

Not registered yet? – create a new account and add your service

***note: if you are CQC - Care Quality Commission registered (applies to adults services only) you will be listed on our website.**


If you require any assistance in registering please [contact us](#)

Provider Corner

My Hub

Providers may create new service listings and keep current service listings up to date through the Dashboard area.
 To access the dashboard, please [Register](#) or [Sign In](#).

Click here



The infographic features a central purple oval with the text "Why should I include my services or information in the Local Offer?". Surrounding it are ten smaller circles with the following text:

- Free to advertise
- Free to access and update
- Accessed on average by over 10,000 people per month
- Tells people what you offer
- Provides information, advice and support around local services
- Attract volunteers
- Provides current information
- Promotes what you do
- You can gain feedback on the services you provide
- Local across Cheshire, West and Chester

- Complete the fields
- Read/accept and give your consent
- Click here

Create account

First name (Required)

Surname (Required)

Email address (Required)

Choose password (Required)

Confirm password (Required)

By clicking 'Create account' I agree that:

- I accept the [Terms & Conditions](#)
- I give consent to the processing of my data
- I may receive communications

Create account

Once you have created your account you will see this screen and you will receive an email with your activation code – enter your code and activate your account

Activate account

We have sent you an email

Do not close this window. You will need it to enter your activation code.

We have sent an email to **fis.west@cheshirewestandchester.gov.uk** which contains your activation code.

Enter activation code (Required)

Activate account

Activate code is required for security and to confirm your email address.

Can't find your activation code?

If you can't find your activation code, try...

- Checking your junk or spam email folders in case it has been put there.
- [Resend it to your email address](mailto:fis.west@cheshirewestandchester.gov.uk) (fis.west@cheshirewestandchester.gov.uk)

If you still have a problem then please [contact us](#).

You will then be prompted to sign in with your e-mail address and the password you created earlier

Sign In

Account activated

Your account has been activated. Please sign in with your email address and password.

Email address (Required)

Password (Required)

[Forgotten your password?](#)


Sign in

We respect your privacy and will not share your details.
For more information please view our [Privacy Policy](#) or [Contact us](#)


Keyword(s) Place name or postcode Search

/ Dashboard


Manage your listings
Create and edit your directory listings.




Carer's Self Assessment
Tell us what's important to you, what you value about your caring role and any changes that might improve your own wellbeing and quality of life



Self Assessment & Information Guide
Click here to view Saved Audits or start a new one



My list
Manage your list of saved services, information and advice.



Click here



Keyword(s) Place name or postcode Search

Home / Dashboard / Provider Updates

[< Back to Dashboard](#)

Your Directory Record(s)

In this section you can create and edit your directory records.
Changes to existing and new records are submitted for approval before being added to the directory.
The current status of your record is displayed alongside your available record actions.

Run a Service, Club or Event? [Get listed for free](#)

Click here



Keyword(s) Place name or postcode Search

Home / Provider Updates

You application for the service has been received. ×

[< Back to Dashboard](#)

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[+ Create a new directory record](#)

Click here



Complete the form with details of your service and save the record

Keyword(s) Place name or postcode Search

Home / Manage a record

Create a new record

Listing Details

Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

Title (required)

Description (required)

Contact Details

Please give the details of who people should contact to find out more. You must provide at least a telephone number or email address. These contact details will be displayed on the website.

Contact Name

Contact Position

Contact Telephone

[Add another contact telephone](#)

Contact Email

Contact Website URL Label

Contact Notes

[Save Record](#) [Cancel Changes](#)

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Record Title	Status	Actions
Test service	Queued for approval	

[+ Create a new directory record](#)

- You will then see the following status – approval will be given by administrators of the Local Offer **please allow 5 working days** for this to be actioned
- Once approved you will then see that the status is public and live on the Local Offer

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Record Title	Status	Actions
Test service	Public	Choose your action

[+ Create a new directory record](#)

Keep your details up to date

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Once your service is live you can sign in at any time and choose one of the actions

Keyword(s) Place name or postcode [Search](#)

[Dashboard](#) / [Provider Updates](#)

[Dashboard](#)

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Test service	Public	<div style="border: 1px solid gray; padding: 2px;"><p>Choose your action</p><ul style="list-style-type: none">Update recordView recordDelete record</div>

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