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Bia agus Mara
Department of Agriculture,
Food and the Marine

A Guide to Completing your

'No Change'

Basic Payment Scheme

(BPS) Application

Online

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The Department of Agriculture, Food and the Marine offers a range of online services via www.agfood.ie. This section of the booklet outlines how you can register for these services, which include applying for the BPS.

If you have already registered for www.agfood.ie and are using it for services such as recording animal events, you can use the same registration details to apply for your BPS.

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Once you have received your registration details in the post, you can use this section of the booklet to assist you in logging in to the system to start your BPS application.

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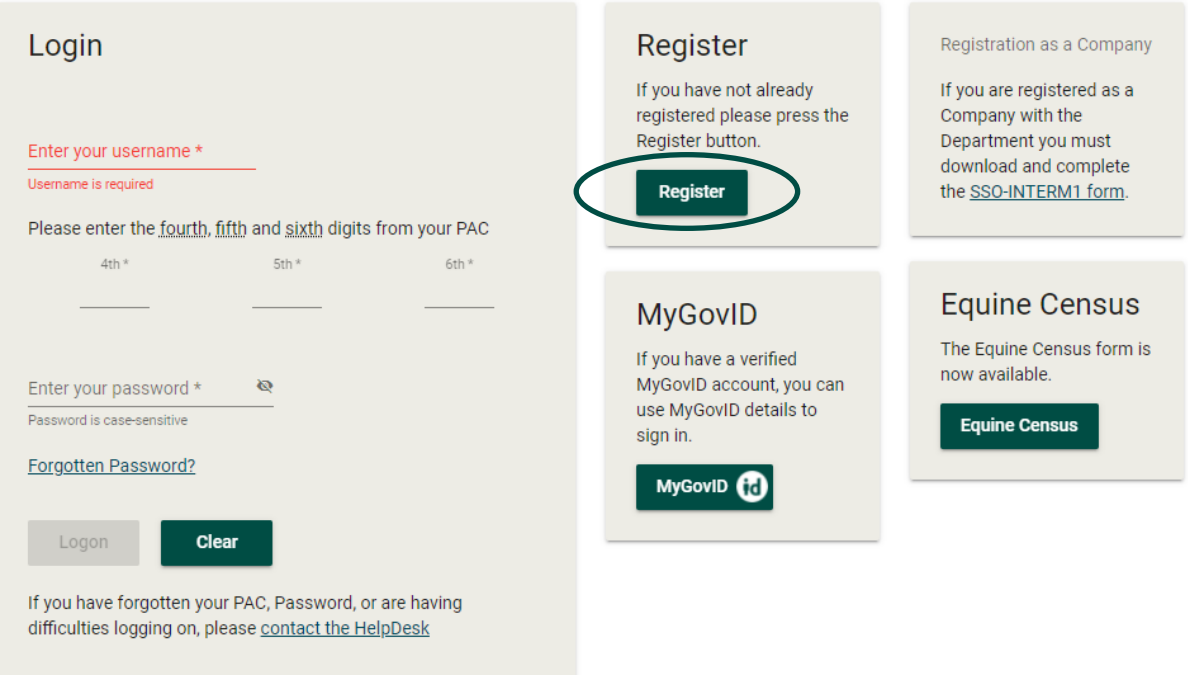
When you have successfully logged into www.agfood.ie, this section of the booklet brings you through the steps of making a 'no change' application for the BPS. The 'no change' application is for applicants who do not wish to change the land details. Should you wish to make changes to your land details, further guidance material is available from the Department.

