

RPW Ar-Lein Online

Taliadau Gwledig Cymru
Rural Payments Wales



Llywodraeth Cymru
Welsh Government

www.cymru.gov.uk

A simple guide for Customers 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.

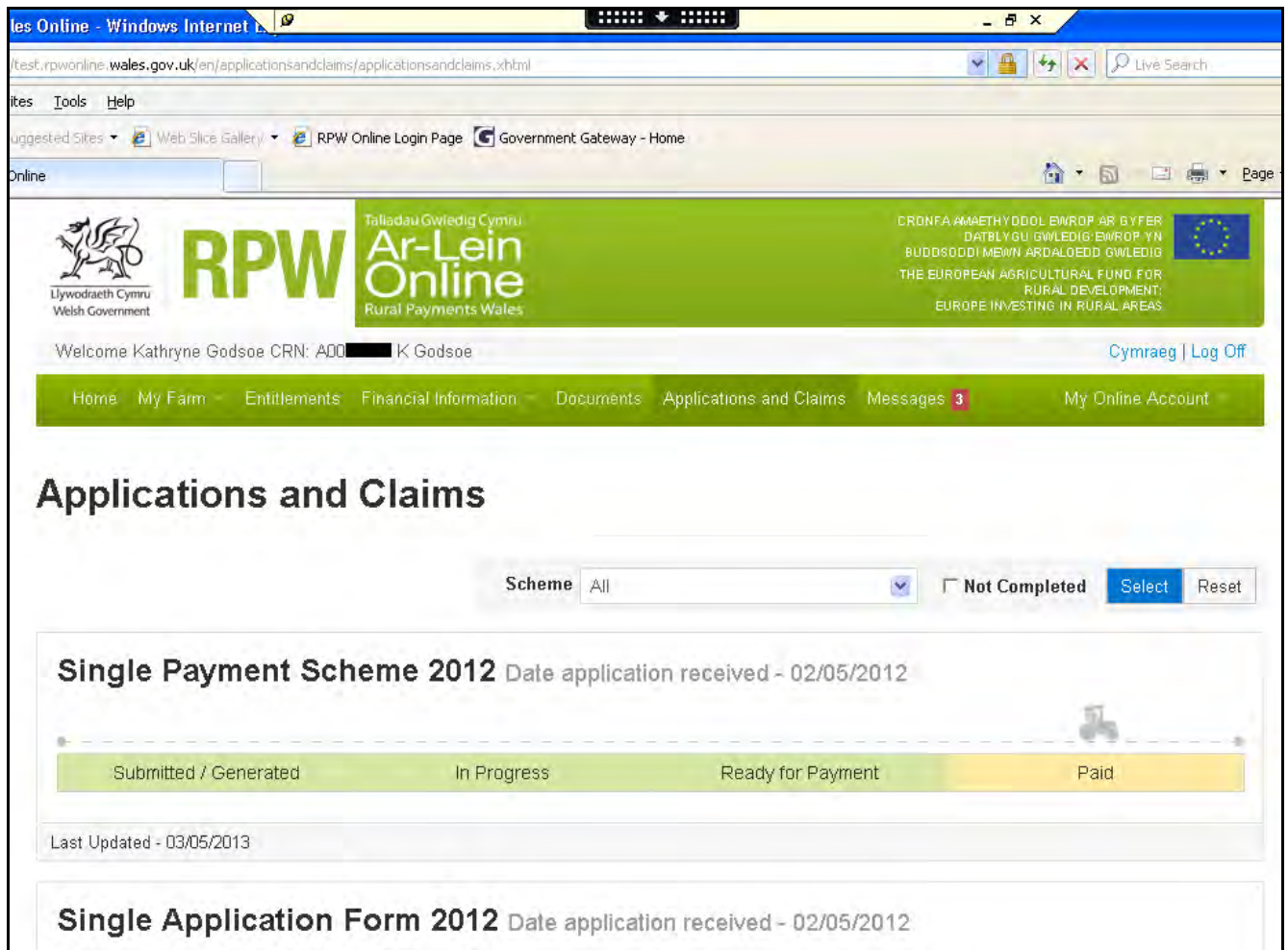
Produced by the Welsh Government

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RPW Online

Applications and Claims

When the 'Applications and Claims' menu option is selected you will see the following page:



You have the option here to filter your scheme applications or claims. Drop down the 'Scheme' menu to select the Scheme you wish to view. Then select the 'Select' button to action your search.

