

# Worcestershire County Council Placements Provider Portal Guidance

## *How to log in*

Navigate to the login page by clicking on the link below

Access the Worcestershire Children First Placements Provider Portal (WCFPPP) >

### How to log in

Click on the link “Access secure services for providers”

**ContrOCC**  
Worcestershire County Council - Children Provider Portal

Provider web interface for Worcestershire County Council - Children social services

[Home](#) [Help](#)

Welcome to the Worcestershire County Council - Children Provider Portal

The site acts as an online portal for providers that deal with Worcestershire County Council - Children. It is a means to view and interact with contract and service delivery information, directly with the local authority. Some of the benefits include:


**Submit Actuals**

Submit your actuals directly to the local authority quickly and easily via the simple online form. Alternatively, upload actuals data in bulk using the import facility.

**Invoice Management**

Access the electronic record of invoices and credit notes sent to the local authority. And now, you can also create and submit actuals payable invoices directly, online.

**Start...**

 [Access secure services for providers](#)  
All communications are encrypted

Enter log in details, Username and Password. Your username will be the email address you have supplied. Your temporary password will have been provided separately.

Once entered, click on Login


**ContrOCC**  
Worcestershire County Council - Children Provider Portal

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Log in to your Provider Portal

Please log in to access the secure services.



E-mail

Password

[Request a new Password](#)

By logging in, you consent to the use of cookies. See the [Privacy](#) for details.

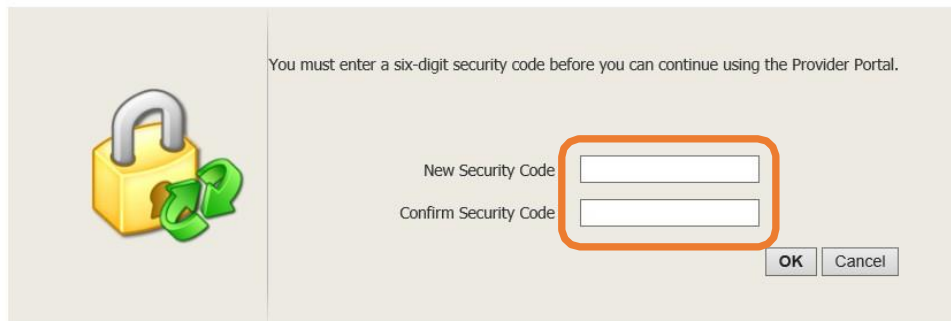
### On your first login – Set a Security Code

You will be presented with a screen asking to set a security number

Choose a memorable number following the criterion set out below

Click on ok

#### Change Security Code



Your security code must follow these rules:

- Exactly 6 digits
- Only 0-9
- Must be different from the previous security code
- No digit appears more than 4 times
- No sequences of more than three consecutive digits up or down (e.g. security codes containing 1234 or 4321 are not allowed)

### Subsequent logins – Choose numbers from the Security Code

For all subsequent logins, after you have entered your password you will be asked to provide 2 random numbers from your chosen security code.

Pick the number from the drop down and click ok.

#### Log in to your Provider Portal

Please enter the following digits from your six-digit security code.