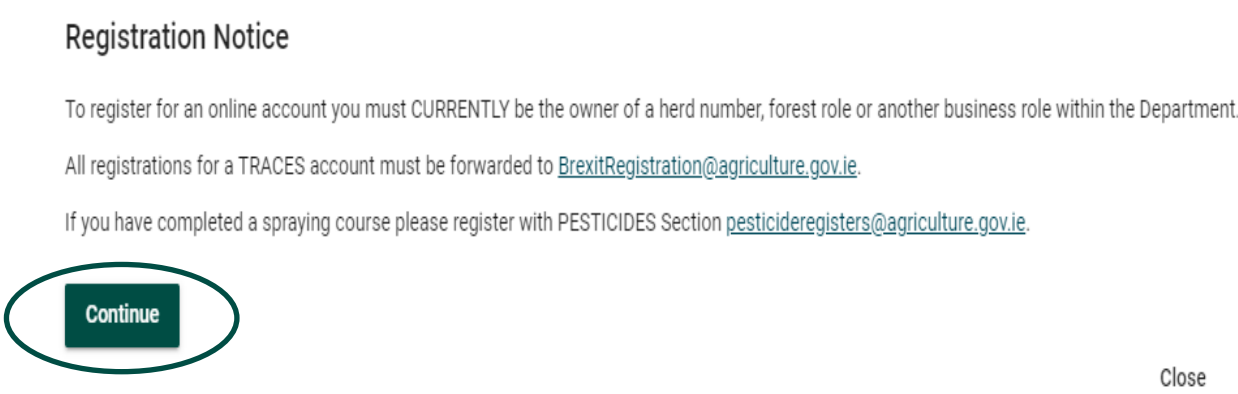
Section 1 – How to Register for Online Services

If you are not already registered for online services at www.agfood.ie, this section of the booklet gives you a step-by-step guide on how to do so. Once you have completed the registration process, you will receive log in details in the post which you can then use to start your online application for BPS.

The first step in registering is to go to www.agfood.ie and click on the **Register** button as shown in the image below to create your AgFood Account.

