



LLE Student Information Service System Training

HEP Account Managers



Housekeeping

- Fire Safety
- Breaks, Refreshments & Lunch
- Restrooms
- Mobile Phones
- Questions



welcome



Registration

- 1 Introduction
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Introduction

Introduction

The LLE section of the Student Information Service (LLE SIS)

- Provides HEPs with access to student application data once funding is approved
- Enables early visibility of applicants, supporting preparation for registration and attendance confirmation
- Covers full-time, part-time, and accelerated undergraduate students starting from 1 January 2027 (new students or new course of study)
- Introduces changes to registration and attendance confirmation points, depending on study patterns and course structure
- Requires inclusion of credits and credit values within Change of Circumstances (CoC) submissions
- Bulk upload processes have been updated, with new requirements that differ from existing SIS processes - available since September for registration and attendance and January for CoCs



Introduction

You can use LLE SIS to:

- access student finance information to confirm which students have applied for fee loans support.
- confirm student registration at the beginning of a course or module to release maintenance payments to students.
- confirm ongoing attendance to release tuition fee payments.
- process Change of Circumstance (CoC) notifications throughout the academic year
- access Financial reports, allowing you to view tuition fee balances, tuition fee forecasts and tuition fee remittance reports amongst others.



Introduction

- For all other students, existing SIS processes remain unchanged
- Student applications will continue to be available via the current SIS
- No changes to bulk upload processes for:
 - Registration and attendance confirmations
 - Change of Circumstances (CoC) notifications
- Current technical specifications remain available on the HE Gateway
- Detailed functional guidance remains available on the HEP Services website



A thick orange bracket graphic is positioned to the left of the main text, pointing towards the right.

SIS Home

SIS Home

The SIS Home page is the first page you'll see after you select **SIS Home** from the HE Gateway homepage.

All SIS users can see this page, but the menu tabs here will only show the areas of SIS that your user level lets you access. Access to the 6 LLE areas will be dependent on your user level.

LLE Applications

This function allows you to search and view:

- Application information
- Registration worklist
- Attendance worklist
- CoC worklist

with additional actions that can be taken depending on the section you select.

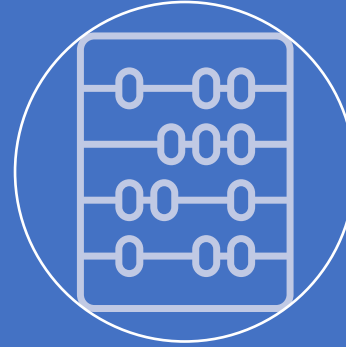


SIS User Access and Roles



Different user roles on SIS, with varying access rights.

- No limit on the number of roles a user can have.
- You must have at least one member of staff with the SIS User Administrator role



Assign the **HEI User role** first to grant system access, then allocate any additional roles as required



Student information will be available within 30 minutes after an application is approved or approved awaiting signature.



Information for HEP Staff



Student finance supports tuition fees and living costs for approved LLE courses/modules



Students must apply for funding each academic year



Maintenance payments will be made to students in three instalments per year



Registration confirmation is required to trigger payments

Once per year for full courses
At the start of each module for modular study



Tuition fees are paid to providers in up to four instalments per year
Based on course or module length



Attendance confirmation

- Required at key points during study
 - Releases tuition fee instalments
- Accuracy and timeliness of confirmations are essential



LLE Applications

LLE Applications

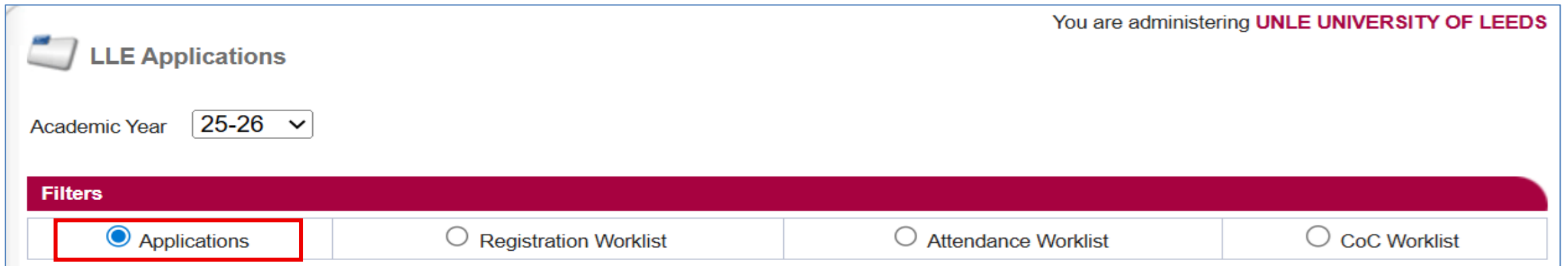
LLE Applications – Key Features

- Search and view student details for your HEP
- Filter and review data by individual or groups of students
- Access a range of information, including:
 - Personal details
 - Course and module information
 - Student-specific records
- Export student data sets for use in your own systems
- View a history of actions for each student
- Use data to:
 - Encourage students to apply for finance
 - Prompt students to correct application details before term starts

LLE Applications

Filters:

On entering this section, you can select one of the four options, as shown in the screenshot below:



The screenshot displays the 'LLE Applications' interface. At the top right, it states 'You are administering UNLE UNIVERSITY OF LEEDS'. Below this, there is a folder icon and the text 'LLE Applications'. An 'Academic Year' dropdown menu is set to '25-26'. A 'Filters' bar contains four radio button options: 'Applications' (which is selected and highlighted with a red box), 'Registration Worklist', 'Attendance Worklist', and 'CoC Worklist'.

