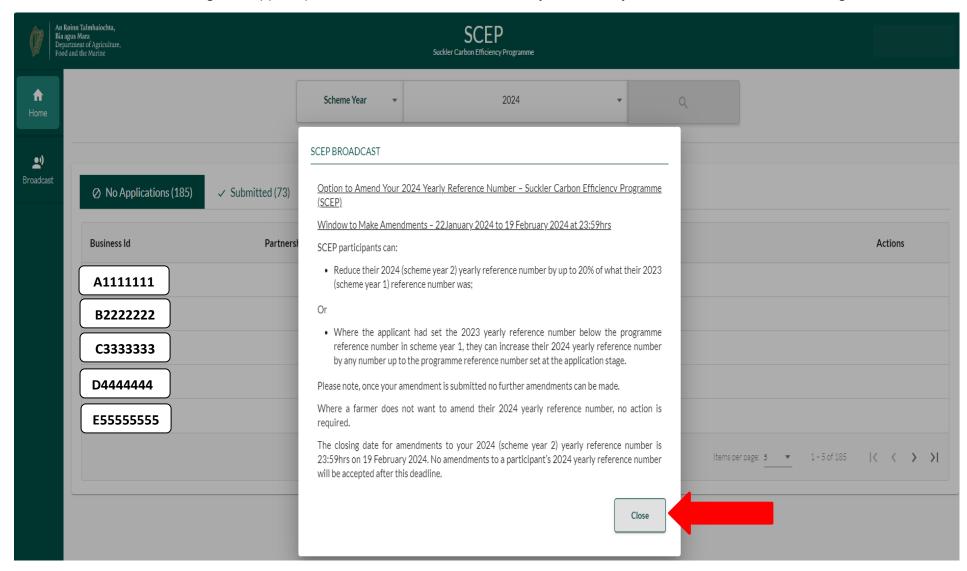
Guide for Agents to access Suckler Carbon Efficiency Programme (SCEP) 2024 Rollover online application facility.

• Log into www.agfood.ie and select "AgSchemes – Suckler Carbon Efficiency Programme".

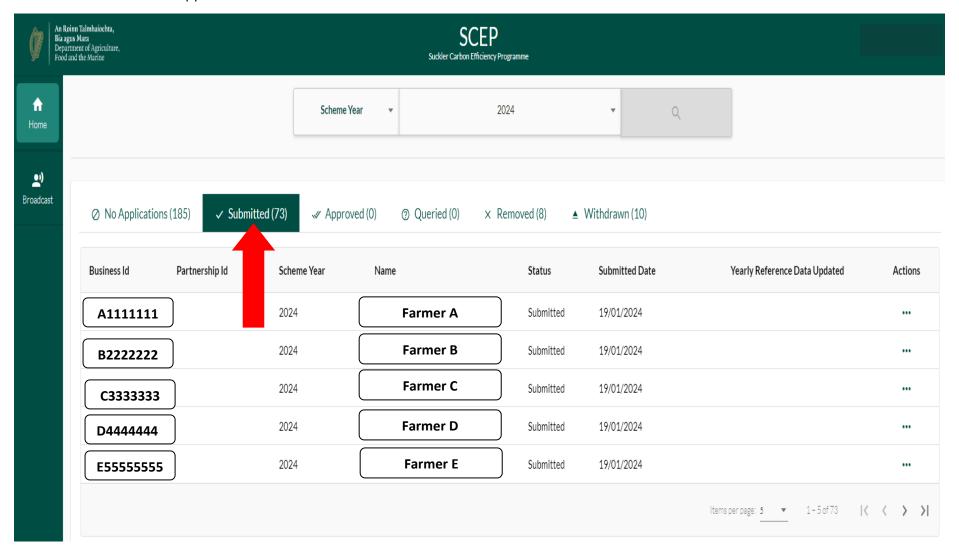
Authorised Applications	
	Change Password
ACRES TRAINING	You can change your Password at any time here
AgSchemes - Agri-Climate Rural Environment Scheme	Change
AgSchemes - Applications for Payment	
AgSchemes - Expression of Interest	View Agent Authorisation Requests
	Click here to view your existing Authorisation Requests
AgSchemes - Nitrates Derogation	View
AgSchemes - Sheep Improvement Scheme	
AgSchemes - Suckler Carbon Efficiency Programme	Create Agent Authorisation Request
Agri-Environment Training Scheme	Click here to create a new Authorisation Request
Animal Event Recording System	Create
BDGP	
Items per page: 10 1 - 10 of 39 < >	



