

# How to complete self-assessment on Trade Portal

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# The aim of this presentation

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This is a short step by step guide to assist you with completing the self-assessment using the trade portal.

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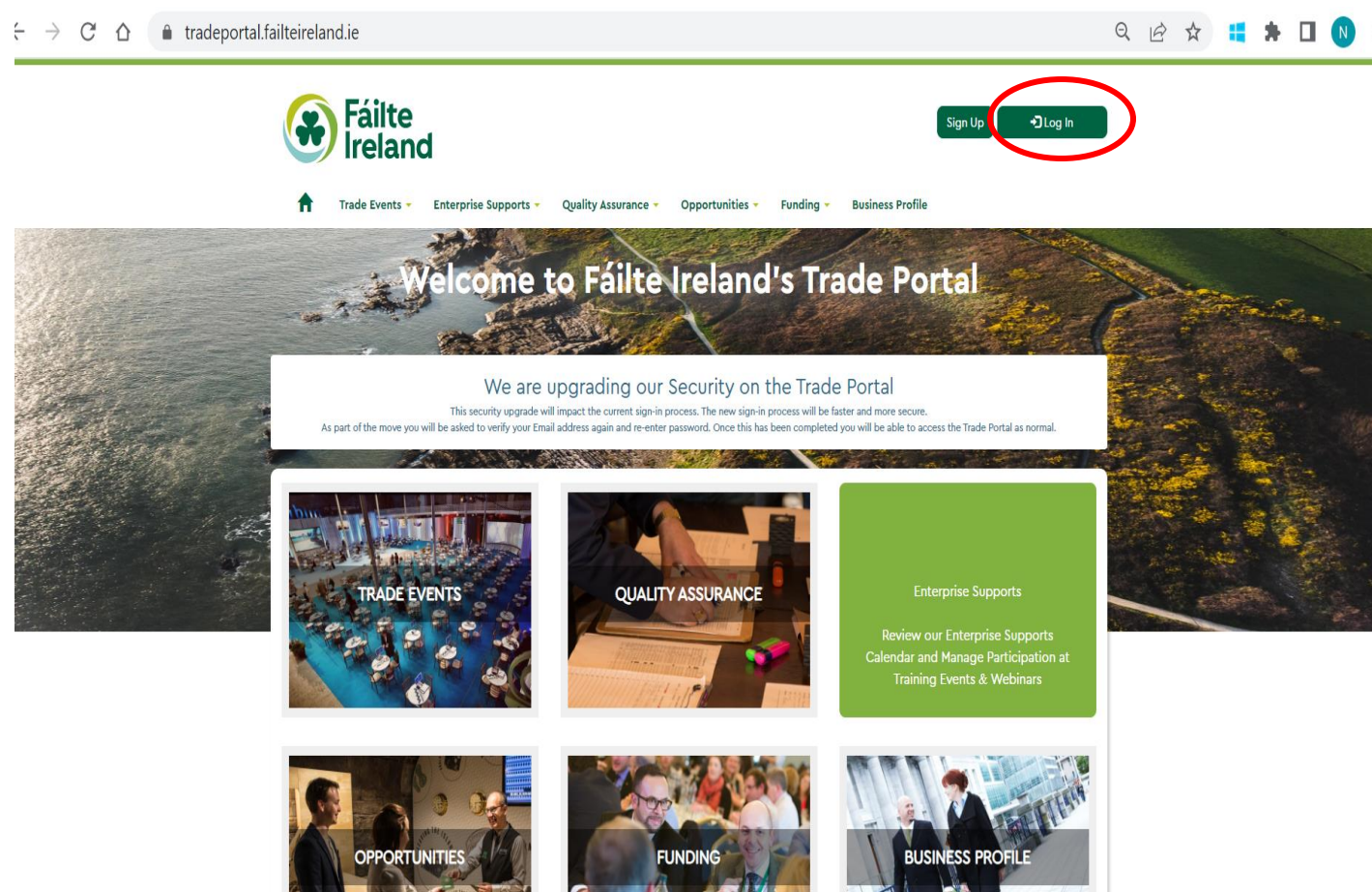
# Log In To Fáilte Ireland Trade Portal



Log on to the Trade Portal in the same way you do to do your renewals:

<https://tradeportal.failteireland.ie/>

Click on the “Log In” button on the top right hand side.



# Login



The screenshot shows the "Sign In" page of the Fáilte Ireland Trade Portal. The page has a light grey background with a teal sidebar on the right. The main content area is divided into two sections: a light grey "Sign In" section and a teal "Don't have an account?" section. The "Sign In" section contains a form with two input fields: "Enter your email address & password" and "Enter your password". The email field contains the text "test@faiireland". Below the password field is a "Forgot your password?" link. At the bottom of the "Sign In" section is a "Sign in" button, which is circled in red. The "Don't have an account?" section contains a "Register today so we can help you" link. Below this is a "Need help?" section with a paragraph of text and two bullet points: "Email: CustomerSupport@faiireland.ie" and "Telephone: 0818 888 800". Two red arrows point from the "Sign in" button to the email and password input fields. The footer of the page contains the copyright notice "©2021 Fáilte Ireland" and a series of links: "Accessibility", "Data Protection", "Freedom of Information", "Legal Terms", "Privacy Policy", and "Cookie Policy".

