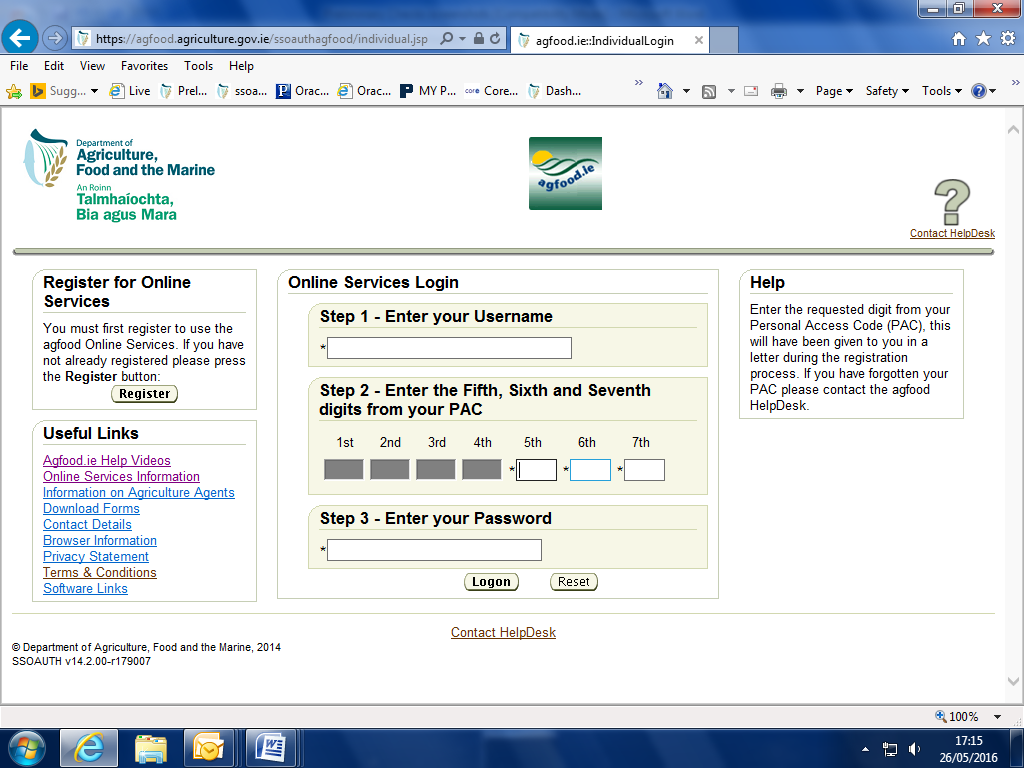
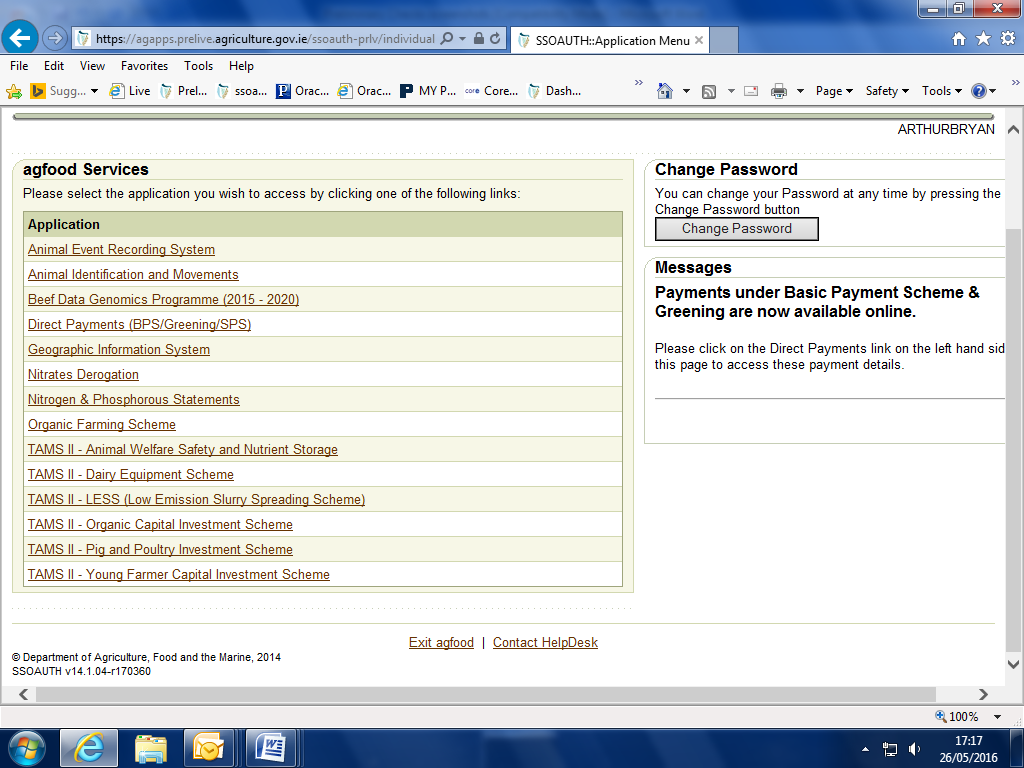
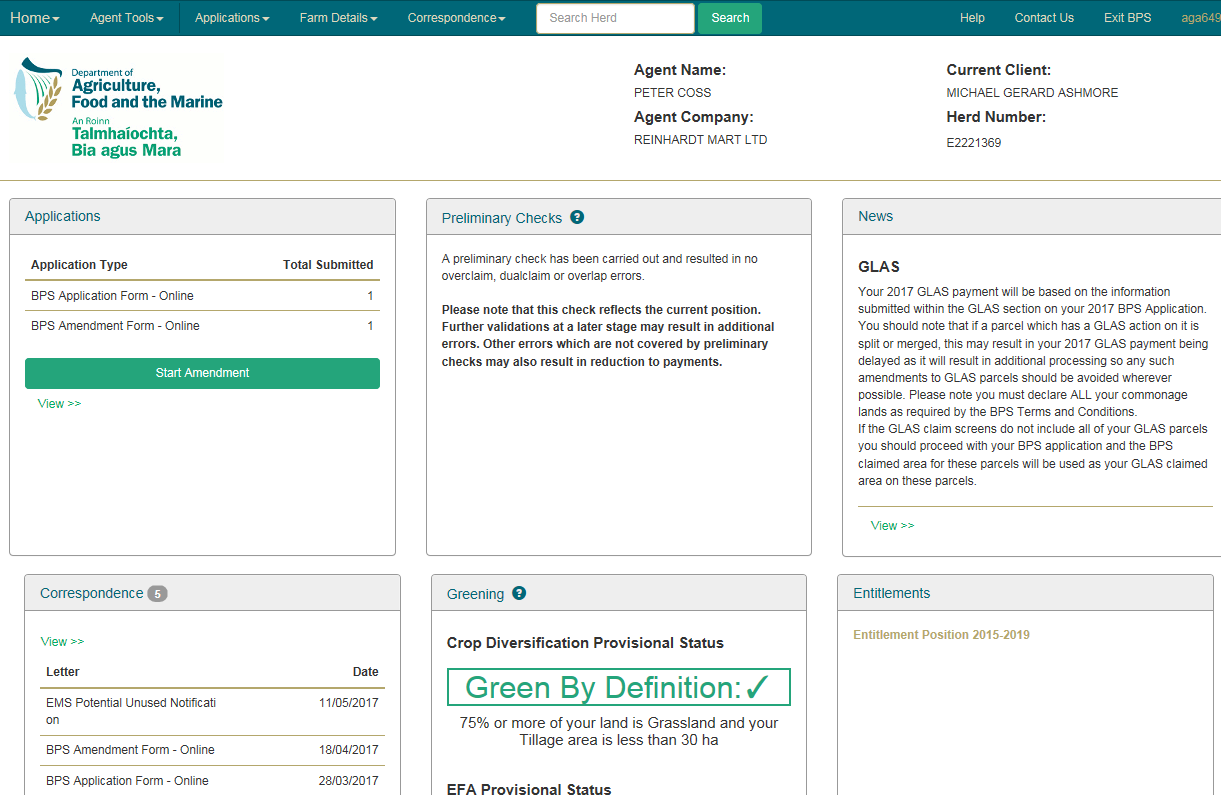
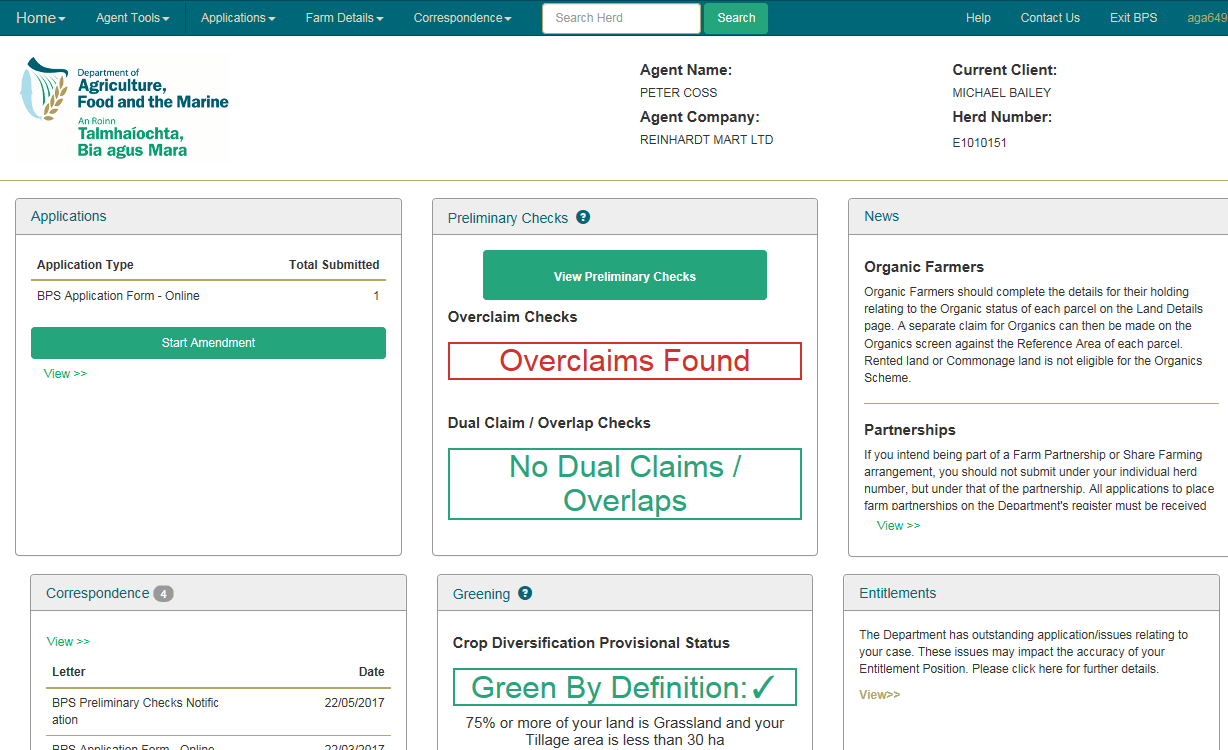


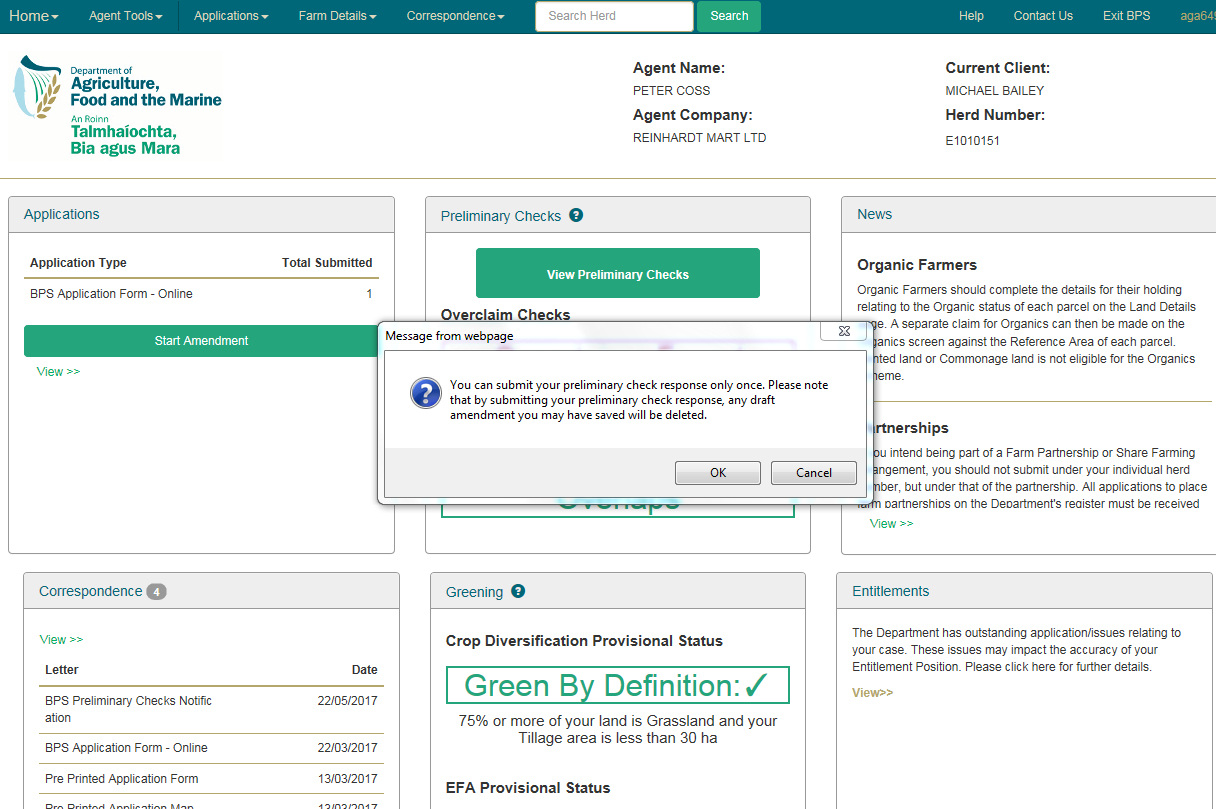
**How to respond to Preliminary Checks**

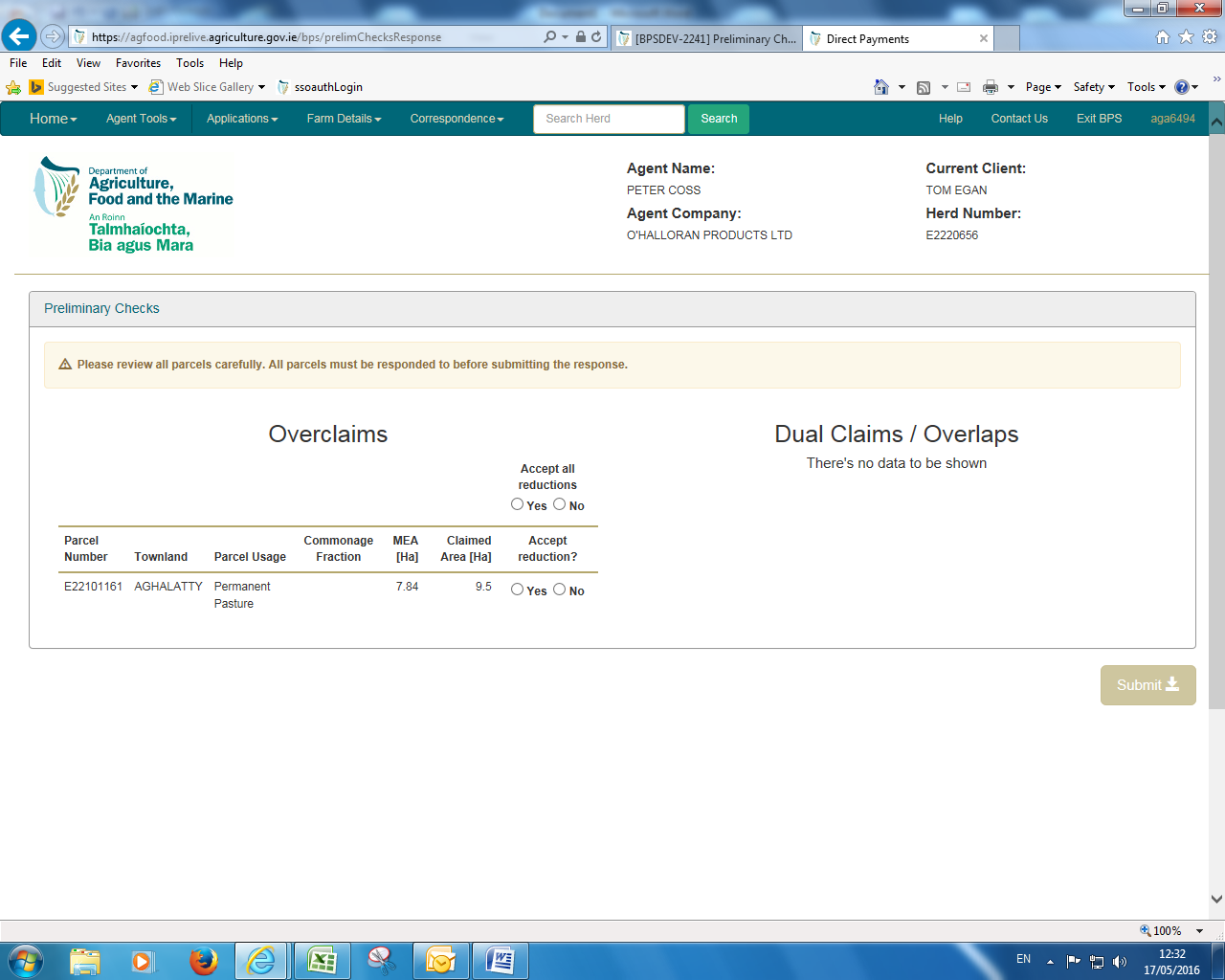
