Business Readiness

Registration Journey – Org Admin

How do I register for IPAFFS? – Org Admin

01 Create a Government Gateway Account

Select 'Create Sign in Details'

Hint: Remember the first person to register your organisation will hold the 'Org Admin' position and will be able to invite other users to your organisation and also to allocate roles.

We highly recommend that you have multiple 'Org Admins' within your organisation

02 Provide Email Details

Hint: Please note your email is unique an can only be registered once .

03 Validate Email Details

Hint: Please check your junk / spam folder if code not received within 2 hours.

06 Now register for IPAFFS

Hint: Once you have read 'T&C's' and 'Privacy Notice' you will then go on to create your Defra Account

05 Receive Government Gateway ID

Hint: Once you have created your recovery word you will receive a unique Government Gateway ID.
As with your password you will need to make a note of your Government Gateway ID (this will be your user ID when logging into IPAFFS) and save in a secure place

04 Create a Password

Hint: You will also be asked to create a recovery word in Addition to a password.
Remember to make a note of your password and recovery   word as this will be required each time you access IPAFFS

Registrations continued…

Choose Type of Account

08 **Choose Type of Business**

09 **About Your Organisation**

Who wants to use this service?

- A business or organisation
  You represent a business or organisation that wants to use this service (including sole traders and charities)
- An individual
  You want to use this service for your own personal use

Continue

What type of business or organisation do you own or represent?

- Sole trader
- Limited company
- Public limited company
- Limited liability partnership
- Organisation that is not registered in the UK
- Charity

Hint: If your organisation is registered at Companies House you will need your registration number

About the organisation you represent

If you sign out before you complete everything, we will save your answers for 3 days so that you can return and continue.

1. Your account

Your type of account   COMPLETED

2. About you and your business

Your name
Your contact details
Your business details

Hint: Once all fields are populated the section will say 'Completed'

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12 **Manage Account Dashboard**

11 **Add Users – Manage Account**

10 **Notification Dashboard**

Account for
Black Ltd

Manage team access	Manage intermediary access	Manage your organisation
1	0	1
Add a team member	Add an intermediary	Add related organisation

Users **must** be invited by an 'Org Admin' to be able to use IPAFFS on behalf of your organisation.
Hint: To amend / remove a users access, follow the instructions on the 'Manage account' dashboard

Your Defra account

Full name: Linda Slater
Email address: 21@slater504.33mail.com
Telephone number: 0191 5810583

Update details

► Contact Support ID

Your accounts

You have access to the following accounts and related services

Account	Account role	Service	Service role	
Black Ltd	Admin	IPAFFS	Notifier	Manage account

Hint: To add a user to your organisation select 'Manage Account' and this will display your dashboard, selecting 'Manage Account' next to the Organisations details will allow you to invite users

Your import notifications

Create a new notification

My alerts
- There are no alerts at this time

Your dashboard will be displayed and you are now able to raise and view notifications

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Business Readiness

Registration Journey – Standard User

How do I register for IPAFFS? – Standard User

01 Invitation received

GOV.UK

Hello Pablo,

Philip Dixon-Perez has given you permission to access the following online service on behalf of Artists Without Borders:
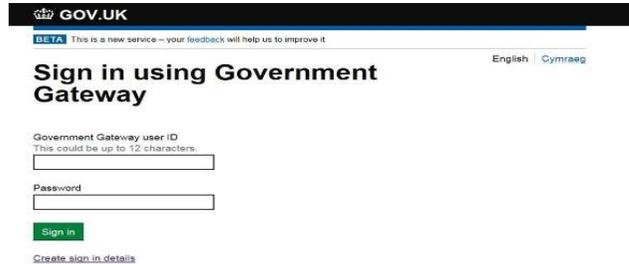
· IPAFFS

Sign in to access this service

Hint: You can only access IPAFFS if you receive an invitation via email

02 Create a Government Gateway Account

Select 'Create Sign in Details'

GOV.UK
BETA This is a new service – your feedback will help us to improve it
English | Cymraeg

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

Create sign in details

Hint: Remember the first person to register your organisation will hold the 'Org Admin' position and will be able to invite other users to your organisation and also to allocate roles.

We highly recommend that you have multiple 'Org Admins' within your organisation

03 Provide Email Details

GOV.UK
BETA This is a new service – your feedback will help us to improve it
English | Cymraeg

Enter your email address

This will only be used to send you security updates or if you need to recover your password.
To confirm it is your email address we will send you a code.

Email address
20@slater504.33mail.com

☑ This email address is correct

Continue

Hint: Please note your email is unique and can only be registered once

06 Receive Government Gateway ID

GOV.UK Sign out
BETA This is a new service – your feedback will help us to improve it
English | Cymraeg

Your Government Gateway user ID is:
17 12 37 52 17 74

We have sent it to 20@slater504.33mail.com

You will need this user ID and your password every time you sign in to Government Gateway.

Continue

Once you have created your recovery word you will receive a unique Government Gateway ID.
Hint: As with your password you will need to make a note of your Government Gateway ID (this will be your user ID when logging into IPAFFS) and save in a secure place
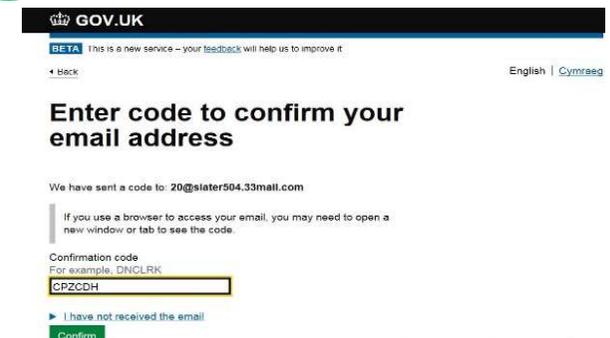
05 Create a Password

GOV.UK
BETA This is a new service – your feedback will help us to improve it
English | Cymraeg

◄ Back

Create a password

Your password must:
• be between 8 and 12 characters
• have at least one number (0 to 9)
• have at least one letter
• not contain special characters

Password

Confirm your password

Hint: Remember to make a note of your password and recovery word as this will be required each time you access IPAFFS

04 Validate Email Details

GOV.UK
BETA This is a new service – your feedback will help us to improve it
English | Cymraeg

◄ Back

Enter code to confirm your email address

We have sent a code to: 20@slater504.33mail.com

If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example, DNCLRK
CPZCDH

► I have not received the email
Confirm

Hint: Please check your junk / spam folder if code not received within 2 hours

5

Registrations continued…

07 — Now register for IPAFFS

Your Defra account

Your Government Gateway credentials are used to sign in to Your Defra account.

Your Defra account allows you to access and manage Defra services on behalf of the organisations you represent or for yourself.

To complete registration for this service we need to ask for some personal details and for information about who wants to use this service.

The two pages listed below explain your responsibilities and how we will store and use the information you give us.

- Privacy notice
- Terms and conditions

☑ I have read and accept the terms and conditions.

Hint: Once you have read 'T&C's' and 'Privacy Notice' you will then go on to create your Defra Account

08 — About You

Tell us your details

If you sign out before you complete everything, we will save your answers for **3 days** so that you can return and continue.

1. About you

Your name

Your contact details

Check your answers

Hint: Once all fields are populated the section will say 'Completed'

09 — Notification Dashboard

Your import notifications

Create a new notification

My alerts

- There are no alerts at this time

Your dashboard will be displayed and you are now able to raise and view notifications