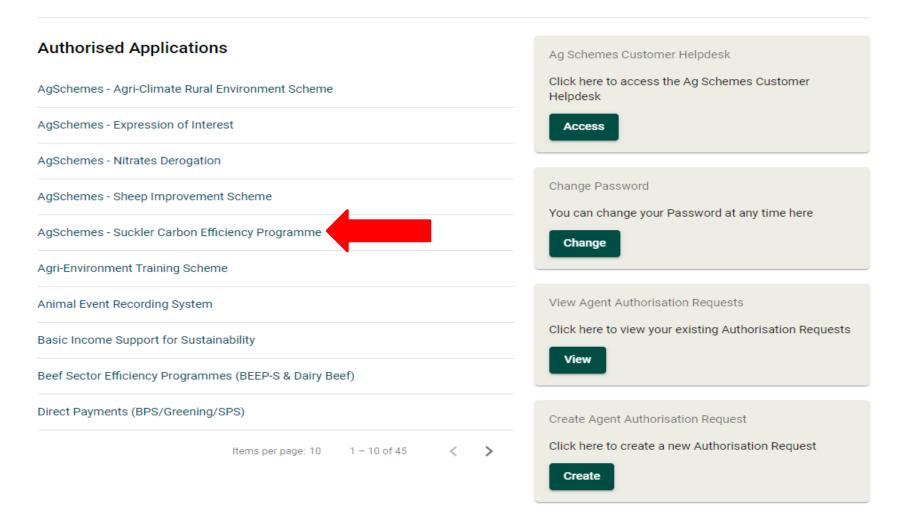
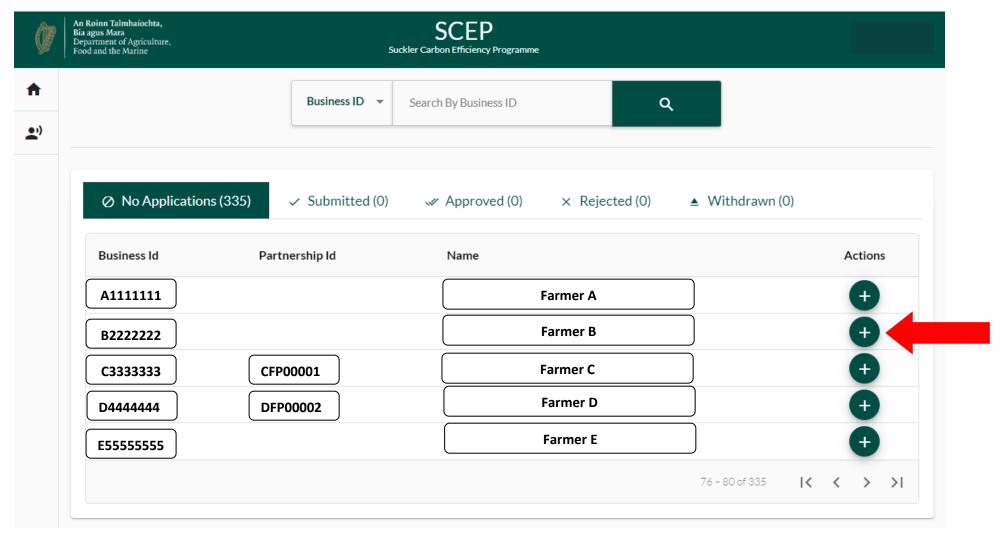
Guide for Agents to access Suckler Carbon Efficiency Programme (SCEP) online application facility

