



An Ghníomhaireacht um  
Leanaí agus an Teaghlach  
Child and Family Agency

## **Tusla Early Years Portal**

**How to upload additional documents**

## Form types

These instructions cover the additional document upload capability in these forms:

- [Early Years Service Registration \(Centre Based\)](#)
- [Early Years Combined Registration \(Centre Based\)](#)

Comprehensive guides can be obtained by clicking on the appropriate form above.

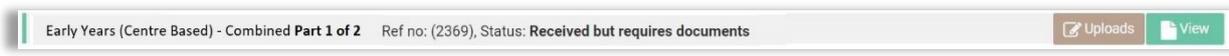
## How to upload additional documents

From time to time, we may ask you to submit extra documents after your submission has been approved, this may be for new policy changes, re registration or additional documents to update your profile as required.

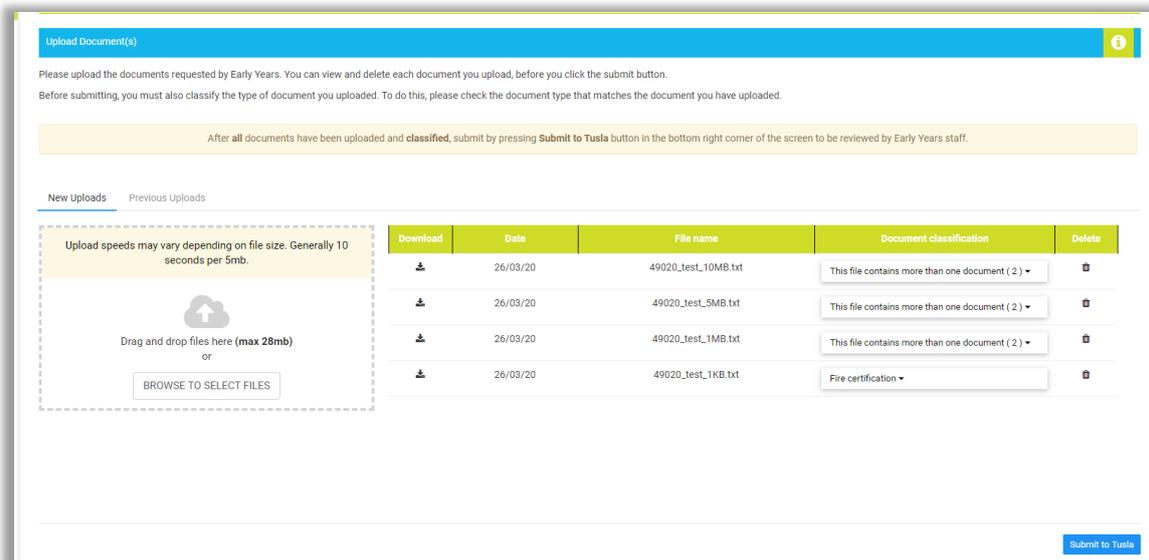
In these cases, you will receive an email stating what documents are required and where to go in Portal to upload these extra documents on your submission.

Upon receiving the email, go to 'My Submissions' and click on the Upload button for the specific submission, please refer to the next section for instructions

From the Home screen, selecting **My Submissions** will display a list of your previous submissions. If you have received the email mentioned above requesting further documents then you will see an entry like this:



If you click on the **Uploads** button, you will be taken to a document upload screen.



Documents can be added in the same way as previously when you first made the submission. Each document must be classified by choosing from the Document Classification dropdown list. If a file contains more than one document then choose the 'This file contains more than one document' option.

When you have attached all the necessary documents then click on **Submit to Tusla**.

A list of the documents that were submitted previously can be seen (read-only) by clicking on the Previous Uploads tab.

School Age Service

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Upload Document(s) ?

Please upload the documents requested by Early Years. You can view and delete each document you upload, before you click the submit button.  
Before submitting, you must also classify the type of document you uploaded. To do this, please check the document type that matches the document you have uploaded.

After all documents have been uploaded and **classified**, submit by pressing **Submit to Tusla** button in the bottom right corner of the screen to be reviewed by Early Years staff.

New Uploads Previous Uploads

Download	Date	File name
	01/01/17	48934_test_5MB.txt
	01/01/17	48934_test_1MB.txt
	01/01/17	48934_test_1KB.txt

[Submit to Tusla](#)