

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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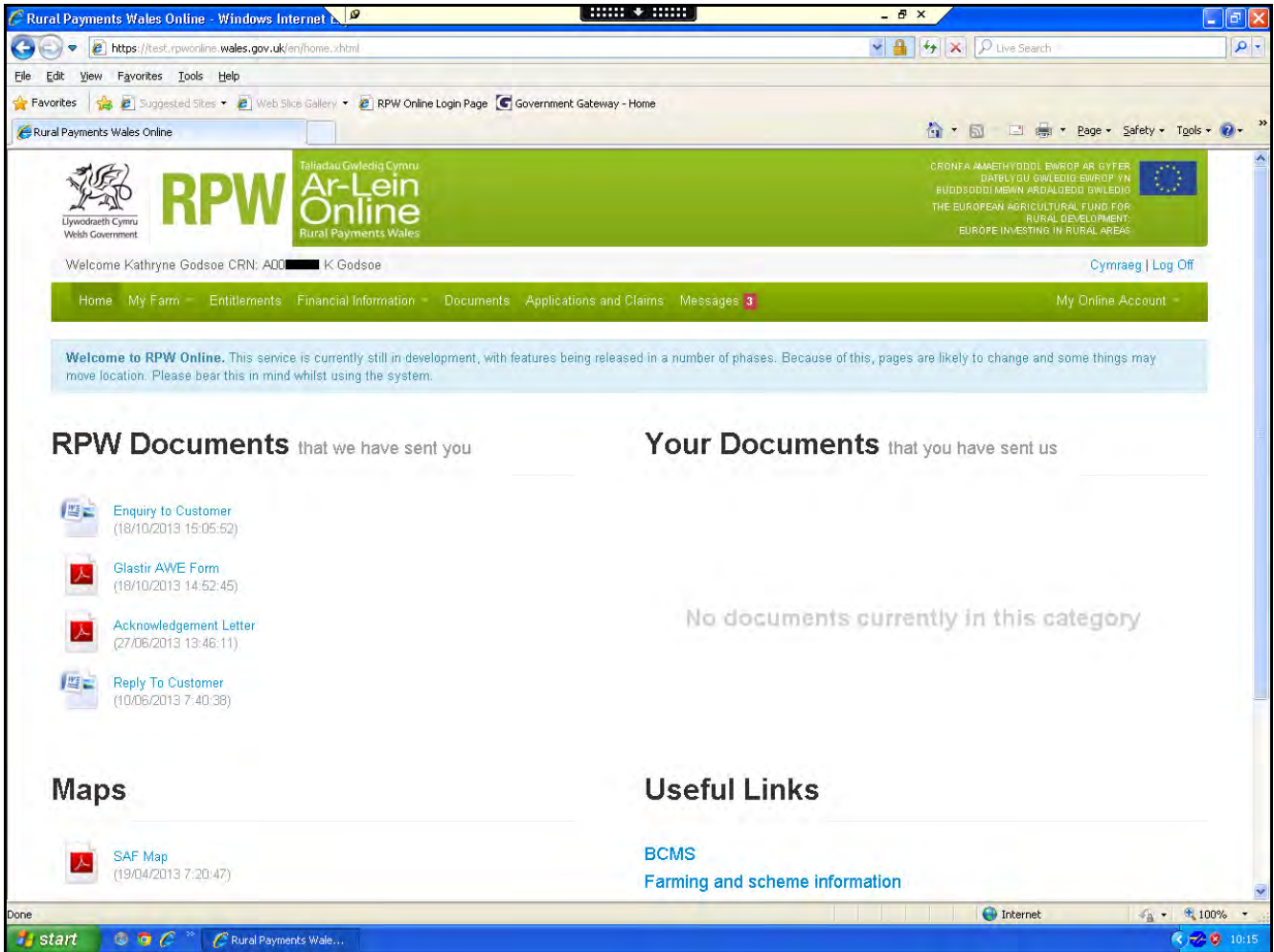
Disclaimer

