REVIEW PREVIOUS CHECKS

The **Review Previous Checks** function allows you to review the results of previous checks for Working Parent Entitlement funding through the Provider Portal.

1. On the Provider Portal home page select **Working Parent Entitlement | Review Previous Checks** to display the **Checks Run for Ages 2 to 5 Years 6 Months** page

Existing Child Checks are those where you searched for and selected the child's name before checking.

Ad Hoc Checks are those where you entered the child's details in full.

You can sort the list by clicking on the column headers.

2. If required, you can find a specific child by using the filter as shown below.