

# Business Registration & Maintenance

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## Why to Register your Business

If you want to apply for rural funding from the Rural Payments and Inspections Division (RPID) and/or keep livestock, you will need to register your details with us.

## How to Register your Business Online

Before you can use our online services, you need to [register with us](#) by creating a personal account. Click on the video to watch [how to create that account](#). You must create your own personal account and you must not share your account password with anyone else. Please treat and protect your personal account like you would treat your own bank account. You only need one account and it stays with you for life.

Once you have your personal account you can then [login](#) to the Rural Payments and Services website.

You will be presented with the Home Page below and the green buttons at the foot of the screen will allow you to register / link your business(es) and or Advisory Firms to your personal account.

If you're registering a business for the first time, you must be a member of that business, i.e. someone who will share in the profit or loss of the business, and you will be clicking on the "Register New" button. Please note that employees or agents which the business appoints, cannot register your business.

The screenshot shows the 'Rural Payments and Services' website. At the top, there's a blue header with the Scottish Government logo and a search bar. Below the header, a green navigation bar contains 'Home' and 'Options'. The main content area is titled 'Home Page' and includes instructions on how to use the site. It lists four main actions: 'Register New', 'Re-Register', 'Claim Offline Identity', and 'Assign to existing Business', each with a brief description. At the bottom, there are four green buttons corresponding to these actions. On the right side, there's a 'Useful information' section with 'Website maintenance' and 'News section' links.

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## Rural Payments and Services

Home Options

### Home Page

Click on the blue business name above to open that business' account. This will allow you to view the business details and make applications for support payments. If the business you are looking for isn't showing you may need to use one of the green buttons below

**Register New** – to register a brand new business for the first time

**Re-Register** – if your business has an allocated Business Reference Number (BRN) or you have received payments from us or if your Advisory Firm has an allocated Agency ID

**Claim Offline Identity** – to convert your existing business from paper based to access it online

**Assign to existing Business** – to connect a business to your personal online account where you are just going to be a business representative working through authorised mandates

Register New Re-Register Claim Offline Identity Assign to existing Business

### Useful information

**Website maintenance**

Rural Payments and Services may be unavailable at times due to essential site maintenance. We try and keep this to a minimum and will always give you advance notice of downtime.

You can keep up-to-date with planned site maintenance in our news section.

[News section](#)

Once you start a new registration, our online application form will then guide you through the registration process. There are 3 reasons for registering a business, noting that it can be a combination of all 3 reasons

- to apply for funding
- to keep livestock

- to register agricultural land

Most businesses register for funding (to receive support payments / grants) so you will need to know the date of birth and National Insurance number of all the members of your business before you start the registration process. [Read more about business types](#) .

It's important that the information we hold about you and your business is accurate and is kept up to date.

Once you are up and running our [online service guide \(MS Word, Size: 41.4 kB\)](#) explains how our computer system operates and has useful links to tutorial videos showing you how to maintain your business information.

## Registering livestock

If you are a livestock keeper you are required to register with the Animal and Plant Health Agency for a flock or herd number.

You will need your County Parish Holding Number to do this. We are required to share some of the information you give us with the [Animal and Plant Health Agency](#) .

If you carry out any animal feed activities you are required to tell us. We will then share some of this information with [Food Standards Scotland](#) .

## Previous versions

[Previous versions of this page](#)

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