An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

A Guide to Completing

Previous Year

Basic Payment Scheme (BPS)

Applications Online

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This section will walk you through the steps to log into www.agfood.ie to allow you to commence your Previous Year BPS Application.

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When you have successfully logged into www.agfood.ie, this section brings you through the steps of submitting a Previous Year application for BPS.

The Previous Year application facility is for applicants who wish to submit a BPS application for a previous year online. In 2022, the facility will be available to make a Previous Year application for the years 2018 to 2021. Any years previous to 2018 will be dealt with outside of this online application facility.

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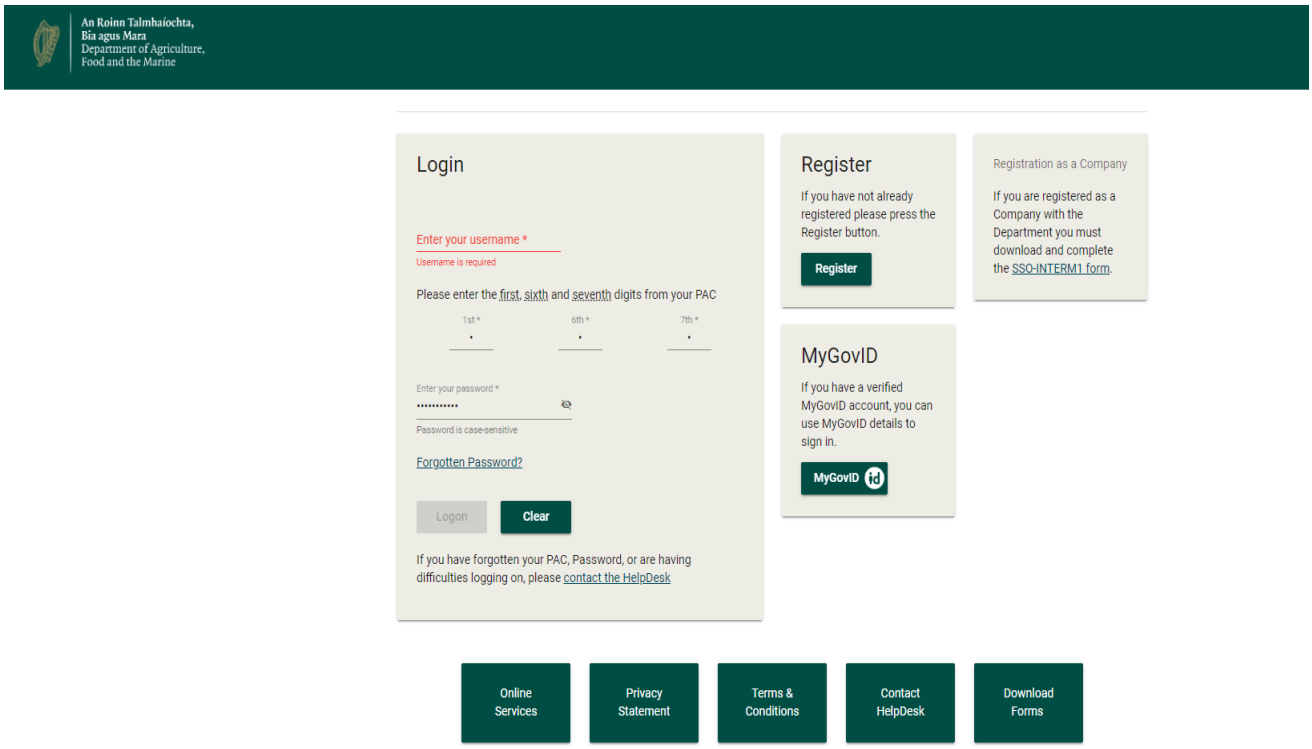
Section 1 - How to Log into Online Services

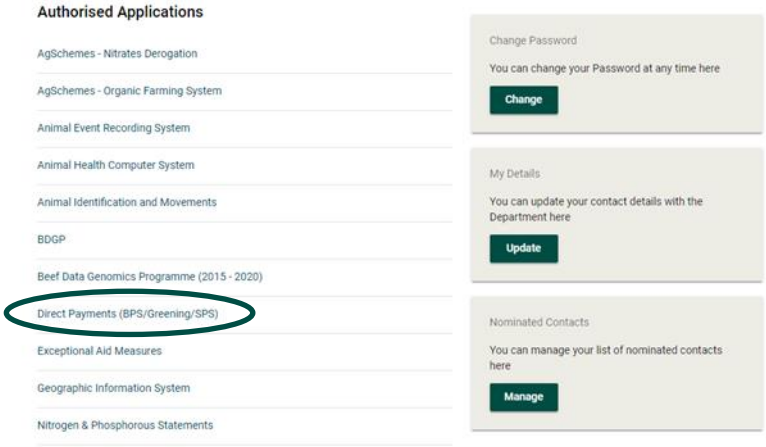
Using your Username, Password and **PAC**, (Personal Access Code), you will be able to login to the AgFood Online system at www.agfood.ie When you are on www.agfood.ie, the first page you will see is the Login page as shown in the image below.

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.

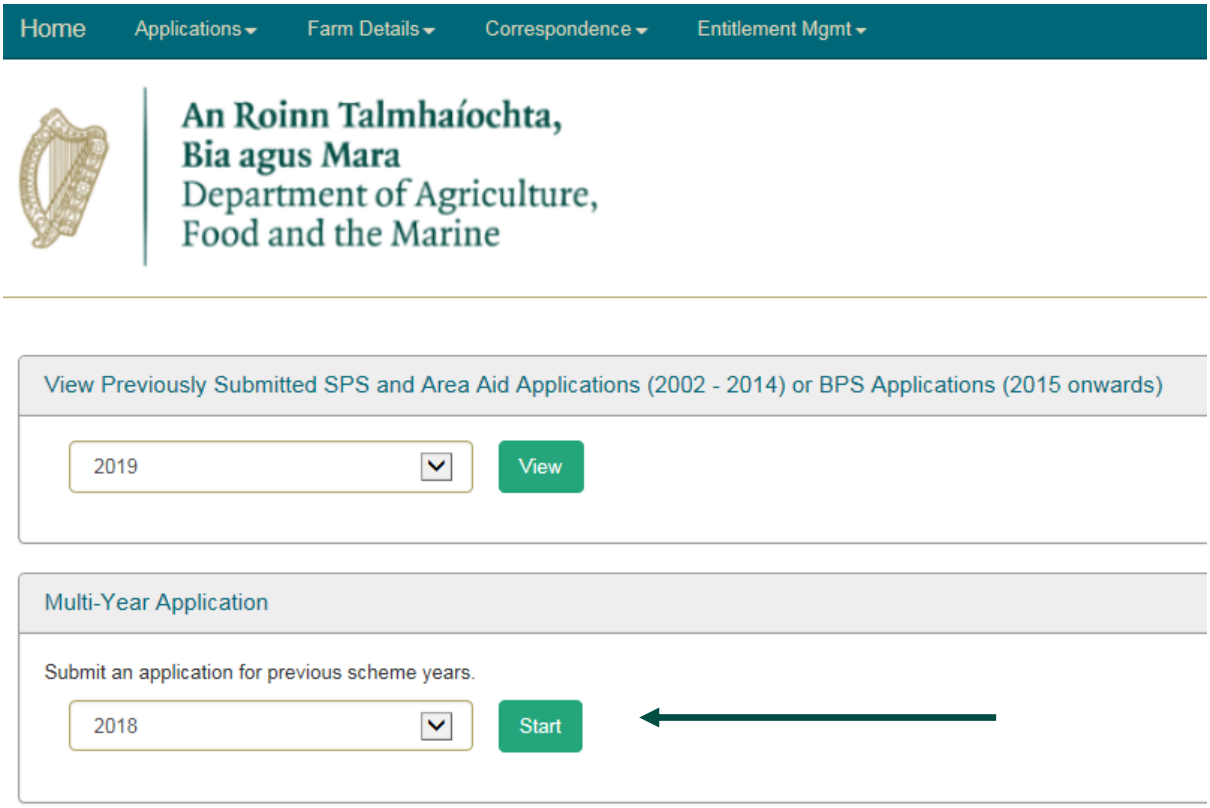


Section 2 - Completing your Previous Year BPS Application

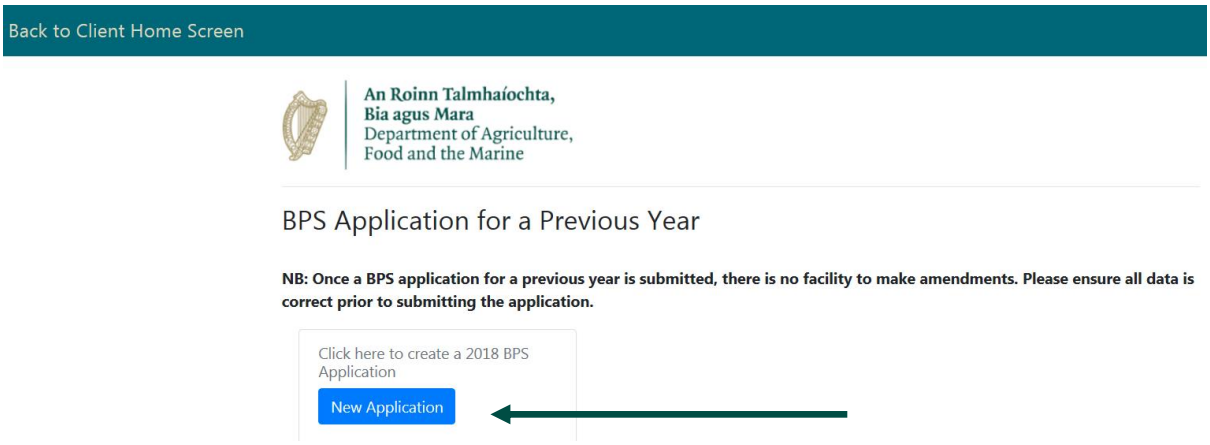
To start your Previous Year application, you will need to navigate to the "***Applications***" Tab and select "***Apply for BPS in a Previous Year***" from the drop-down menu as shown in the image below.

This will bring you to the Previous Year BPS Application Summary Screen, as shown in the image below. From this screen, as shown in the image above, select the relevant Previous Year application from the dropdown and press Start

NB – On screen the term "Multi Year" is used, which is what is referred to as Previous Year Applications.



This will bring you to the Previous Year Application Home screen as shown in the image below. From this screen you can commence the application by clicking New Application



Completing the Previous Year Application On Screen

- Once you commence the application, you will navigate through the screens entering the relevant information for your BPS. **All data must be entered manually. There will be no prepopulated information.**
- On the first screen, please tick to confirm your participation in any other schemes. E.g. *YFS/Organics/ANC*
- On the second screen you will add the Land Details. A number of data fields on the Add Plot/Add Parcel facility are **MANDATORY** and must be completed:
    - Parcel Number
    - County and Town land
    - Claimed Area
    - Ownership Status
    - Parcel Use
- There is also a ***Comment*** field on the Add Plot/Add Parcel facility should you wish to add additional information in relation to Plot(s)/Parcel(s).
- If you add a Plot/Parcel to the Land Details list and wish to edit it, you can do so by click on the button.
- You can also delete Plot(s)/Parcel(s) added in error.
- Please ensure that you review the details presented on the final page before submission.
- You must tick that you accept the ***Terms and Conditions*** before it will allow you to submit the Previous Year BPS Application.
- After submission, you can view the PDF of the Previous Year BPS Application by navigating to Correspondence.
- The Previous Year BPS Application will show in the document list for the relevant year titled: ***"BPS Application (Filed in a subsequent year)"***

Section 3 - 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 74422	Inheritance@agriculture.gov.ie
National Reserve/Young Farmers	057 86 74422	nationalreserveyfs@agriculture.gov.ie
ANC	057 86 74422	anc@agriculture.gov.ie
GLAS	057 86 74422	glas@agriculture.gov.ie
Organics	057 86 74422	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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