How to complete self-assessment on Trade Portal
The aim of this presentation

This is a short step by step guide to assist you with completing the self-assessment using the trade portal.
Log into the Trade Portal in the same way that you do for your renewals:

www.tradeportal@failteireland.ie

Click on the “Log In” button on the top right hand side.
Enter your email address and password in the same way that you do for Renewing your property.
Click on the ‘Quality Assurance’ tab at the top of the screen

Then click on the ‘Assessments’ section
Then click on the ‘+ **Self Assessment**’ button on the right hand side to start your self assessment.

You can start the self assessment mid way and it will save you answers, this is where you can see the Edit button. Once you have completed the self-assessment, you will see the Submitted button.
Choose your property that you wish to self-assess by ticking in the box to the right of the property.
This page will allow you to choose the sector and classification, whether it is Approved or if you wish to go for classification.
Click and choose your correct sector i.e. **Holiday Apartment**

Then click on select at the bottom right to confirm the sector.
Next, choose the classification that you would like to self assess, whether it is for Approved or if you would like to apply for classification.

Choose

- Holiday Apartment - Approved
- Holiday Apartment - With Classification
If you wish to choose to continue to be assessed as ‘Approved’, please choose ‘Holiday Apartment – Approved’

Then click on ‘Generate Assessment’
If you wish to be assessed as ‘Approved’, please Read and confirm that you will comply with the Regulation

<table>
<thead>
<tr>
<th>Question</th>
<th>Select Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. CITATION</strong></td>
<td></td>
</tr>
<tr>
<td>1.1 These Regulations may be cited as the Registration and Renewal of Registration Regulations for Short Term Tourism Accommodation Rental, 2018 for eligibility for registration in the following registers: holiday apartments, approved holiday cottages, caravan sites, camping sites (“the 2018 Regulations”).</td>
<td></td>
</tr>
<tr>
<td>1.1 These Regulations may be cited as the Registration and Renewal of Registration Regulations for Short Term Tourism Accommodation Rental, 2018 for eligibility for registration in the following registers: holiday apartments, approved holiday cottages, caravan sites, camping sites (“the 2018 Regulations”).</td>
<td></td>
</tr>
<tr>
<td><strong>2. COMMENCEMENT</strong></td>
<td></td>
</tr>
<tr>
<td>2.(i) These Regulations shall come into operation on the 1st of February 2020.</td>
<td></td>
</tr>
<tr>
<td>2.(ii) These Regulations shall apply to each Business (as hereinafter defined), which falls within any of the prescribed terms, holiday apartment, tourist apartment, apartment, holiday flat, approved holiday cottage, approved holiday house, approved holiday home, approved holiday villa, caravan site, camping site, caravan park, caravan camp, caravan centre, caravan estate, caravan court, carovantel, camping park, camping</td>
<td></td>
</tr>
</tbody>
</table>
If you wish to be assessed as ‘Approved’, please Read and confirm that you will comply with the Regulations.

Once you click stating that you agree with the regulations, please click on “Save and Submit”
Once you have submitted your self-assessment, you will receive an email within 48 hours confirming that your self-assessment has been submitted.