

## HOW TO AUTHORISE TCS AS YOUR MANDATED AGENT ON RPID ONLINE

If you have provided us with your BRN we will have initiated the process and sent a request which you will see in the 'proposed business representatives tab' you will need to accept this and follow the guidance in Part 2.

If you have not provided the BRN yet you can add us yourself through the following steps.

### PART 1

1. Log in to your online records, and then click on Delegates, and Advisory Firm:

Scottish Government  
Riaghaltas na h-Alba

LOG OUT farmersno2

# Rural Payments and Services

Home Blindhillbush Farmers Business Details Applications **Delegates** Locations Other Options Entitlements Payments  
BRN: 146514 MLC: 75 / 318 / 0008

Ag Census Advisory Firm Business Representatives Approved

Advisory Firm ID	Advisory Firm name	Address
108150	Townsend Chartered Surveyors	Exeter Livestock Centre EXETER

Business Representatives Proposed Business Representatives

Date and time	Document type	Category	Description	Added by
Tue Dec 05 12:20:02 GMT 2017	LETTER	Communication	Maintain Bank Details	SystemGenerated
Mon Jul 03 19:22:51 BST 2017	LETTER	Communication	Payment Letter	SystemGenerated
Mon Jun 26 20:46:47 BST 2017	LETTER	Communication	Payment Letter	SystemGenerated
Fri Jul 16 10:00:00 BST 2017	LETTER	Communication	Maintain Bank Details	SystemGenerated

<https://www.ruralpayments.org/publicsite/futures/account/associate-customer#>

2. Select Advisory Firm, put in the firm's number (ours is 108150) and select our firm

The screenshot displays the 'Rural Payments and Services' website. At the top, the Scottish Government logo and name are visible. A navigation bar includes 'LOG OUT' and a user profile 'farmersno2'. The main header 'Rural Payments and Services' is prominent. Below this, a green navigation bar lists various options: Home, Blindhillbush Farmers (with BRN: 146514 MLC: 75 / 318 / 0008), Business Details, Applications, Delegates, Locations, Other Options, Entitlements, and Payments. An 'Ag Census' link is also present. The 'Advisory Firm search' section features a search bar with the label 'Advisory Firm ID' and a red circle around it. A 'Cancel' button is on the left and a 'Search' button is on the right. An 'Approved' button is located to the right of the search bar. The footer contains links for 'Topics', 'Customer Services', and 'About', along with social media icons for 'Follow' and 'Like', and a settings gear icon.

3. Our firm details should then appear below and you should click on our firm and invite us to be (one of) your Advisory firm(s). Our ID is 108150.

Scottish Government  
Riaghaltas na h-Alba

LOG OUT farmersno2

## Rural Payments and Services

Home Blindhillbush Farmers Business Details Applications Delegates Locations Other Options Entitlements Payments  
BRN: 146514 MLC: 75 / 318 / 0008  
Ag Census

Proposed assignments Approved

Advisory Firm search

### Associated Advisory Firms

Advisory Firm ID	Name	Address	Start date	
108150	Townsend Chartered Surveyors	Exeter Livestock Centre, EXETER, EX2 8FD	11/01/2018	View/maintain

Topics Customer Services About Follow Like

4. At this point you can log out as we will need to accept our status as Advisory Firm for your business before you can proceed with Part 2.

## PART 2

5. Once we have accepted the invitation from you, we will contact you and you will then need to login again and go to: Delegates – Advisory Firm – then click on “View/Maintain” on the far right hand side against our firm name.

The screenshot displays the user interface of the Scottish Government Rural Payments and Services portal. At the top, the header includes the Scottish Government logo and name in both English and Gaelic, a 'LOG OUT' button, and a user profile icon labeled 'farmersno2'. Below the header, the main title 'Rural Payments and Services' is prominently displayed. A navigation menu contains links for Home, Blindhillbush Farmers (with BRN: 146514 MLC: 75 / 318 / 0008), Business Details, Applications, Delegates, Locations, Other Options, Entitlements, and Payments. An 'Ag Census' link is also visible. The 'Proposed assignments' section includes an 'Approved' button and an 'Advisory Firm search' button. The 'Associated Advisory Firms' section features a table with the following data:

Advisory Firm ID	Name	Address	Start date	
108150	Townsend Chartered Surveyors	Exeter Livestock Centre, EXETER, EX2 8FD	11/01/2018	View/maintain

The 'View/maintain' link in the table is circled in red. The footer of the page contains links for Topics, Customer Services, and About, along with social media icons for Twitter (Follow) and Facebook (Like), and a settings gear icon.

6. Then at the bottom of the screen you can “View/Maintain mandates”, and can add the areas that you want us authorised for.

**Assigned - Advisory Firms Details**

Advisory Firm ID 108150  
Name Townsend Chartered Surveyors

**Assignment Details**

Assignment Start Date 11/01/2018

End Assignment

**Mandates**

Description	Start Date	Expiry Date
View Business Details	11/01/2018	
Maintain Entitlements Application	11/01/2018	
Submit Entitlements Application	11/01/2018	
Maintain Maps and Location Details	11/01/2018	
View Entitlements	11/01/2018	
Maintain Single Application Form Applications	11/01/2018	

Cancel

View/Maintain Mandates

Follow Like

**Topics**  
[Schemes](#)  
[How payments work](#)  
[Inspections](#)  
[Your business](#)  
[Common Agricultural Policy](#)

**Customer Services**  
[Contact us](#)  
[Book an appointment](#)  
[Updates](#)  
[Gaelic](#)  
[Freedom of Information](#)

**About**  
[About this service](#)  
[Terms of use](#)  
[Accessibility](#)  
[Privacy](#)  
[Cookies](#)

The European Agricultural Fund for Rural Development: Europe investing in rural areas

7. The SCRPID helpline suggest the following six mandates are advisable for an agent handling a client's entitlements:

View Business Details, Maintain Entitlements Application, Submit Entitlements Application, Maintain Maps and Location Details, View Entitlements and Maintain Single Application Form Application.

Ag Census

Approved

### Advisory Firm

**Assigned - Advisory Firms Details**

**Advisory Firm ID** 108150

**Name** Townsend Chartered Surveyors

**Assignment Details**

**Assignment Start Date** 11/01/2018

**Mandates**

Description	Start Date	Expiry Date	Status	Action
Maintain Voluntary Coupled Support Applications				<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Submit Voluntary Coupled Support Applications				<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Maintain Forestry Grant Scheme Applications				<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Submit Forestry Grant Scheme Applications				<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Maintain Agri-Env and Climate Scheme Applications				<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Submit Agri-Env and Climate Scheme Applications				<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Add</span>
Maintain Entitlements Application	11/01/2018			<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Remove</span>
Submit Entitlements Application	11/01/2018			<span style="background-color: #006633; color: white; padding: 2px 5px; border-radius: 3px;">Remove</span>
Maintain Scottish Suckler Beef				