Sustainable Farming Investment Scheme (SFIS)
Instructions for Scheme Portal – Claim

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1. Access the Scheme Portal

The Scheme Portal is available at: Start here | Sustainable Farming | DAERA



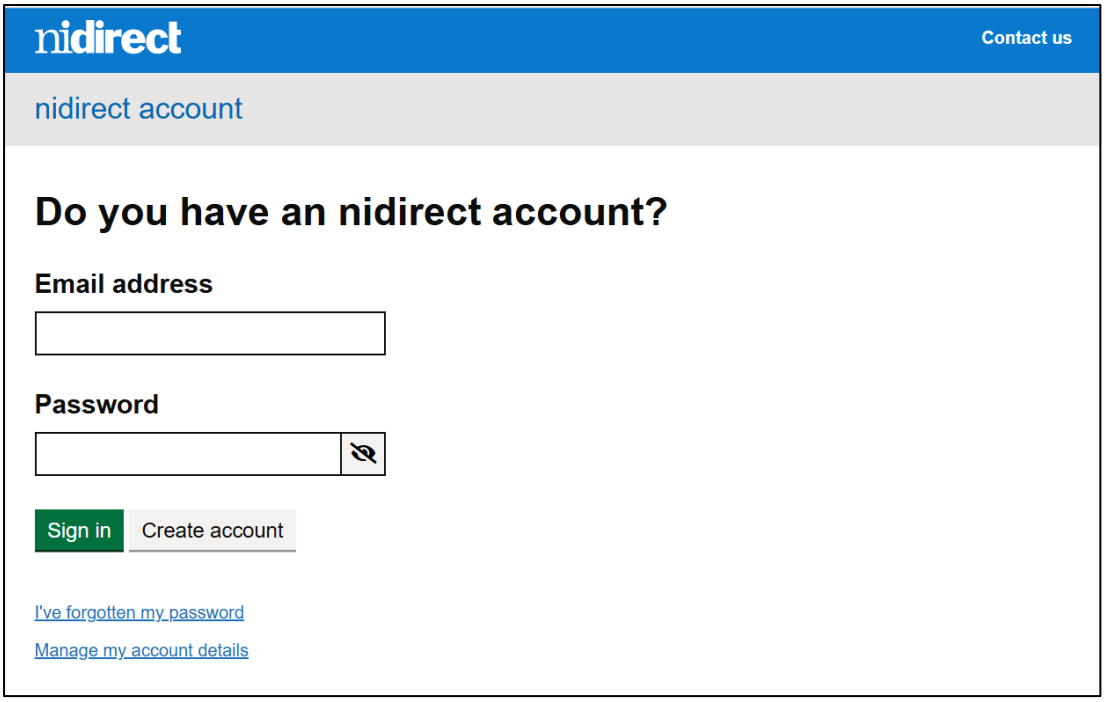
Select Login and then choose which service (nidirect or Government Gateway) you wish to use to access Sustainable Farming Investment Scheme:



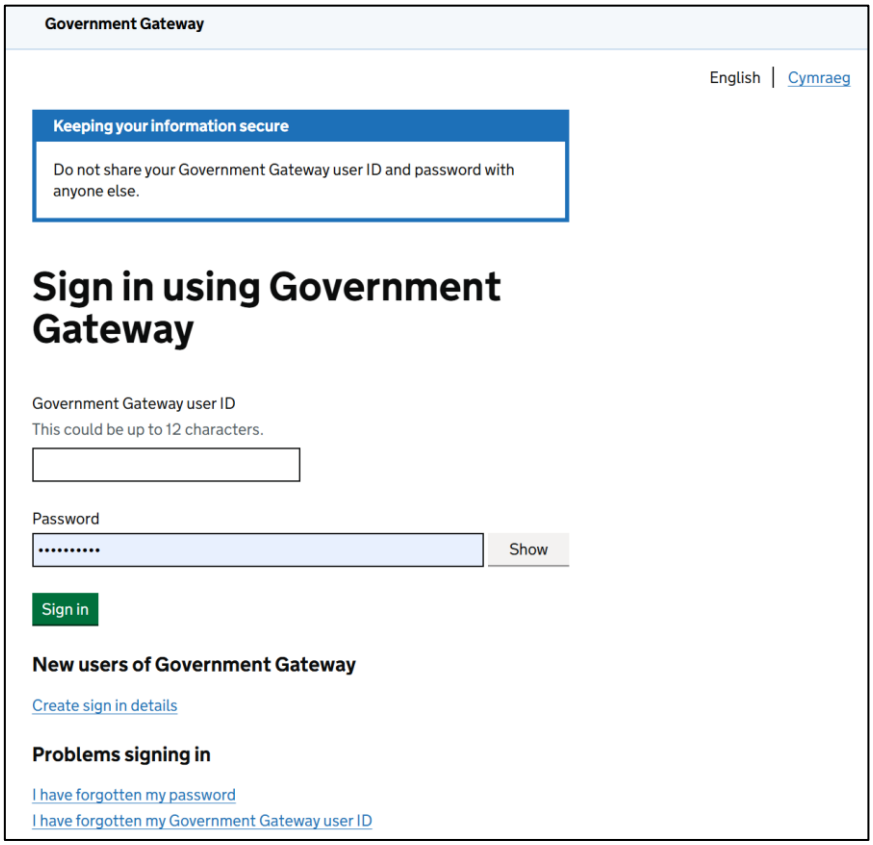
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Sign in to:

(1) NIDA



Or (2) Government Gateway

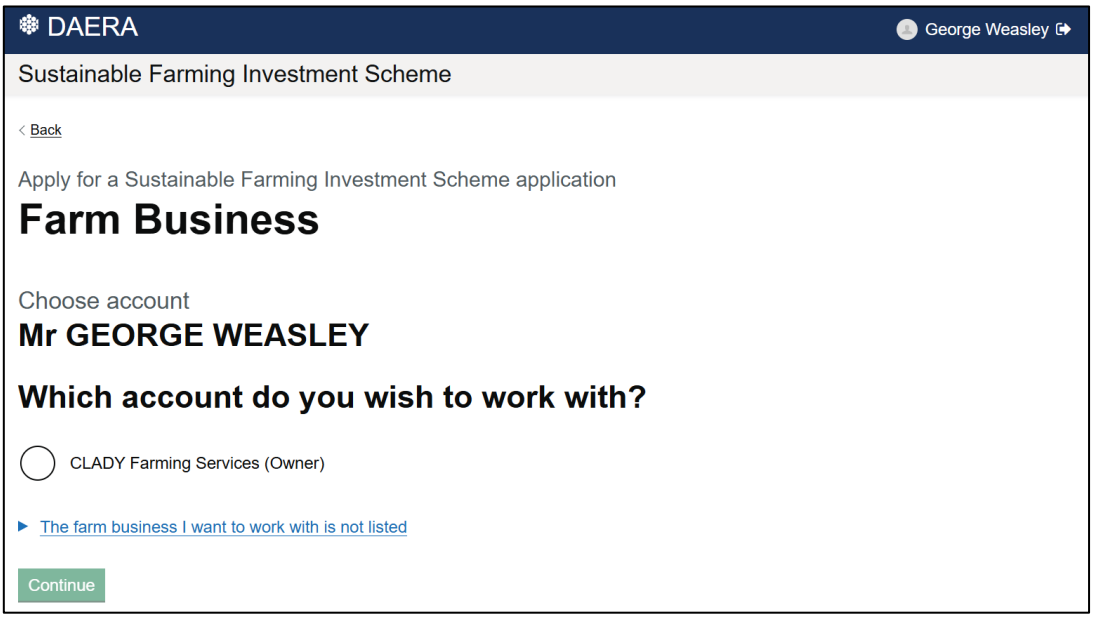


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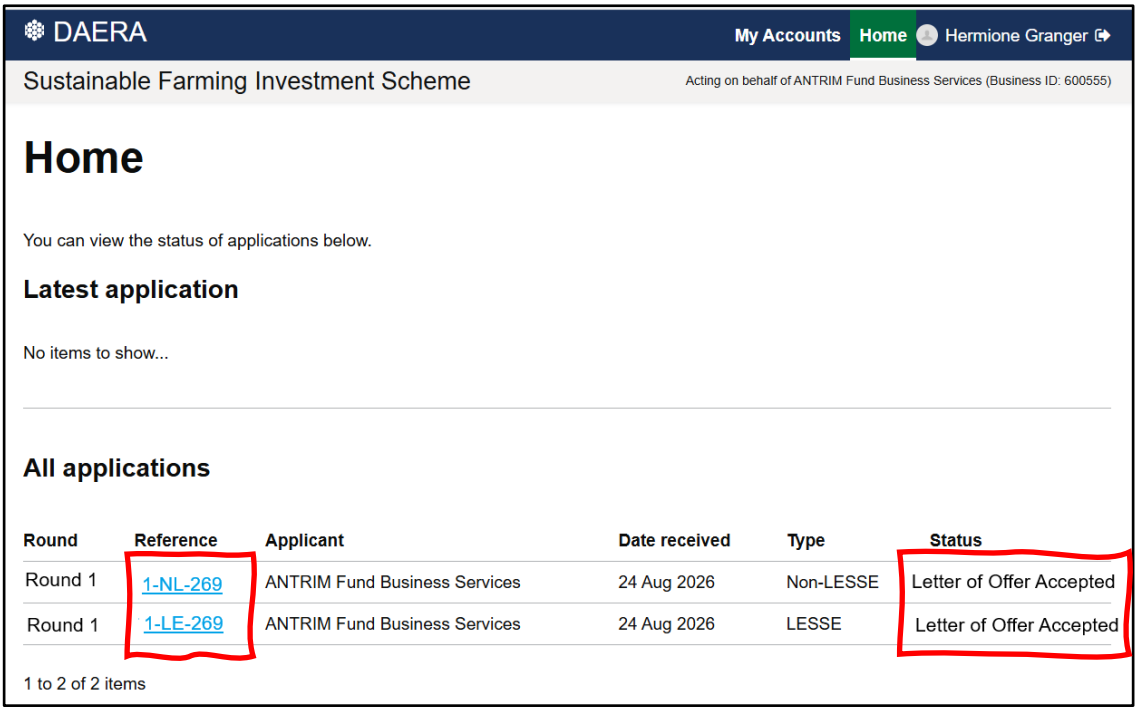
2. Select the account

If you have more than one business associated with your Government Gateway or NIDA account, please select the farm business you want to apply for by clicking on the circle beside the business. Then click ‘Continue’.



