Guide on How to Apply for Fáilte Ireland Approval
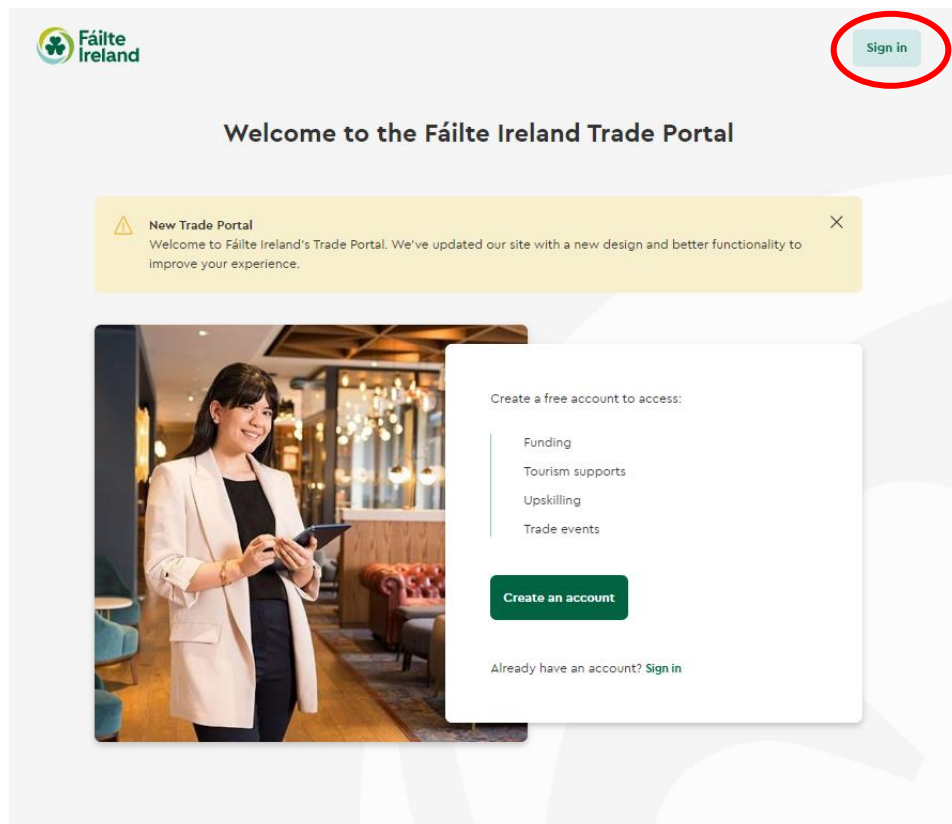

To log in to the Trade Portal please follow the following link: https://services.failteireland.ie/

If you are already signed up to the trade portal, click "Sign In"

Enter your credentials – e-mail and password, click on Sign in.

Click on Trade Portal, Quality Assurance and Applications

Click on new business.

Enter Property Details and click on next.

Each page of the Application must be completed before you can proceed to the 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 Quality Assurance Team:

Phone: 0818 88 8800

E-mail: qualityassurance@failteireland.ie