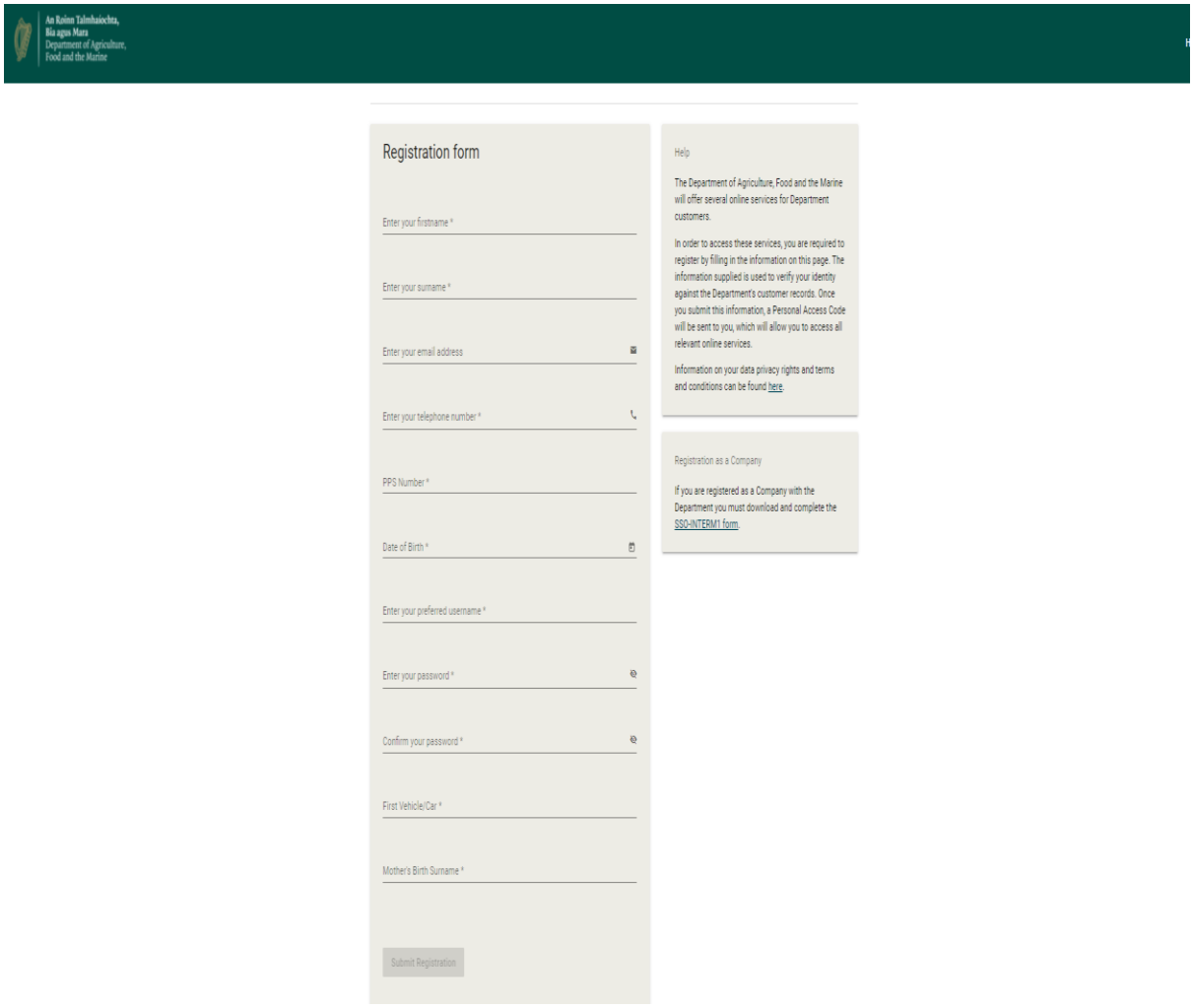


Once you click **Register** you will be directed to the '**Registration Notice'** as shown in the image below. If you meet the criteria set out below click the '**Continue'** button.



Once you click the **Continue** button you will be directed to the registration page.

- In the first six boxes, input your personal details – Full name, Contact number, PPS number and your date of birth
- You must then create a **Username** - This username must be at least 8 characters in length. You should retain this username for use every time you log in to AgFood.
- You must then create a **Password** - This password should be between 6 and 12 characters long. Passwords are case sensitive and must include at least one of the characters: ! % & * () ? <> # @
- Retype your chosen password in the '**Confirm Your Password**' field. You should retain this password for use every time you log in to AgFood.
- Answer the two security questions and retain your answers.
- The Final step is to click on the **Submit Registration** button to create your AgFood account.



You have now completed the registration process. The Department will process your registration and send you a Personal Access Code (**PAC**) by post. Once you receive this PAC, you are ready to log into www.agfood.ie and begin your BPS application.

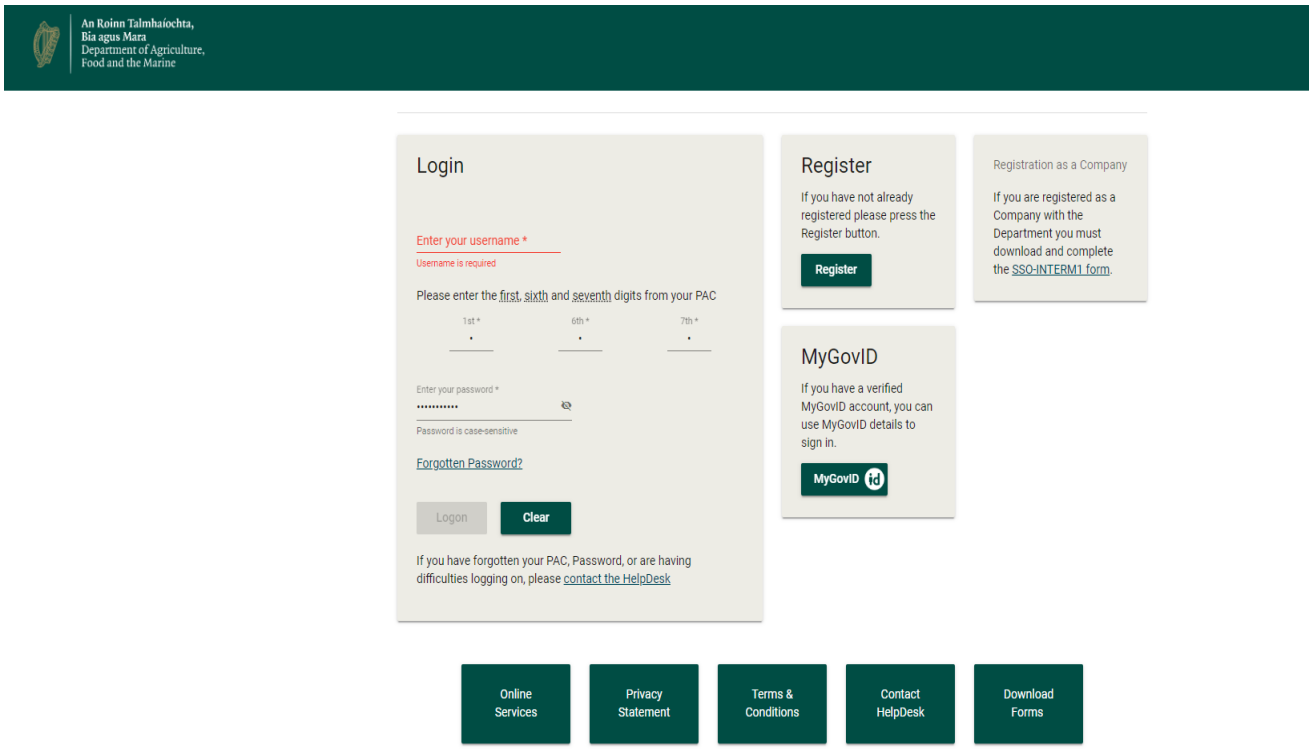
Please note it is vitally important that you retain your PAC, your username, and your password as they will be required every time you log into www.agfood.ie