3. Start a claim

After selecting the business, you will arrive at the Home page on the Scheme Portal. Please note the account you are working on is displayed on the top right hand corner. If you wish to change account, click on the ‘My Accounts’ on the top navy bar. If you click on your name on the top navy bar, it will log you out.



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If you applied for LESSE and Non-LESSE items, you will have 2 references listed under ‘All Applications’. The reference NL is for Non-LESSE applications and LE are LESSE applications. If you wish to claim for LESSE and Non-LESSE items, they will be available separately on the LESSE and / or Non-LESSE dashboard. You need to claim for LESSE and / or Non-LESSE separately.

For those that have LESSE and Non-LESSE Letters of Offer - once your Non-LESSE items are purchased you can make this claim even if you have not yet received and paid for your LESSE item. You will claim for your LESSE item separately.

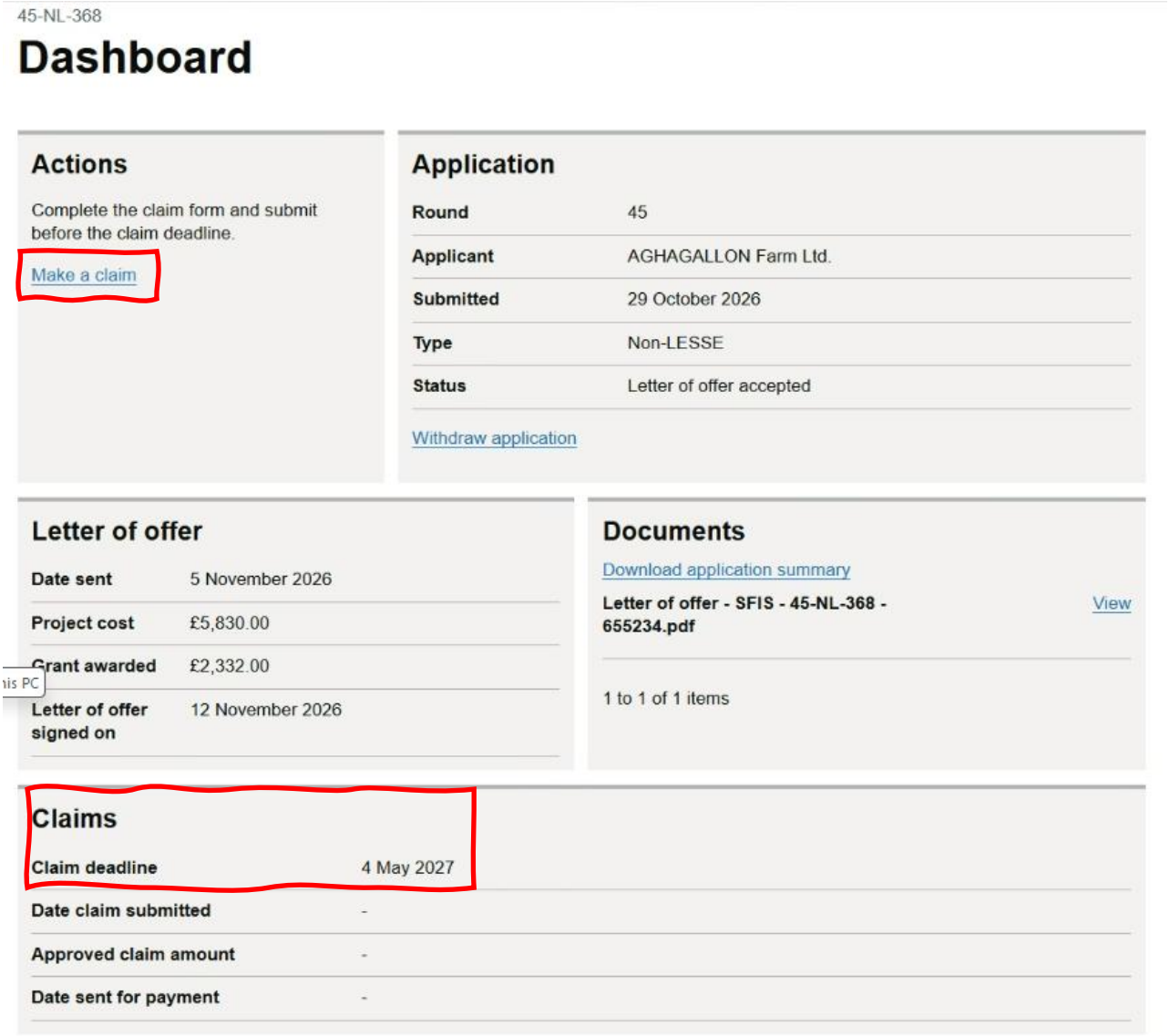
You can only make a claim for applications that have the status ‘Letter of Offer accepted’.

