

## RPA ONLINE – AGENT PERMISSIONS – 8 STEP GUIDE FOR PERMISSIONS REQUIRED TO SELL ENGLISH ENTITLEMENTS

### STEP 1

Go to [RPA online](#) and log in. Click on “View Business”

GOV.UK Rural Payments  
Your businesses Sign out

BETA This is a new service – your [feedback](#) will help us to improve it.

### Your businesses

TOWNSEND CHARTERED SURVEYORS

Overview Messages **1**

Search by business name or SBI  
For example "Abbey Acre Farm", or "123456789"

Account options  
[View and amend personal details](#)  
[Register a business](#)

'BUSINESS NAME'	View or check
SBI: 0123456789	<a href="#">View business</a>

### STEP 2

Click on “Give access to this business”.

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[Back to your businesses](#)

### Business overview

TOWNSEND CHARTERED SURVEYORS

Manage different areas of your business here.

#### Give access to this business

Give permission for someone to act on behalf of this business.

[Give access to this business](#) [View full business details](#)

#### Business summary

Check and print the details we have for your business. These include business details, entitlements, land and land use details and any common-land rights you have.

[Business summary](#)

#### Land

## STEP 3

Under “Give someone access to this business”, click on “Add people from a firm of agents”

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[Back to Business overview](#)

## People and permissions

TOWNSEND CHARTERED SURVEYORS

These people can already act on behalf of this business.

**Give someone access to this business**

[Add an individual](#)

[Add people from a firm of agents](#)

You are responsible for all information provided to us either by you or someone acting for you, including its accuracy.

## STEP 4

In the “Find a firm” box type in “Townsend Chartered Surveyors” and click “Find”

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Your businesses Sign out

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## Give people permission

TOWNSEND CHARTERED SURVEYORS

You are responsible for all information provided to us in the application, either by you or someone acting for you, including its accuracy. You are liable for any reductions or financial penalties if these occur when the application is processed.

Step 1 of 3  
Find a firm [Cancel](#) [Next](#)

Enter the business name or firm reference number of the firm you want to give permissions to, and click 'Find'.

The firm reference is a code given to every firm of agents who uses Rural Payments. It is specific to them and made up of ten numbers. If you don't have the firm reference of the firm you want to give permissions to, ask them for it or use their business name.

Find a firm

[Find](#) [Clear](#)

For example "1234567890" or "John Smith Associates"

[Cancel](#) [Next](#)

## STEP 5

1. Click on the box directly to the right of the firm's name - "Select"
2. Click "Next."

**Give people permission**  
TOWNSEND CHARTERED SURVEYORS

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Step 1 of 3  
Find a firm Cancel Next

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The firm reference is a code given to every firm of agents who uses Rural Payments. It is specific to them and made up of ten numbers. If you don't have the firm reference of the firm you want to give permissions to, ask them for it or use their business name.

Find a firm

Find Clear

For example "1234567890" or "John Smith Associates"

Select the firm you want to add permissions to from the table below, and click 'Next'.

Business Name	Address	Action
Townsend Chartered Surveyors	EXETER LIVESTOCK CENTRE, MATFORD PARK ROAD EXETER, EX2 8FD	<input type="radio"/> <a href="#">Select</a>

Cancel Next

## STEP 6

1. Please select all the names by clicking the top "Select" button; this will select Hugh Townsend, David Shepherd, Jake Loftus, Julia Clark and Vanessa Dean.

**Give people permission**  
Your business name

Step 2 of 3  
Select agents from Townsend Chartered Surveyors Back Next

Select one or more agents from **Townsend Chartered Surveyors** using the check boxes below, and then click 'Next'.

Name of the agents Select

David Shepherd

Hugh Townsend

Jake Loftus

Julia Clark

Vanessa Dean

Back Next

2. Now click "Next."

## STEP 7

You will now be on a screen where you can view and change the permission level that you give us in respect to your Business details, Land details, Entitlements and the Basic Payment Scheme.

In order to do this you click on each of the four headings and select the permission level you would like to give.

We suggest:

1. Business details you select "View"
2. Land details you select "Amend"
3. Entitlements you select "Amend"
4. Basic Payment Scheme you select "View"
5. Now click "I am finished" at the bottom of the page.

The screenshot shows the 'Select permission levels' page for Townsend Chartered Surveyors. The page has a black header with the GOV.UK logo and 'Rural Payments Your businesses Sign out'. Below the header is a blue bar with a 'BETA' label and a message: 'This is a new service – your feedback will help us to improve it.' The main heading is 'Select permission levels' followed by 'TOWNSEND CHARTERED SURVEYORS'. The page contains instructions and a list of categories with their current permission levels and links to 'View or change permission level'. The categories are: Business details (View), Land details (Amend), Entitlements (Amend), and Basic payment scheme (BPS) (Amend). At the bottom right, there are 'Back' and 'I am finished' buttons. A red arrow points to the 'I am finished' button, which is labeled with the number 5.

Category	Current Permission Level	Action
Business details	View	<a href="#">View or change permission level</a>
Land details	Amend	<a href="#">View or change permission level</a>
Entitlements	Amend	<a href="#">View or change permission level</a>
Basic payment scheme (BPS)	Amend	<a href="#">View or change permission level</a>

## STEP 8

Once the sale has completed and you have received confirmations from the RPA and the sale proceeds from ourselves please de-authorise us from the RPA online system.