



**For information and further support contact:**

Islington FIS: 020 7527 5959;  
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Drop in sessions: Thursday, 9am to 12.30pm at 222 Upper Street, N1 1XR

## Applying for 15 hours free early learning for 2 year olds: a step-by-step guide

- You will need an email address before you apply.
- Apply online at [www.islington.gov.uk/free2](http://www.islington.gov.uk/free2)
- The link will take you to the home page of the Citizen Portal.
- Select the [register](#) link, unless you already have an account (login if you already have an account; use 'Forgotten your password' if necessary)
- Fill in your details and choose a password. Please read carefully the instructions for your password – 10 to 28 characters, including, letters, numbers and a special character, such as: ! or ?
- Once you have completed the registration page, you will get an email asking you to verify your account. Click on the link in the email.
- You are now ready to [login](#) using your email and password.
- When you are logged in, click on Free early education for 2 year olds
- 'Add child' details and 'continue'.
- Click on the 'Start application' link on the box showing your child details.
- Start an Economic application if you are receiving benefits or tax credits; or if this doesn't apply to you, make a Non-economic application if your child is in receipt of DLA, has an EHC Plan, or is adopted, or looked after.
- Fill in your personal details – your full name and details exactly as held by HMRC, including your National Insurance number
- Agree to the Declaration notice.
- You will get a response on screen with a tick in a green box if you are eligible or a cross in a red box if you are not eligible.
- If the result shows you are not eligible, you can contact the Family Information Service for advice (see details at the top of this page).
- Show the free early learning provider confirmation of your successful application by taking a screen shot or logging in and showing them on screen. The FIS can email you a copy of your application if required by the provider.