By selecting the appropriate reference in blue writing e.g. 1-NL-269 the dashboard for that application will open.

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4. Dashboard – Make a claim

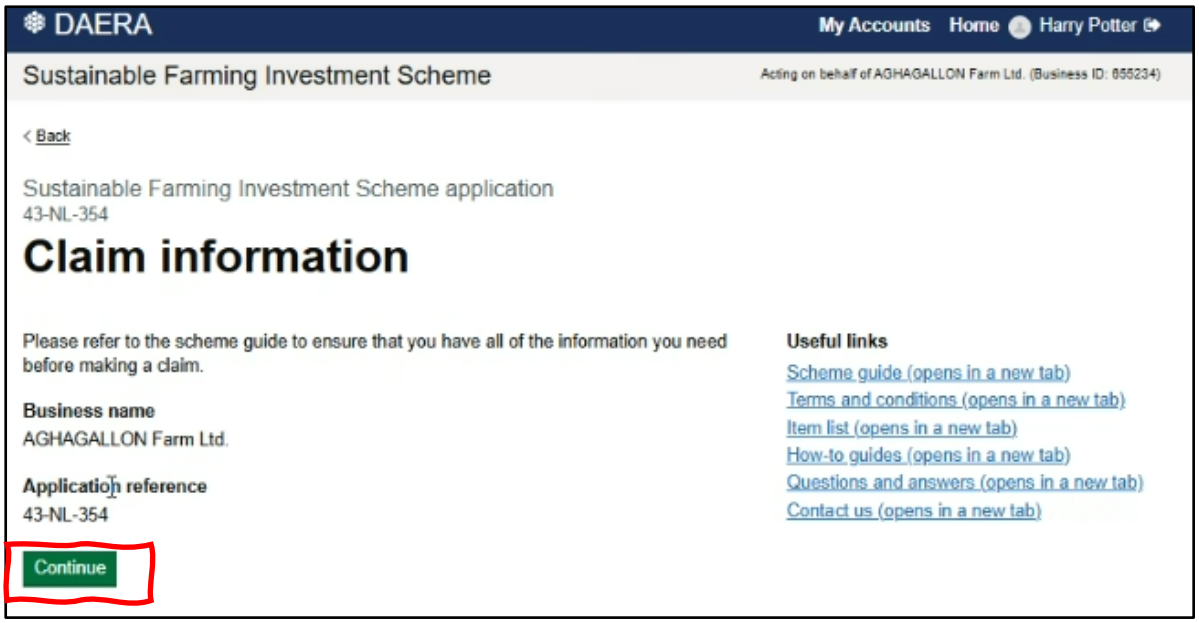
The next screen provides the LESSE or Non-LESSE dashboard depending on what reference you selected. The claim deadline date is listed under ‘Claims’.



Select **‘Make a Claim’** in the Actions box.

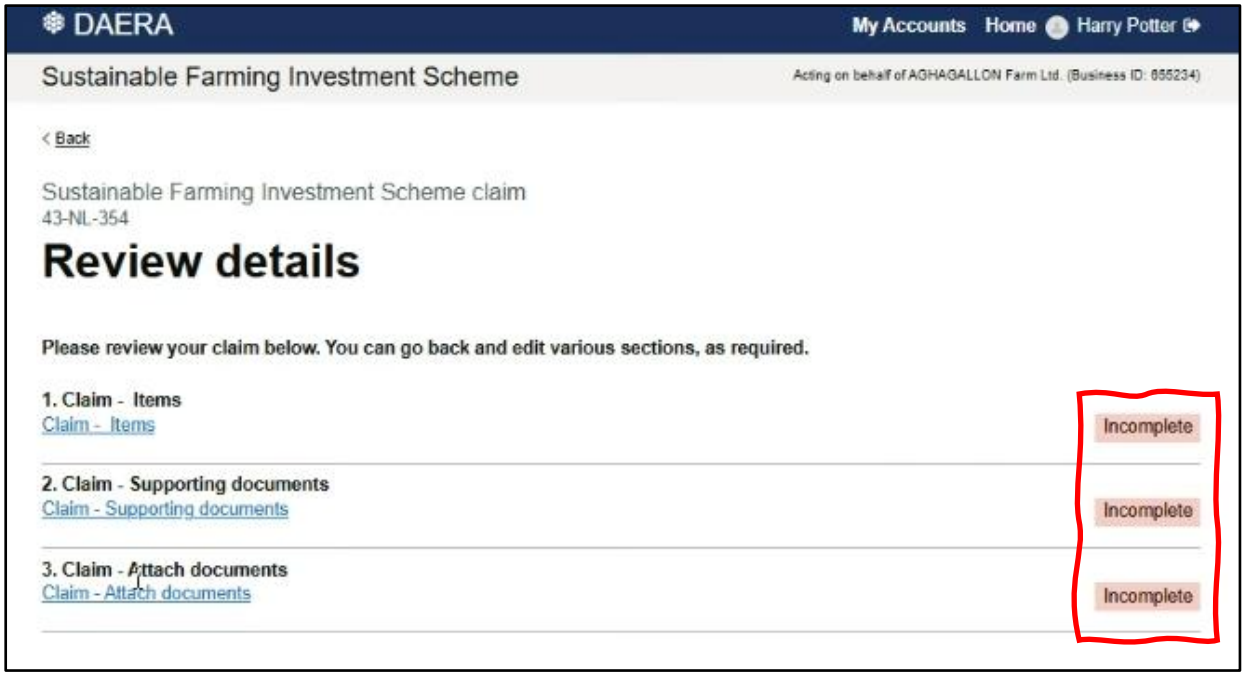
The claim information screen confirms the business and the application for the claim being processed. There are useful links on the right-hand side to essential Scheme documentation. Select **‘Continue’** in the green box to proceed.