1. Log on to [www.agfood.ie](http://www.agfood.ie)
2. Enter your login details and press Logon 
3. Click on the ‘Direct Payments Link’ 
4. Your Preliminary Checks Status is located in middle of screen – if you have no outstanding issues the following screen will be displayed

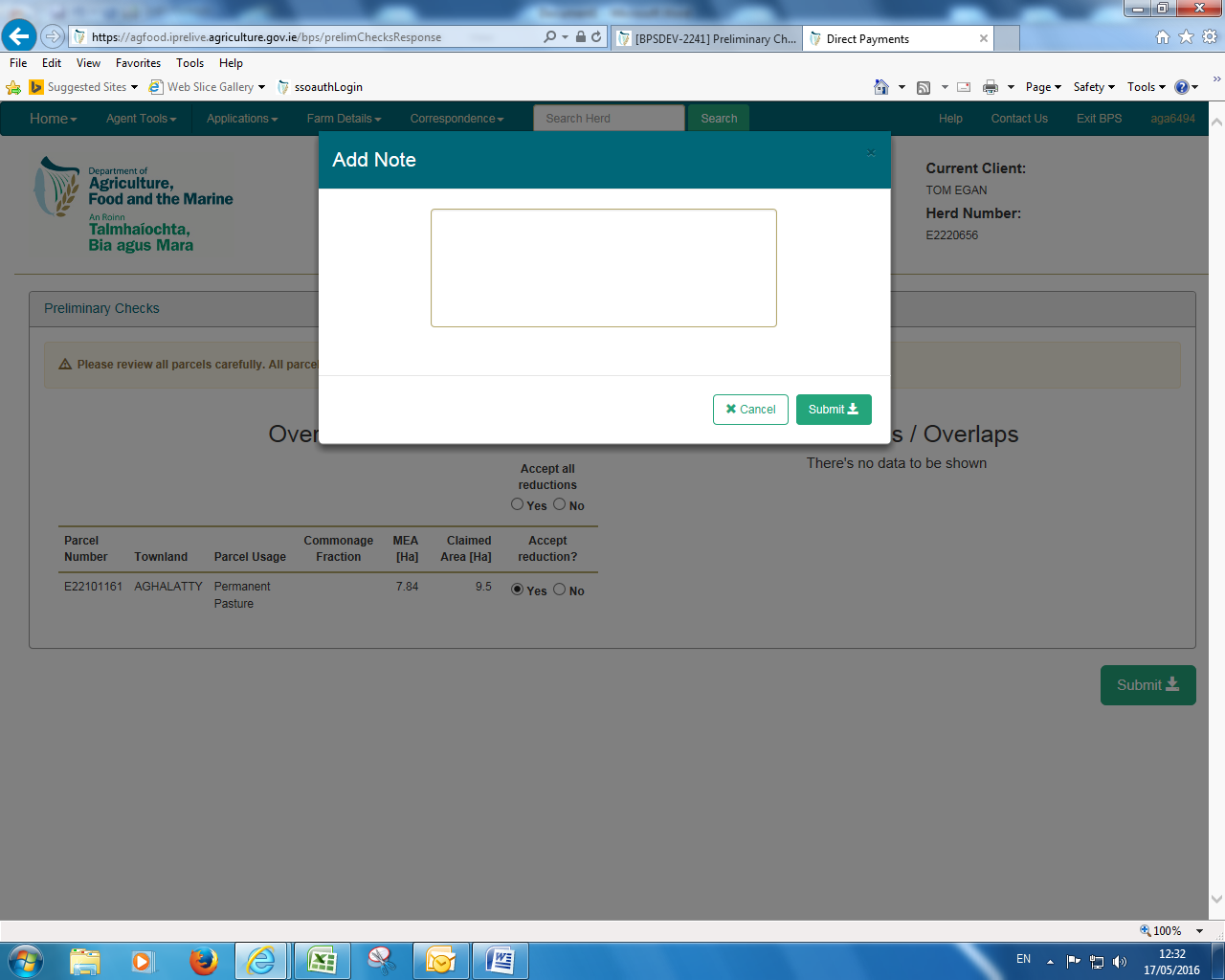


1. If there are notifications of a preliminary check, the following screen will appear – click on the ‘View Preliminary Check’ button. To View a notification document, click