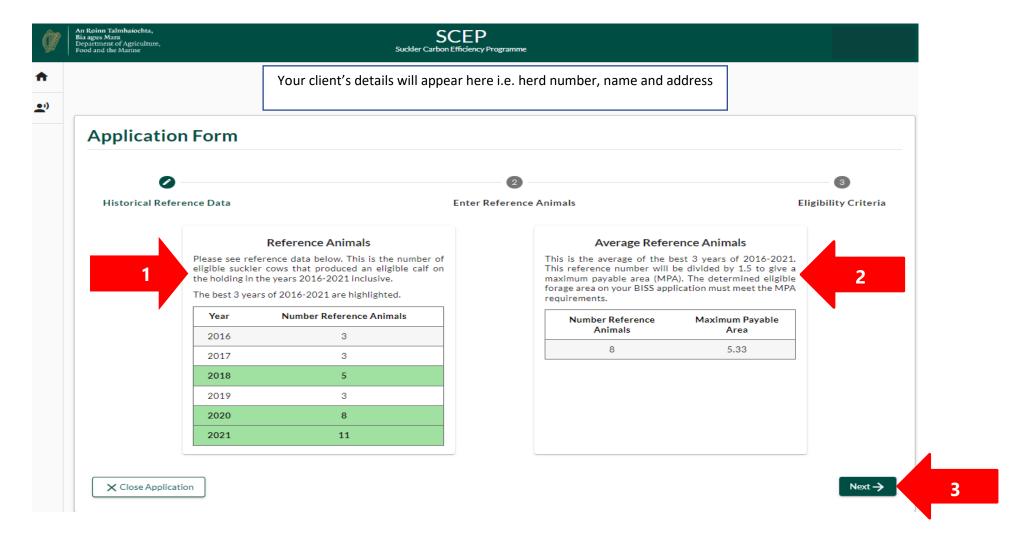
• Log into <u>www.aqfood.ie</u> and select "AgSchemes – Suckler Carbon Efficiency Programme".



• Select the client you wish to submit the application for by clicking on the button under actions beside the herd number you wish to create application for.

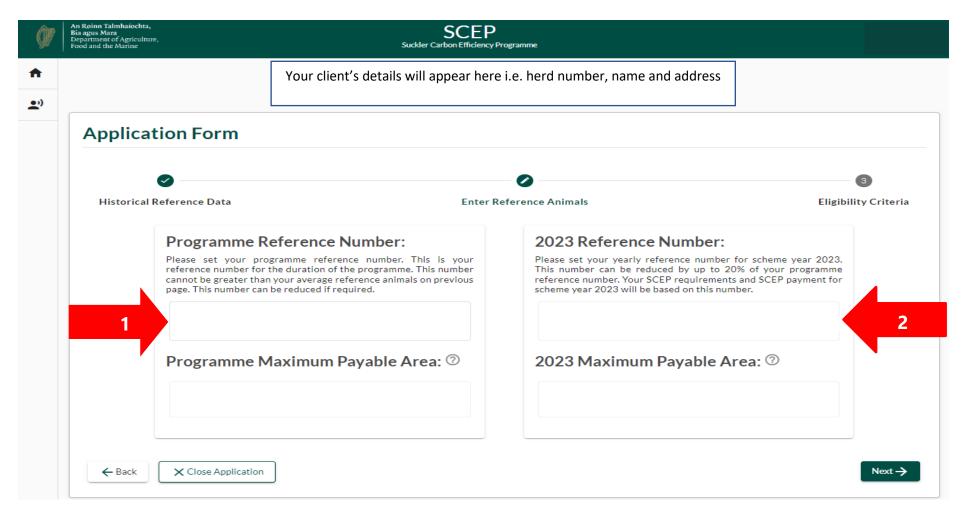


• On the next screen you will be shown the clients Reference Animals (1) and Average Reference Animals (2). Once reviewed click on the Next Button (3) to proceed.