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5. Review details

This screen provides an overview of the LESSE or Non-LESSE claim. This is similar to a contents page where you keep returning until each section of the claim is complete. Sections 1 – 3 must be completed to proceed. On the right, it shows that these are currently incomplete as the claim has not been started.



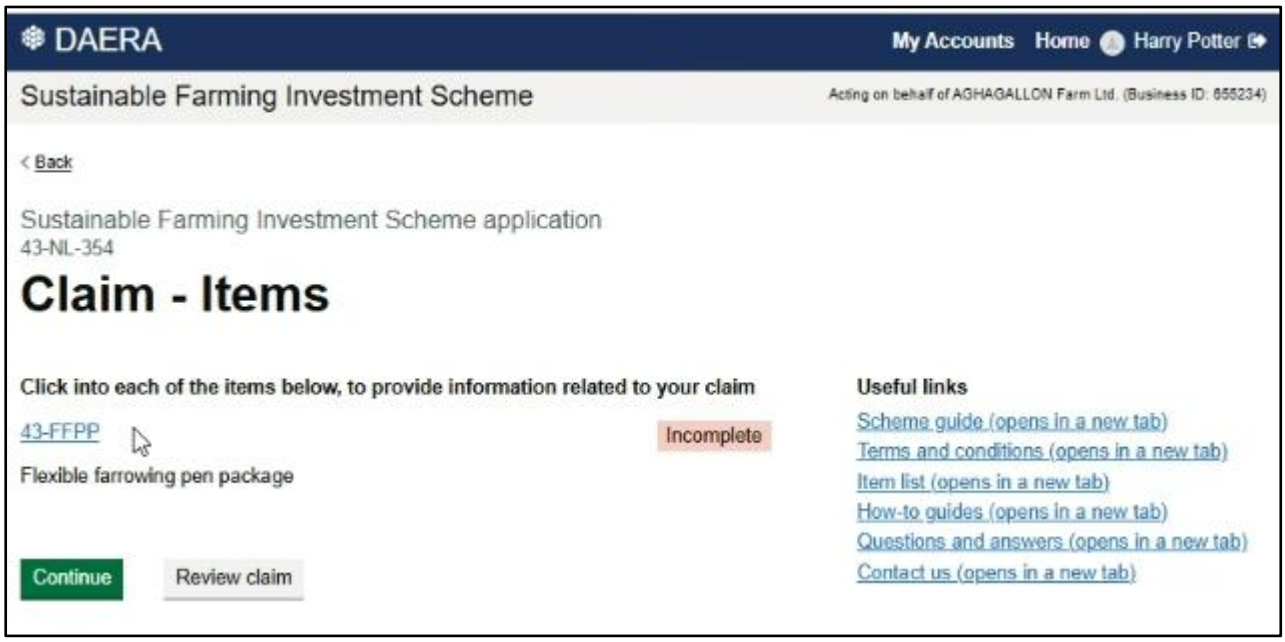
Select the blue **'Claim – Items'** under number 1.

