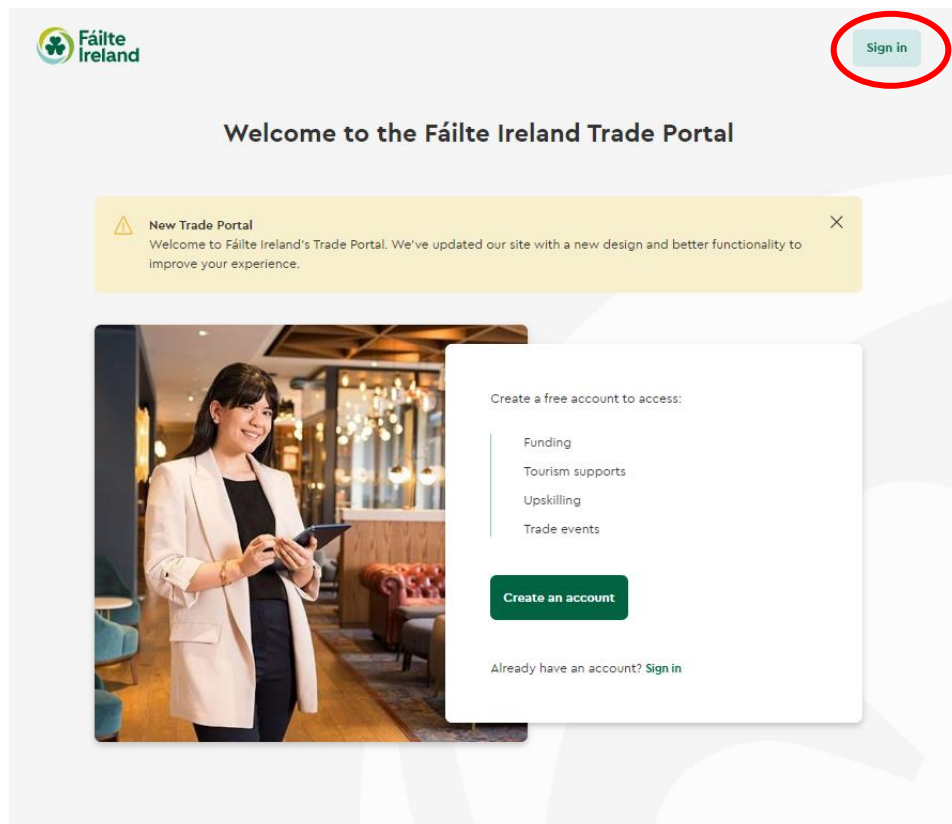


## Guide on How to Apply for Fáilte Ireland Approval



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.

### 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**

Click on Trade Portal, Quality Assurance and Applications

The screenshot shows the Fáilte Ireland user interface. At the top left is the Fáilte Ireland logo. To the right are dropdown menus for 'Trade Portal' and 'My account'. Below this is a 'My dashboard' section with a 'New Trade Portal' notification. A navigation menu is open, listing 'Dashboard', 'Funding', 'Enterprise Support', 'Quality Assurance', and 'Trade events'. The 'Quality Assurance' and 'Applications' items are circled in red. A red arrow points from the text above to the 'Trade Portal' dropdown. Below the dashboard is a 'Fáilte Ireland' business profile section showing the business account number 'F1001816' and a 'Manage this business' button.

Click on new business.

Fáilte Ireland

Nuala McDonald

Home / Application Form

## Application Form

New Business

### Your Businesses

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 [www.failteireland.ie/supports/get-quality-assured.aspx](http://www.failteireland.ie/supports/get-quality-assured.aspx)

Account Name ↑	Sector	Rating	Approval Status	Approval Expiry Date	Action
----------------	--------	--------	-----------------	----------------------	--------

Enter Property Details and click on next.

Fáilte Ireland

Nuala McDonald

Home / Application Form

## Application Form

### Property Details

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>

Account Name \*

Sector \*

Rating \*

Primary Activity Type \*

**Each page of the Application must be completed before you can proceed to the next.**

**Fáilte Ireland** Trade Portal | My account

### About your business

Tell us about the business you wish to become approved with Fáilte Ireland

**Nuala Test**  
FI039563

Business address search (Ireland only)  
Enter address or Eircode  
[or enter address manually](#)

Website

CRO number (optional)

VAT number (optional)

Number of full time staff: - 0 +

Number of part time staff: - 0 +

[Back](#) [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](mailto:qualityassurance@failteireland.ie)**