




Digital Portal – Add and amend managers details in an application to register a care service

Publication date: 19 July 2023

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 **CI Digital | Portal** [Your account](#) [Log off](#)

BETA This is a new service – please [email us your feedback](#) to help us to improve it.

Portal Home
Username

Registration
[Register a new care service and manage my applications](#)

To add or amend a managers details to a submitted registration application, log in to the **Digital Portal**. Click **Register a care service and manage my applications**.

Registrations

[Apply to register a new service](#)

Click **View application**

Your applications

Showing 6 of 6 record(s). [Show 25](#) [50](#)

Application number	Date started	Service name	Application status	
RA003228	11 April 2023	Happy Kids Nursery	Assessing	View application

[Home](#) > [Overview](#)

Application overview

Application number RA003228

Application awaiting payment
This application was submitted 05 July 2023.
Use the links to view the content and attachments. You can also add or amend the manager details.

Actions
[View application](#)
[Copy application](#)
[Add or amend manager's details](#)
[Withdraw application](#)

Click on the **Add or amend manager's details** link

[Home](#) > [Overview](#) > [Edit](#)

Details of the manager

Appointment of a manager

Application number RA003228

Version 1.4

Applicant details

Applicant name:

Proposed service name: Blossom Nursing Homr

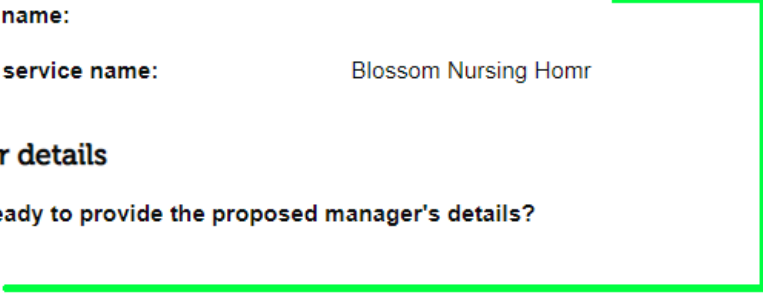
Manager details

Are you ready to provide the proposed manager's details?

Yes

No

Select the **Yes** option if you are ready to provide the proposed manager's details



[Home](#) > [Overview](#) > [Edit](#)

Details of the manager

Appointment of a manager

Application number RA003228

Version 1.4

Applicant details

Applicant name:

Proposed service name: Blossom Nursing Homr

Manager details

Are you ready to provide the proposed manager's details?

Yes

No

This section should be completed by the applicant or authorised representative, a manager should not be declaring their own fitness

Applicant details

Applicant name:

Proposed service name:

Manager details

Are you ready to provide the proposed manager's details?

Yes

No

Will this be a shared position?

Yes

No

If the position is to be shared select **Yes**.

You will need to provide the details of both proposed managers

Manager 1

Manager's first name

Manager's surname

Email address

Manager checks

Have relevant identity checks been completed for the proposed manager in accordance with the good practice guide, [Safer Recruitment Through Better Recruitment?](#)

Yes

No

Awaiting confirmation

You can now provide all the details requested in the form, uploading any supporting documents if required

Supporting documents

Please attach relevant documents to support your manager details statement.

▶ [Accepted file formats](#)

! The Care Inspectorate will review the management arrangements that are in place through our regulatory activities. If we find there is a lack of suitability (as defined by the regulations), we will ask you to take actions to resolve the issue. Failure to do so, may lead to enforcement action by us under the terms of the [Public Services Reform \(Scotland\) Act 2010](#)

I confirm the appointment has been made in accordance with the Act and associated regulations and orders, in which it states that a person shall not act as a manager unless they are fit to do so.

[Exit without saving](#)

At the bottom of the page you can click the **Save as draft** button if you need to leave the application and come back later

I confirm the appointment has been made in accordance with the Act and associated regulations and orders, in which it states that a person shall not act as a manager unless they are fit to do so.

[Exit without saving](#)

Once all the required information has been entered, tick to confirm you have read the declaration and click the **Save and submit manager's details** button

[Home](#) > [Overview](#)

Application overview

Application number RA003228

Version 1.4

Application awaiting payment

This application was submitted 23 May 2023.

Use the links to view the content and attachments. You can also add or amend the manager details.

[Exit without saving](#)

Actions

- [View application](#)
- [Add or amend manager's details](#)
- [Withdraw application](#)

Once saved you are taken back to the **Application overview** page.

You can click the **Add or amend manager's details** link if they need to be amended in the future

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