on Correspondence in the bottom left corner of the screen (see Item 11 below for further instructions).

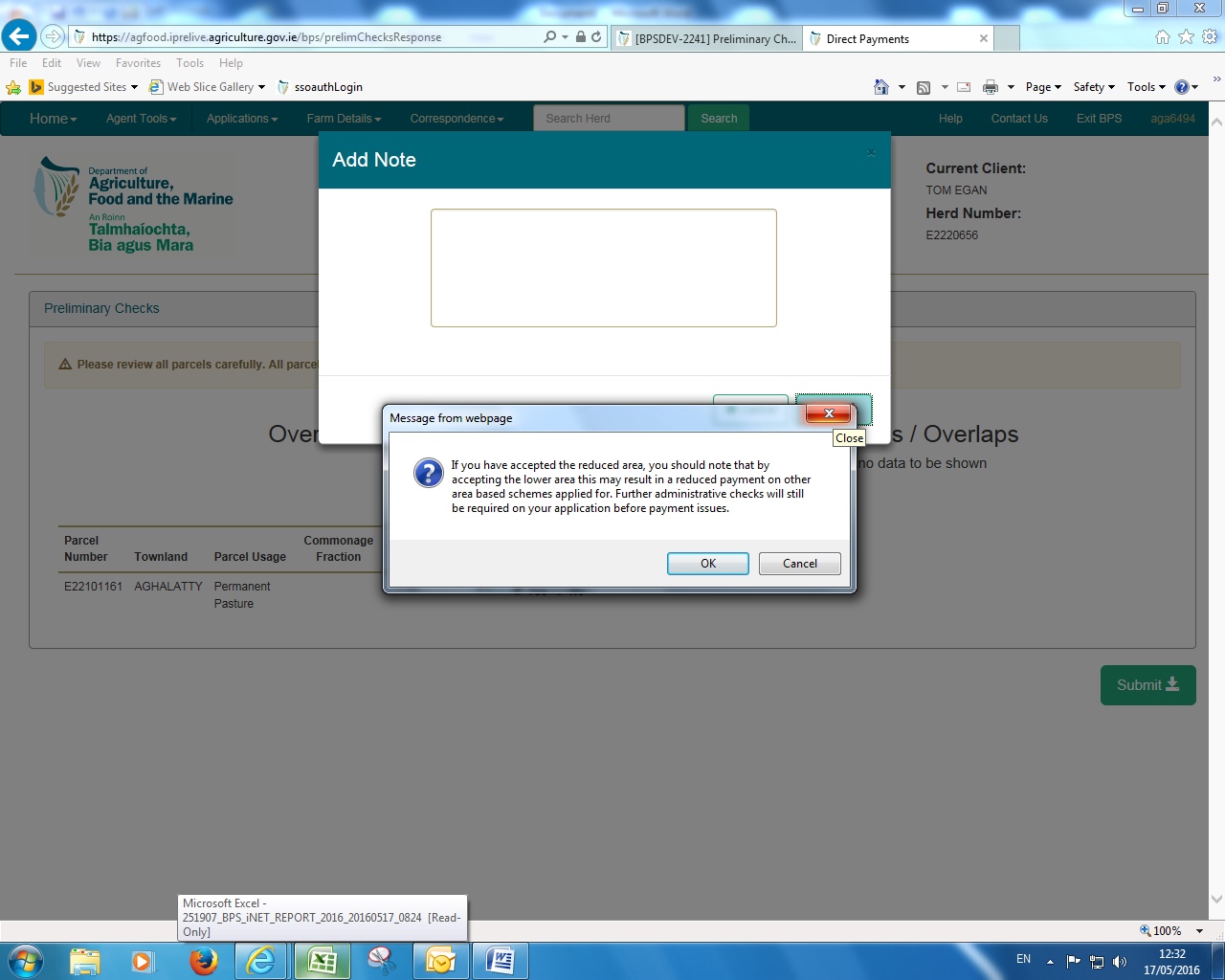


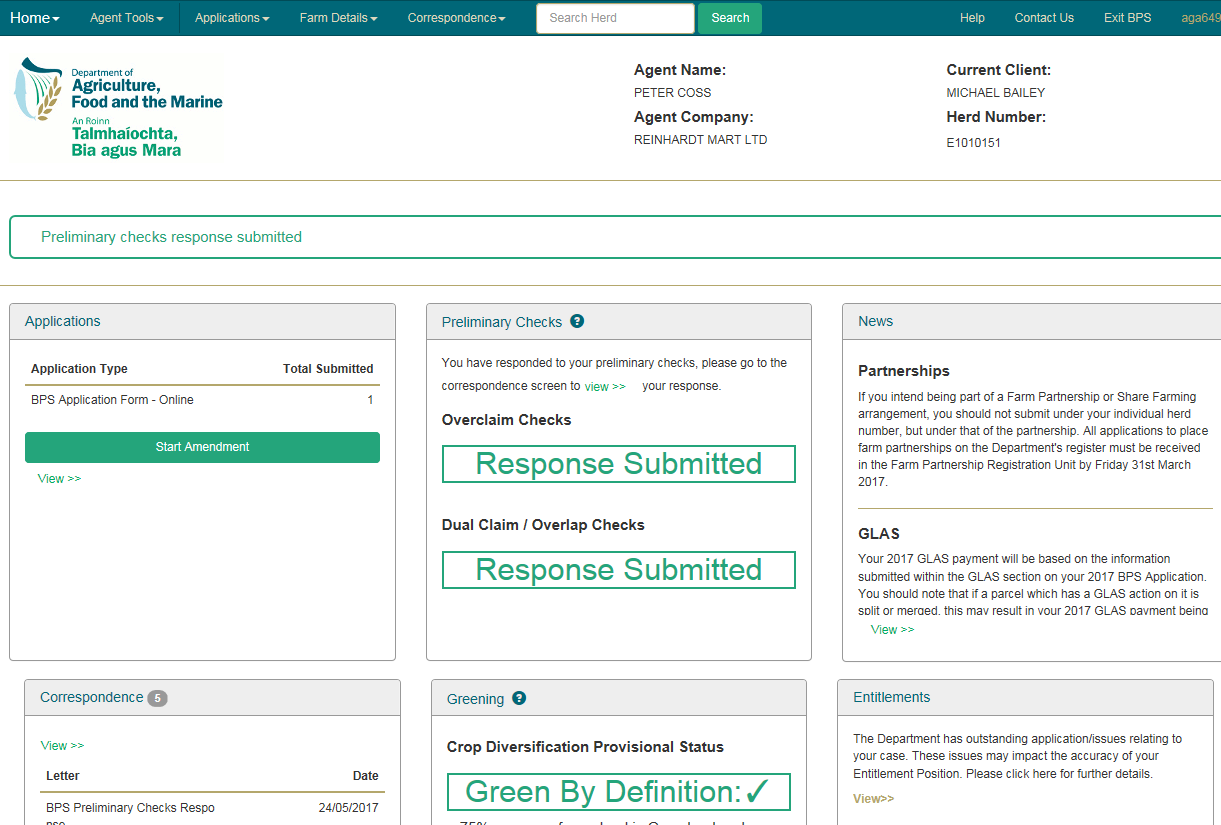
1. A warning message appears advising you can only respond to the preliminary check once, and that no amendments can be made to the preliminary check once you have submitted. Click ‘OK’ to continue. 
2. This will open up the response page which will display the parcel details. For Overclaims, click ‘Yes’ to change your claim to the Maximum Eligible Area (MEA) figure . Clicking ‘No’ will leave your claimed area as per your application. For Dual Claims/Overlaps, click ‘yes’ to remove the area in question from your application or click ‘No’ for it to remain part of your 2016 BPS application.