Section 2 - How to Log into Online Services

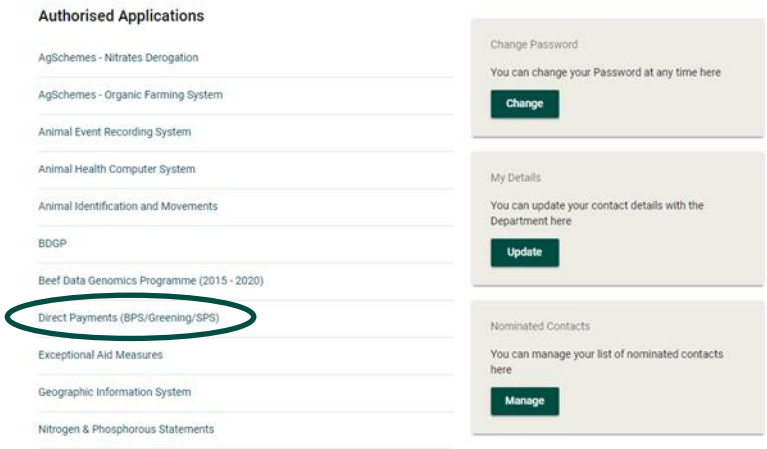
Using your Username, Password and **PAC**, (Personal Access Code) that you received in the post, you will be able to login to the AgFood Online system at www.agfood.ie When you are on www.agfood.ie, the first page you will see is the Login page as shown in the image below.

To log in, please follow the steps below:

1. Enter your Username which you created when you registered
2. Enter the 3 requested digits from the 7 digits of your **PAC** (Personal Access Code) which you received in the post after you registered
3. Enter your password which you created when you registered
4. Click on the **Logon** button at the bottom of the screen

