children and Youth Affairs**

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PIP Authorised User

'HOW TO'
GUIDE

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Contents

Introduction

This guide outlines the necessary steps for a Service Provider and City/County Community Childcare Committee in order to establish the Authorised User on the PIP system.

Primary Authorised User

The Primary Authorised User is the person with the authority to legally sign-up to participate in the DCYA Funding Programmes on behalf of their organisation.

The primary authorised user also has responsibility for managing finance/bank details and tax clearance certs.

As the move to the online contracting process commences, the identity of the Primary Authorised User on PIP must be confirmed or updated.

STEP 1:

Ensure you are currently recorded as a PIP USER. You have to have a password to manage PIP Child registrations etc). If you are not, please complete the PIP USER Mandate form and submit it to pipdocuments@pobal.ie.

You must also have a unique email address. The email address associated with the user account must be unique and not shared with any other user under this organisation

STEP 2:

Your local City/County Childcare Committee (CCC) will contact you in the near future to confirm:

a) that you are already a PIP User

> **and**

b) you are the person legally authorised to sign-up to the DCYA Childcare Funding Programmes for your organisation

Your CCC may request that you present to the CCC Office with photographic ID (i.e. passport/drivers licence). In some cases your CCC may also search your details on the CRO website to confirm that you are in fact legally authorised to sign-up to DCYA Childcare Funding for the organisation.

STEP 3:

Once step two is complete your CCC will confirm for you that they will be in a position to approve you as the PRIMARY AUTHORISED USER* on PIP.

*The approval of the CCC will only need to happen once for the PRIMARY AUTHORISED USER. If the PRIMARY AUTHORISED USER continues to remain in place over a number of years then in subsequent years you will only need to certify on PIP that you are the authorised person. In the event that your circumstances change steps 1-3 may need to be repeated. If the service facility details change then you may need to contact your CCC to engage as a 'brand new service'.

STEP 4: You will then 'nominate' yourself on the PIP System as the PRIMARY AUTHORISED USER, after which your CCC will approve this on the PIP System (Instructions to be provided by your local CCC).

Once Steps 1 – 4 are complete:

As the PIP PRIMARY AUTHORISED USER, you will be the person authorised to manage the programme contracts online. Your permissions on the PIP System will allow you certain controls for the organisation that the other PIP Users will not have e.g. you will be able to access your tax clearance details, financial/bank details, authorising user access rights against each of the facilities/services registered under the organisation.

Guideline for Service Providers – PRIMARY AUTHORISED USER
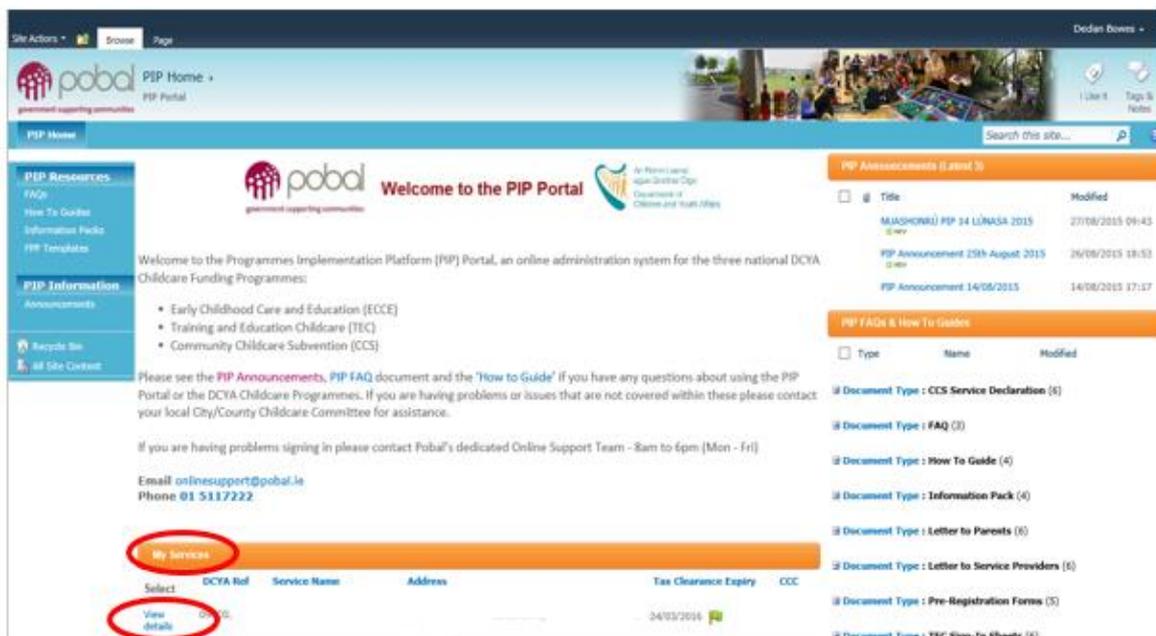
1. Log onto the PIP Portal

