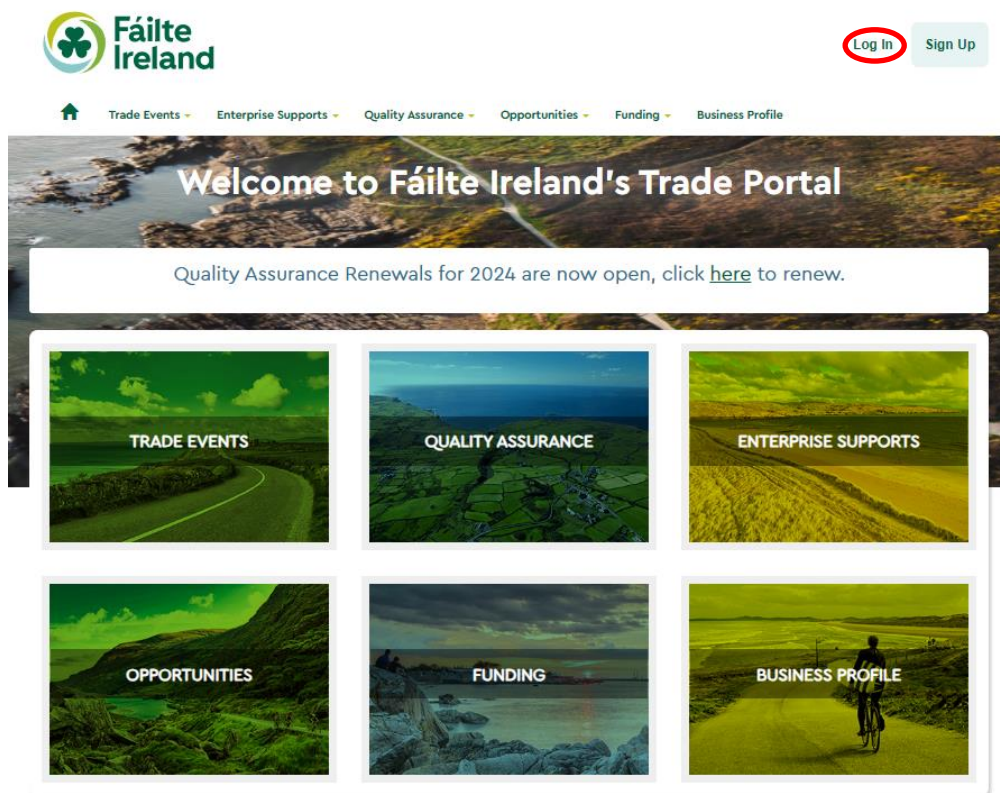


Guide on How to Apply for Fáilte Ireland Approval Application



To log in to the Trade Portal please follow the following link: <https://tradeportal.failteireland.ie/>



If you already signed up to the trade portal, click “Log In” and enter your credentials – e-mail and password

Enter your credentials

Sign in name

Password

By continuing beyond this point you confirm you have read the [Fáilte Ireland's Privacy Policy](#) as this outlines how we use your personal data, the lawful bases, your rights and how to contact our Data Protection Officer should you have any queries, concerns or complaints.

[Forgot your password?](#)

[Sign in](#)

Enter your e-mail and password.

Welcome to Fáilte Ireland's Trade Portal

Quality Assurance Renewals for 2024 are now open, click [here](#) to renew.

TRADE EVENTS

Quality Assurance

This is the Fáilte Ireland Quality Assurance Self Service Portal for both Statutory and Non-Statutory Sectors

ENTERPRISE SUPPORTS

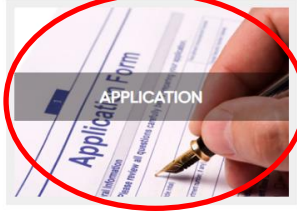
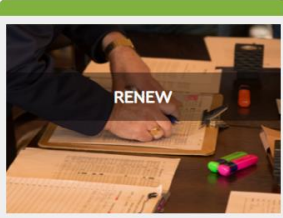
OPPORTUNITIES

FUNDING

BUSINESS PROFILE

Click on Quality Assurance and Application

Quality Assurance



Click on Create or continue an Application

Applications

Applications

I want to:

- Create or continue an Application
- Complete Registration for Statutory Applications
- Re-apply for a lapsed approval, Change Sector or Add an Additional Business

Next

Click on your Account Name that you wish to apply for Approval or Add New Business or you can select change sector if you wish to do so.

Welcome to Fáilte Ireland's Trade Portal / Quality Assurance / Application Form

Application Form

0%

My Tourism Business

This is a list of your tourism business accounts.
To continue with your application, ensure you click the appropriate option for the relevant account and follow the on-screen instructions.
Please review the classification criteria/rating for the sector you are applying for on <http://www.failteireland.ie/Supports/Get-quality-assured.aspx>

[New business](#)

✓	Account Name ↑	Sector	Rating	Approval Status	Approval Expiry Date	Change Sector
<input checked="" type="checkbox"/>	Test Hotel 2409			Not Approved		Change Sector

[Next](#)

Completing a New Application

Each page of the Application must be completed before you can proceed to the next. **Changes are not saved automatically until you reach the payments screen, select payment option and click next. If you sign out during mid application, changes will not be saved you will have to recommence your application.**

Please note the following while completing the application.

- Ensure all contact details are correct, such as the business contact person and the ownership details.
- Complete all fields of the application.
- Ensure the Business Descriptions, both short and long, are precise and correct as these are the descriptions which will be used to advertise the business on the Fáilte Ireland and Tourism Ireland family of websites.
- Provide accurate room/unit and visitor sleeping capacity information.
- Ensure the application Fee is paid as the application is not complete until this payment has been made. Payment can be made by credit or debit card using our secure online payment facility.
- The whole process should take approximately 20 minutes to complete, and please remember the process is only complete once the Application Fee has been paid.
- Should you require further information or assistance at any stage of the process please contact our dedicated service provider Capita Customer Solutions:

Phone: 0818 88 8800

Email: qualityassurance@failteireland.ie