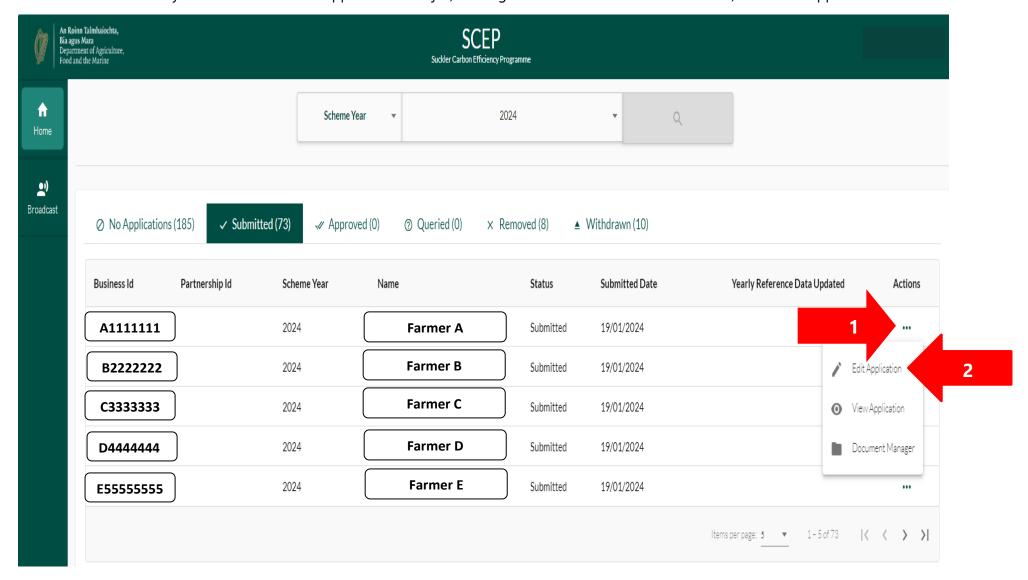
• SCEP Broadcast message will appear, please read, and click on close once you have fully read and understood the message.



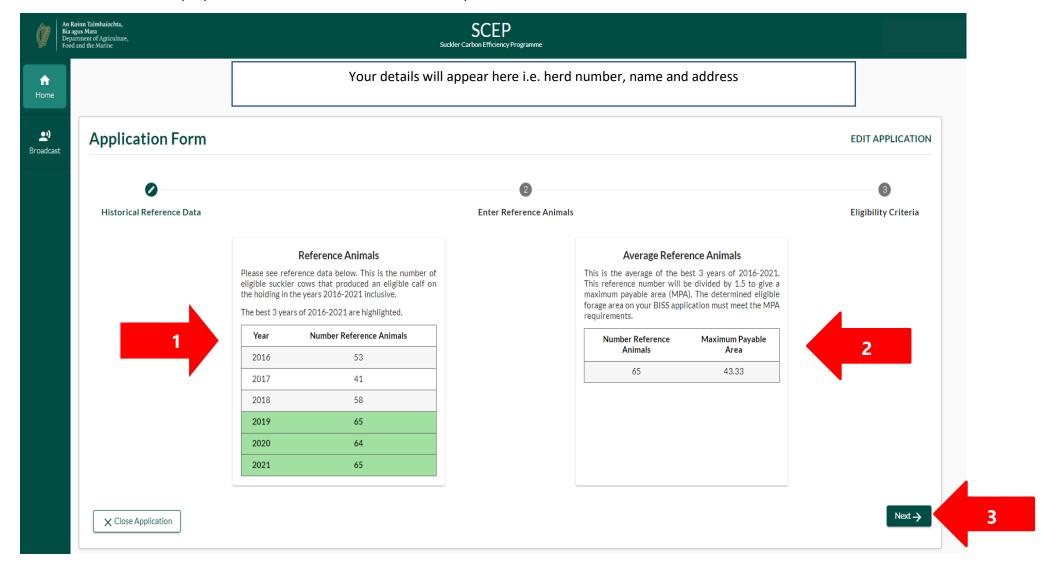
• Select Submitted Applications



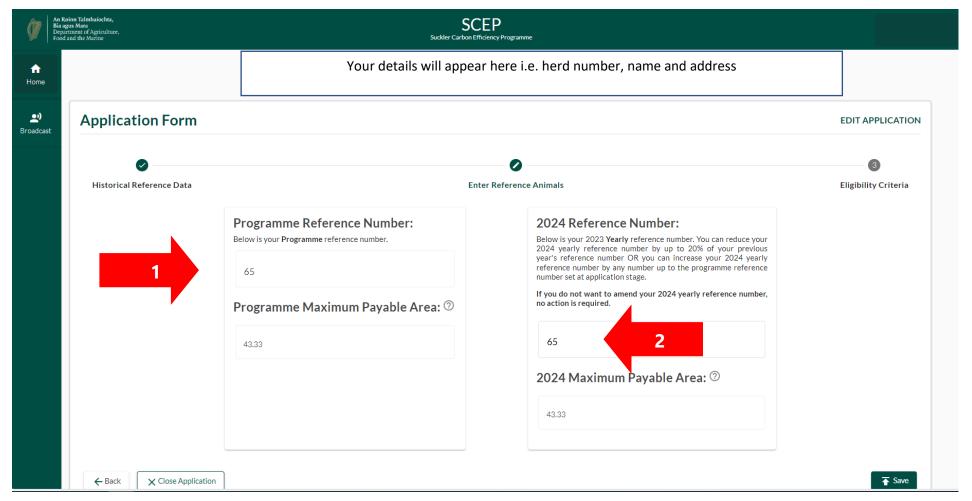
• Select the client you wish to amend the application for by 1) clicking on the 3 dots under Actions and 2) select edit application.