Scheme All

Not Completed

Select Reset

You also have the option here to check the 'Not Completed' box to filter all the applications and/or claims you have that are outstanding. Once you have checked the box, select the 'Select' button to action your search.

The 'Select' button will action your search, the 'Reset' button will undo your search.

Your schemes will be displayed in boxed areas. The top of the box will display the scheme and the date the application was received.

The screenshot shows a box for a 'Single Payment Scheme 2012' with the date '02/05/2012'. Below the title is a progress bar with four segments: 'Submitted / Generated' (green), 'In Progress' (green), 'Ready for Payment' (green), and 'Paid' (yellow). A tractor icon is positioned above the 'Paid' segment. Below the progress bar, it says 'Last Updated - 03/05/2013'.

Submitted / Generated

In Progress

Last Updated - 03/05/2013

The middle area is dedicated to showing you the progress your application or claim is making.

The bottom area will display the date the information was last updated.

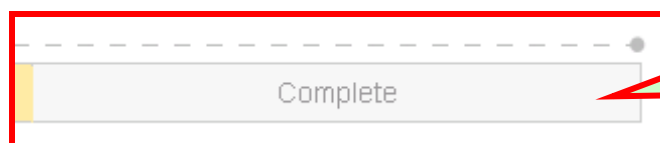
Please Note: Tir Cynnal (TC), Tir Gofal (TG), Farm Woodland Scheme (FWS) and Farm Woodland Premium Scheme (FWPS) will **not** show on the Applications and Claims tab. Any supplementary payments for schemes such as Bee Keeping will also **not** show on the Applications and Claims tab.

Status Box colours

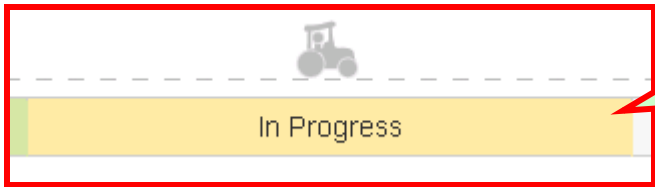
The status' that the applications and claims go through, such as 'In Progress', will be coloured to mark the progress of that application or claim. This makes it easier to see at a glance what status your application or claim is in.



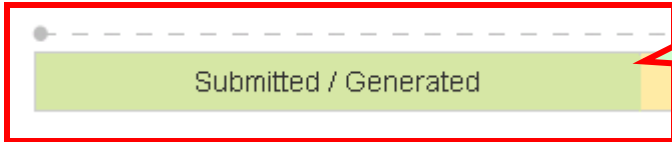
There is also a tractor that moves with the progress of the application or claim.



Grey box – if the status box is grey, then the application or claim has not yet reached that stage of processing.



Yellow box – if the status box is yellow, then the application or claim is currently at that stage of processing. You will also find that the tractor will be above this status.



Green box – if the status box is green, then the application or claim has passed that stage of processing.

Please Note the Following:

Applications and claims information is updated on the hour, every hour. If your status is showing as 'Paid', then there should be a payment letter showing under your 'Documents' menu option. However, the 'Payments' menu information is not updated instantly. Payment information is sent to RPW Online overnight, so if the application/claim status is 'Paid', you may have to wait until the following day for the payment information to display online.

Applications/Claims in a status of 'Paid' will show on RPW Online a couple of days before the payment is actually made.

IMPORTANT: Claims/Applications marked 'Ready for Payment' are still subject to checks and may therefore not result in a payment being made. Also, payment cannot be made until the specific scheme's payment window opens as detailed in scheme literature.

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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.s.defra.gov.uk/

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