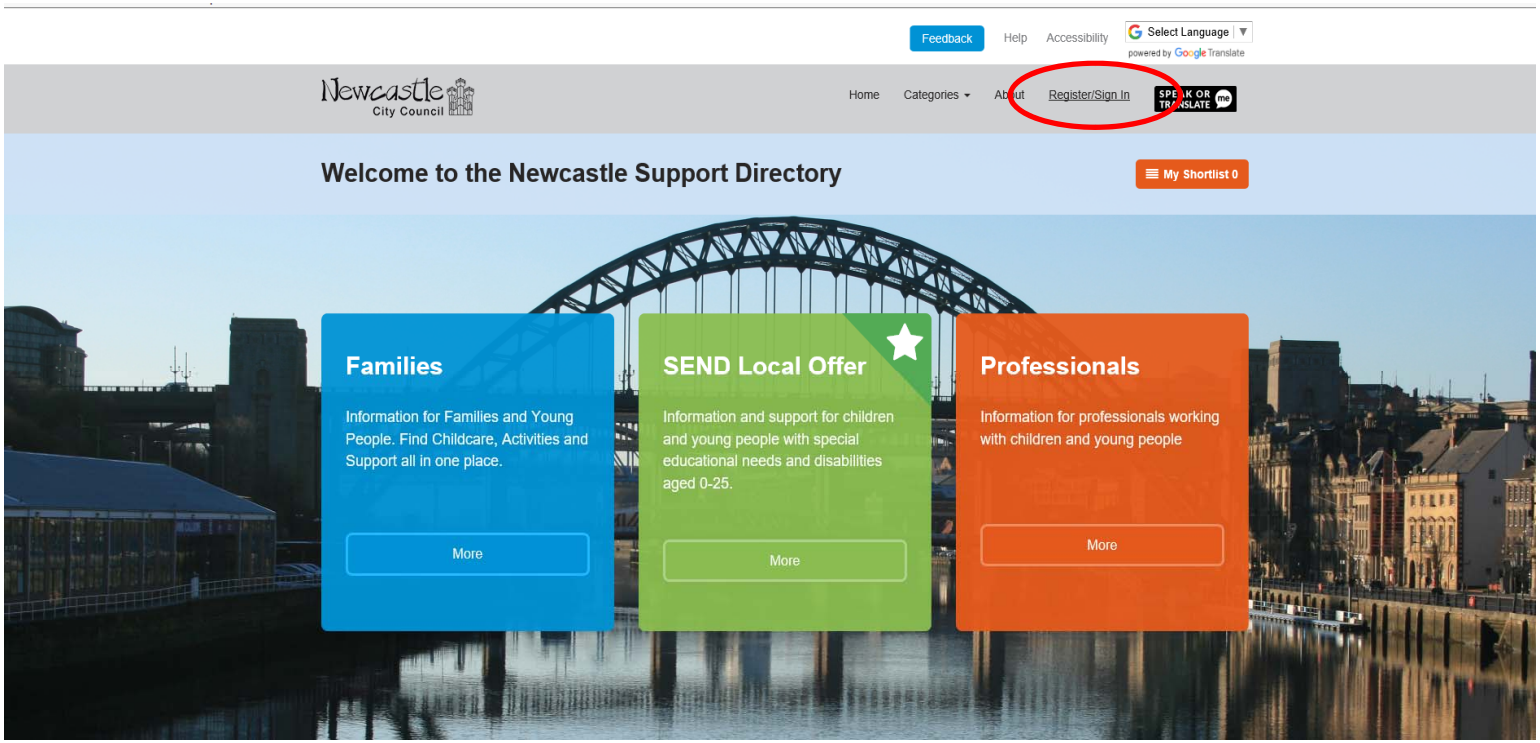