Each option will allow you to carry out varying tasks, as indicated on the next slide.

LLE Applications

Applications filter:

- Search Applications
- Export Applications
- View Detailed Application Information

Registration Worklist filter:

- Search Applications with Outstanding Registration
- Export Applications with Outstanding Registration
- Confirm Registration

Attendance Worklist filter:

- Search Applications with Outstanding Attendance
- Export Outstanding Attendance
- Confirm Attendance

CoC Worklist filter:

- Search Applications with Outstanding CoCs
- Export Applications with Outstanding CoCs



LLE Applications

Applications: After clicking on the Applications radio button, the following screen will be presented:

Course

Course Name	<input type="text"/>	Study Mode	<input type="text" value="Select"/>
SLC Course Code	<input type="text"/>	Delivery Method	<input type="text" value="Select"/>
Campus	<input type="text" value="Select"/>	Qualification	<input type="text" value="Select"/>
Level of Funding	<input type="text" value="Undergraduate"/>	Course Fee Amount(£)	<input type="text"/>
Course Start Date (dd/mm/yyyy)	From <input type="text"/>	To <input type="text"/>	

Application

CRN or SSN	<input type="text"/>	Current Attendance Status	<input type="text" value="Select"/>
Surname	<input type="text"/>	Registration Status	<input type="text" value="Select"/>
Forename(s)	<input type="text"/>	Application Status	<input type="text" value="Select"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>	Fee Waiver	<input type="text" value="Select"/>
Domicile	<input type="text" value="Select"/>	Tuition Fee Payment Includes Loan Amount	<input type="text" value="Select"/>
Bank Details Held	<input type="text" value="Select"/>	Tuition Fee Payment Includes Student Amount	<input type="text" value="Select"/>
Valid NINO Held	<input type="text" value="Select"/>	Student Bursary Consent to Share	<input type="text" value="Select"/>
Transferred Indicator	<input type="text" value="Select"/>	Sponsor Bursary Consent to Share	<input type="text" value="Select"/>
Last Updated Date (dd/mm/yyyy)	From <input type="text"/>	To <input type="text"/>	Number of Records to Display per Page <input type="text" value="50"/>

Clear Search & Results

Display Results

Export Results

Application Search Results

LLE Applications

For all searches, select the Academic Year from the options available in the drop down box at the top of the page, see screenshot below.



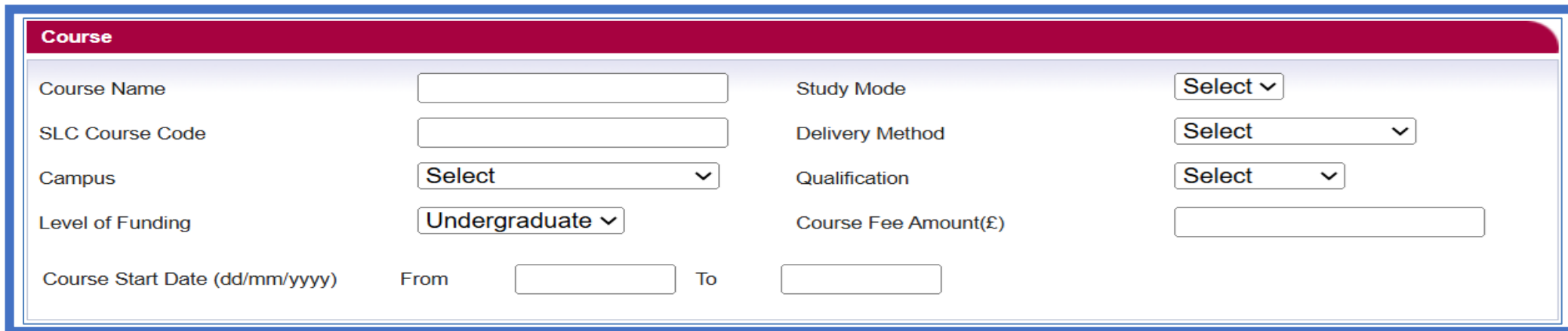
LLE Applications

Academic Year ▾

Filters

Applications Registration Worklist Attendance Worklist CoC Worklist

You are not limited to which fields or sections you can search on. You can select multiple fields from either the course and/or application sections.



