Parent Sign-up Process

Parents can join the childcare voucher scheme from Computershare Voucher Services (CVS), by signing up online following the below process. Having a payslip to hand will help throughout the process.

1. Click ‘Log in / Register’ at the top right of the Computershare Voucher Services homepage: www.computersharevoucherservices.com

2. Click ‘Register’ in the ‘Register Now’ section on the right of the subsequent page.

3. Select ‘Register’ under the ‘Parent’ section of the ‘Register Online’ screen.
4. Enter the **10 digit** scheme Reference Number that is given to your employer when they registered with CVS. You must also enter your National Insurance number and payroll ID/payroll reference number, to ensure that you are legally entitled to childcare vouchers and have not registered previously.

5. Review and confirm your scheme details.
6. Parents must then provide details of salary and pay frequency. This information is to calculate the savings that you could make and to determine which tax band you fall into (parents in higher tax bands are entitled to a lower value of childcare vouchers each month). CVS stores the calculated tax band only, and not details of the parent’s pay.

7. Click ‘Calculate Eligibility and Savings’, and then ‘next’ once the calculation is complete.
8. You will then be prompted to input your personal details and contact details. Once this is done, click ‘next’.
9. You will be prompted to input details of your order. Here you can select the voucher type you wish to receive and on which pay date you would like your voucher order to begin.

10. Click ‘next’, and enter details of the children you are claiming for. This is required as non-parents are not legally entitled to childcare vouchers (e.g. they cannot save a balance prior to the child’s birth).
11. Input the details of the registered carer to which your payments are to be made. Once details are entered, click 'next'. If you have selected e-Vouchers, you can click 'next' without selecting a carer. If you would like to take e-vouchers and do not have the carer details to hand you can click 'skip this step'.

12. You will then need to set your password and three security questions.
13. Once you have set up your security details, you will be shown the confirmation screen summarising the details entered during the registration process.

14. Before Clicking ‘Confirm’ you will need to check the box to confirm you have read our terms and conditions. Clicking ‘Confirm’ will submit the order; your unique parent ID number will be displayed on the next screen. This number is also sent as a confirmation email to you.

15. The registration process is complete.