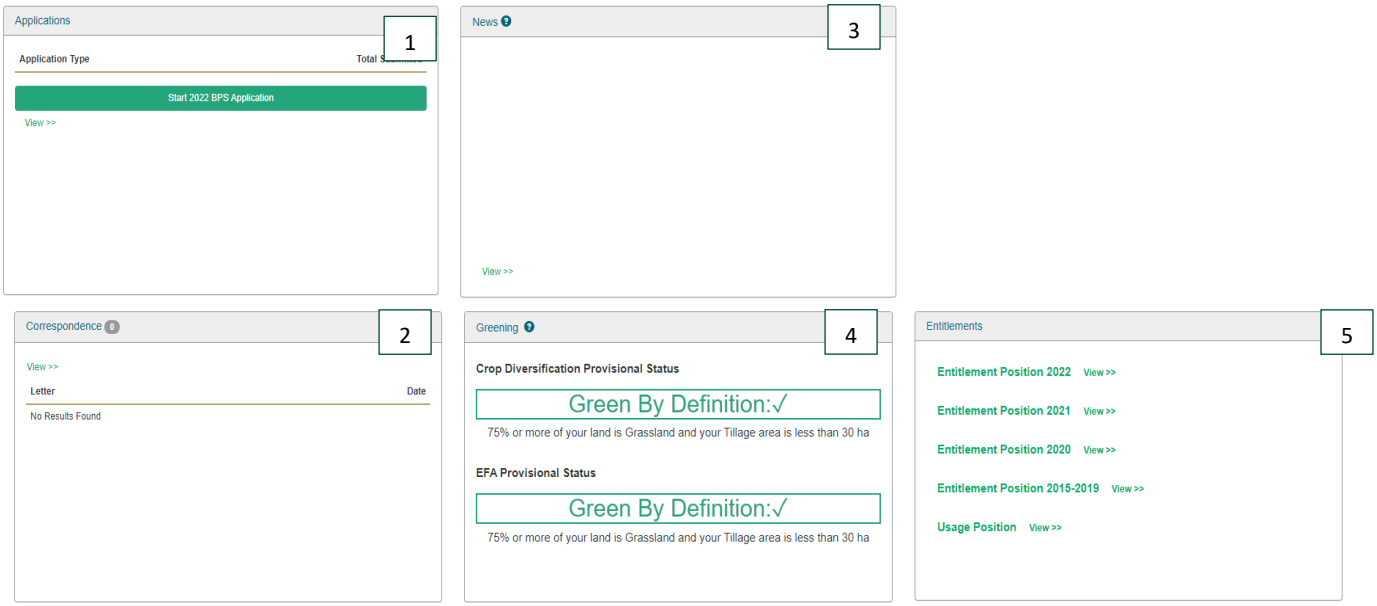


Once you have logged in, you will be presented with the list of authorised applications. Please click on the link '**Direct Payments (BPS/Greening/SPS)'** to begin your BPS application.



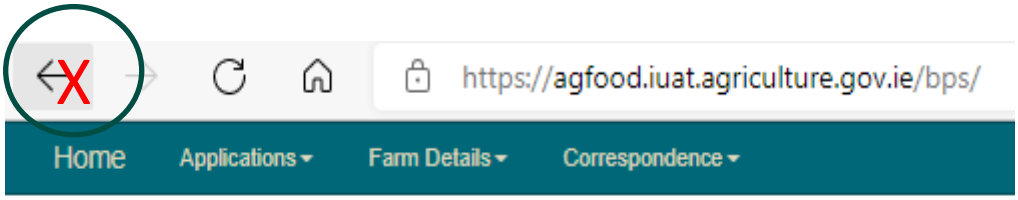
Once you have selected **Direct Payments (BPS/Greening/SPS)** from the list you will move to the Direct Payments Homepage. There are five boxes on this page.

1. **Applications** – This is where you will start your BPS application and is located at the top left of the page
2. **Correspondence** – You can view all BPS correspondence and previous years SPS/BPS correspondence
3. **News** – This is an active news reel to keep you up to date on all the latest scheme news, should you wish to read this news in full click on the '**View**' button
4. **Greening**- This will display your Greening status
5. **Entitlements –** This box displays your current Entitlement Position



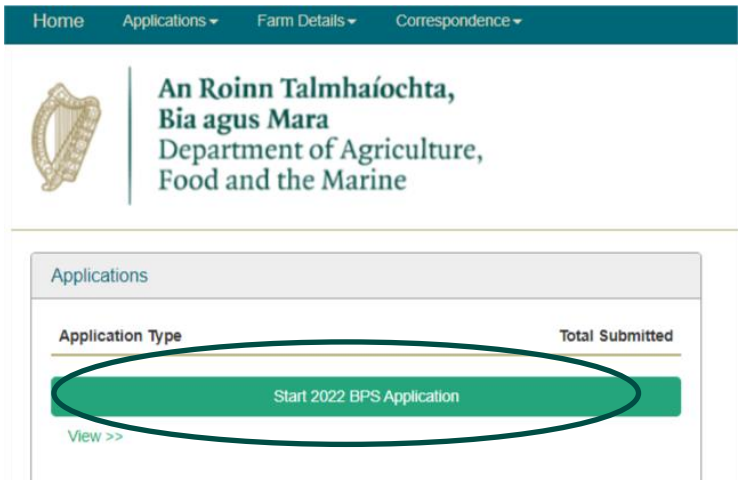
Should you need to return to the Direct Payments Homepage at any time during the application process click on the Home button.

Never use the back arrow **at any stage of the application process**



Section 3 - Complete your 'No Change' BPS Application

To start your BPS application – click on the green 'Start Application' on the top left of the Direct Payments Homepage as shown in the image below.