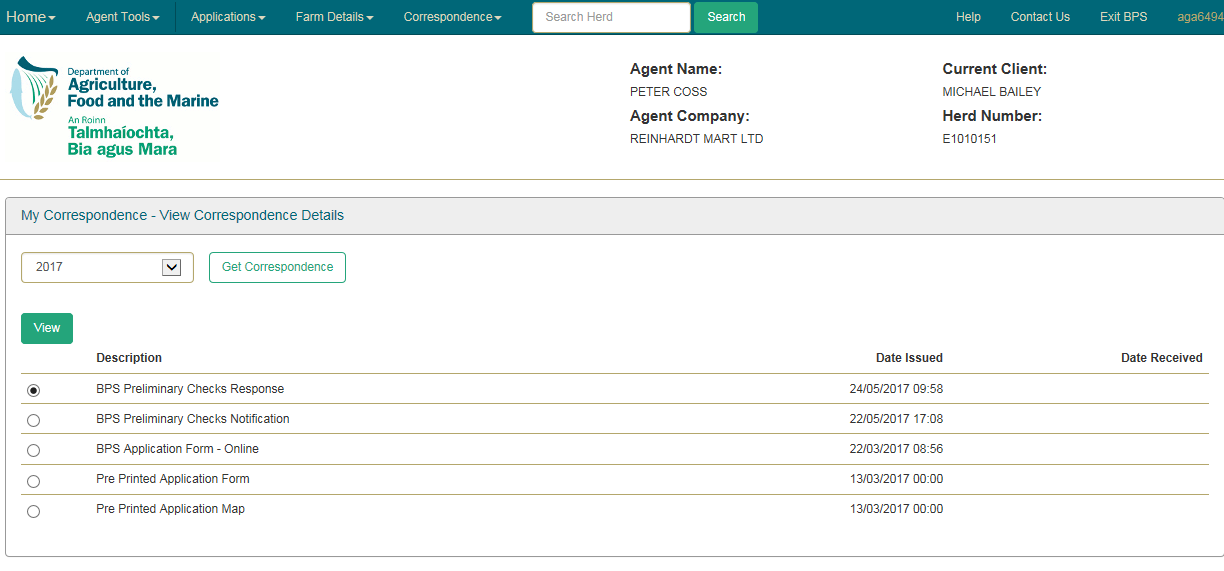
Each parcel must be responded to before the submit button becomes active. 

1. A box will appear to allow you enter a note for any information you wish to add. Click ‘Submit’ to continue. 
2. A warning message will appear that accepting the lower area may affect other area based schemes e.g. ANC, GLAS etc.

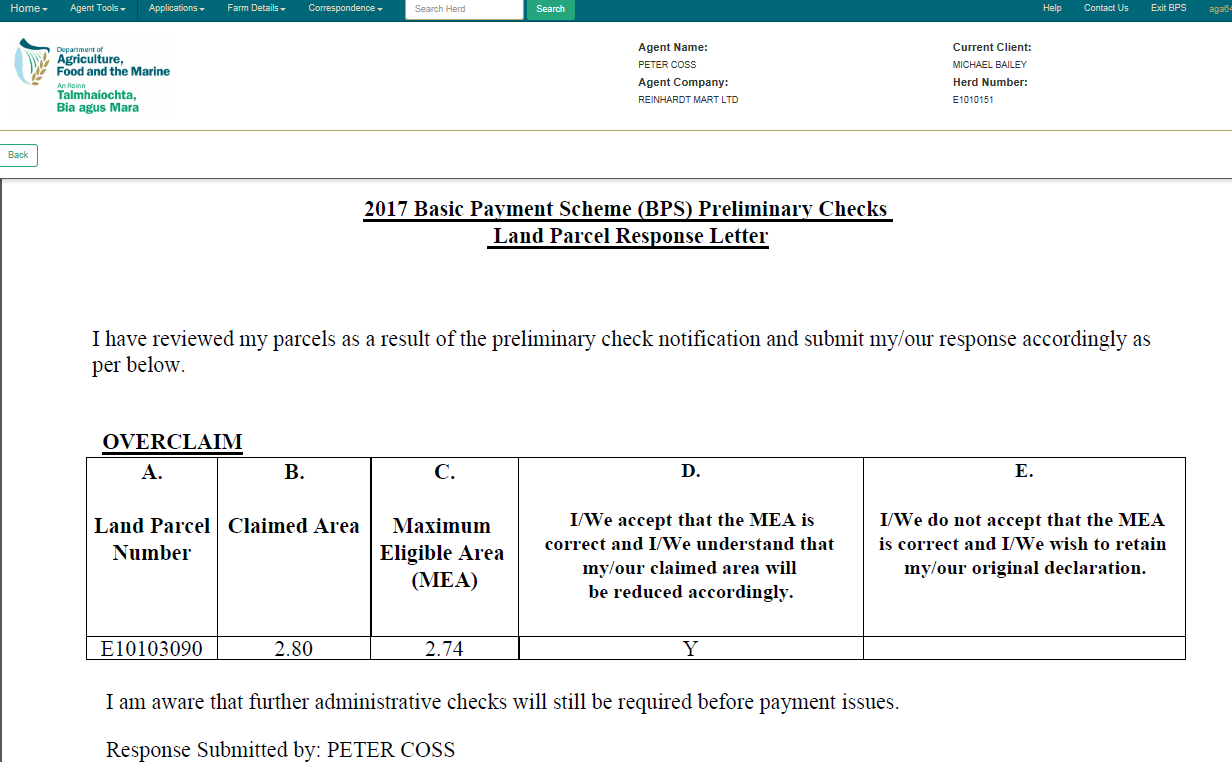
Click ‘OK’ to continue



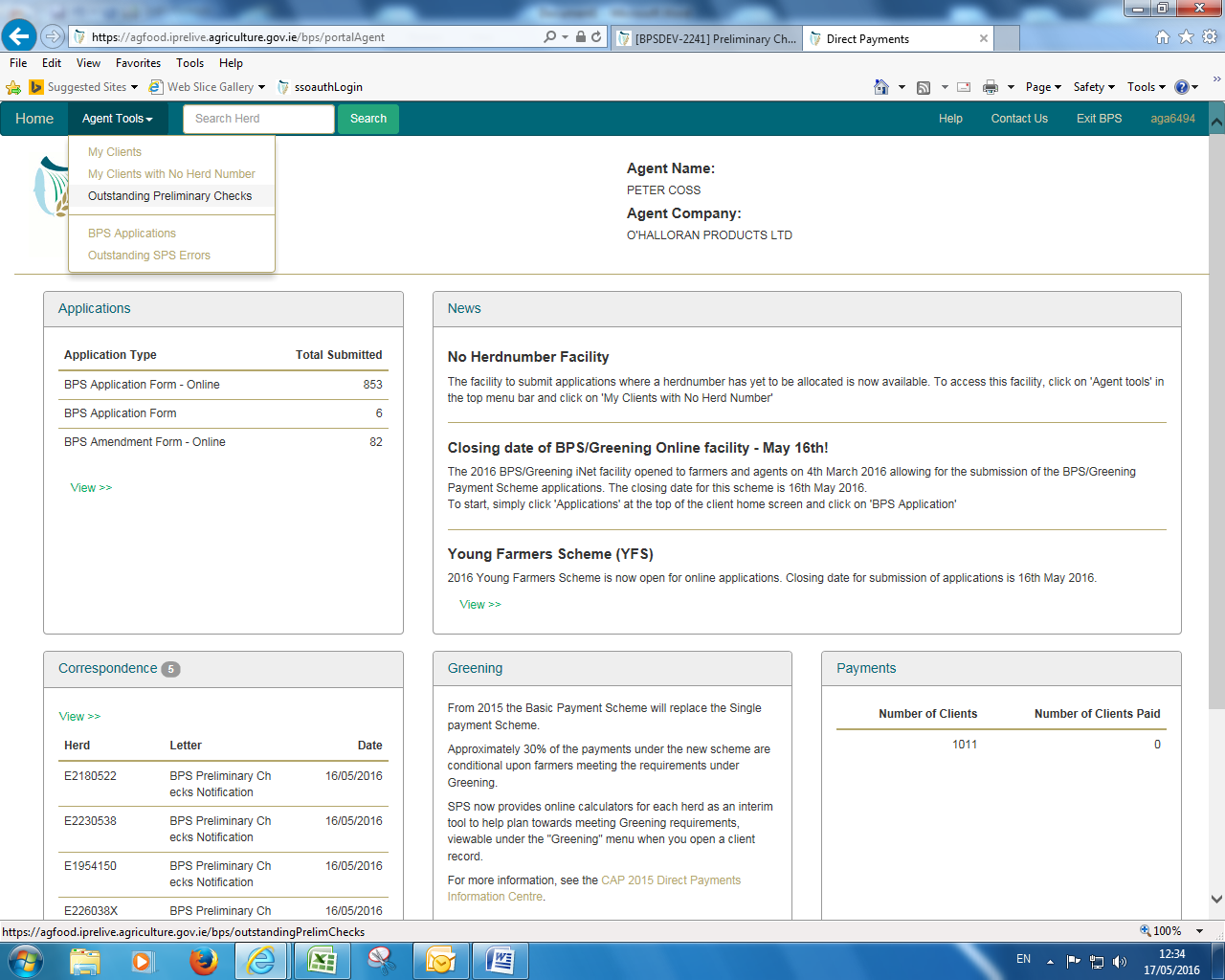
1. Your response is now submitted and your homepage will be updated as per below. 
2. A copy of your response can be found in the ‘Correspondence’ section. Select the relevant document and click ‘View’.



1. The document will open showing the reponses you have given. This is automatically saved to your correspondence. You may wish to print this for your records.



**Access for Agricultural Agents**

1. From your Agent homepage, select the ‘Outstanding Preliminary Checks’ option under the ‘Agent Tools’ tab at the top of your menu bar. 
2. Select the relevant client, and follow the steps outlined above. 