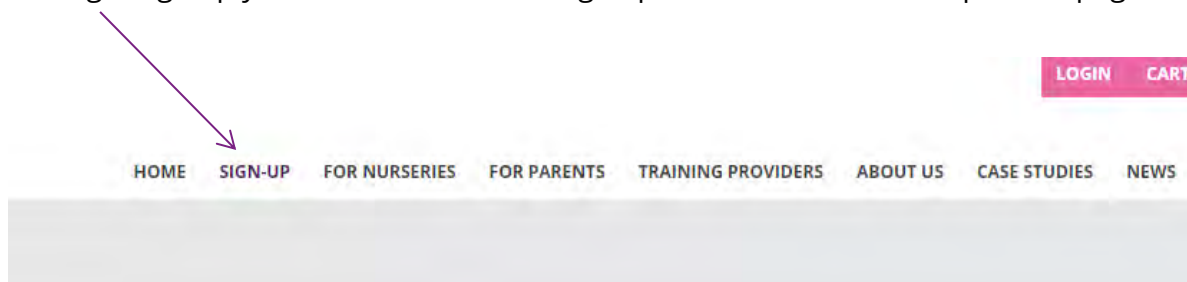


Signing up

Signing up through the website

To sign up for Millie's Mark you will first need to visit the website. This can be found at www.milliesmark.com.

To begin sign up you will need to select 'sign up' from the tab at the top of the page.



Once you have selected 'sign up', the page that opens will display 3 options of the package based on the number of staff at your setting. Only one will be relevant to you.



| Staff Count | Price (+ VAT) | Description |
|---------------------------------|---------------|---|
| 1-14 staff members per setting | £230.00 | This is for nursery providers with a maximum of 14 staff. |
| 15-29 staff members per setting | £280.00 | This is for nursery providers with a maximum of 29 staff. |
| 30+ staff members per setting | £330.00 | This is for nursery providers with 30 or more staff. |

Please ensure you read the eligibility criteria (by clicking on the link) before ordering and ensure you meet these.

You must meet all the standards listed here to be eligible to complete Millie's Mark.



Millie's Mark Criteria

To be eligible for Millie's Mark you must:

- Be based in England
- Have 100% of staff working directly with children trained in paediatric first aid
- Agree to allow a Millie's Mark assessor to visit with one day's notice*
- Declare any serious incidents, accidents or deaths in your nursery and provide information about measures taken.

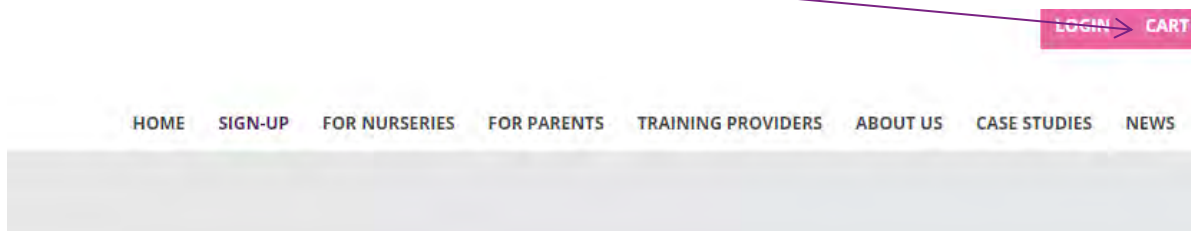
*Only a sample of nurseries will receive a visit.

[SIGN-UP NOW](#)

If you have already created an account before you sign up, only the option relevant to you, based on the number of staff you have declared will be available to select. Other options will be unavailable to select as demonstrated below.

