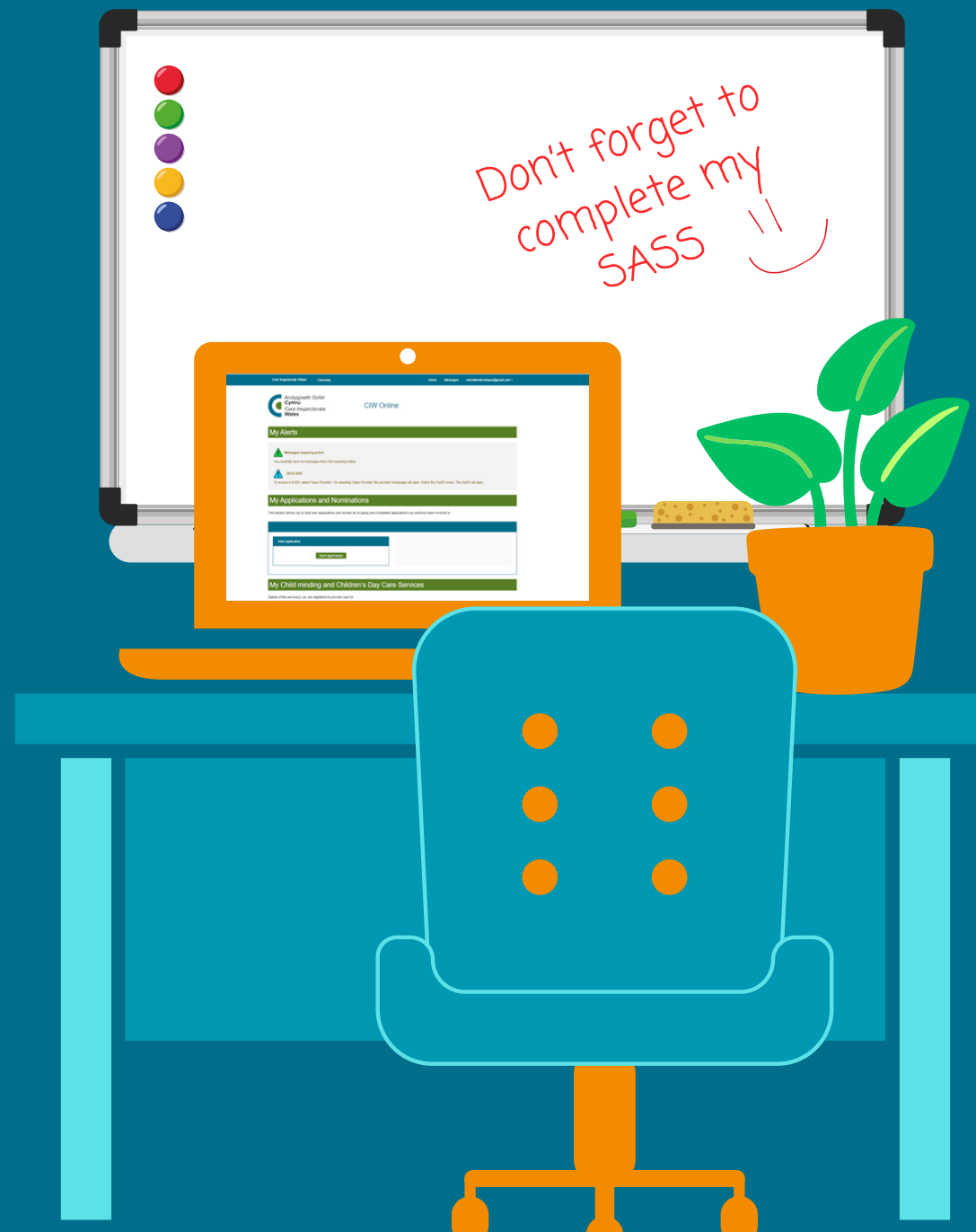


How to complete your Self Assessment of Service Statement 2026



Step 1

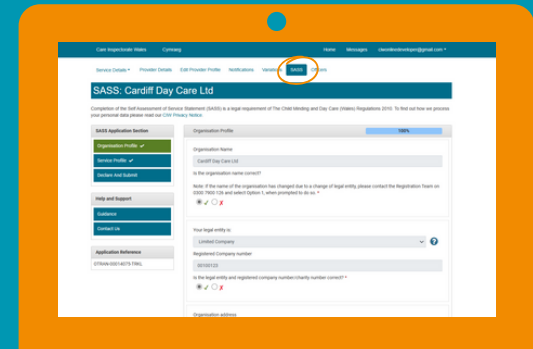
Click **sign in**

Enter your email address and password to access your online account



Step 2

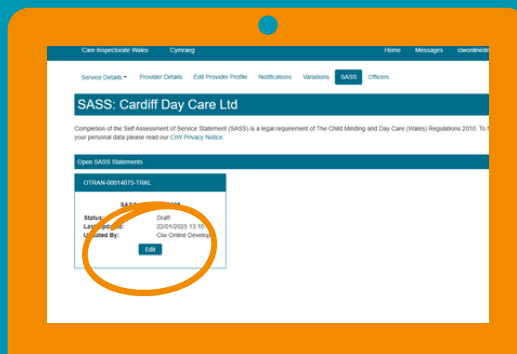
Click **SASS**



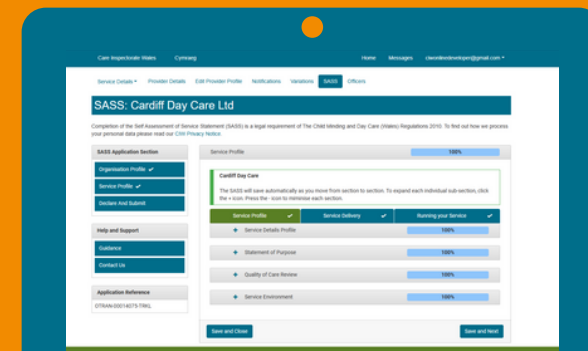
Getting started

Step 3

Click **edit** in the 'SASS 2026' box



You will now see your SASS home page



Getting to know your SASS page

The screenshot shows the SASS: Cardiff Day Care Ltd registration page. The top navigation bar includes links for Home, Messages, and cwinlinedeveloper@gmail.com. The main header area displays the title 'SASS: Cardiff Day Care Ltd' and a sub-header 'Completion of the Self Assessment of Service Statement (SASS) is a legal requirement of The Child Minding and Day Care (Wales) Regulations 2010. To find out how we process your personal data please read our CwI Privacy Notice.' The page is divided into a sidebar on the left and a main content area on the right. The sidebar contains a 'SASS Application Section' with links for 'Organisation Profile', 'Service Profile', and 'Declare And Submit', all of which are circled in red. Below this is a 'Help and Support' section with links for 'Guidance' and 'Contact Us', also circled in red. The main content area shows the 'Organisation Profile' section with a progress bar at 100%. The 'Organisation Name' field is filled with 'Cardiff Day Care Ltd'. Below this is a confirmation message: 'Is the organisation name correct?'. A note states: 'Note: if the name of the organisation has changed due to a change of legal entity, please contact the Registration Team on 0300 7900 126 and select Option 1, when prompted to do so. *'. The 'Your legal entity is:' section has a dropdown menu set to 'Limited Company' and a question mark icon. Below this is the 'Registered Company number' field, which is filled with '00100123'. A confirmation message asks: 'Is the legal entity and registered company number/charity number correct? *'. The page also includes a 'Help and Support' section with links for 'Guidance' and 'Contact Us'.

