Please follow the steps to register a business or organisation for the IPAFFS service

Step 1: Create a Government Gateway Account

1. Click Start now - https://www.gov.uk/guidance/import-of-products-animals-food-and-feed-system

2. This will take you to the Government Gateway sign in page. If you already have a Government Gateway ID and Password enter these and click 'Sign in' you will then be directed to create a Defra account for IPAFFS service

If you do not have a Government Gateway account, click create sign in details and follow the steps below

3. Enter your email address you want associated with your Government Gateway account and click continue

4. You will receive a 6 digit code to your email address. Enter the 6 digit code to confirm your email address

5. Your email address is now confirmed and you can move on to adding personal details by clicking continue

6. Enter your full name and click continue

7. Create a password and click continue

8. You need to set up a recovery word so that you can get back into Government Gateway if you forget your password. Press continue

9. Set up recovery details by clicking continue.

10. You have now created a Government Gateway Account. This 12 digit ID and password is to be used each time you log into the IPAFFS application going forward. Please remember to make a note of your Government Gateway ID and password.

Step 2: Creating a Defra Account – for your UK based Business or Organisation

1. Please read the privacy notice detailing how we process and store your data and agree to the terms and conditions. Press continue.

2. Choose business or organisation radio button, press continue
3. Choose where the business or organisation is registered to trade, select UK radio button and press continue
4. Is your business or organisation registered with Company house, select yes and continue. If your organisation is not registered with company house choose no and continue with sole trader or charity journey.
5. Enter your company house number, press continue
6. Confirm the companies house registered address is correct, if correct select continue. If no address returned enter post code in the look up table.
7. Enter main contact details for the business or organisation, select continue
8. Enter contact details for yourself, name and telephone number, select continue
9. Create a security word and hint, select continue.
10. Check your answers
11. Submit your registration

You will now navigate to the IPAFFS service dashboard

Step 3: Adding team members to the organisation account

You can now add team members to the account. The team member/s can be another administrator like yourself (allows them to add/remove team members) or you can give them standard access (service access only)

We recommend that you have a minimum of two administrators for your organisation account.

1. Log into the Government Gateway account using your Government Gateway ID and password
2. On your dashboard page, select manage account
3. Next to your organisation name select manage
4. Click add a team member
5. Enter the email address of the person who you want to invite to your account. Press continue

An invitation to join the account has been sent to the team members email address.

The team member will now complete a short registration process by clicking on the url within the invite. If the team member has a government gateway they can use this by entering their Government Gateway credentials in the' sign in' space, or they can choose to create a new one by clicking on create sign in details.

Once questions are answered a notification email is issued to the administrator to allocate account roles, service and service role.

Step 4: Assigning team member account, service and service role

You will have received an email informing you that a team member has completed their registration. You now need to assign them an account, service and service role. Please complete the following steps.

1. Sign into your service
2. Go to manage account
3. Click manage next to organisation name
4. Click 'manage team access'
5. Click on invited team member name requiring access
6. Click 'give account access'
7. Select 'admin or standard user' and press continue
   We recommend you have at least two admin roles within each practice
8. Team member has been given access. Press continue
9. Click on 'give service access'
10. Select 'IPAFFS service' and press continue
11. Select 'notifier role ' and press continue

The appropriate access has now been given to the team member and email has been sent to confirm their role.

Repeat above steps to add more team members.