

Getting Started

Practice Account Creation with DAERA Partyhub and Government Gateway

- Only one account needs to be created with DAERA to cover an entire Authorised Veterinary Practice (AVP). Individual aPVPs (Authorised Private Veterinary Practitioners) can then be internally authorised to use that practice account.
- To create an account with DAERA, three criteria must be satisfied.
 - A person must be nominated to act as practice **administrator**. (This person must be the practice principal or clinical director).
 - Both the administrator *and* the practice must be registered on **Partyhub**.
 - The administrator must create a new (or use a pre-existing) **Government Gateway** account.
- **Partyhub** is a DAERA data management system which allocates an '*Organisation ID*' to the practice as well as a '*Person ID*' to the administrator. **Partyhub** registration requires identity verification at a DAERA Direct office. Practices with no previous identity verifications and interactions with DAERA systems **will be contacted by their local DAERA Direct office** to arrange an appointment to complete these steps. The Administrator must complete a **New Customer Set-up form** at the appointment and provide the **necessary forms of ID** to enable creation of **Partyhub** IDs for themselves and their practice. Only then can they go on to complete the final step of creating a **Government Gateway** account.
- **TIP**- Some practices may already be registered on **Partyhub** and have **Government Gateway** credentials as a result of previous interactions with DAERA systems (eg NIFAIS). These practices are **not** required to attend an appointment but will be contacted by DAERA Trade Programme to identify the nominated administrator. Once confirmed, the administrator can proceed to log in.

Creating a Government Gateway account

- To begin, the administrator-elect must visit the log-in page at [this link](#). This process only needs to be performed once.
- The administrator-elect will be brought to this page where they will need to create a Government Gateway ID by clicking 'Sign In/ Register'.
- *****IMPORTANT NOTE*****- The person within the practice who undertakes this process will be the first administrator with the ability to control access for additional administration and veterinary staff. The first administrator **MUST** be the practice principal or clinical director as it is they who will be responsible for the access to the data going forward. The practice principal or clinical director can create a **second** administrator and delegate this task but as first administrator they are ultimately responsible.

Welcome to Online Services



Test Warning

- Point 1
- Point 2
- [Test Link](#)

Choose a service to access DAERA Online Services

nidirect
government services

NIDA Sign in / register

Sign in using the Northern Ireland Civil Service Identity Assurance (NIDA) provided by nidirect.

[Find out more](#)

For advice on logging in via nidirect contact:
0300 200 7868 or nida@nidirect.gov.uk

**Government
Gateway**

GG Sign in / register

Sign in to using your DAERA online services Government Gateway account.

[Find out more](#)

For advice on logging in via Government Gateway contact: **0300 200 7848**

- The administrator elect must click on 'Create Sign In Details'

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[I have forgotten my Government Gateway user ID and password](#)

- The administrator-elect must enter a valid email address

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

Continue

- The administrator-elect must enter the confirmation code that is received by email and click 'Submit'.

[< Back](#)

Enter code to confirm your email address

We have sent a code to: | Tester@testermagesurgery.com

! If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code

For example, DNCLRK

- The administrator-elect will receive a confirmation message and then click 'Continue' to proceed.

Email address confirmed

This will enable us to help you get the most from this service.

[Continue](#)

[Get help with this page](#)

- The administrator-elect must enter their full name then click 'Continue' to proceed

What is your full name?

- The administrator-elect must create a Password, then select 'Continue' to proceed

Create a password

Your password must be 10 or more characters. You can use a mix of letters, numbers or symbols.

Password

Confirm your password

- The administrator-elect must set up a recovery word and click 'continue'

Set up recovery for your sign in details

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

Continue

- The administrator-elect must create a recovery word and then click 'Continue' to proceed

Set up a recovery word

! Make a note of this word in case you need it in the future.

The word must:

- be between 6 and 12 characters
- not contain spaces or special characters
- not contain numbers

Recovery word

Continue

- The administrator-elect will receive confirmation of their Government Gateway ID, at which point they must click 'Continue' to proceed.

**Your Government
Gateway user ID is:**

91 60 94 35 14 22

We have sent it to `Tester@testermagesurgery.com`

You will need your user ID and your password each time you sign in to Government Gateway.

Continue

- On the next page of this process (and this guide) is the DAERA-branded screen entitled 'User Details'. It is at this point that the administrator-elect will be authenticated against their **Partyhub** details.
- **Note-** The 'person ID' of the administrator-elect will be tied to/ related to the 'organisation ID' of the Practice.

It is critically important at this stage that the administrator-elect enters their name and address details exactly as they appear in their *Partyhub* 'Person ID'. To avoid mistakes, it is recommended that, once these details have been confirmed at a DAERA Direct Office, the administrator-elect enters the postcode and clicks 'find address'. This allows them to select the address from a drop down menu. The administrator-elect must then click 'Submit'.



User Details

The Government Gateway account that you are logging in with has not been previously registered with DAERA. Please ensure that you are using the correct Government Gateway credentials or alternatively please enter your details below to continue to use the current credentials. Depending on the service you are trying to access you may be required to verify your identity with DAERA. If this is the case then you will be prompted with a verification code and given instruction on how to verify yourself with DAERA

* First name	<input type="text" value="Tester"/>	Middle name	<input type="text"/>
* Last name	<input type="text" value="Magee"/>	* Date of birth	<input type="text" value="06/02/1983"/>
* Email address	<input type="text" value="Tester@testermageesurgery.com"/>		

* Country

To select an existing Northern Ireland address enter a postcode and house number.

Postcode House no.

* Premises Name	<input type="text" value="DUNDONALD HOUSE"/>	Premises Number	<input type="text"/>
* Street	<input type="text" value="UPPER NEWTOWNARDS ROAD"/>	Townland	<input type="text" value="BALLYMISCAW"/>
* Town	<input type="text" value="BELFAST"/>	* County	<input type="text" value="Down"/>
* Postcode	<input type="text" value="BT4 3SB"/>		
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

- If you have to attend an appointment at a DAERA office, the next page the administrator-elect sees will be entitled 'DAERA Central Authentication' where a verification code is provided

Identity Verification

 Your current access is restricted until your account is verified

Your verification code is

GG62849722

To verify your identity, take your code and the [required forms of identification](#) to an identity verification centre.

A copy of this code has been sent to Tester@testermageesurgery.com

Continuing without a verified identity may restrict your ability to use the service.

[Continue](#)

- This code will be verified by DAERA staff at the appointment.
- Once the Practice has successfully been authenticated and added to the system, it will be available for selection by exporters from a drop-down menu during the application process.
- Exporters will be separately advised of the important requirement to select their chosen practice from this drop down menu to ensure that their application reaches the portal of that practice.

- It is important also that AVPs **instruct the exporter to select the 'AVP tick box' and then select their chosen Practice from the intuitive type-and-select menu** to ensure that the application details arrive at their portal dashboard.

Tick this box if your application is to be processed by an Authorised Veterinary Practice

* Date of Loading

Date of Loading



Tick this box if your application is to be processed by an Authorised Veterinary Practice

AVPs

tester M

Tester Magee Veterinary Surgery

* Date of Loading

Date of Loading

Pick a Date

DAERA issued EUCs please select Monday - Friday only. EUC/AVP issued EUCs please contact your provider in advance for availability and select date within period advised. NB: if the Date of