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6. Claim – Items

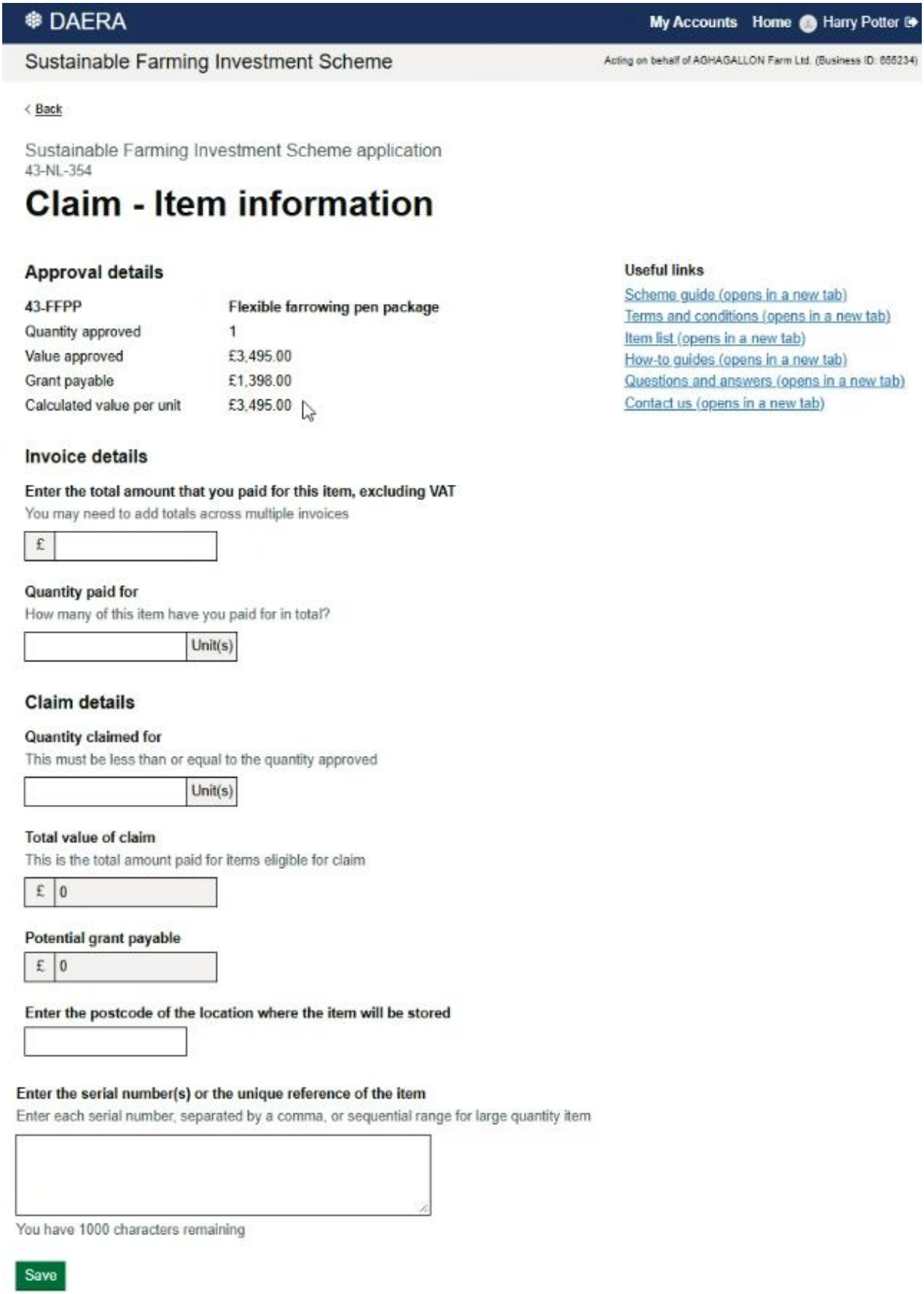
a. Items listed



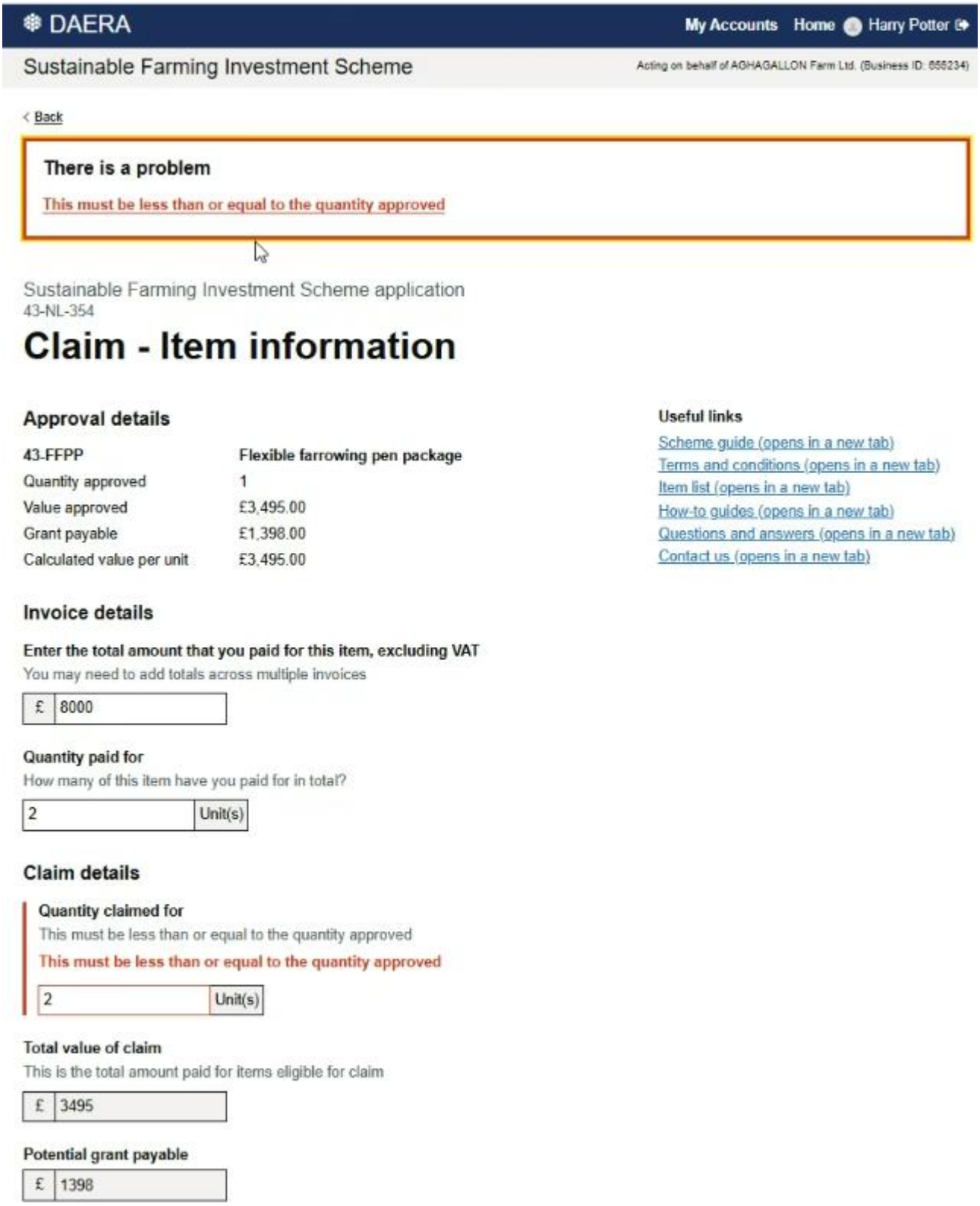
All the items in your LESSE or Non-LESSE application will be listed, and it will state 'Incomplete' on the right-hand side. Select the **item code** which is in blue.

Enter the information from the invoice(s) for the item - Total amount paid (excluding VAT), quantity paid for and quantity claimed for. The system then calculates the 'Total value of claim' and the 'Potential grant payable'. Do not include ineligible costs e.g. delivery, discounts.

If you wish to vary an item, see Section 6b. below.

