

RPW Ar-Lein Online

Taliadau Gwledig Cymru
Rural Payments Wales



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

A simple guide for Agents on how to use RPW Online



How to Use Rural Payments Wales Online

The purpose of this document is to give you step-by-step instructions on how to use RPW Online. Below you will see the contents page which has clickable links for ease of use. You will also find 'Back to Contents' links at the end of each section so you can easily move from one instruction to another.

The Welsh Government produces this Guide in Welsh and English as required under the Welsh Government Welsh Language Scheme. Should you require a copy of this Guide in the alternative language, you can access it from our Welsh Government website www.wales.gov.uk/RPWonline by selecting the language switcher at the top of the page and re-opening the document. If you are having problems or are unable to access our website, please contact the RPW Online Helpdesk on 0300 062 5004 or email RPWOnline@Wales.gsi.gov.uk

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Disclaimer

The purpose of this guide is to help you use the Rural Payments Wales Online service. This Guide has been divided into sections with detailed step by step instructions. As the Rural Payments Wales Online facilities are being developed in phases this Guide will change from time to time.

Using Rural Payments Wales Online

Agent/Farming Union/Industry Adviser Roles

Below is an overview of the roles your customers can assign you and what you can do for your customer if you have been assigned one or more of these roles.

Amend Business Details: this role will allow you to make amendments to your customer's business details online. Changes to business details can be made under General Details, Correspondence Address, Main Farm Address, Trading Address, Individual Details and Online Preferences. If you **do not** have this role, you will still be able to view these areas but the 'add new/amend' buttons will **not** be showing for you. – Role applicable to Agents & Farming Unions **only**.

Complete Claims: this role will allow you to complete a claim online (once the facility is there). It **does not** mean you have permission to submit the claim. If you **do not** have this role, you will still be able to view claims but the buttons for completing or amending claims will **not** show for you - Role applicable to Agents & Farming Unions **only**.

Submit Claims: this role will allow you to submit a claim online (once the facility is there). If you **do not** have this role, you will still be able to view claims but the 'Submit Claims' button will **not** show for you - Role applicable to Agents **only**.

View Payment/Financial Letters: this role will allow you to view Financial Information online, e.g. payment letters, overpayment letters and Payments made to your customers. If you have this role, the 'Financial Information > Payments' menu option will show for you. If you **do not** have this role you will **not** see this menu option at all - Role applicable to Agents, Farming Unions & Industry Advisers.

Manage Entitlements; this role will allow you to initiate transfers of your customer's Single Payment Scheme (SPS) entitlements online (once the facility is there). Notification of any transfer (or lease) applications made will be sent to the farming business' Correspondence Address'. Currently, if you have this role the 'Entitlements' menu option will show for you, but if you **do not** have this role you will **not** see this menu option at all. This is being amended for future phases and will become view only if you **do not** have this role. - Role applicable to Agents, Farming Unions & Industry Advisers.

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Useful Links

Services available through the Government Gateway

You may wish to note some of the other services that you can access through the Government Gateway.

These services will be listed in alphabetical order once you have logged into the Government Gateway. However, for quick reference, please see the list of websites below:

- **British Cattle Movement Service (BCMS) - CTS Online =**
www.secure.services.defra.gov.uk/wps/portal/ctso
- **Department for Environment Food and Rural Affairs (Defra) =**
www.defra.gov.uk/
- **Rural Payments Agency (RPA) SPS Online =**
www.spsonline.rpa.gov.uk/RPARegAndEnrol/secure!unsecured.action
- **The Scottish Government's Rural Payments Online =**
www.scotland.gov.uk/Topics/farmingrural/Agriculture/grants/Online-Services/18909
- **Department of Agriculture and Rural Development (DARD) Online Service =**
<http://www.dardni.gov.uk/index/online-services/saf-online.htm>
- **Welsh European Funding Office (WEFO) Online =**
www.wefo.wales.gov.uk/wefo-online/?lang=en

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Other Services

The following is a list of links that are not displayed on the Government Gateway, which you may find useful:

- **Welsh Government** = www.wales.gov.uk/?lang=en
- **Welsh Government – Farming and Countryside** = www.wales.gov.uk/topics/environmentcountryside/farmingandcountryside/?lang=en
- **Welsh Government – Farmers Guide to Cross Compliance** = www.wales.gov.uk/topics/environmentcountryside/farmingandcountryside/farming/crosscompliance/?jsessionid=q58rP2RJs0YWxhsbyMcZJbLwRRJpMSDSmlLhXcnNFGVYpmQ9T6sf!-278964247?lang=en
- **Welsh Government – Bovine TB** = www.new.wales.gov.uk/topics/environmentcountryside/ahw/disease/bovinetuberculosis/?lang=en
- **Welsh Government – Farm Animal Movements and Identification** = www.new.wales.gov.uk/topics/environmentcountryside/ahw/farmanimaltracing/?lang=en
- **Welsh Government – Farming Connect** = www.new.wales.gov.uk/topics/environmentcountryside/farmingconnect/?lang=en
- **Welsh Government – Office Maps** = www.new.wales.gov.uk/topics/environmentcountryside/helpandadvice/officemap/?lang=en
- **Welsh Government – Farm Liaison Service** = www.new.wales.gov.uk/topics/environmentcountryside/farmingandcountryside/farming/farmliaisonservice/?lang=en
- **Gwlad Online** = www.gwladonline.org/?lang=en
- **Welsh Government – Rural Stress Support Groups** = www.wales.gov.uk/topics/environmentcountryside/helpandadvice/rssg/?lang=en
- **Farmers Union of Wales** = www.fuw.org.uk/
- **National Farmers Union (NFU) Online** = www.nfuonline.com/
- **Forestry Commission Wales** = [/www.forestry.gov.uk/wales](http://www.forestry.gov.uk/wales)
- **Animal Movements Licensing system (AMLS)** = www.aml.defra.gov.uk/

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