Course

Course Name

SLC Course Code

Campus ▾

Level of Funding ▾

Study Mode ▾

Delivery Method ▾

Qualification ▾

Course Fee Amount(£)

Course Start Date (dd/mm/yyyy) From To

LLE Applications

Within the Course search section, the following fields are available:



Course
Name



SLC Course
Code



Campus



Level of
Funding



Course Start
Date
From/To



Study Mode



Delivery
Method



Course Fee

LLE Applications

In addition to the Course section fields, the following are the fields available in the Application section:



CRN or SSN



Surname



Forename



Date of Birth



Number of
Records to
Display

LLE Applications

The following are the fields available in the Application section as shown in the screenshot below.

Application			
CRN or SSN	<input type="text"/>	Current Attendance Status	Select <input type="button" value="v"/>
Surname	<input type="text"/>	Registration Status	Select <input type="button" value="v"/>
Forename(s)	<input type="text"/>	Application Status	Select <input type="button" value="v"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>	Fee Waiver	Select <input type="button" value="v"/>
Domicile	Select <input type="button" value="v"/>	Tuition Fee Payment Includes Loan Amount	Select <input type="button" value="v"/>
Bank Details Held	Select <input type="button" value="v"/>	Tuition Fee Payment Includes Student Amount	Select <input type="button" value="v"/>
Valid NINO Held	Select <input type="button" value="v"/>	Student Bursary Consent to Share	Select <input type="button" value="v"/>
Transferred Indicator	Select <input type="button" value="v"/>	Sponsor Bursary Consent to Share	Select <input type="button" value="v"/>
Last Updated Date (dd/mm/yyyy)	From <input type="text"/>	To <input type="text"/>	Number of Records to Display per Page <input type="text" value="50"/> <input type="button" value="v"/>

LLE Applications

Detailed Application Results:

Once you've entered your search criteria, select the Display **Results** button to search all student details in the system. The search will retrieve those that match your criteria.

The search results will appear in the bottom section of the page. They'll be ordered by surname.

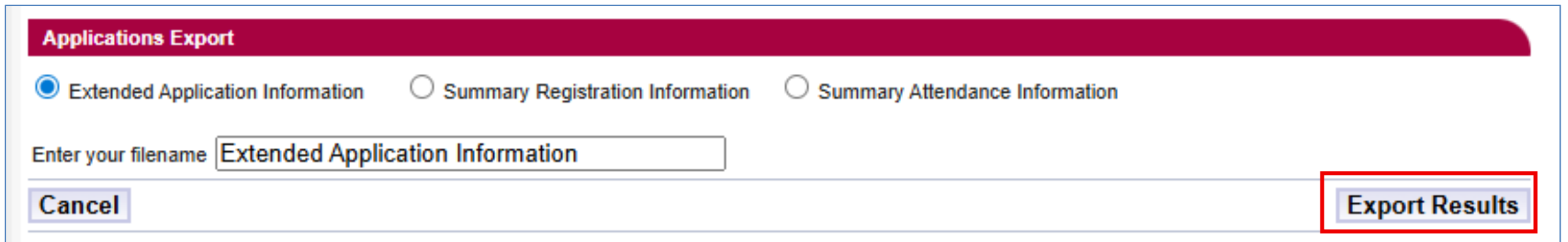
Application Search Results									
	CRN	Full Name†	Course Name	SLC Course Code	TFL Amount (£)	STP Amount (£)	Attendance Status	Registration Status	Create CoC
+	54879261586	AJKAMANA AJKAMANA AJKAMANA AJKAMANA	LLE GEOLOGY	100000000003	1000.00	1250.00		Registration Confirmed	Create

Clicking on the plus sign will expand the details and show the SSN

LLE Applications

Export Results:

SIS users can export the results of a search. You can do this directly from the filter without viewing the results first, or after viewing the results on screen.



Applications Export

Extended Application Information Summary Registration Information Summary Attendance Information

Enter your filename

Select the format for the export. You can choose between 3 formats:

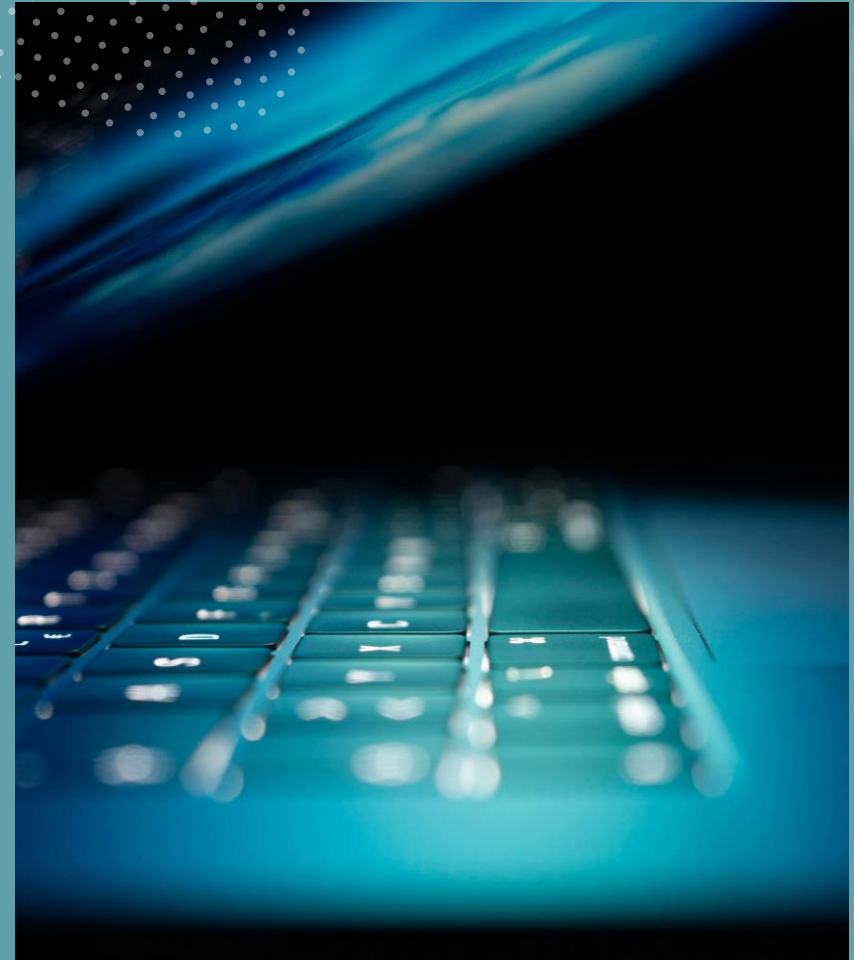
- Extended Application Information
- Summary Registration Information
- Summary Attendance Information

