

STEP BY STEP GUIDE to Re-registering with Farming Connect, through RPW Online



Ariennir gan
Lywodraeth Cymru
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BEFORE YOU START

Make sure you have:

- Your RPW online login details, including your **Customer Reference Number (CRN)** (if you already have one)
- Your **CON Number** (available from your Local Development Officer or Farming Connect Service Centre if you don't have to hand) **Please note** new customers to FC will not have a CON number and should leave this box blank.
- Ensured all information on your RPW 'Manage My Land' is accurate and up to date. If you're unsure, please contact RPW's Customer Contact Centre or speak to your local Farm Liaison Officer.
- An unique **email address**
- A **mobile phone** (for verification and invitation codes)
- Internet access

Below are the steps to register your business and individuals with Farming Connect.

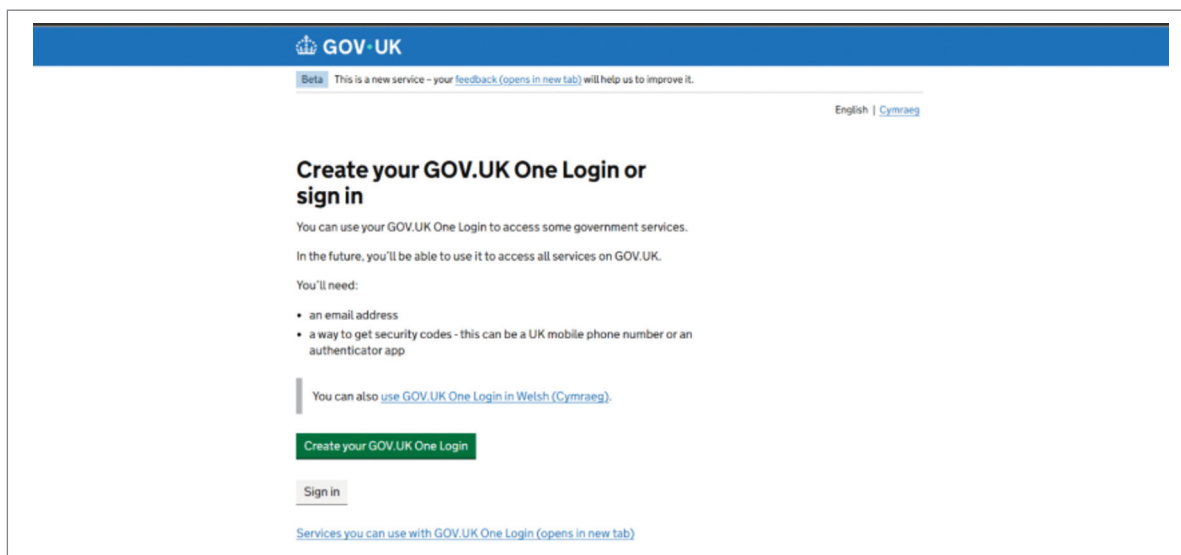
1. **GOV.UK** One Login transition
2. **ADD** Individuals
3. **INVITE** Individuals
4. **ACCEPTING** additional individuals

All steps must be completed for **ALL INDIVIDUALS** within the farming business to register with Farming Connect. Individuals not registered on your RPW online account will be unable to access support from Farming Connect.

STEP 1 - GOV.UK One Login migration

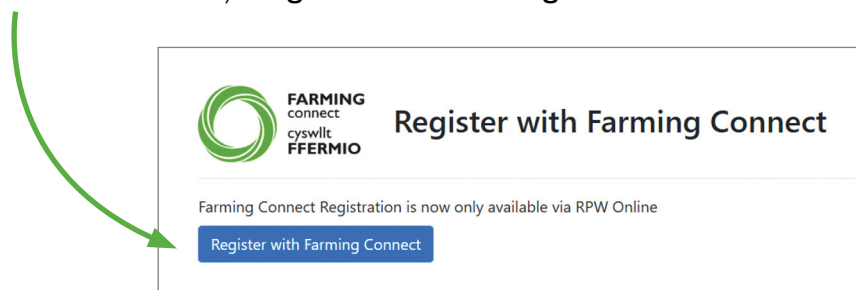
This **MUST** be completed by the business director/partner first in order for other contacts within the farming businesses to be added.

- a. The main business director/partner logs in to RPW Online via the GOV.UK One Login option. If you have not already migrated from “Government Gateway Login” (12-digit number) to the new GOV.UK One Login (email and password), this must be completed first before you can re-register with Farming Connect.



If you have not already migrated from Government gateway to GOV.UK One Login, you should contact the RPW Customer Contact Centre on 0300 062 5004 where staff will assist you to do so.