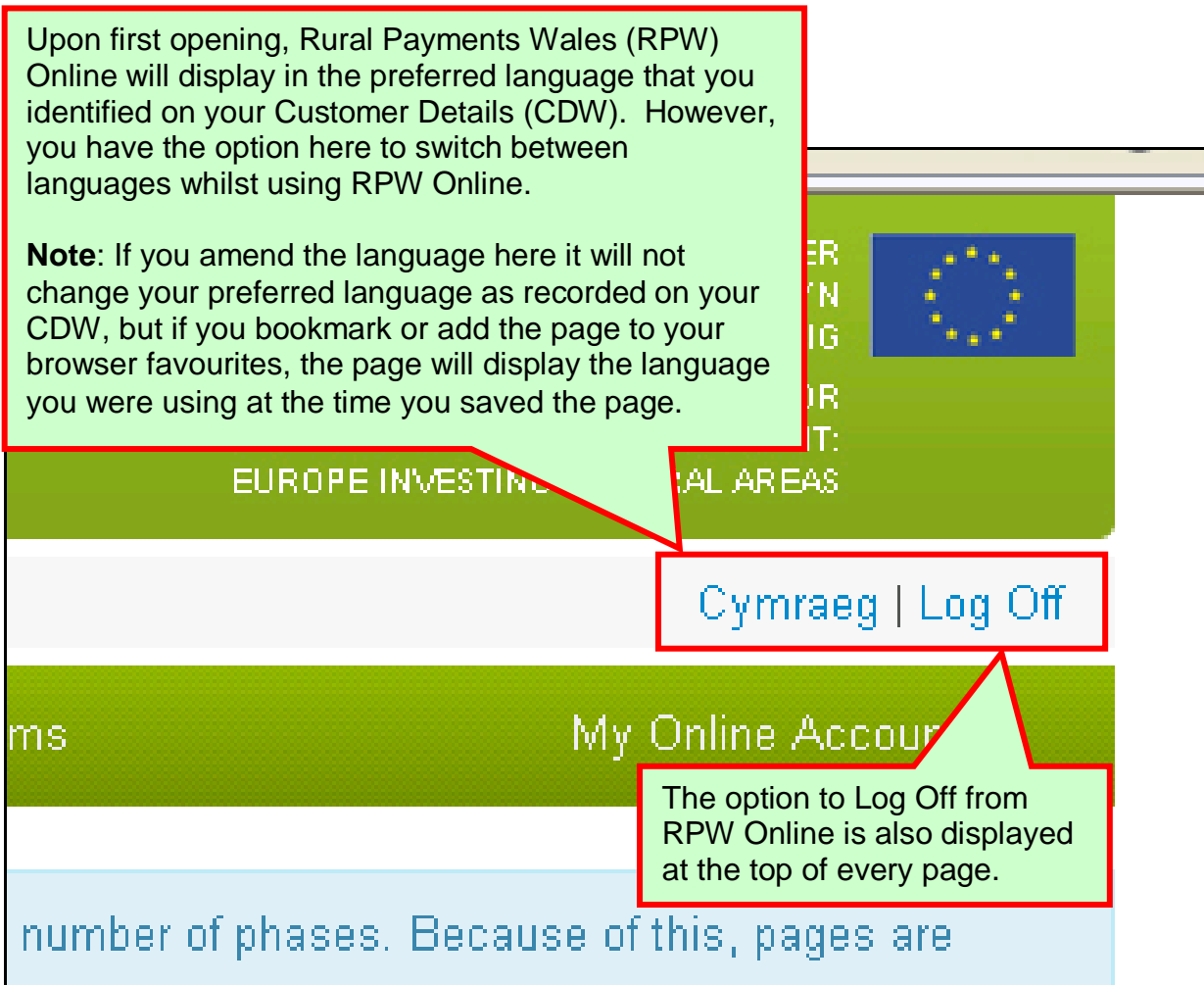
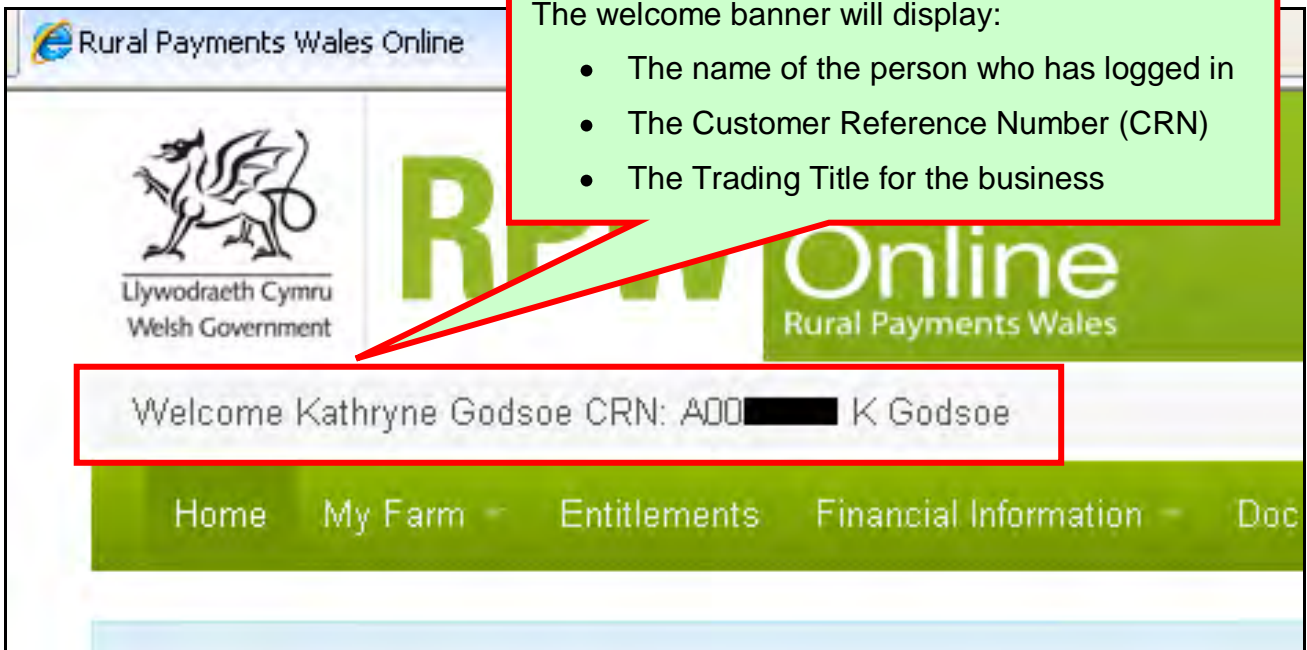
The purpose of this guide is to help you use the Rural Payments Wales Online service. This Guide has been divided into sections with detailed step by step instructions. As the Rural Payments Wales Online facilities are being developed in phases this Guide will change from time to time.

