

# FarmPro Portal: New User Guide

Welcome to FarmPro! This guide will walk you through creating your account and accessing your farm dashboard for the first time.

## Step 1: Register Your Account

When you first visit the FarmPro portal, you'll see the registration page.

**Important:** Your email address must be associated with your *ifac* account. If you have any issues with email association, contact your local ifac office.

### Fill in the registration form:

- Enter your email address in the "Email" field
- Re-enter the same email in the "Confirm Email" field
- Create a password in the "Password" field
- Re-enter your password in the "Confirm Password" field

The screenshot shows the registration form with the following details:

- Header:** FarmPro by ifac | Help Centre | Log In | Sign Up
- Title:** Register for a Farmpro account
- Text:** To ensure the security of your account and seamless access to our service, please note that the email address used for sign-in must be associated with your ifac account. If you encounter any issues or need assistance with email association, please contact your local ifac office.
- Fields:** Email, Confirm Email, Password, Confirm Password
- Terms:**  I agree to the Farmpro terms of service
- Button:** Sign up
- Footer Note:** After signing up you will receive an e-mail to activate your account
- Page Footer:**
  - FarmPro by ifac | Terms and Conditions
  - ifac Kilkenny Unit 32, Danville Business Park, Ring Rd, Danville, Kilkenny, R95 N156
  - Contact Us | Email: farmpro@ifac.ie | Tel: 0527441772 | 9am to 5pm

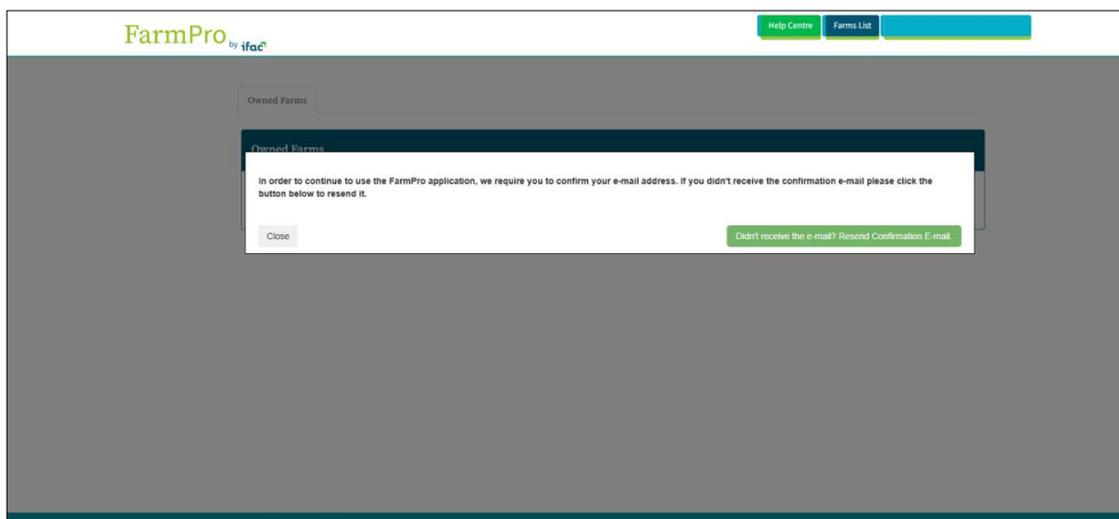
### Complete registration:

- Read the FarmPro Terms of Service and tick the box if you agree with same
- Click the green "Sign up" button

After signing up, you'll receive an email to activate your account.

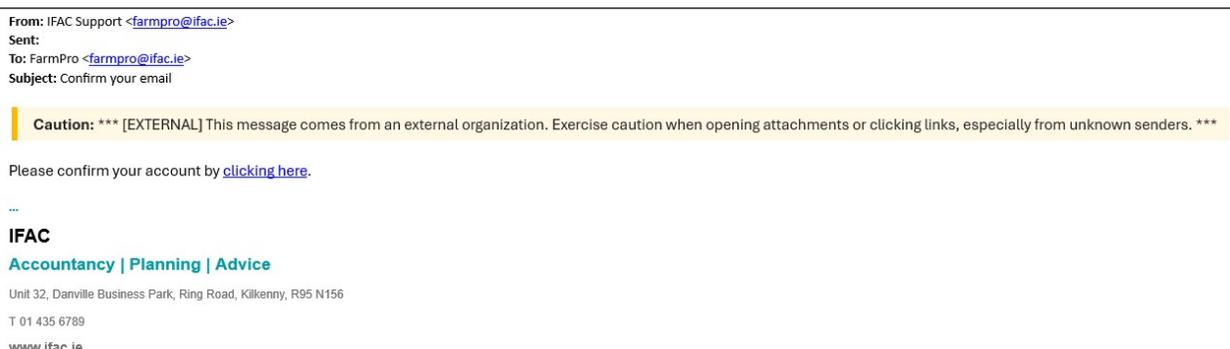
## Step 2: Confirm Your Email

After registering, you'll be brought to your dashboard, but you'll see a message asking you to confirm your email address.



### To confirm your email:

- Open your email account used in to register your new FarmPro account and check your inbox for the confirmation email from FarmPro. If you can't find the email, check your junk mail/spam folder.
- Click the confirmation link in the email



- If you didn't receive the email, click the green "Didn't receive the e-mail? Resend Confirmation E-mail" button

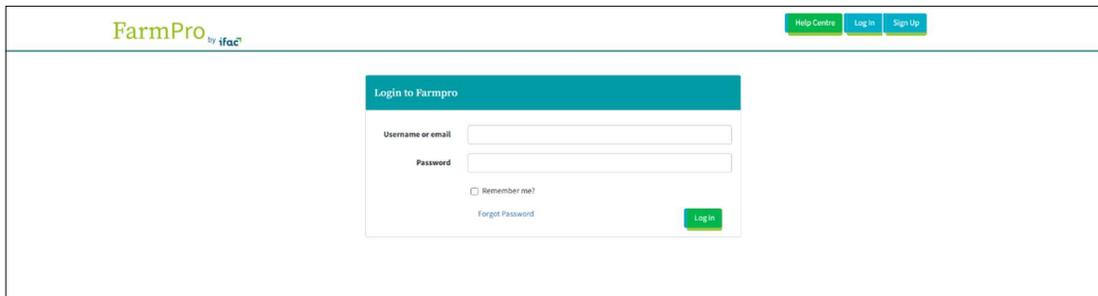
### Step 3: Log In to FarmPro

Once your email is confirmed, you can log in at any time.

**To log in:**

- Go to the FarmPro login page – find the link to the login page at [www.ifac.ie/farmpro](http://www.ifac.ie/farmpro)
- Enter your username or email address
- Enter your password
- Tick "Remember me?" if you want to stay logged in (optional)
- Click the green "Log In" button

If you forget your password, click "Forgot Password" to reset it.



### Step 4: Access Your Farms

Once logged in, you'll see your farm dashboard showing all the farms you have access to.

**Your dashboard displays:**

- **Farm Name** - The name of each farm
- **Created** - When the farm was added to the system
- **Status** - Whether the farm is Active or Expired
- **Users With Access** - How many people can access each farm – This includes the FarmPro support team, the staff in your local office and your bookkeeper.

**To enter a farm:**

- Click the "Enter Farm" link next to the farm you want to access