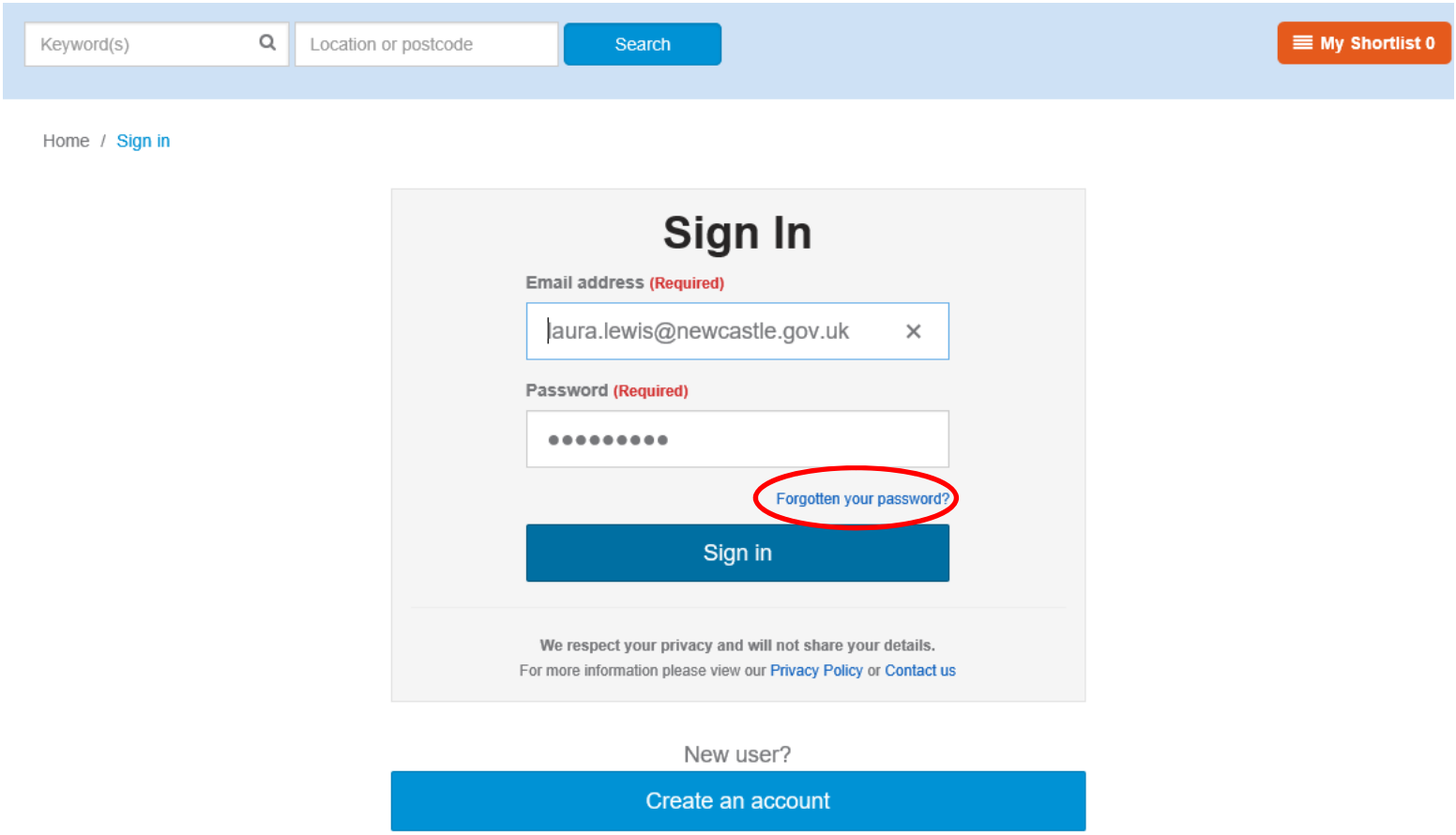
## Newcastle Support Directory

## Uploading or Downloading a Headcount form

**Signing in:** On the Newcastle Support Directory https://www.newcastlesupportdirectory.org.uk home page, click on **Register/Sign in**



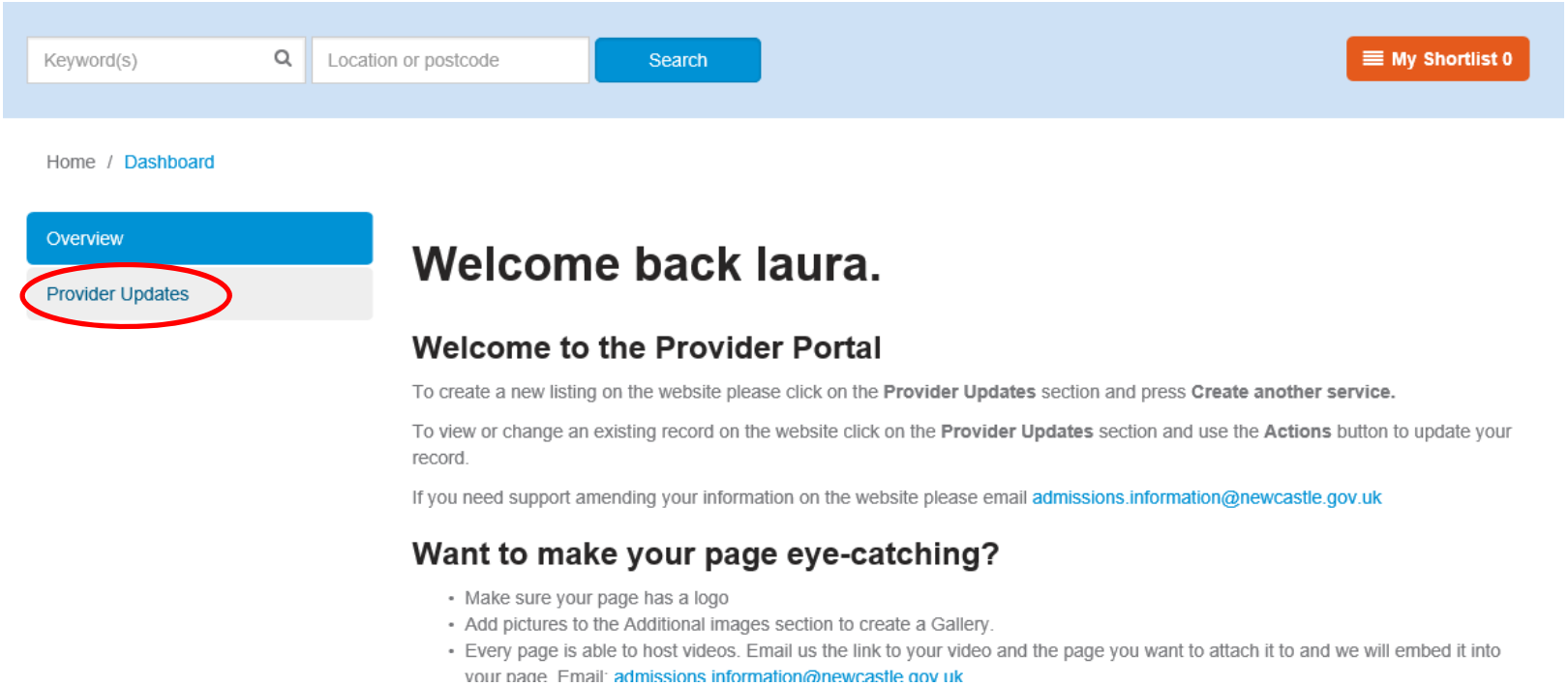

Select sign in and following page will appear:



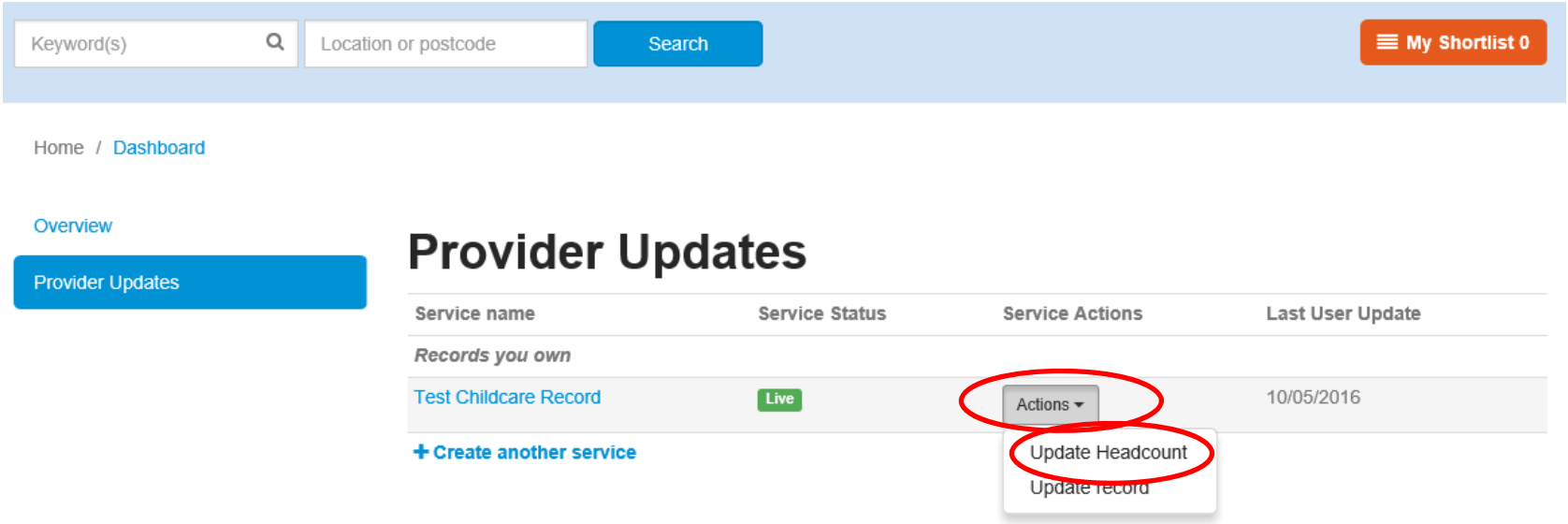

Enter your **email address** and **password**. The email address we use to contact you should be the email address you use to log in. then select **Sign in.**

If you have forgotten your password, please select **'Forgotten your password'** and follow the instructions.
If you are still having problems logging in please ring 0191 277 4674.

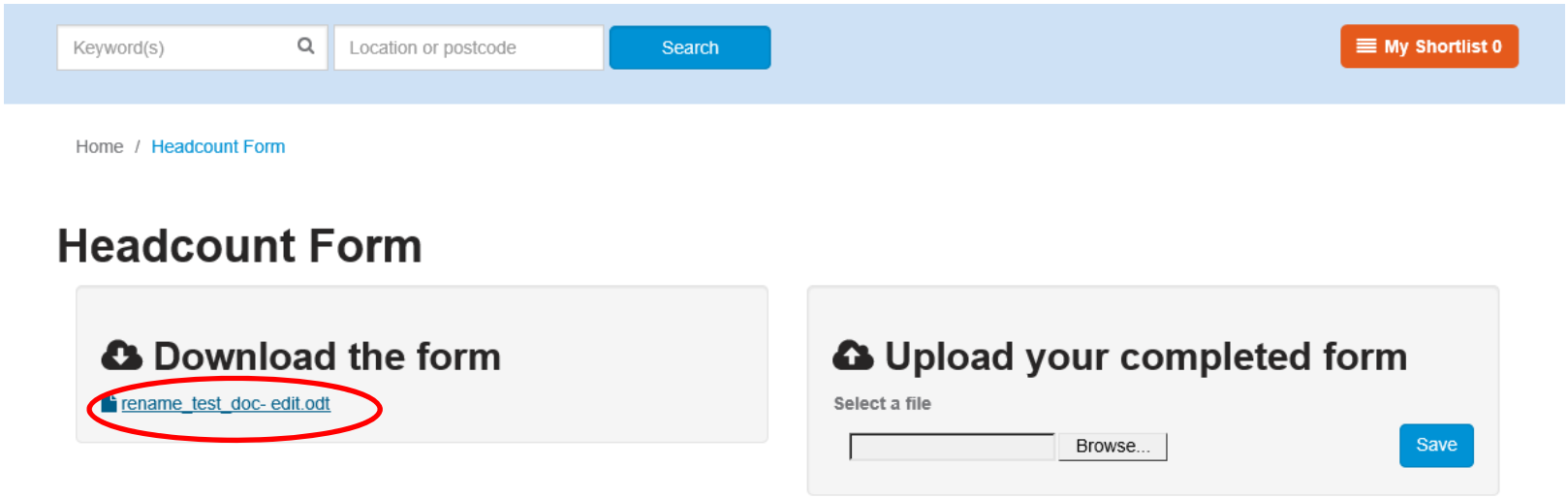
1. **Provider Update**: Once you are logged in you will see this page:




Click on **Provider Updates**



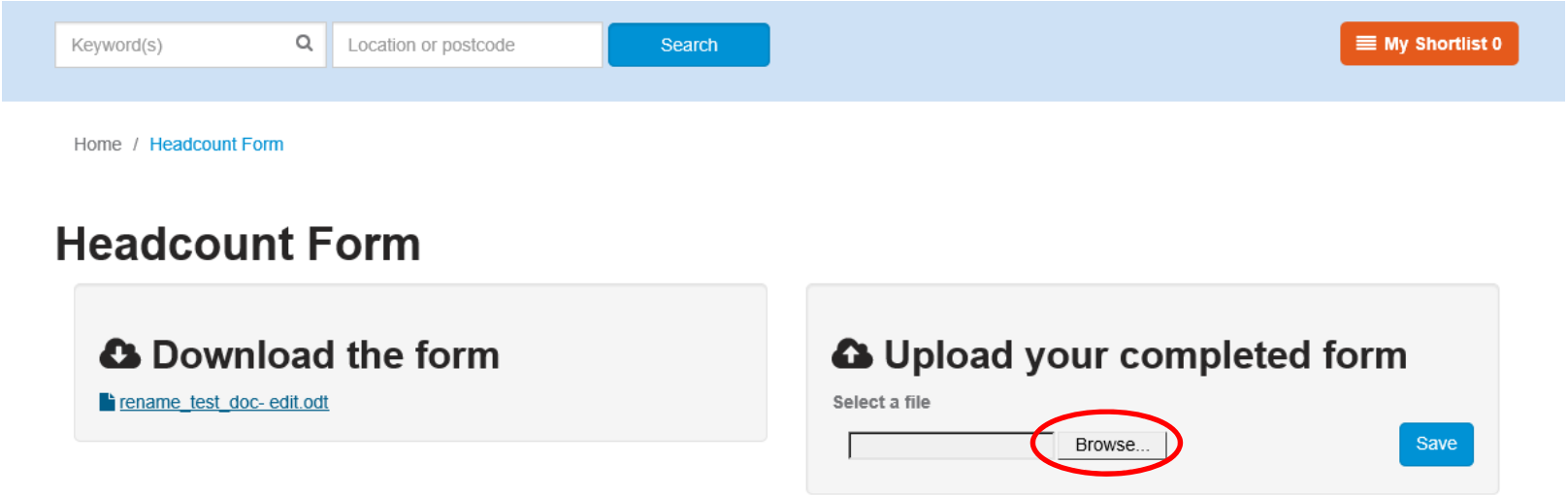

Chick on **Action** and then **Update Headcount** option. This will bring you to the Headcount page.




On the left side of the page under the **Download the form** your headcount will be available. Double click on the form and save it so that you can edit it.

## Uploading a headcount

Follow instructions above until **Headcount Form.**




On the right side of the page titled **Upload your completed form** is where you can securely send information to us. Click on browse and navigate to the place you have saved your complete headcount. **Press Save.**