Fáilte Ireland | Trade Portal

## Sign In

Enter your email address & password

test@faiireland

Enter your password

[Forgot your password?](#)

By continuing beyond this point you confirm you have read the Fáilte Ireland's Privacy Policy as this outlines how we use your personal data, the lawful bases, your rights and how to contact our Data Protection Officer should you have any queries, concerns or complaints.

[Sign in](#)

## Don't have an account?

Register today so we can help you

## Need help?

If you are experiencing any problems in the Sign-in process for assistance, please contact our Customer Support Team at:

- Email: [CustomerSupport@faiireland.ie](mailto:CustomerSupport@faiireland.ie)
- Telephone: 0818 888 800

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Enter your email address and password in the same way that you do for Renewing your property





Trade Events ▾

Enterprise Supports ▾

Quality Assurance ▾

Opportunities ▾

Funding ▾

Business Profile

# Welcome to Ireland's Trade Portal

Assessments

Renewals

Applications

## We are upgrading our Security on the Trade Portal

This security upgrade will impact the current sign-in process. The new sign-in process will be faster and more secure.

As part of the move you will be asked to verify your Email address again and re-enter password. Once this has been completed you will be able to access the Trade Portal as normal.

TRADE EVENTS

QUALITY ASSURANCE

ENTERPRISE SUPPORTS

Click on the '**Quality Assurance**' tab at the top of the screen  
Then click on the '**Assessments**' section



Welcome to Fáilte Ireland's Trade Portal / Assessments

# Assessments

▼ All Site Assessments ▾

[+Self Assessment](#)

Assessment ID ↑	Account	Property Reg Number	Sector	Scheduled Date/Time	No. of Actions	Status	Action
065989	Alis Shack		Caravan and Camping Park		0	Drafted	<a href="#">Edit</a>

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.



Trade Events ▾

Enterprise Supports ▾

Quality Assurance ▾

Opportunities ▾

Funding ▾

Business Profile

Welcome to Fáilte Ireland's Trade Portal / Self Assessment

# Self Assessment

## Select Business

Account	Sector	Rating	Select
Alis Shack			<input type="checkbox"/>
Failte Ireland			<input type="checkbox"/>

Choose your property that you wish to self-assess by ticking in the box to the right of the property.



# Self Assessment



## Select Sector

Account \*

Alis Shack

Sector



Classifications



Generate Assessment

This page will allow you to choose the sector and classification.


You can choose to have the property as Approved or with a classification.



Click and choose your correct sector i.e. **Caravan & Camping**




# Lookup Records



✓	Sector ↑
	Caravan and Camping Park

Remove Value



Select

Cancel

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'.



## Select Sector

Account \*

Alis Shack

Sector

Caravan and Camping Park

Classifications



Generate Assessment

## Lookup Records

Search



✓ Name ↑	Type	Rating	Sector	Created On	Created By	Modified By	Modified On
Caravan and Camping - Approved	Renewal	Caravan and Camping - Approved	Caravan and Camping Park	22/11/2019 11:16 AM	CRMServerSetup Last name	Lynda McDunphy	12/12/2019 11:42 AM
Caravan and Camping -With Classification	Renewal		Caravan and Camping Park	22/11/2019 11:16 AM	CRMServerSetup Last name	Lynda McDunphy	05/02/2020 5:38 PM

Remove Value

Select

Cancel

If you wish to choose to continue to be assessed as 'Approved', please choose  
**'Caravan & Camping – Approved'**



## Select Sector

Account \*

Alis Shack

Sector

Caravan and Camping Park



Classifications

Caravan and Camping - Approved



Generate Assessment

Then click on 'Generate Assessment'

# Regulations



## 14. REVOCATION

14.1 All Regulations made by Fáilte Ireland, with the consent of the Minister for Transport, Tourism and Sport, pertaining to Holiday Apartments, Approved Holiday Cottages, and Caravan sites and Camping sites including, but not limited to those set out hereunder are hereby revoked:

14.1.1 Registration and Renewal of Registration Regulations for Holiday Apartments 2007

14.1.2 Registration and Renewal of Registration Regulations for Holiday Cottages 2007

14.1.3 Registration and Renewal of Registration Regulations for Caravan and Camping Parks 2009

## 15. CANCELLATION OR TERMINATION OF REGISTRATION

15.1 For the avoidance of doubt, where the registration of a premises or Business has been cancelled by Fáilte Ireland under the provisions set out in the Acts or where the registration of a premises or Business has terminated in accordance with Section 28(1) of the Acts, these Regulations shall apply to any subsequent application for registration of the said premises or Business.

I have read and agree to comply with the above Regulations.

I agree

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"**

Previous

Save and Continue



Once you have submitted your self-assessment, you will receive an email within 48 hours confirming that your self-assessment has been submitted.



## Self Assessment

Thank you for submitting your self-assessment.

You will shortly receive an email, which will include your **PROVISIONAL** rating, based on the answers from your self-assessment. The final rating of your property is only confirmed upon completion of the assessment with the Quality Assurance Assessor. Should you have any queries, please feel free to contact the Fáilte Ireland Quality Assurance Team on 0818 888800 or email [qualityassurance@failteireland.ie](mailto:qualityassurance@failteireland.ie)



**Thank You**  
**Fáilte Ireland Quality Assurance Team**  
**0818 888800**