RPW Online

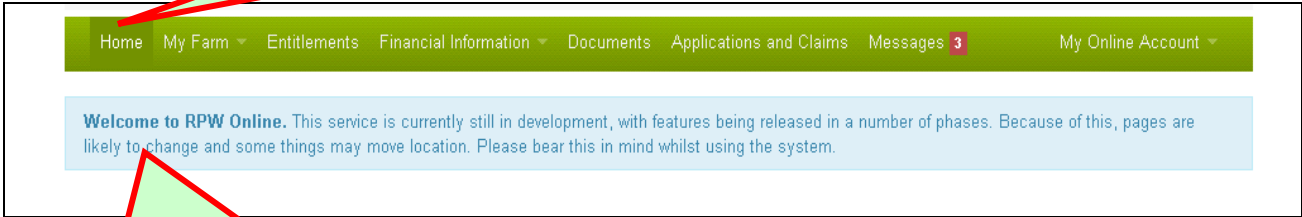
Home Page

Once you have confirmed you have read and accepted the Terms and Conditions, and entered your Online Preferences, you are now through to your RPW Online Account. The first page you will see is your Home Page

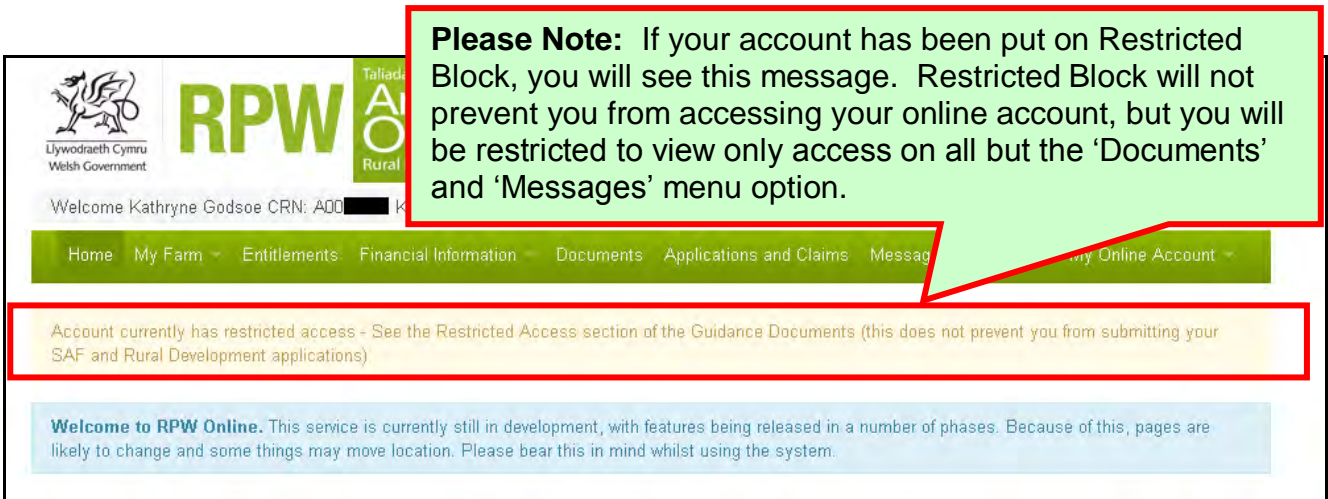




Your Green Menu Bar will have options for you to drop down and select so that you can view or make amendments to your details.



Your Home page will also show a Notification area in Blue to keep you up to date.



Please Note: If your account has been put on Restricted Block, you will see this message. Restricted Block will not prevent you from accessing your online account, but you will be restricted to view only access on all but the 'Documents' and 'Messages' menu option.

At the top of the 'Home Page' you will be able to see the latest documents sent to you (RPW Documents) and the latest documents you have submitted to RPW (Your Documents).

Welcome to RPW Online. This service is currently still in development, with features being released in a number of phases. Because of this, pages are likely to change and some things may move location. Please bear this in mind whilst using the system.

RPW Documents that we have sent you

- Reminder (17/07/2013 10:25:42)
- Single Application Form (17/07/2013 10:25:16)
- Query From Customer (17/07/2013 10:24:25)
- Enquiry (16/07/2013 15:09:31)

Your Documents that you have sent us

- Enquiry (customer enquiry.DOC - 16/07/2013 15:14:00)

During the month of March, the 2013 Single Application Form (SAF) will be sent out to all customers. If your 2013 SAF is showing on your Online Account, you **MUST NOT** print off a copy to complete and return as we will be unable to scan this. Please await your paper copy, which will arrive via the post, and then complete, sign and return it to your local Divisional Office in the normal way. The 2014 SAF is planned to be available for completion online.

RPW Documents

- Single Application Form (13/03/2013 16:42:00)
- Payment Statement (01/03/2013 0:00:00)

The screenshot shows the 'Rural Payments Wales Online' website in a Windows Internet Explorer browser. A green callout box at the top center contains the text: "Further down the 'Home Page' you will also be able to view the latest Farm Maps sent to you and there is a section for Useful Links." Two red arrows point from this box to two red-bordered boxes below. The left box, titled "Maps", contains two entries: "SAF Map (10/04/2012 10:30:00)" and "Glastir Map (07/02/2012 10:35:00)". The right box, titled "Useful Links", contains a list of links: "BCMS", "Farming and scheme information", "Bovine TB", "Farm animal movements and identification", "Farming Connect", "Offices Map", and "Rural stress support groups". At the bottom of the page, there are links for "Guidance Documents", "Contact Us", "FAQ", and "Copyright Statement". The Windows taskbar at the bottom shows the start button and the active window "Rural Payments Wale...".

Further down the 'Home Page' you will also be able to view the latest Farm Maps sent to you and there is a section for Useful Links.

Maps

- SAF Map (10/04/2012 10:30:00)
- Glastir Map (07/02/2012 10:35:00)

Useful Links

- [BCMS](#)
- [Farming and scheme information](#)
- [Bovine TB](#)
- [Farm animal movements and identification](#)
- [Farming Connect](#)
- [Offices Map](#)
- [Rural stress support groups](#)

[Guidance Documents](#) [Contact Us](#) [FAQ](#) [Copyright Statement](#)

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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
- **Animal Movements Licensing system (AMLS)** = www.aml.defra.gov.uk/

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