

CITIZEN PORTAL REFERENCE GUIDE FOR PARENTS/CARERS

2YO Funding – Terrific Twos

Registration

Open the following link:

https://oneonline.bradford.gov.uk/CitizenPortal_LIVE

Log in if you already have an account set up, if not press the register an account link and follow the instructions.

Don't have an account? Please [register an account](#)

Required fields are marked with a red asterisk *

Email address *

Password *

[Forgot your password?](#)

Click on the Terrific Twos button to begin the application:



Adding a Child

If your child is not showing on the screen, click on the add child button: to enter their details.

Once the child is listed in the homepage, select the child to continue with the application.

Applying for 2 Year Old Funding – Terrific Twos

Select the relevant application type according to the listed criteria.

Successful checks will generate a voucher to take to your childcare provider.

Unsuccessful checks may need additional information to be submitted to the portal, click the Request Help button: