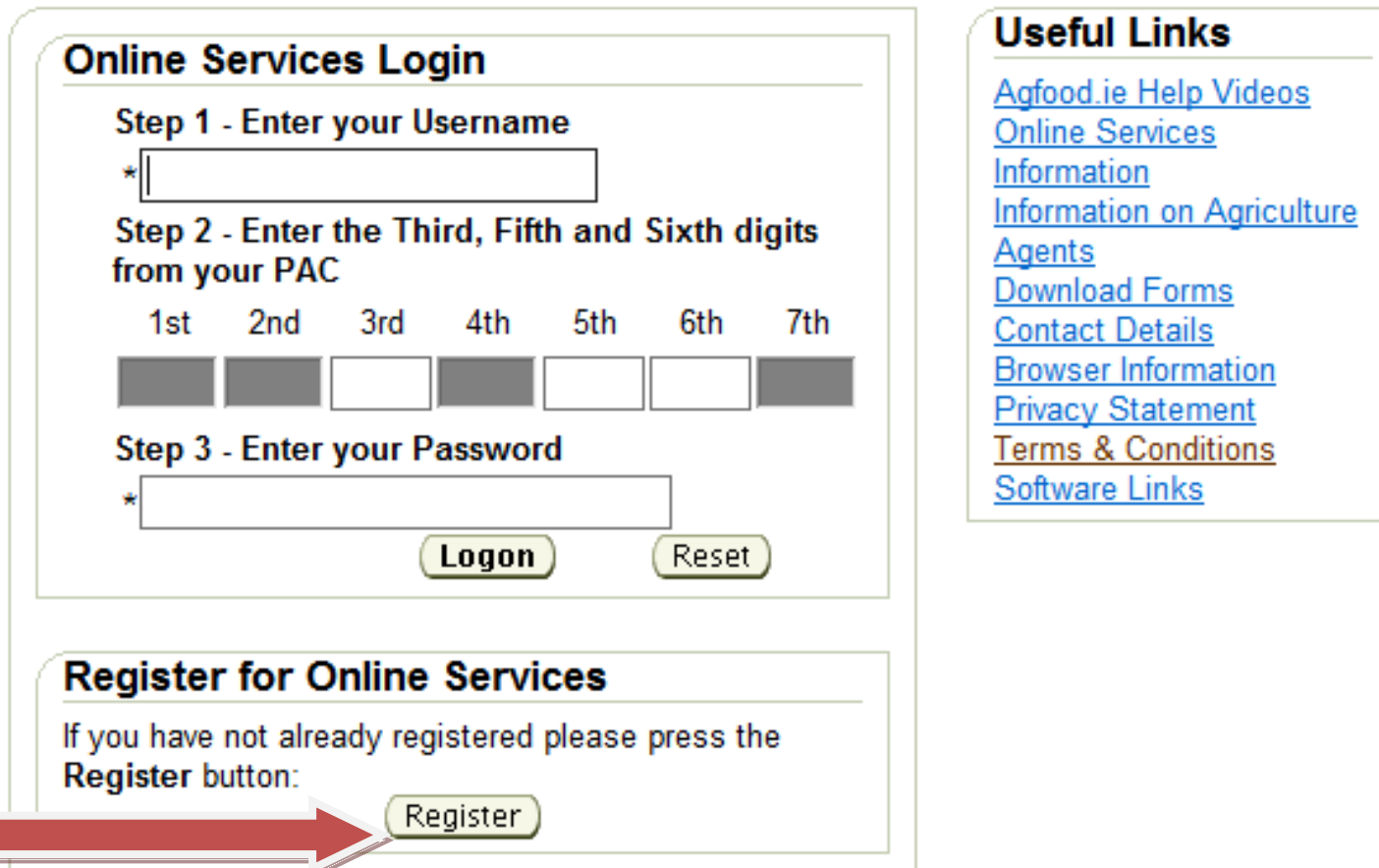


## How to Register for Online Services

Open your web browser, (Internet Explorer, Chrome etc.) go to [www.agfood.ie](http://www.agfood.ie) & click on the  button on the left hand side of the page (Figure 1) in order to create an account.

*Figure 1 – Starting your registration*



**Online Services Login**

Step 1 - Enter your Username  
\*

Step 2 - Enter the Third, Fifth and Sixth digits from your PAC

1st	2nd	3rd	4th	5th	6th	7th
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>


Step 3 - Enter your Password  
\*

**Register for Online Services**

If you have not already registered please press the Register button:


### Useful Links

[Agfood.ie Help Videos](#)  
[Online Services Information](#)  
[Information on Agriculture Agents](#)  
[Download Forms](#)  
[Contact Details](#)  
[Browser Information](#)  
[Privacy Statement](#)  
[Terms & Conditions](#)  
[Software Links](#)

Once you click the  button you will be directed to the registration page (Figure 2).

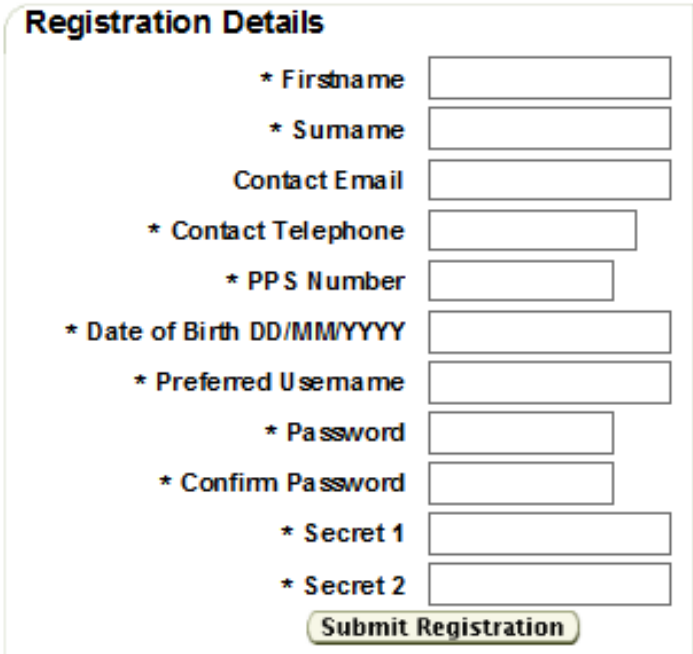
**You will need your PPSN number to Register**

Figure 2 – Submitting registration details

- In the first six boxes, please input some personal details – your name, contact number, your 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 [www.agfood.ie](http://www.agfood.ie)
- You must then create a **Password**. This should contain between 6 and 12 characters and include letters, numbers and one of the following symbols ! % & \* ( ) ? < > # @ You should retain this password for use every time you log in to [www.agfood.ie](http://www.agfood.ie)
- Retype your chosen password in the “**Confirm Password**” field
- Answer the 2 security questions and retain your answers
- Click on the  button

You have now completed the registration process. The Department will process your registration and send you a Personal Access Code (PAC) in the post. Once you receive this PAC, you are ready to log into [www.agfood.ie](http://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](http://www.agfood.ie)**



The form titled "Registration Details" contains the following fields:

- \* Firstname
- \* Surname
- Contact Email
- \* Contact Telephone
- \* PPS Number
- \* Date of Birth DD/MM/YYYY
- \* Preferred Username
- \* Password
- \* Confirm Password
- \* Secret 1
- \* Secret 2

At the bottom of the form is a button labeled "Submit Registration".

### Help

The Department of Agriculture, Food and the Marine will offer several online services for Department customers.

In order to access these services, you are required to register by filling in the information on this page. The information supplied is used to verify your identity against the Department's customer records. Once you submit this information, a letter will be sent to you with your log-on details, which will allow you to access all relevant online services.

Information on your data privacy rights is available in the Department's [Internet Privacy Policy](#).

You will be required to agree to [Terms and Conditions](#) for the use of the Department's online services on initial access to your account.