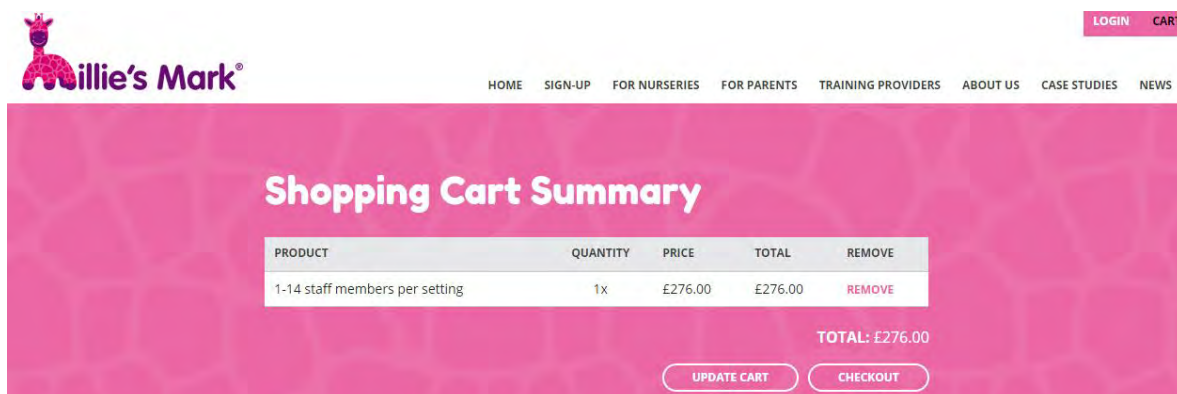
Select 'Add to Cart' to add the appropriate package to your cart.

To proceed to create your account and pay you will need to select cart from the top right hand side of your screen.



Navigation bar with links: HOME, SIGN-UP, FOR NURSERIES, FOR PARENTS, TRAINING PROVIDERS, ABOUT US, CASE STUDIES, NEWS. A LOGIN > CART button is located in the top right corner.

Your order will then appear on screen.



Shopping Cart Summary

| PRODUCT | QUANTITY | PRICE | TOTAL | REMOVE |
|--------------------------------|----------|---------|---------|------------------------|
| 1-14 staff members per setting | 1x | £276.00 | £276.00 | REMOVE |

TOTAL: £276.00

[UPDATE CART](#) [CHECKOUT](#)

If you are happy with your order you can then select 'checkout', or if you have selected the wrong option you can click 'remove' and go back through the first steps to add the correct option to your cart.

Creating your account

In order to complete your order you need to be logged in which means creating an account. Once you have clicked 'checkout' you will be prompted to do this. You should complete all fields accurately, those marked with an asterisk (*) are mandatory fields which you MUST complete.

E-MAIL *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

PASSWORD * PASSWORD STRENGTH:

CONFIRM PASSWORD *

Provide a password for the new account in both fields.

Ensure you use an email address you have access to as this will be used for all correspondence.

The password you chose will be

required to access your account in future.

You will have to type the password you choose twice to confirm they match. The strength of your password will also be indicated.

Once you have entered your email and password, fill out your details. These

E-MAIL *

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

PASSWORD * PASSWORD STRENGTH: **GOOD**

CONFIRM PASSWORD * PASSWORDS MATCH: **YES**

To make your password stronger:

- ADD UPPERCASE LETTERS
- ADD PUNCTUATION

Provide a password for the new account in both fields.

FIRSTNAME *

LAST NAME *

JOB TITLE *

NURSERY NAME *

include the name of the person creating the account (usually nursery Manager or Owner) and details of the nursery including address and Ofsted rating.

Important Please pay special attention to the declaration section pictured below

when creating your account.

DECLARATION REGARDING PRIOR INCIDENTS/EMERGENCIES OR LEGAL PROCEEDINGS

AN INCIDENT HAS OCCURRED/LEGAL PROCEEDINGS ARE IN PROGRESS

You must tick this box if there has been a prior incident resulting in death or a serious injury to a child, or if there are any current civil proceedings pending for the nursery

If an incident HAS occurred you MUST check the tick box by clicking on the square. If you check the box a further section will appear for you to specify actions taken as a result.

DECLARATION REGARDING PRIOR INCIDENTS/EMERGENCIES OR LEGAL PROCEEDINGS

AN INCIDENT HAS OCCURRED/LEGAL PROCEEDINGS ARE IN PROGRESS
You must tick this box if there has been a prior incident resulting in death or a serious injury to a child, or if there are any current civil proceedings pending for the nursery

ACTIONS TAKEN AS A RESULT

Please enter as much detail as possible about what actions your setting took following the incident. Your declaration will be sent to a member of staff and reviewed for approval before you are able to continue registering for Millie's Mark.

ANY PLANNED CLOSURES WITHIN THE NEXT 12 MONTHS?