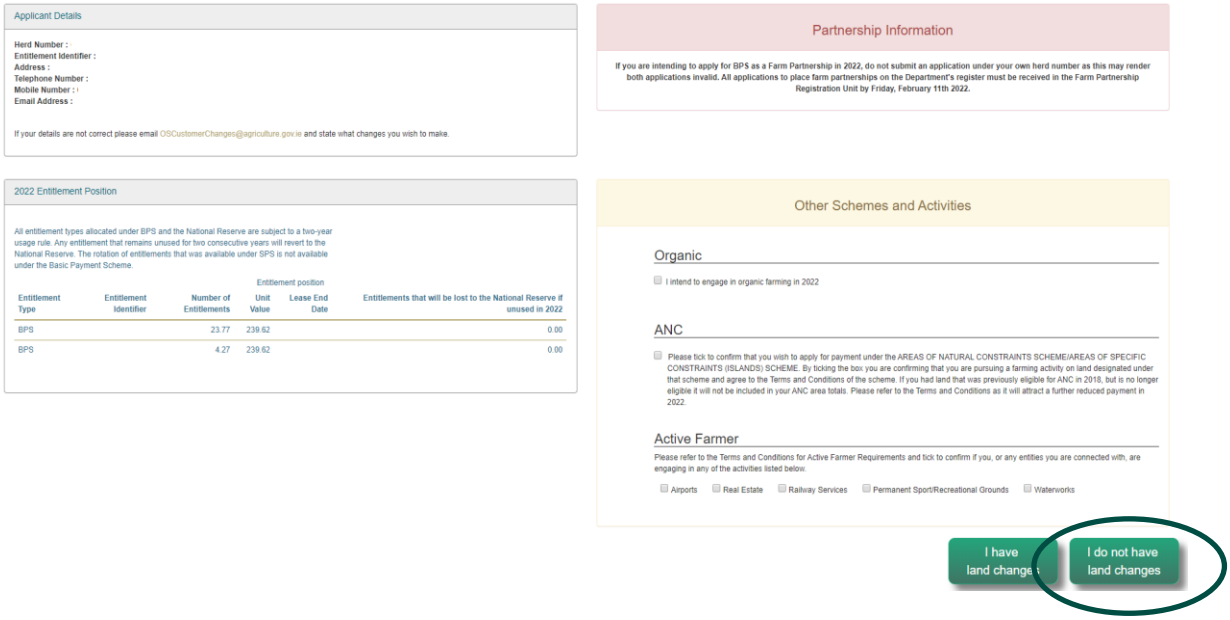


This will bring you to the Applicant Details Screen as shown in the image below. On the left you will see your pre-filled with your personal details and 2022 entitlement position. Should you need to update any of the pre-filled personal details, you can email OSCustomerChanges@agriculture.gov.ie or click on the email link provided.

On the right of the page, you will see the section to apply for Other Schemes and Activates such as ANC. And you will see the **I have Land Changes** and **I do Not Have Land Changes** buttons.

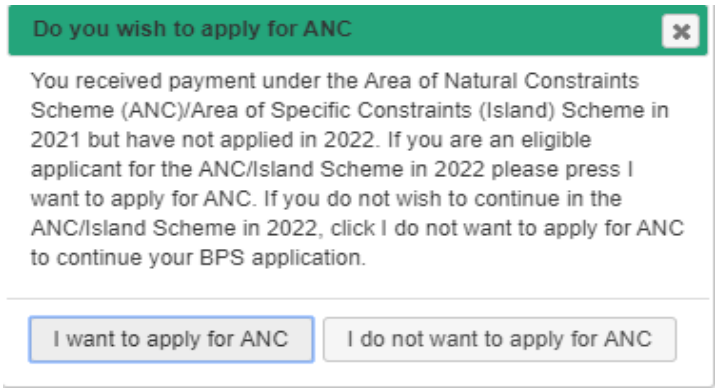
To complete your No Change Application, select the **I Do Not Have Land Changes** button.

NB – A No Change Application will not be available for herds in the GLAS, Organics, SIM or Protein schemes, or if your application is missing mandatory information.



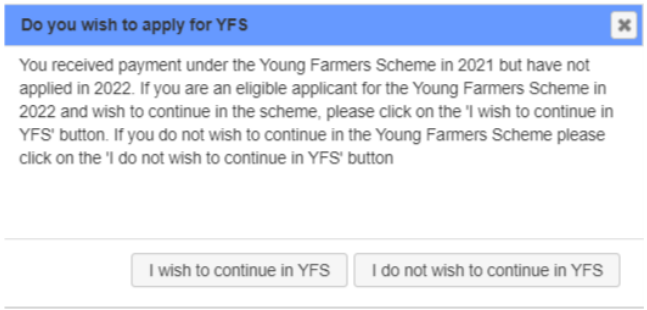
ANC Popup Message

Where an **Areas of Natural Constraints (ANC)** payee in 2021 does not tick the checkbox for ANC in 2022, a warning appears, and you will be given the option to apply again here by selecting 'I want to apply for ANC' or selecting 'I do not want to apply for ANC' as shown in the image below. Select whichever is applicable to your application.

