

## Fáilte Ireland's Trade Portal

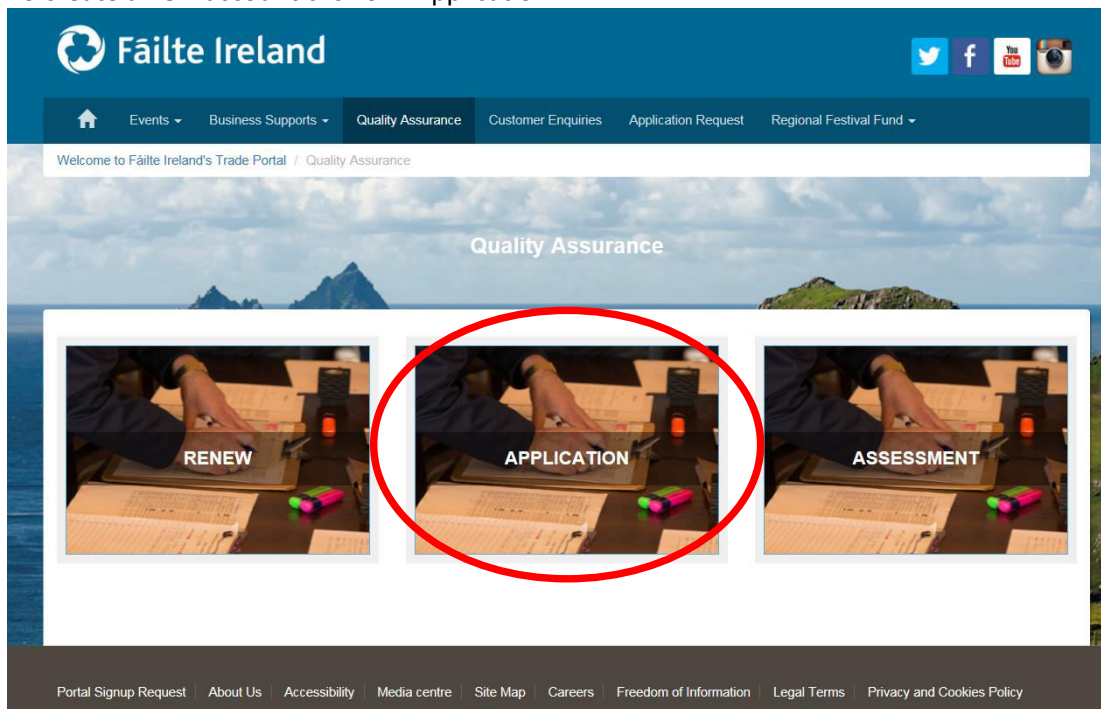
The Trade Portal is Fáilte Ireland's online self-service solution. Accommodation providers can use this to apply for registration of a new property and renew the Fáilte Ireland registration/approval for their business.

### Registering

To register for an account on the Trade Portal please follow the following link:

<https://tradeportal.failteireland.ie/>

To create a new account click on "Application":



Please answer all of the questions carefully and then submit the form:

Property Name

Sector \* Rating \*

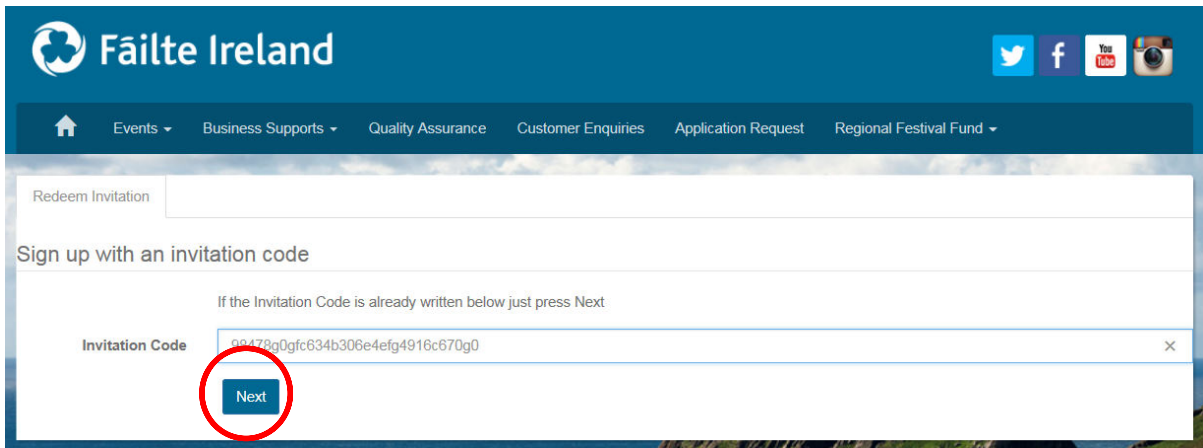
First Name \* Last Name \*

Email Address \* Phone \*

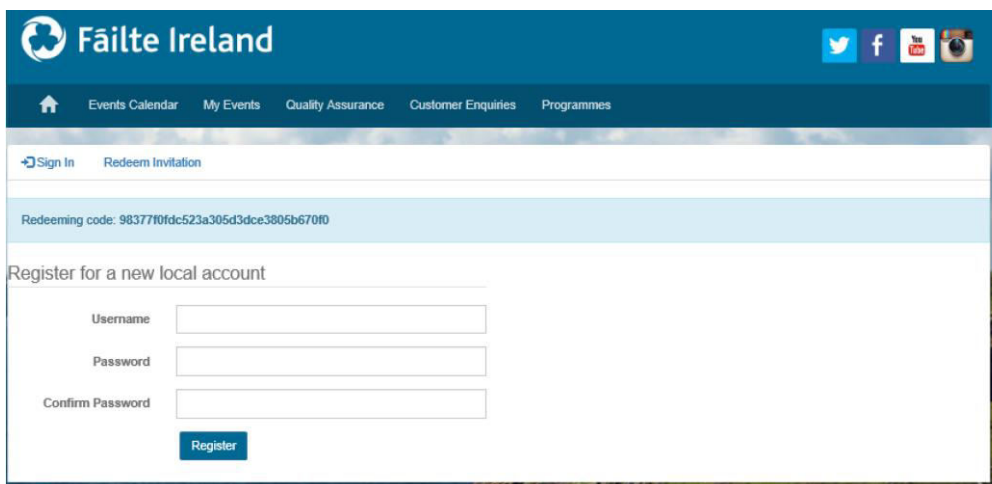
reCAPTCHA

Enter the text into the text box and click submit

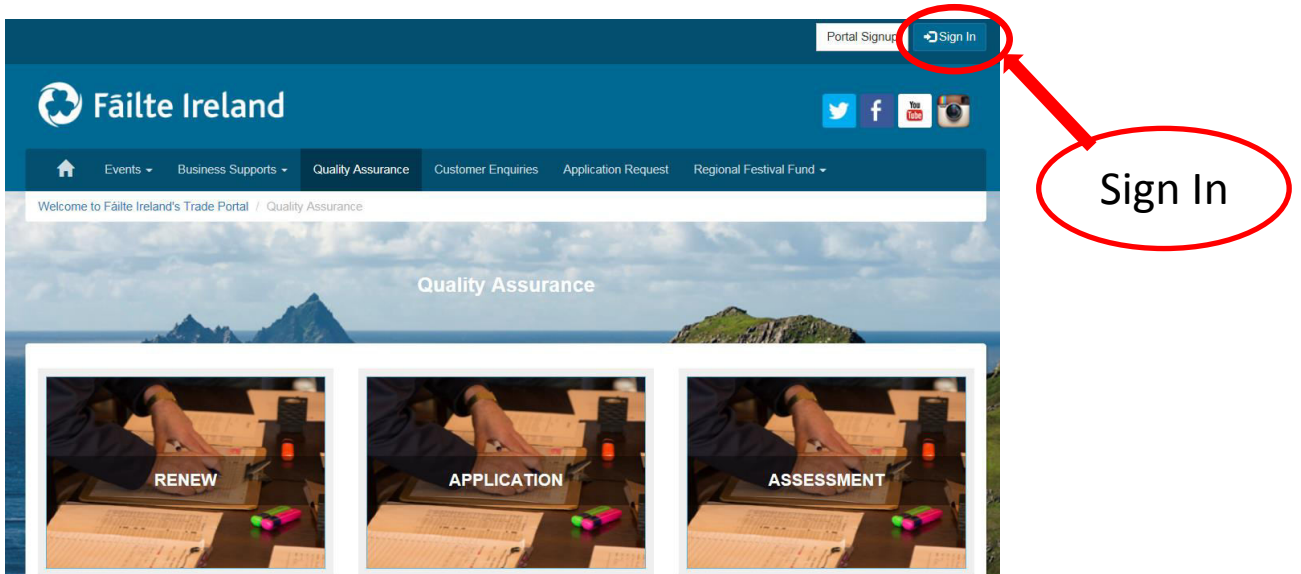