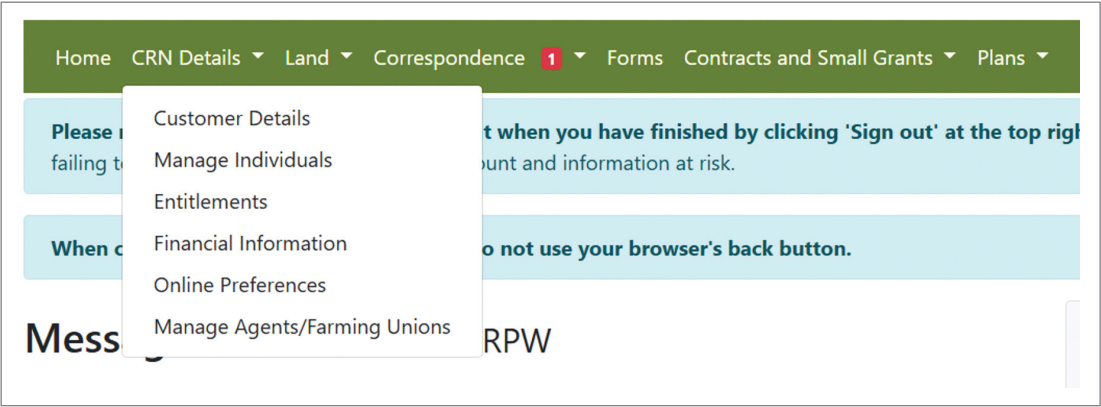
- b. If the RPW GOV.UK One Login has already been completed, log in to your RPW Online account and scroll down the home page to the **blue button** that says **register with Farming Connect**.



Click this button and complete the questions, making sure you enter your CON number. You should have received a letter from Welsh Government at the beginning of March 2026 containing your business CON number. This will transfer your previous Farming Connect CPD records - such as training courses, events and advisory support - to the new system once available. If you do not have your CON number, please contact your Local Development Officer or the Farming Connect Service Centre.

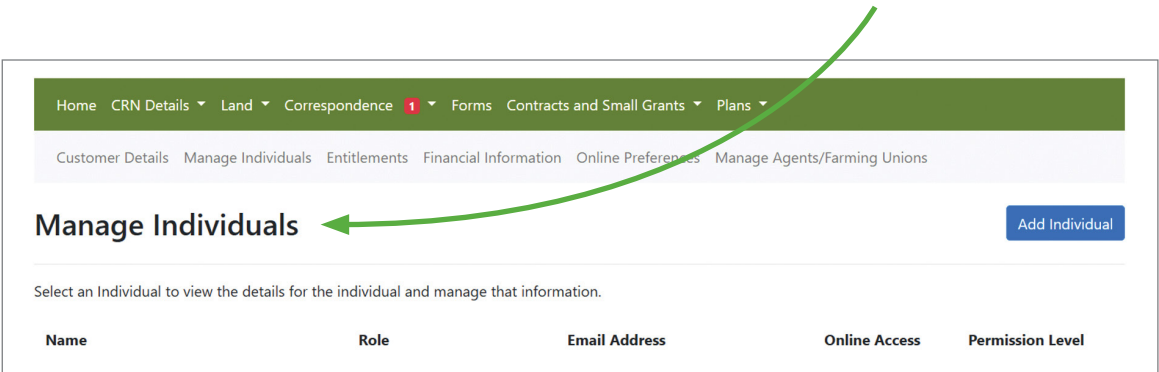
- c. The main business director/ partner should now be registered with Farming Connect. To add other business partners, family members or PAYEs please continue and complete steps 2 - 4.

STEP 2 - ADD Individuals



These steps still need to be completed by the business director/partner first.

- a. On the RPW Online home page, Click on **‘CRN Details’** at the top of home page (green bar)
- b. Select **‘Manage Individuals’** from the drop-down list
- c. Here you will see a list of the names of the people already added to the business. If anyone is missing, you need to click the blue button to **‘Add Individual’**. Please note each individual must have their own unique email address which must be noted here. This is essential for accessing training and/or eLearning via Farming Connect and to capture activity against Universal Action 4 (CPD) of the Sustainable Farming Scheme.
- d. Once names have been added, they should now appear in blue on the Manage Individuals list under the title **NAME**.