Select the filename for the export and the location where you want to save it.

Demo

We will now play a recording
demonstrating the LLE Applications Field

....



You are administering UNLE UNIVERSITY OF LEEDS

- SIS Home
- Student Information Home
- Registration Home
- Attendance Home
- Combined Home
- CoC Home
- Financial Reports
- LLE Applications**
- LLE File Imports
- LLE Provider Transfers
- LLE Manual Registrations
- LLE CoCs
- LLE Financial Reports
- HE Gateway Home

LLE Applications

Academic Year

Filters

- Applications
- Registration Worklist
- Attendance Worklist
- CoC Worklist

Course

Course Name	<input type="text"/>	Study Mode	<input type="text" value="Select"/>
SLC Course Code	<input type="text"/>	Delivery Method	<input type="text" value="Select"/>
Campus	<input type="text" value="Select"/>	Qualification	<input type="text" value="Select"/>
Level of Funding	<input type="text" value="Undergraduate"/>	Course Fee Amount(£)	<input type="text"/>
Course Start Date (dd/mm/yyyy)	From <input type="text"/>	To <input type="text"/>	

Application

CRN or SSN	<input type="text"/>	Current Attendance Status	<input type="text" value="Select"/>
Surname	<input type="text"/>	Registration Status	<input type="text" value="Select"/>
Forename(s)	<input type="text"/>	Application Status	<input type="text" value="Select"/>
Date of Birth (dd/mm/yyyy)	<input type="text"/>	Fee Waiver	<input type="text" value="Select"/>
Domicile	<input type="text" value="Select"/>	Tuition Fee Payment Includes Loan Amount	<input type="text" value="Select"/>
Bank Details Held	<input type="text" value="Select"/>	Tuition Fee Payment Includes Student Amount	<input type="text" value="Select"/>
Valid NINO Held	<input type="text" value="Select"/>	Student Bursary Consent to Share	<input type="text" value="Select"/>
Transferred Indicator	<input type="text" value="Select"/>	Sponsor Bursary Consent to Share	<input type="text" value="Select"/>
Last Updated Date (dd/mm/yyyy)	From <input type="text"/>	To <input type="text"/>	Number of Records to Display per Page <input type="text" value="50"/>

Clear Search & Results

Display Results

Export Results

Application Search Results

No search has been performed yet



Registration Worklist

Registration Worklist

- Registration is the formal agreement between the student and the HEP
- It can also refer to the period of that active agreement for study
- Submit registration confirmations as soon as possible
- Only confirm when there is evidence of enrolment in your system
- Evidence may include student ID or proof of course/module participation
- A positive registration confirmation will trigger:
 - Maintenance payments
 - Any approved grants



Registration Worklist

Maintenance Payment Profile Examples:

Example	Course Start	Course End	Profile 1	Profile 2	Profile 3
1	13th January 2027	10th November 2027	13/01 33%	13/04 33%	13/07 34%
2	8th February 2027	2nd July 2027	08/02 50%	08/04 50%	
3	12th May 2027	23rd September 2027	12/05 33%	12/07 33%	12/08 34%
4	15th February 2027	9th April 2027	15/02 100%		

Registration Worklist

Payment Structure & Rules

Maximum: 3 payments per year

- Course < 3 months
1 payment (100%)
- Course > 3 months
1, 2, or 3 payments
- Based on how many payment points fall between:
 - Course start date
 - Course end date
- Payment points:
 - Start date, then Sept / Jan / Apr / Jul
 - No consecutive month payments
 - Skip payment point if within 1 month of previous



Registration Worklist (example)

3.5-month course (starts 3 March)

- Paid **100% in March**
- April skipped, course doesn't reach July

9-month course (starts 10 March)

- Payments: **March, July, September**
- April skipped

Agreed monthly payment patterns:

Jan → Jan, Apr, Jul

Feb → Feb, Apr, Sept

Mar → Mar, Jul, Sept

Apr → Apr, Sept, Jan

May → May, Sept, Jan

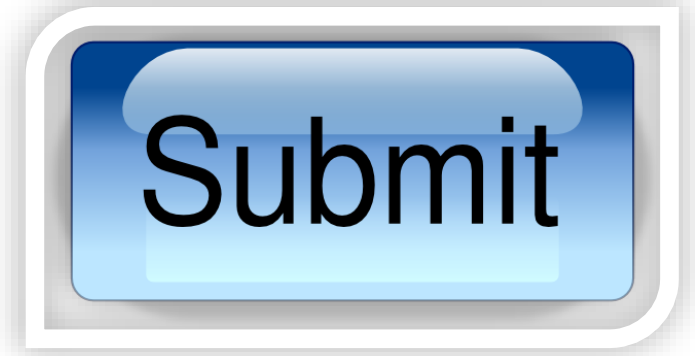
Jun → Jun, Sept, Jan

Jul → Jul, Jan, Apr

Payment points that align with long vacation periods are excluded to ensure no more than three payments are made within the course year.



Registration Worklist



There are 3 ways to submit registration confirmations on SIS.

LLE Applications Registration Worklist

Students who require a registration confirmation will appear on the Registration Worklist 30 days before the start date of their module or course for you to confirm.

Manual Registration

You can register students before they appear on the Registration Worklist by submitting a manual registration. The reason you would use this is if a student registers at another HEP, but the transfer CoC process has not been fully completed.

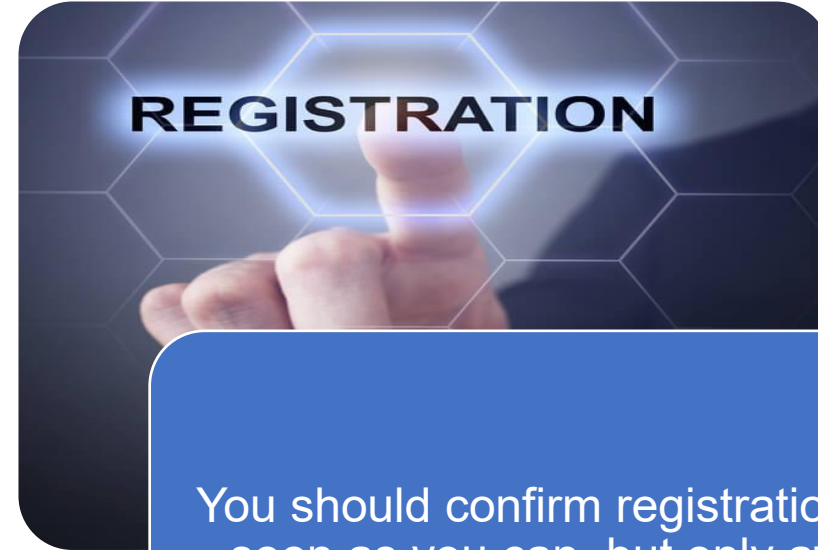
LLE File Imports – Registration

You can export the information within the LLE Applications Registration Worklist from SIS to your IT systems. You can then import registration confirmations back into SIS using the LLE File Imports – Registration section.

Registration Worklist



You should regularly review and update the Registration Worklist.



You should confirm registration as soon as you can, but only after you've completed the enrolment process, including ensuring the number of credits are correct.

Registration Worklist

- You can confirm student registration from 30 days before the course or module start date held on the system.
- If the actual start date differs, you must submit a Change of Circumstance and wait until it is processed before confirming registration.
- You should normally wait 4 weeks after the start date before submitting a 'Not Registered' (N code).
- This allows time for students who may choose to register at another provider.
- However, if you know the student will not continue in higher education, you should submit the N code as soon as possible.



Registration Worklist

After clicking on the Registration Worklist radio button, the following screen will be presented:

Filters

Applications

Registration Worklist

Attendance Worklist

CoC Worklist

Course

Course Name	<input type="text"/>	Study Mode	<input type="text" value="Select"/>
SLC Course Code	<input type="text"/>	Delivery Method	<input type="text" value="Select"/>
Campus	<input type="text" value="Select"/>	Qualification	<input type="text" value="Select"/>
Level of Funding	<input type="text" value="Undergraduate"/>	Course Fee Amount(£)	<input type="text"/>
Course Start Date (dd/mm/yyyy)	From <input type="text"/>	To	<input type="text"/>

Application

CRN or SSN	<input type="text"/>	Date of Birth (dd/mm/yyyy)	<input type="text"/>
Surname	<input type="text"/>	Number of Records to Display per Page	<input type="text" value="50"/>
Forename(s)	<input type="text"/>		

Clear Search & Results

Display Results

Export Results

Manual Registration

SIS Home

Student Information Home

Registration Home

Attendance Home

Combined Home

CoC Home

Financial Reports

LLE Applications

LLE File Imports

LLE Provider Transfers

LLE Manual Registrations

Create Manual Registrations

View Manual Registrations

LLE CoCs

LLE Financial Reports

HE Gateway Home

You are administering **UNLE UNIVERSITY OF LEEDS**

LLE Manual Registrations

Create Manual Registrations

Academic Year 25-26

Student Details

CRN or SSN Date of Birth (dd/mm/yyyy)