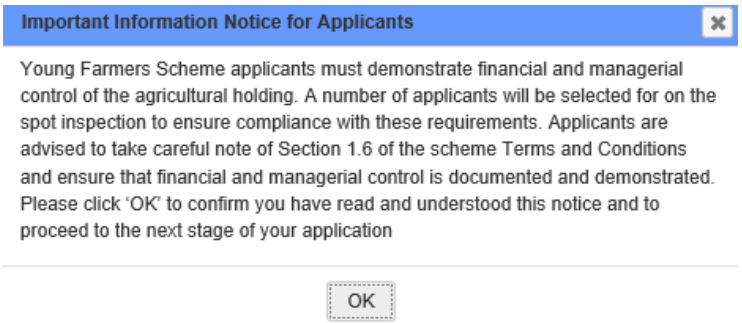


YFS Popup Message

Similarly, for **Young Farmer Scheme (YFS),** an existing YFS applicant who does not tick to continue in the scheme for 2022 will receive the warning message as shown in the image below. Select whichever is applicable to your application.



If you select to continue in YFS the below important information appears, please read the message, and click **OK** to agree with the YFS terms and conditions.

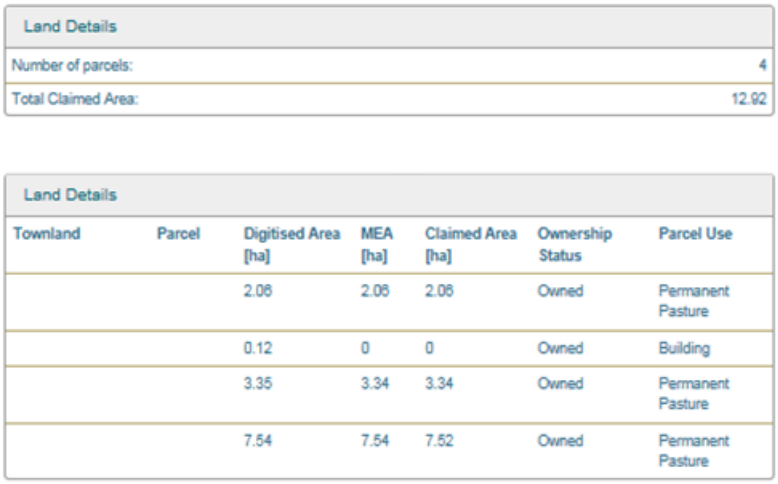


Note: If you have ticked the boxes to apply for ANC or YFS, the warnings will not appear.

Review and Submit Screen

Once you have addressed any warning messages that may have appeared, you will be presented with a **summary of your land <u>which you must review carefully</u>.**

When reviewing the land details on this screen, you should ensure all land farmed by you is claimed and that the claimed areas and crop types are correct. Please ensure no land parcels are missing from your application.



Land Details

Number of parcels:	4
Total Claimed Area:	12.92

Land Details

Townland	Parcel	Digitised Area [ha]	MEA [ha]	Claimed Area [ha]	Ownership Status	Parcel Use
		2.06	2.06	2.06	Owned	Permanent Pasture
		0.12	0	0	Owned	Building
		3.35	3.34	3.34	Owned	Permanent Pasture
		7.54	7.54	7.52	Owned	Permanent Pasture

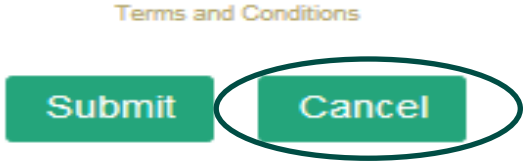
Less Land Than Entitlements Popup Message

The system will inform you if your application is displaying less land than entitlements. This warning does not stop you from proceeding with your application, it is simply a reminder to review your land carefully and make sure it is all present before you Submit.