In order to access the PIP Portal a service provider must first log-in on the Pobal website.

https://pip.pobal.ie/SitePages/PIPHome.aspx

For further information on troubleshooting hints in relation to logging on issues please click here.

2. Navigating the PIP Portal

- Once logged-in, the PIP Homepage for the service will appear.

- To manage a facility simply click *View details* for the relevant facility. That individual facility's PIP Dashboard with Registration Details Screen will appear.
- Please note that where an organisation has multiple facilities, the Primary User certification process must only be completed once.

Navigate to Primary User Certification Form

- To navigate to the Primary User Certification form, click on the Services Tab on the ribbon

- The Readiness Section displays all the tasks that must be completed by the service provider. It is here that the PIP Authorised User task will be displayed.

- Information displayed in this section includes:

Title	Description
Link to Form	Click here to open the form
Milestone	This is the name of the task that the Service Provider must complete
Certification Expiry	This field displays the date upon which the certification task will expire
Last Certified	This field displays when the user last certified the task
Status	The status of the certification task will be shown here. A task will have a status of: • Blank – The form has not been completed by the authorised user • Submitted – The form has been submitted to the CCC for review • Approved – The form has been approved by the CCC • Declined – The form has been declined by the CCC
Certification Status	• Red – The form has not been completed or it has been declined by the CCC • Green – The form has been approved by the CCC

- Where the Primary Authorised User Readiness task has not been completed, then the certification status indicator will be **red**.
- Where the Primary Authorised User Readiness task has been approved by the CCC, then the certification status indicator will be **green**.
- Where the Primary Authorised User Readiness task has been started but not yet approved or has been rejected by the CCC, the certification status indicator will be **red**. Please check the **Status** field to ascertain the point at which form is on the approval process.

3. Complete the PIP Authorised User Certification Form

To complete the Primary Authorised User form, the steps must be followed:

1. Select **No** in the "Re-Certify without Changes" section

2. Select the name of the user to be nominated as the PIP Primary Authorised User from the drop down list in the New Primary Authorised User field
3. Tick the box to indicate agreement with the form declaration

4. Hit Submit

The PIP Primary Authorised User form will then be submitted to the local CCC for review and will be approved or rejected thereafter. As mentioned above, the status of the nomination can be viewed in the PIP Readiness section under the Status column.

4. Sample PIP Authorised User Certification Form

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PIP Authorised User Certification
Status: Draft

PIP Authorised User Certification

Introduction

This certification form is to establish the identity of the Primary Authorised User for an organisation on PIP. The Primary Authorised User is the person with the authority to legally sign-up to participate in the DCYA Funding Programmes on behalf of their organisation .Before this form is completed and submitted to the relevant City/County Childcare Committee (CCC) for review, the Primary Authorised User must ensure that they have identified themselves to their CCC in the manner requested by their CCC. Once approved by the CCC, the Primary Authorised User will have the ability to re-contract online for the 2016/2017 Programme Call. Following on from this certification process, future re-certification can be undertaken without specific approval from the CCC

Organisation

Name:

Address:

URN:

Certification

This section displays the name of the user currently allowed to activate Contracts on PIP

Current Authorised User

Re-certify without changes?:   ○ Yes
                                   ○ No

New Primary Authorised User: [   ] ⌄

Last Submitted By:

Declaration

I declare as the Primary Authorised User to have responsibility for managing all funding agreements under the DCYA Childcare Funding Programmes, managing finance/bank details, tax clearance certificates and authorising user access rights against each of the facilities/services registered under this organisation. I understand that in the event I request and am approved (offline process) to have 'secondary authorised users' added then they too are approved to undertake this functionality on my behalf.

☐ Tick this box to agree to the declaration

[Cancel]   [Submit]

5. Service Provider FAQs

Q. What criteria must be met in order to be nominated as a PIP Primary Authorised User?

1) The PIP Primary Authorised User must be an existing user on the PIP system
2) The email address associated with the user account must be unique and not shared with any other user under this organisation
3) The email address saved on the PIP system must not be blank

Q. How will I know if I do not fulfil any of the criteria listed above?

If you don't meet the criteria above an error message will display on the form and it won't be possible to submit the form.

Q. What should I do if I'm not an existing user on PIP?

Complete a User Mandate form and submit the completed version to pipdocuments@pobal.ie. A user name and password will be sent to the specified (and unique) email address in due course which will then allow the user to gain access to PIP and complete the nomination process.

Q. What should I do if I don't have a unique email address?

In order to be set up as a Primary Authorised User you must have a unique email address.

Q. Do I have to log onto PIP and nominate myself as the Primary Authorised User or can somebody do this on my behalf?

The Primary Authorised User can be nominated by any PIP user currently set up as a user on the service. **Please note that only the person with legal authority to accept contracts on behalf of their organisation should be nominated as the Primary Authorised User**.

Q. My organisation has multiple facilities; do I have to complete the nomination process for each one?

No, the nomination process is only required to be completed once for all facilities under an organisation. Once the PIP Primary Authorised User has been submitted and subsequently approved by the relevant CCC, the task will be complete for all the facilities under the relevant organisation.

Q. If the form is completed by a user in one facility belonging to an organisation, will it still be available for submission in another of my facilities on PIP?

No, once the form is submitted under one facility, the option to edit the form is no longer available. It is only after the form has been rejected by the CCC that the form will become open for editing again.

Q. For legal or organisational requirements, I wish to have other users set up on PIP to "manage" the PIP Funding Programme Contracts on my behalf.

For PIP management and communication purposes there can only be one PIP PRIMARY AUTHORISED USER however where a legal partnership is involved or in the case of very large organisations (i.e. 5 or more services/facilities) then, at your request, the Department of Children and Youth Affairs may authorise that a 'secondary authorised user' is added to the system to act on your behalf and assist in 'managing' the online contract process etc.

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Please Note:
- **'Secondary authorised users' will have all of the same access permissions as the PIP Primary Authorised User on the system i.e. bank details, tax clearance etc.**
- The PIP System will however issue confirmation emails with regard to any changes/significant activities on the system to the PIP Primary Authorised User's email address.
- Secondary Authorised Users need to be reapplied for annually.

To nominate a Secondary Authorised User
STEP 1 - Download a SAU Mandate from the PIP homepage.
STEP 2 - The Primary Authorised User completes the SAU Mandate, and scans it to prog_applications@dcya.ie, with 'Secondary Authorised User Application' specified in the subject title
STEP 3 - Pobal will create the SAU on PIP and send a confirmation email to the Secondary Authorised User with a username/password. An email will also be sent to the Primary Authorised User confirming the process has been completed.

Q. What happens if the nomination for my organisation is rejected by the CCC?

Once the form is rejected by the CCC, you can then edit the form again. Ensure that the directions provided for in the appraisal section by the CCC are followed and that the correct user and steps are followed before resubmitting the form.

Q. Where can I get support if I have more questions?

Contact your local City/County Childcare Committee or Pobal if you have further queries.