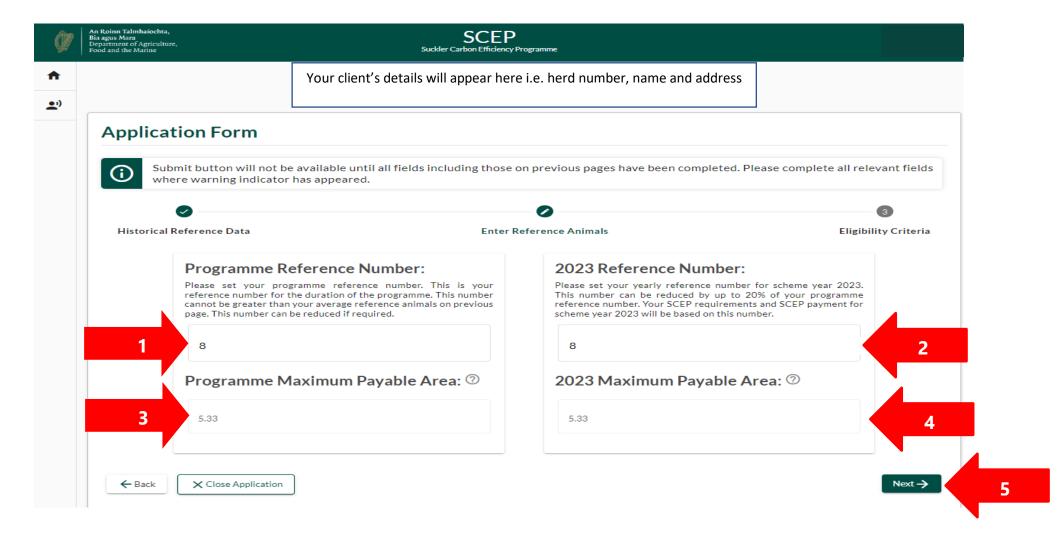


Page **3** of **10**

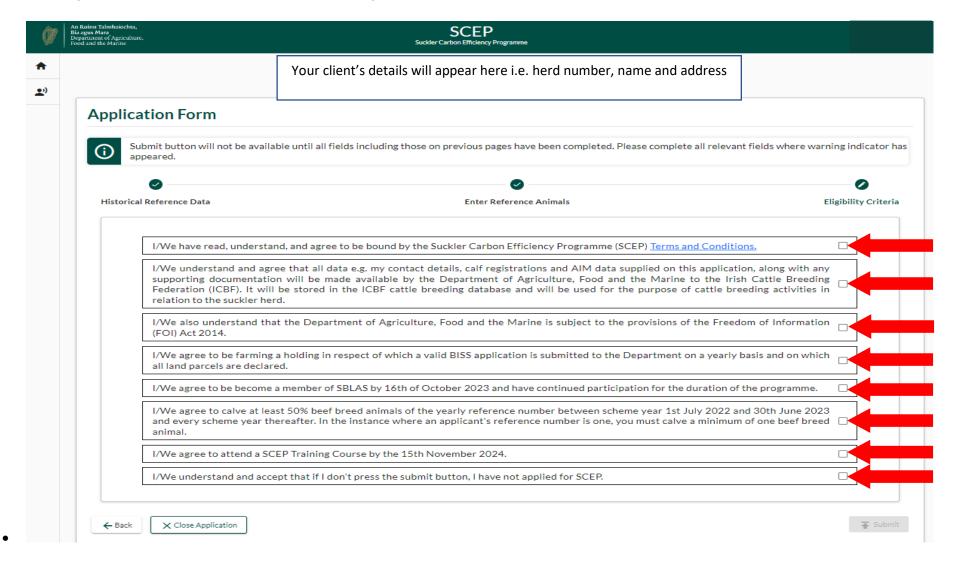
• On the next screen you will be shown the Application Form. On this screen you enter the Programme Reference Number (1) for your client for the duration of the programme and enter the yearly reference number (2) for scheme year 2023. The 2023 Reference number can be reduced by up to 20% of the Programme reference number. The Programme Reference Number entered cannot be more than the Average Reference Animals of the previous screen.



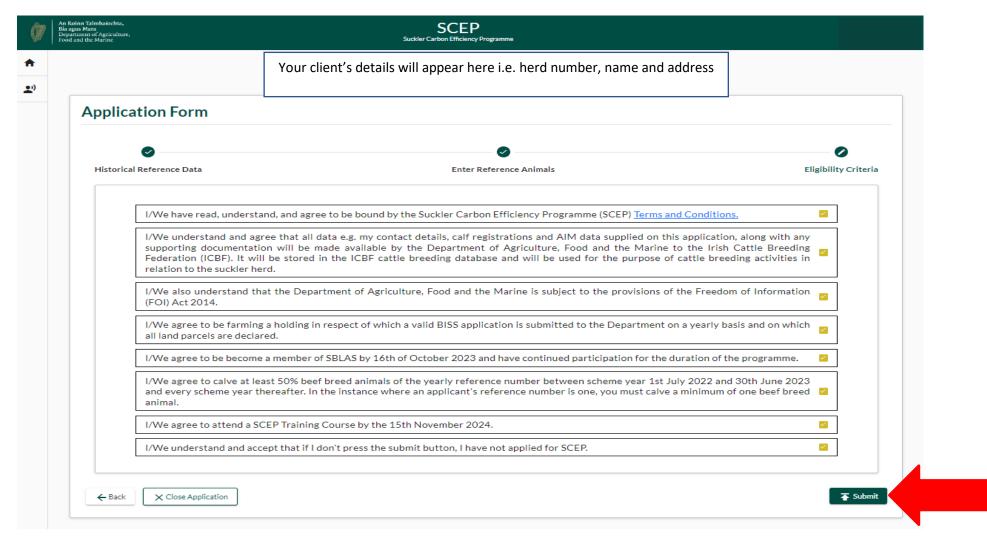
• Once a valid reference number (1 & 2) is entered for both the Programme Reference Number and 2023 scheme year, the MPA will automatically be populated below (3 & 4). Then click on next button (5).



