



Digital Portal: Changing your provider details

Publication date: 07 November 2023

Publication code: IT-0623-026

Contents

Changing provider details	Page 3
Retracting changes	Page 5
Amending relevant individuals	Page 7

Changing provider details

[Portal home](#)

BET This is a new service – your [feedback](#)

Stephen Brown

Provider number: SP2023000152

Provider Status: REGISTERED

Registered Address: 1 Any Road
Anytown
AN1 1WN

[Apply to register a new service](#)

You must confirm your provider details are up-to-date by checking the box at the bottom of the provider details tab before you can apply to register a new service.

Provider details | [User access](#) | [Manage services](#) | [Applications](#)

Application stages

- [Provider name and address](#)
- [Provider contact details](#)
- [Invoicing contact details](#)

Provider name and address	
Provider address	Not completed
Provider name	Stephen Brown
Individual's name	Stephen Brown

[Propose a new provider name or address](#)

Propose a new provider name or address

Stephen Brown

Provider Number: SP2023000152

Enter the proposed changes into the form

You must provide accurate details here as we will use this information as your contact details and also to identify the registered provider on the Certificate of Registration.

Individual's first name

Individual's middle name (optional)

Individual's last name

I don't want to use a trading name

Address line 2 (optional)

Address line 3 (optional)

Town or city

Postcode

! If your service address has also changed, you will need to update this in your service record.

When you press 'Submit', your proposed changes will be sent for approval. We may contact you to discuss these changes. On the next page we will ask you to review your provider contact details.

[Submit proposed changes](#) [Abandon changes](#)

Enter the proposed changes into the form and click the **Submit proposed changes** button at the bottom of the page.

Note: if your service address has also changed, it will need to be updated in your service record.

[Portal home](#)

BETA This is a new service – your [feedback](#) will help us to improve it. [Learn about the Digital Portal](#) on our website.

Amend contact details

Provider telephone number
We will use this to contact the provider

Alternative telephone number (optional)
We will use this number, if we cannot contact the provider on the main number

Email address
We will use this to communicate with the provider electronically

[Save Changes](#) [I don't want to change contact details](#)

You now have the opportunity to amend the contact details of the provider.

If necessary, enter the new contact details for the provider and click the **Save changes** button.

Retracting changes

BETA This is a new service – your [feedback](#)

Stephen Brown

Provider number: SP2023000152

Provider Status: REGISTERED

Registered Address: 1 Any Road
Anytown
AN1 1WN

[Apply to register a new service](#)

You must confirm your provider details are up-to-date by checking the box at the bottom of the provider details tab before you can apply to register a new service.

[Provider details](#) [User access](#) [Manage services](#) [Applications](#)

Application stages

- [Provider name and address](#)
- [Provider contact details](#)
- [Invoicing contact details](#)

Provider name and address	
Provider address	Not completed
Provider name	Stephen Brown
Individual's name	Stephen Brown

[Propose a new provider name or address](#)

Stephen Brown

Provider Number: SP2023000152

! Your proposed changes are being reviewed. If you wish to retract these changes or would like to submit a new proposal, click on the **Propose a new provider name or address** link on the Provider details page...

You must provide accurate details here as we will use this information as your contact details and also to identify the registered provider on the Certificate of Registration.

Proposed first name
Stephen

Proposed last name
Brown

Trading name
I don't want to use a trading name

Proposed provider address
1 Another Road
Aothertown
AN1 1WN

! If your service address has also changed, you will need to update this in your service record.

[Return to provider overview](#) [Retract Proposed Changes](#)

Propose a new provider name or address

Stephen Brown

Provider Number: SP2023000152

The form is displayed with the original details reinstated

You must provide accurate details here as we will use this information as your contact details and also to identify the registered provider on the Certificate of Registration.

Individual's first name

Stephen

Individual's middle name (optional)

Individual's last name

Brown



I don't want to use a trading name

Amending relevant individuals

Blossom Care

Provider number: SP2023000153 **Actions**

Provider Status: PRO

Registered Address: 1 Anytown AN1

If you need to amend the provider's relevant individuals, click the **Amend relevant individuals** link on the **Provider details** page

Provider details
the box at
the bottom of the provider details tab
before you can apply to register a new
service.

Provider details | User access | Manage services | Applications

Application stages

- [Provider name and address](#)
- [Provider contact details](#)
- [Relevant individuals](#)
- [Invoicing contact details](#)

Provider name and address

Provider address	1 Any Road Anytown AN1 1WN
Provider name	Blossom Care
Company number	123456789

Relevant individuals

Showing 1 of 1 record(s). [Show 25, 50](#)

Name	Role
Lisa Johnston	Role

Showing 1 of 1 record(s).