Forename(s) Surname

[Clear Search & Results](#) [Display Results](#)

Student Details Results

No search has been performed yet

Home | LLE Manual Registrations
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Select	HEP	Course	SLC Course Code	Pending Transfer Details
<input checked="" type="radio"/>	University of Leeds	Mathematics	1578958	Provider Transfer to: University of Northumbria, Advanced Mathematics, 1954558
<input type="radio"/>	University of Leeds	Statistics	1687958	Provider Transfer to: University of Northumbria, Statistics, 1474411
<input type="radio"/>	University of Leeds	Data Analysis	1247846	Provider Transfer to: University of Northumbria, Data Sciences, 1112354

Manual Registration

You are administering **UNLE UNIVERSITY OF LEEDS**

SIS Home

Student Information Home

Registration Home

Attendance Home

Combined Home

CoC Home

Financial Reports

LLE Applications

LLE File Imports

LLE Provider Transfers

LLE Manual Registrations

Create Manual Registrations

View Manual Registrations

LLE CoCs

LLE Financial Reports

HE Gateway Home

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View Manual Registrations

Academic Year

Academic Year

Course

Course Name

SLC Course Code

Campus

Level of Funding

Course Start Date (dd/mm/yyyy) From To

Study Mode

Delivery Method

Qualification

Course Fee Amount(£)

Application

CRN or SSN

Forename(s)

Date of Birth (dd/mm/yyyy)

Surname

Number of Records to Display per Page

View Manual Registrations

CRN	SSN	Full Name	Date of Birth	HEP	Course Name	SLC Course Code	Last Updated By	Last Updated Date

Registration Worklist

Detailed Registration Results

Once you've entered your search criteria, select the Display **Results** button to search all student details in the system. The search will retrieve those that match your criteria.

The search results will appear in the bottom section of the page. They'll be ordered by surname.

Registration Search Results

	CRN	Full Name†	Course Name	SLC Course Code	Course Start Date	Registration Confirmation	Course Year Credits	Create CoC
+	92526867644	-KEV FORENAME 0.7949318840880644 -KEV SURNAME 0.7192363002244493	LLE GEOGRAPHY	80000000000	01/09/2023	Select ▼	360	Create

Registration Worklist

Expanded Application Detail Section

+	54879261586	AJKAMANA AJKAMANA AJKAMANA AJKAMANA	LLE GEOLOGY	10000000003	1000.00	1250.00	Registration Confirmed	Create
---	-------------	--	-------------	-------------	---------	---------	---------------------------	--------

Selecting +/- (Expand/ Collapse) will allow viewing of the full application details in an expandable window/ screen underneath the selected Applications row.

This is known as the Expanded Application Detail Section. When expanded the student record will be displayed.

Registration Worklist

Expanded Application Detail Section

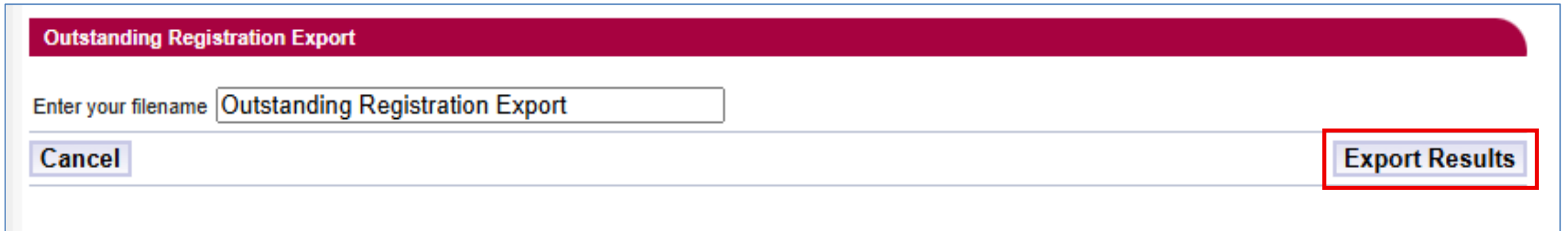
Academic Year:	2025	SSN:	SFDU25229860G
Contact Address:	21 GLENOLDEN STREET MANCHESTER M11 4PT	Date of Birth (dd/mm/yyyy):	01/05/1991
Campus:	R NICOLA UNIVERSITY, MAIN CAMPUS	Course/Module:	Course
Study Mode:	PT	Course Start Date(dd/mm/yyyy):	01/09/2023
Delivery Method:	In Attendance	Course End Date(dd/mm/yyyy):	01/10/2023
Qualification:	Bachelor Degree	Course Duration:	4 Years 0 Months
Level of Funding:	Undergraduate	Course Year:	1
Other Location:		Course Fee Amount (£):	9250.00
Tuition Fee Waiver Amount (£):	1000.00	Student to Pay Amount (£):	1250.00
Course Year Credits:	360	Tuition Fee Loan Amount (£):	1000.00
Taught Credits:	320	Taught Tuition Fee Loan Amount (£):	8000.00
Foundation Year Credits (£):	30	Foundation Year Tuition Fee Loan Amount (£):	600.00
Overseas Credits:	30	Overseas Tuition Fee Loan Amount (£):	600.00
Placement Credits:	60	Placement Tuition Fee Loan Amount (£):	900.00
Award Authority:	England	Domicile:	England
Cohort Year:	2025	Registration Status:	Registration Confirmed
Current Attendance Status:		Current Attendance Code:	
Application Status:	Approved	Last Updated Date:	09/12/2025
Bank Details Held:	Y	Valid NINO Held:	N
NHS Bursary Indicator:	N	Fee Waiver:	Y
Transferred Indicator:		Reassessed Indicator:	
Student Bursary Consent to Share:	Y	Sponsor Bursary Consent to Share:	N