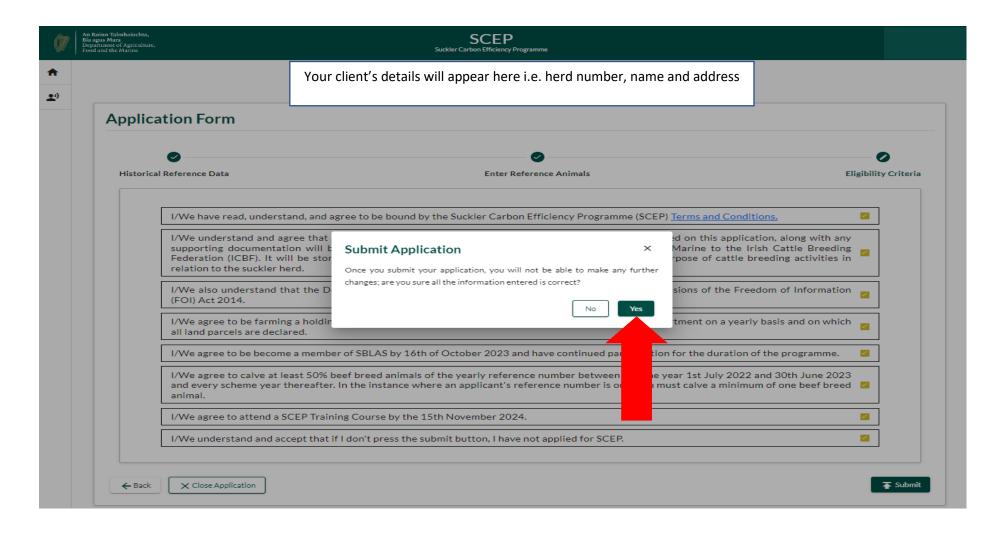
• On the final screen to submit your client's application to participate in the Suckler Carbon Efficiency Programme, you must tick the boxes to agree to <u>all</u> the Terms of Conditions of the Programme.



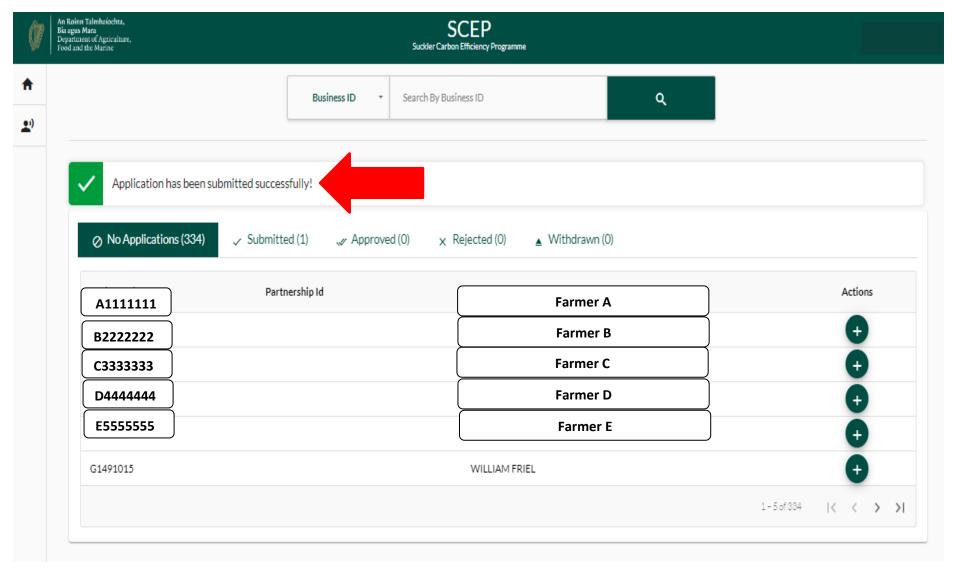
• Once <u>all</u> the boxes to agree to the Terms of Conditions of the Programme have been ticked, the submit button will appear and click on submit.



Once you click on submit a pop-up message will appear informing "Once you submit your application, you will not be able to make any
further changes; are you sure all the information entered is correct" and click on Yes.



• Once you have clicked Yes, a message will display to confirm your client's application has been submitted successfully.



• You can view all your clients submitted SCEP applications under the Submitted Tab.