Shows % of SASS completed

Access help and support

Click on ? if you aren't sure how to answer a question



IF YOU ARE AN INDIVIDUAL PROVIDER YOU WON'T SEE THE ORGANISATION PROFILE

Step 4

Most of this section will be pre-populated for you but please make sure the information is correct

Run through each question carefully.

Step 5

If the answer is correct click

Organisation profile

Step 6

If the answer is NOT correct click

When you click you will be prompted to update your details

Step 7

If you are happy with all the answers

Click **save section**



All the services included in your SASS return will be listed here. You must complete all service information before the SASS can be submitted.

Step 8

Click **edit** to get started

Each service is split into three sections:


- Service profile
- Service delivery
- Running your service

Each section has a drop down list

Service profile

Step 9

Click + symbol to view and complete each section

When you click  you will be prompted to update your details

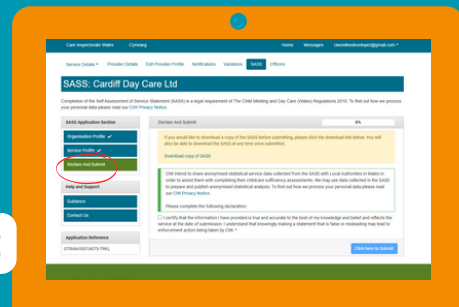
Step 10

Once you are happy with all your answers

Click **save and close**

Step 11

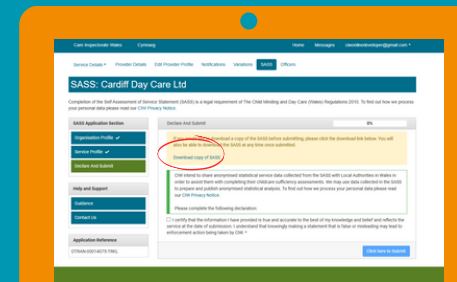
Click
declare and submit



Step 12

You can download a
PDF of your SASS
before you submit it.

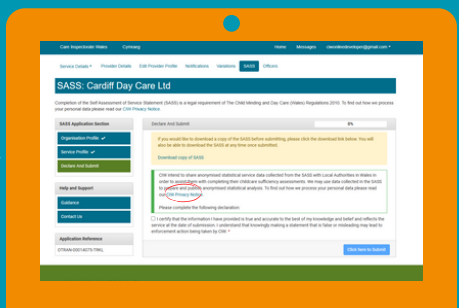
Just click
download
copy of SASS



Declare and submit

Step 13

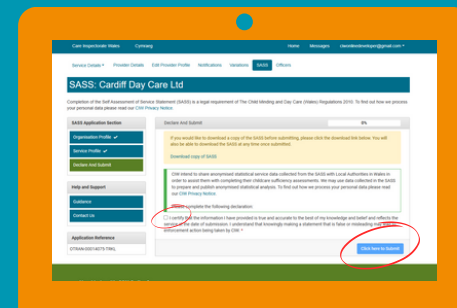
Ensure you are happy
with the information
provided in our privacy
notice and you are
happy to proceed



Step 14

Check the **certify**
box to confirm the
information you have
provided is accurate

Click **submit**



Well done - your SASS is now complete

You will receive an email to confirm you have completed your SASS. Please keep the email in case you need to contact us about your SASS.