None

CONFIRMATION

I have read [terms and conditions](#) and I confirm that:

I ACCEPT THE MILLIE'S MARK TERMS AND CONDITIONS *

I CONFIRM MY ACCEPTANCE OF THE POSSIBILITY OF A SPOT CHECK *
By ticking this box, you accept that your setting may be selected for a spot check by the Millie's Mark team. You will be given one day's notice of the spot check taking place.

CREATE NEW ACCOUNT

If you have any closures planned, you should state these in the next section, the final section is then to accept the Terms and Conditions. If you do not accept you will not be able to proceed to payment. If you do accept them, click the box to tick them and select Create New Account.

At this point if all your details are correct you will be taken to a new page to add your billing information. If you have missed a field you will remain on the same screen and the missed detail will now have a red box around it, you will also have to re-type your password.

If you have entered a number of staff that does not match the package you selected you will see this error message.

Selected staff number is too low for the current priceband. Please select a lower priceband.

[CREATE NEW ACCOUNT](#) [LOG IN](#) [REQUEST NEW PASSWORD](#)

You need to ensure you select the option from the sign-up page that matched the number of staff you have at your setting.

Once this section is complete, your account has been created and you will be able to log into the website on future visits using the details you provided. You will however not be able to proceed to build your portfolio and be assessed for the Mark until you have paid by going through the billing process detailed in the next step.

Making payment

Once all of your account details are complete and correct, you will need to enter your billing information.

Confirmation of your order will appear at the top of the page with the required details underneath for you to complete. Ensure you enter the correct billing information for the card you are going to use.

SHOPPING CART CONTENTS

| PRODUCT | PRICE | TOTAL |
|--------------------------------|---------|----------------|
| 1-14 staff members per setting | £276.00 | £276.00 |
| Subtotal | | £230.00 |
| VAT 20% | | £46.00 |
| Order total | | £276.00 |

BILLING INFORMATION

COUNTRY:

COUNTRY:

FULL NAME:

ADDRESS 1:

ADDRESS 2:

TOWN/CITY:

COUNTY:

POSTCODE:

[CONTINUE TO NEXT STEP](#) or [Cancel](#)

Once these are complete and you have checked them, click continue to the next step.

On the next screen you will be able to make one final check of your order before entering payment details.

Check your order.

| Shopping cart contents | | |
|--------------------------------|---------|----------------|
| PRODUCT | PRICE | TOTAL |
| 1-14 staff members per setting | £276.00 | £276.00 |
| Subtotal | | £230.00 |
| VAT 20% | | £46.00 |
| Order total | | £276.00 |

Account information

Select Payment Via Card and chose card type from drop down box.

The screenshot shows a pink-themed payment interface. At the top, there are two radio button options: "PAYMENT VIA CARD" (selected) and "I AM UNABLE TO PAY VIA CARD - PLEASE CONTACT 01484 407 070 TO DISCUSS". Below these is a "PAY USING" dropdown menu with the placeholder text "-- Please select a payment method --". The dropdown is open, showing a list of card types: Visa Credit, Visa Debit, Visa Electron, Mastercard, Mastercard Debit, and Maestro. A blue highlight is on the first option, and a purple arrow points to it from the right. Another purple arrow points to the "PAYMENT VIA CARD" option from the left. At the bottom, there are two buttons: "CONTINUE TO NEXT STEP" and "Go back". A purple oval highlights both buttons, with a purple arrow pointing to the "CONTINUE TO NEXT STEP" button from below. In the center of the screen, there is a green checkmark and a message: "Before proceeding to the next step, please verify that the billing address is the one that belongs to your chosen payment method."

Select the type of card and ensure the billing address belongs to the chosen method. If it does not, you will need to change the billing address by clicking Go Back. Or to enter the card details click Continue to next step.

You will then be redirected to WorldPay to enter the card details.

WorldPay (UK) Limited © 2012

Check the amount

Enter card details

Check cardholder details

Click Make Payment

You will receive a confirmation on screen, simply click Finish Your Order. You will also receive email confirmation of payment.

Payment has been completed

Order No WorldPay transaction code
317 3053518780

This was not a live transaction. No money has changed hands.

Thank you, your payment was successful.
Merchant's reference: 317
WorldPay Transaction ID: 3053518780

[Finish your order](#)

Once your account is created and paid for, the banner at the top of your screen on the website will look slightly different. The sign-up option will no longer appear. A My Orders tab will appear where you can view your account and purchased products. The My Account option will also appear. This is where you will go to create your portfolio and track your progress.