To register with Farming Connect they need to have the following roles:

Business Member	Non-Business Member
Owner / Sole Trader	Spouse / Family Member
Business Partner	Employee
Chair / Trustee	Manager
Personal Administrator	Secretary
Executor	
Employee with delegated authority	
Company Secretary	
Director	

STEP 3 - INVITE Individuals

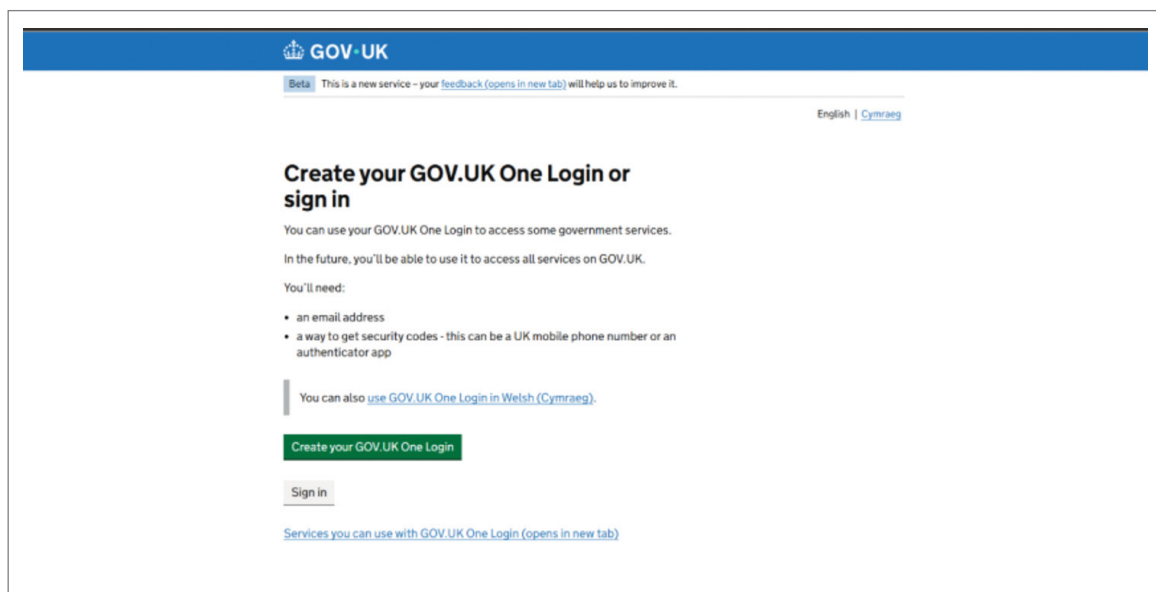
These steps must be completed by the business director/partner first.

- a. Click on the **Name (in blue)** in the Manage Individuals List.
- b. Check and enter any missing information in the required fields.
- c. Scroll down and click the blue **'Invite'** button
- d. Enter their details where required and a **invitation code will be generated** for them. Note this number down. They will need to enter this 6-digit number when they create their own log in details. You can restrict how much information the individuals can see at this point if you do not wish for them to have full access to your RPW Online account. **The invitation you share will expire in 7 working days. Please ensure those you invite action this email within that time.**
- e. The main business director/partner now needs to log out of RPW Online and the individual contacts MUST create their own GOV.UK One Log in details by logging in to RPW Online themselves following step 1 above.

STEP 4 - ACCEPTING Invitation and registering with Farming Connect

To be completed by the invited individuals:

- a. On the [RPW Online Log in](#) page select the Sign in or register using GOV.UK Login option



- b. Select Create your GOV.UK One Login (green button)

Create your GOV.UK One Login or sign in

You can use your GOV.UK One Login to access some government services.

In the future, you'll be able to use it to access all services on GOV.UK.

You'll need:

- an email address
- a way to get security codes - this can be a UK mobile phone number or an authenticator app

You can also [use GOV.UK One Login in Welsh \(Cymraeg\)](#).

Create your GOV.UK One Login

- c. When asked, **enter the 'invitation code' (6-digit number)** for your log in details to link up with the main farm business account on RPW.
- d. Once logged in, scroll down the Home page and click Register with Farming Connect



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Register with Farming Connect

Farming Connect Registration is now only available via RPW Online

Register with Farming Connect

- e. Answer the questions asked. It is important you enter your **CON number** here. Do not skip this step as you will lose all previous CPD records held by Farming Connect (training courses completed, events attended, e-learning modules completed etc). If you do not know your CON number, please contact either the Farming Connect service centre or your local development officer.
- f. This process needs to be repeated for each individual within the business who wishes to access Farming Connect support.
- g. All new registrations will take 5 working days to process and appear on the Farming Connect database.

Please keep an eye on your RPW Online account for an Online Customer Details Amendment form for each additional individual added.