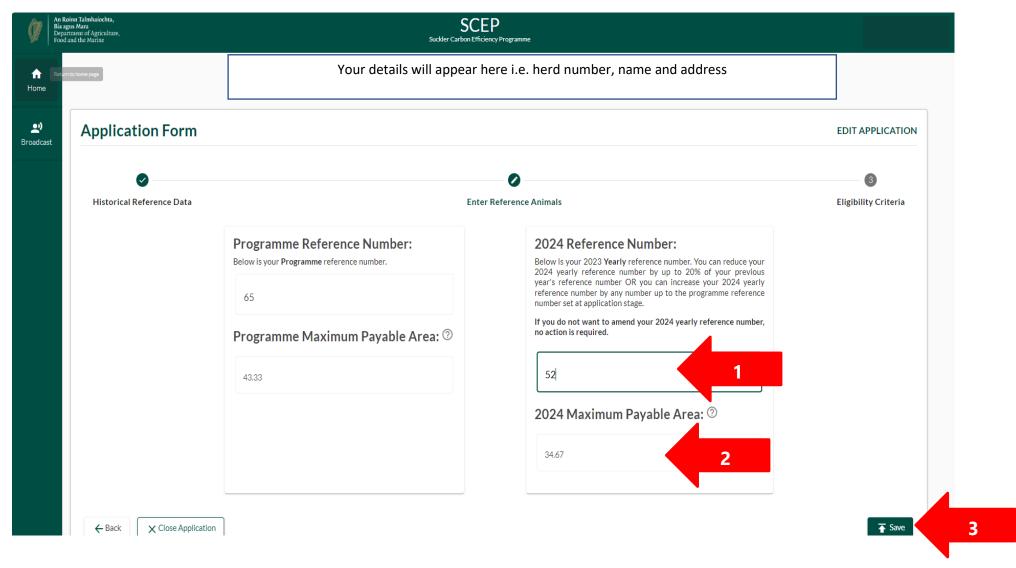
• On the next screen you will be shown the Historical Reference Animals (1) and Historical Average Reference Animals (2) for your client for informational purposes. Click on the "Next" button (3) to proceed.



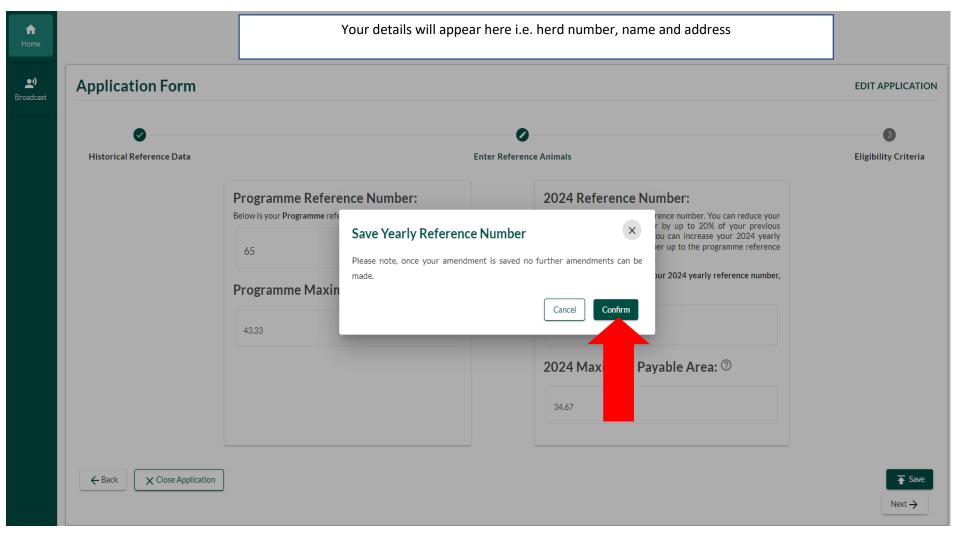
• On the next screen you will be shown 1) your client's Programme Reference Number for the duration of the Programme on the left as selected at application stage. On the right 2) your client's 2024 Reference Number will be displayed (this is defaulted to your client's 2023 Yearly Reference Number). If you wish to amend your client's Yearly Reference Number for 2024, you do so in box 2 by overwriting the text in that box. You can reduce your client's 2024 yearly reference number by up to 20% of your client's 2023 yearly reference number OR you can increase your client's 2024 yearly reference number by any number up to the programme reference number set at application stage. If you do not wish to amend, no action is required.



• Once a valid reference number is entered for 2024 Reference Number, the new MPA will automatically be populated for 2024 below (1 & 2). Then click on "Save" button (3).



• Once you click on save a pop-up message will appear informing "Please note, once your amendment is saved no further amendments can be made" and once you are satisfied with the changes made, click on Confirm. If you wish to go back to review the amendments or you do not wish to proceed at this stage, press cancel, and no change will be made to the yearly reference number. No change will be made to the yearly reference number until you press the confirm button.



• Once you have clicked Confirm, a message will display to confirm your client's details have been successfully updated.