You will then be sent an email containing a link to the Trade Portal and an invitation code. Please follow the link and click “next”:

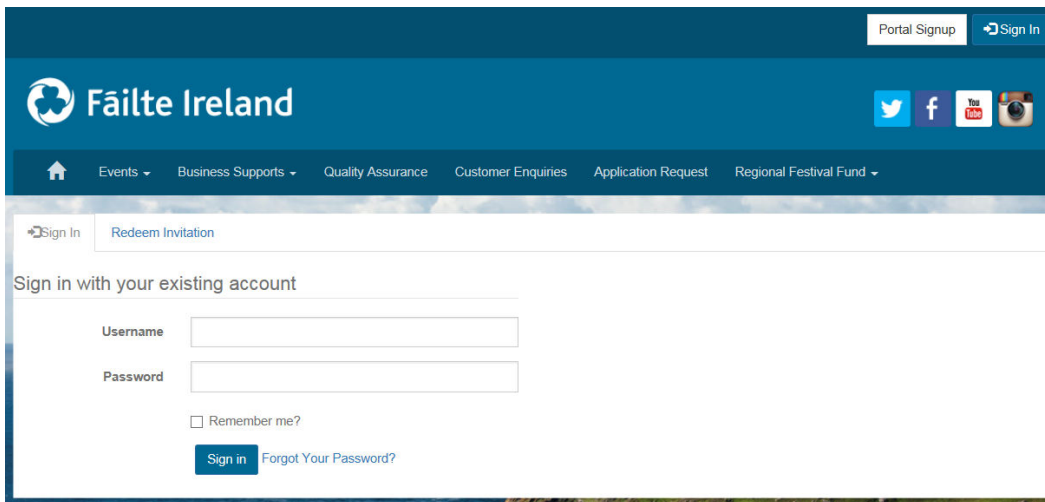


You will then be asked to enter your username and password:



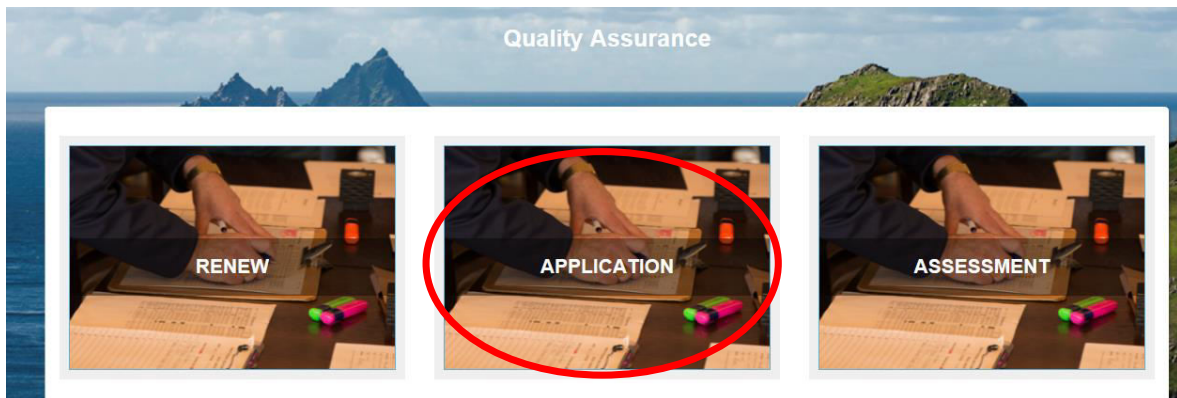
Once you have created an account you will be able to sign in and sign out of the Trade Portal as often as you require:



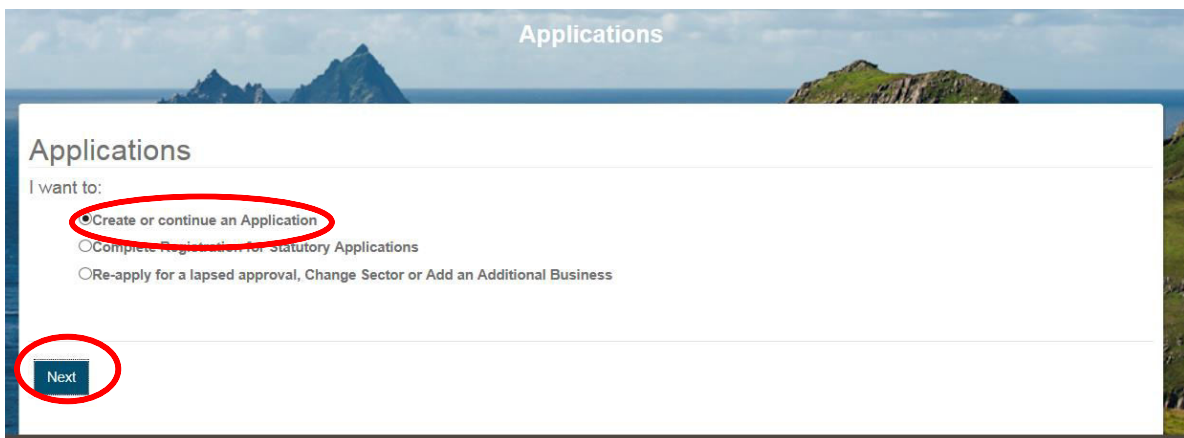


## Creating an Application

To create or continue an existing application, click on “Application”:



Then click on “create or continue application” and click “Next”:



## Completing the Application

Each page of the Application must be completed before you can proceed to the next and all changes are saved automatically. If you sign out and sign in again you will default back to the page you left on.

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.
- Provide current, high quality images of the property as these images will be used on the Fáilte Ireland and Tourism Ireland family of websites.
- Attach the required documentation for application, these are:
  - Copy of Planning Permission
  - Copy of the Certificate of Compliance in relation to the planning permission granted and the building regulations.
  - Copy of the Fire Safety Certificate.
  - Evidence the premises has been inspected by the HSE and is in compliance with food safety regulations.
- 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, or by EFT (Electric Fund Transfer).

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.

For more information on the Application Process and a step by step guide for completing an application on the Trade Portal please visit:

<http://www.failteireland.ie/Supports/Get-quality-assured.aspx>

Should you require further information or assistance at any stage of the process please contact our dedicated service provider Capita Customer Solutions:

Phone: 1800 242473  
Email: [customersupport@failteireland.ie](mailto:customersupport@failteireland.ie)