WARNING
You currently have less Land than Entitlements. Please review all Land Parcels before you submit

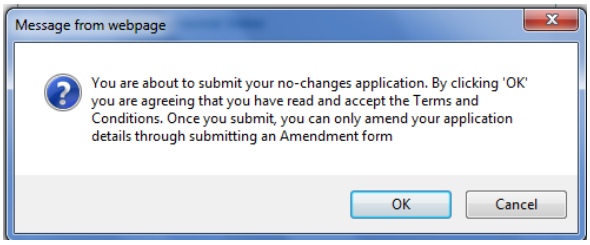
Exit a No Change Application

If on review of the information, you need to make changes you can click the "**Cancel**" button which will return you to the Applicant Details page where you can select the "**I have Land Changes**" button.

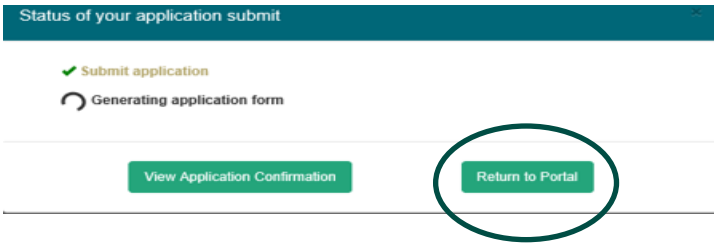


Submit a No Change Application

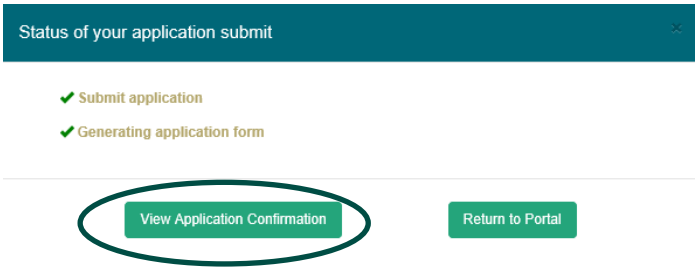
If you are happy to proceed you should click on the Submit Button. After you click Submit, you are prompted to agree that you have read and accept the Terms & Conditions. Click **OK** to submit your application.



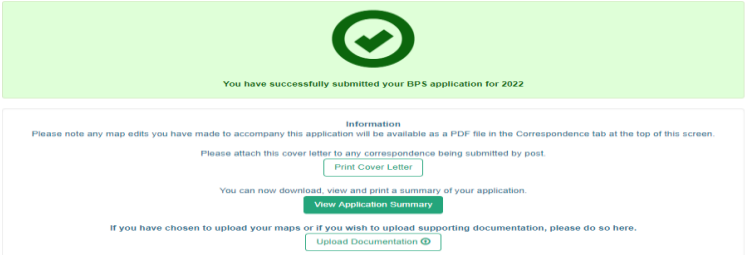
Once you have clicked **Submit** and **Ok,** the system will display the following message while the application is being submitted. Once the **green tick** for ✔ Submit application appears you can now return to your home screen by clicking on the **Return to Portal button.**



To view the Application Confirmation please wait until the green tick shows beside the Generating application form, you can then click **View Application Confirmation.**



This will bring you to the **Confirmation of Application** screen.



Who to Contact

Below is a list of useful contacts if you need further assistance or advice on your BPS or other area-based scheme application.

Area/Division	Contact Number	Contact Email
Direct Payments Helpdesk	057 86 74422	directpaymentscorrespondence@agriculture.gov.ie
AgFood Account Queries	049 43 68288	agfood@agriculture.gov.ie
Transfer of Entitlements	057 86 74422	transferofentitlements@agriculture.gov.ie
Usage of Entitlements	057 86 74422	usageofentitlements@agriculture.gov.ie
Inheritance	057 86 89995	Inheritance@agriculture.gov.ie
National Reserve/Young Farmers	057 86 74422	nationalreserveyfs@agriculture.gov.ie
ANC	057 86 74422	anc@agriculture.gov.ie
GLAS	053 91 63400	glas@agriculture.gov.ie
Organics	053 91 63400	organic@agriculture.gov.ie
SIM	057 86 74422	SIM@agriculture.gov.ie
Hemp	057 86 74422	bpscoordination@agriculture.gov.ie
Farm Partnerships	01 607 2857	farmpartnerships@agriculture.gov.ie
No Herd Number Applications	057 86 74422	bpsref@agriculture.gov.ie
GeoTag	057 86 74422	geotag@agriculture.gov.ie
BPS Online Facility Assistance	057 86 74422	bpsonline@agriculture.gov.ie

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