[History](#)

Registration Worklist

Export Results

SIS users can export the results of a search. You can do this directly from the filter without viewing the results first, or after viewing the results on screen.



Outstanding Registration Export

Enter your filename

Select the filename for the export and the location where you want to save it.

LLE Import Files - Registration

Go to the **LLE Import Files** menu and select **LLE Import Files**. This will open the file type selection



The screenshot shows a web interface for "LLE Import Files". At the top, there is a folder icon and the text "LLE Import Files". Below this is a dark red header bar with the text "LLE Import Files". Underneath is another dark red header bar with the text "File Type". Below these headers is a white area containing three radio button options: "Registration", "Attendance", and "CoC". The "Registration" option is highlighted with a red rectangular box.

There are 3 different import options available, to access one of the processes, select the radio button for:

- Registration
- Attendance
- CoC


If you are bulk uploading registration, attendance or change of circumstances, you must ensure the files meet the technical specifications for each process.

LLE Import Files

Registration

After you've exported the registration worklist report from SIS, you can update it with your registration confirmations. The file can then be imported back into SIS. This will confirm your students' registration in bulk to release bursary and maintenance payments.

You can only make positive registration confirmations with the registration worklist import. For any negative confirmations, you'll need to go to the registration worklist and manually select N for 'not registered'.

 **LLE Import Files**

LLE Import Files

File Type

<input checked="" type="radio"/> Registration	<input type="radio"/> Attendance	<input type="radio"/> CoC
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Academic Year :

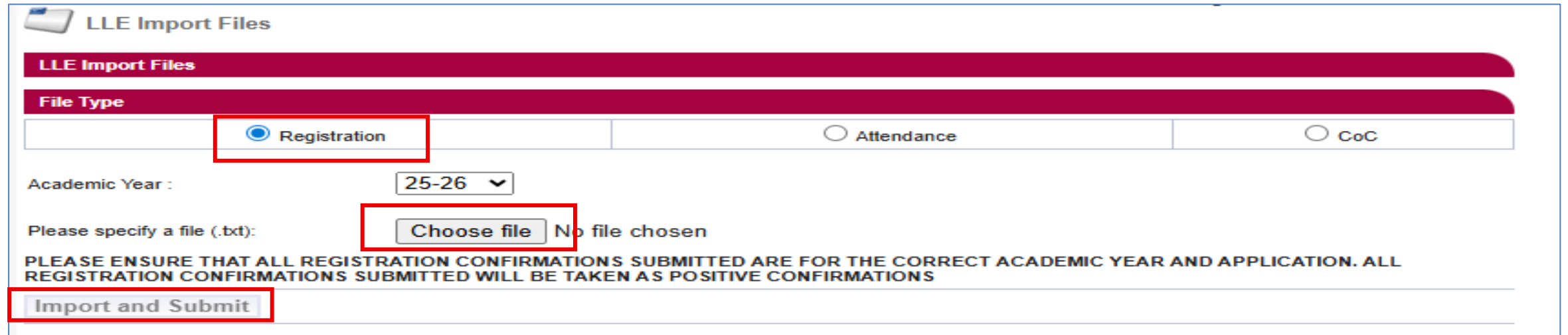
Please specify a file (.txt): No file chosen

PLEASE ENSURE THAT ALL REGISTRATION CONFIRMATIONS SUBMITTED ARE FOR THE CORRECT ACADEMIC YEAR AND APPLICATION. ALL REGISTRATION CONFIRMATIONS SUBMITTED WILL BE TAKEN AS POSITIVE CONFIRMATIONS

LLE Import Files

Registration

1. Select the **Registration** radio button and the relevant academic year.
2. Select the Choose file button and browse for the file you want to upload and select it.
3. Once you've selected the file, select the Import and Submit button to import the file into SIS. The system will carry out validation on the file and if any records fail, you'll get an error message.

