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.

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.

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.

Your order will then appear on screen.
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.

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 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.
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.

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.
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.

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.

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

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.

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

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.