[Amend relevant individuals](#)

Details of relevant individuals

Blossom Care

Provider number: SP2023000153

! Any changes you make to your other applications

To add a relevant individual, click the **Add relevant individual** button

Relevant individuals should be:

- a director, manager or secretary of a company (where the applicant is a company or a corporate other than a local authority)
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Showing 1 of 1 record(s). [Show 25, 50](#)

Name	Role
Lisa Johnston	Role

Showing 1 of 1 record(s).

[Add relevant individual](#)

[View](#)

Individual details

Blossom Care

Provider number: SP2023000153

Details of individual

First name

Middle name or other names (optional)

Surname

Known as (optional)

Fill in the form with the details of the new relevant individual, taking care to read the guidance provided throughout the form

How (in what capacity) does this individual know this referee

Occupation of referee

How long has this individual

For example, 2 3

Years Months

You may need to gather more information in order to complete the form. If you need to return to complete the form at a later date, click the **Save as draft** button.

Save changes

Save as draft

[Cancel](#)

Details of relevant individuals

Blossom Care

Provider number: SP2023000153

! Any changes you make to your other applications

The draft version is now listed on the **Details of relevant individuals** page. When ready, click the **View** link to return to the form.

Relevant individuals should

- a director, manager or secretary of a corporate other than a local authority
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Showing 2 of 2 record(s).

Show [25](#) [50](#)

Name	Role	
Lisa Johnston	Role	View
Barry Green	DRAFT	View

Showing 2 of 2 record(s).

How long has this individual known this referee?

For example, 2 3

Years Months

Once the form is completed, click the **Save changes** button

Remove relevant individual

Remove this individual

Save changes Save as draft [Cancel](#)

Details of relevant individuals

Blossom Care

Provider number: SP2023000153

! Any changes you make to your other applications

The new relevant individual has now been added

Relevant individuals should

- a director, manager or secretary of a company or other corporate other than a local authority
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Showing 2 of 2 record(s).

Show [25](#), [50](#)

Name	Role	
Lisa Johnston	Role	View
Barry Green	Director	View

Showing 2 of 2 record(s).

Details of relevant individuals

Blossom Care

Provider number: SP2023000153

! Any changes you make to your other applications

To amend an existing relevant individual's details, click the **View** link

Relevant individuals should

- a director, manager or secretary of a company or other corporate other than a local authority
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Showing 2 of 2 record(s).

Show [25](#), [50](#)

Name	Role	
Lisa Johnston	Role	View
Barry Green	Director	View

Showing 2 of 2 record(s).

Individual details

Blossom Care

Provider number: SP2023000153

Details of individual

First name

Middle name or other names (optional)

Surname

Known as (optional)

Date of birth

For example, 23 11 2019

Day Month Year

Role in the organisation

Apply your changes to the form. You will only be able to view and edit the individuals personal details if you were the user who added them. If you did not add them, you will only be able to remove them.

How long has this individual known this referee?

For example, 2 3

Years Months

To remove a relevant individual, select the **Remove this individual** checkbox

Remove relevant individual

Remove this individual

Save changes

Save as draft

[Cancel](#)

Remove relevant individual

Remove this individual

Provide a reason for removal and click the **Save changes** button

Reason for removal

Retired

[Save changes](#) [Cancel](#)

Details of relevant individuals

Blossom Care

Provider number: SP2023000153

! Any changes you make to your other applications will affect the relevant individuals listed here.

The relevant individual is no longer listed on the **Details of relevant individuals** page

Relevant individuals should be:

- a director, manager or secretary of a company (where the applicant is a local authority or a corporate other than a local authority)
- a partner in the firm (where the applicant is a firm)
- a member of the firm (where the applicant is a limited liability partnership)
- a member of the firm (where the applicant is a limited partnership)
- a person concerned in the management or control of the association (where the applicant is an unincorporated association other than a firm)

Relevant individuals

Showing 1 of 1 record(s). [Show 25, 50](#)

Name	Role
Lisa Johnston	Role View

Showing 1 of 1 record(s).

[Add relevant individual](#)

There must be at least one relevant individual recorded.

[Return to provider overview](#)

Headquarters

Care Inspectorate
Compass House
11 Riverside Drive
Dundee
DD1 4NY

web: www.careinspectorate.com

email: enquiries@careinspectorate.com

telephone: 0345 600 9527



@careinspect