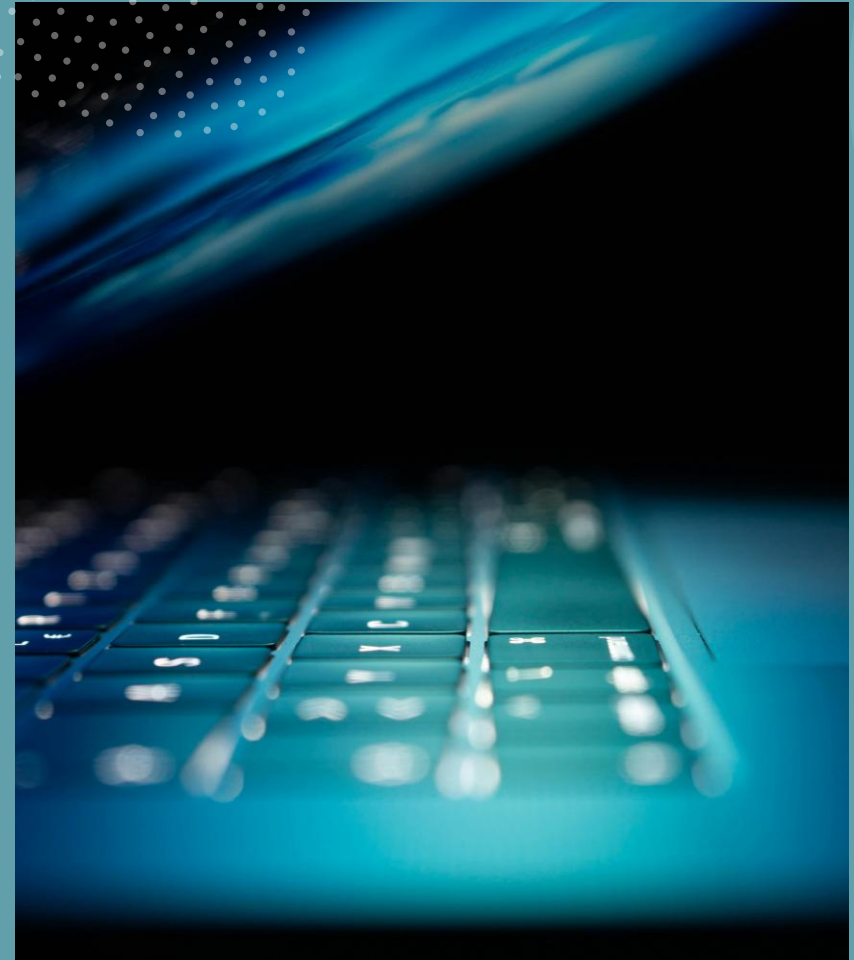


The screenshot shows the 'LLE Import Files' interface. At the top, there is a folder icon and the text 'LLE Import Files'. Below this is a red header bar with the text 'LLE Import Files'. Underneath is another red header bar with the text 'File Type'. Below the 'File Type' header, there are three radio buttons: 'Registration' (which is selected and highlighted with a red box), 'Attendance', and 'CoC'. Below the radio buttons, there is a label 'Academic Year :' followed by a dropdown menu showing '25-26'. Below the dropdown menu, there is a label 'Please specify a file (.txt):' followed by a 'Choose file' button (highlighted with a red box) and the text 'No file chosen'. Below the 'Choose file' button, there is a warning message: 'PLEASE ENSURE THAT ALL REGISTRATION CONFIRMATIONS SUBMITTED ARE FOR THE CORRECT ACADEMIC YEAR AND APPLICATION. ALL REGISTRATION CONFIRMATIONS SUBMITTED WILL BE TAKEN AS POSITIVE CONFIRMATIONS'. At the bottom of the form, there is an 'Import and Submit' button (highlighted with a red box).

Demo

We will now play a recording
demonstrating the Registration Worklist

....





You are administering UNLE UNIVERSITY OF LEEDS

SIS Home

Student Information Home

Registration Home

Attendance Home

Combined Home

CoC Home

Financial Reports

LLE Applications

LLE File Imports

LLE Provider Transfers

LLE Manual Registrations

LLE CoCs

LLE Financial Reports

HE Gateway Home



Student Information Service Home

Welcome to the Student Information Service

Partners Support Desk: 0300 100 0642 or HEP_Services@slc.co.uk

The Partners Support Desk acts as the primary point of contact for Higher Education Providers with the Student Loans Company therefore they can be contacted for support with all aspects of HEP Services, including reporting any problems you may be experiencing with the Portal. If you are having difficulties with the system, please raise this by calling the number above to ensure it can be reviewed as quickly as possible. In circumstances where the Partners Support Desk are unable to resolve the problem for you, it will be raised with our ICT colleagues for investigation and you will be provided with a reference number once it is available, to keep track of the issue.

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Summary

- Registration can be completed via worklist, manual entry, or bulk file import.
- Course length determines payment structure, with payments spread evenly across the timeline
- Always review and validate key details (credits, dates, status) before confirming.
- Use the Expanded Application Detail Section to quickly check critical information.
- Bulk uploads allow you to:
 - Export → **update** → **re-import** registration data
 - Submit **positive confirmations only**
 - Complete **negative confirmations manually in the worklist**
- All files must pass validation checks before submission.
- Guidance and service definitions are available on the HEP Services website for full process details and technical specifications.
- Key message: follow the correct process, validate data carefully, and use available guidance to ensure accurate and efficient registrations.