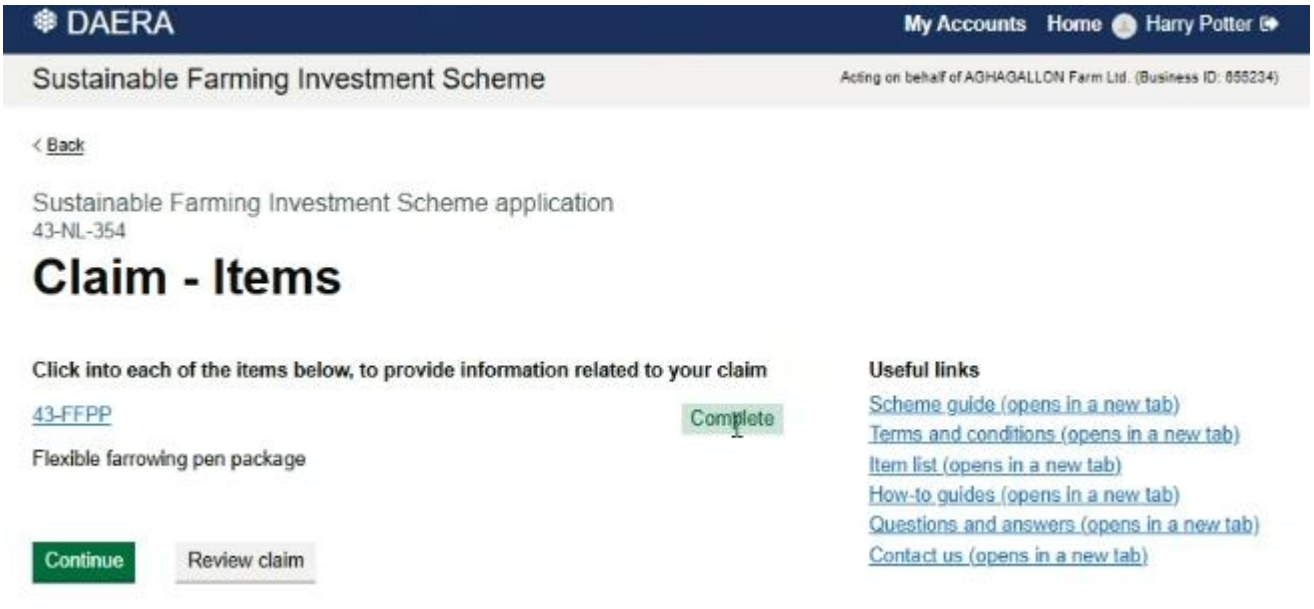

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My Accounts
Home
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Sustainable Farming Investment Scheme
Acting on behalf of AGHAGALLON Farm Ltd. (Business ID: 656234)
< Back
Sustainable Farming Investment Scheme application
43-NL-354
Claim - Item information
Approval details
43-FFPP
Flexible farrowing pen package
Quantity approved
1
Value approved
£3,495.00
Grant payable
£1,398.00
Calculated value per unit
£3,495.00
Useful links
Scheme guide (opens in a new tab)
Terms and conditions (opens in a new tab)
Item list (opens in a new tab)
How-to guides (opens in a new tab)
Questions and answers (opens in a new tab)
Contact us (opens in a new tab)
Invoice details
Enter the total amount that you paid for this item, excluding VAT
You may need to add totals across multiple invoices
£
Quantity paid for
How many of this item have you paid for in total?
Unit(s)
Claim details
Quantity claimed for
This must be less than or equal to the quantity approved
Unit(s)
Total value of claim
This is the total amount paid for items eligible for claim
£ 0
Potential grant payable
£ 0
Enter the postcode of the location where the item will be stored
Enter the serial number(s) or the unique reference of the item
Enter each serial number, separated by a comma, or sequential range for large quantity item
You have 1000 characters remaining
Save

Warnings appear if the quantity claimed for is more than the quantity approved on the Letter of Offer.

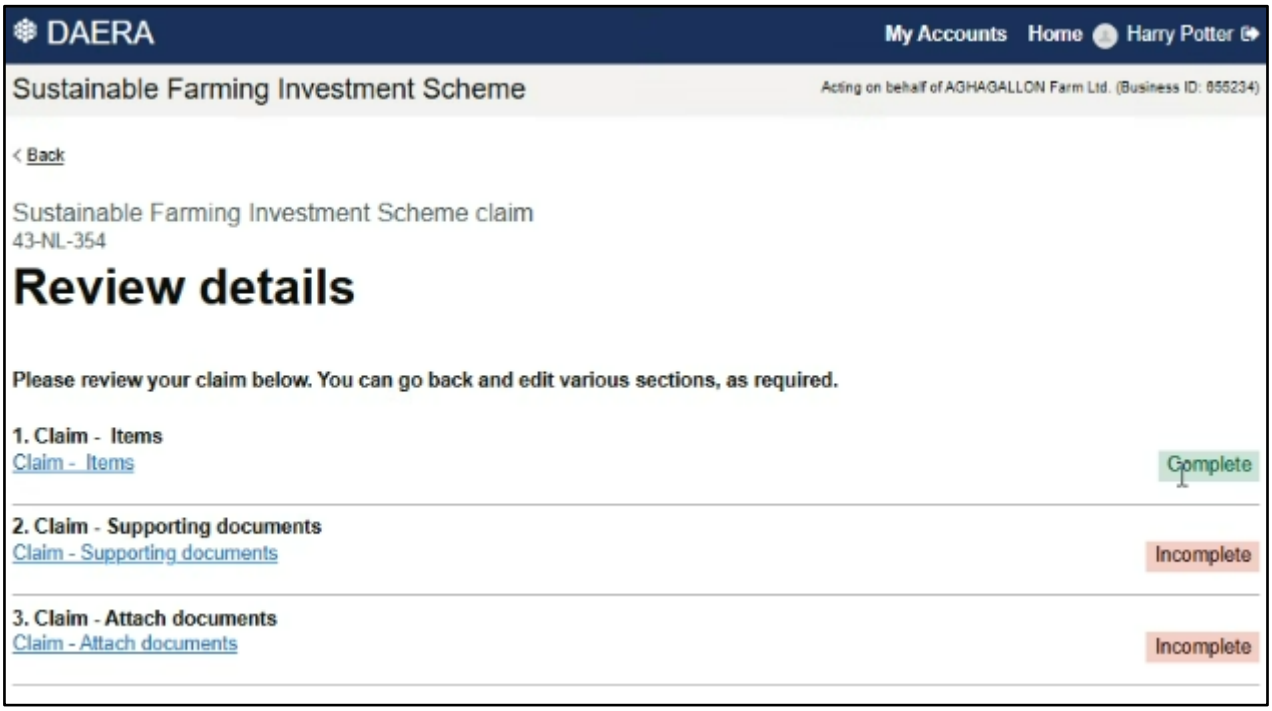


Enter the postcode where the item is stored and list the serial / unique reference number(s) for the item (or N/A if not applicable). If there is a large quantity under this item, then enter the range of serial or reference numbers.

Select '**Save'** to proceed. After this, you will return to the 'Claim – Items' page where all the items are listed. There is a complete status for those that have the information finished.

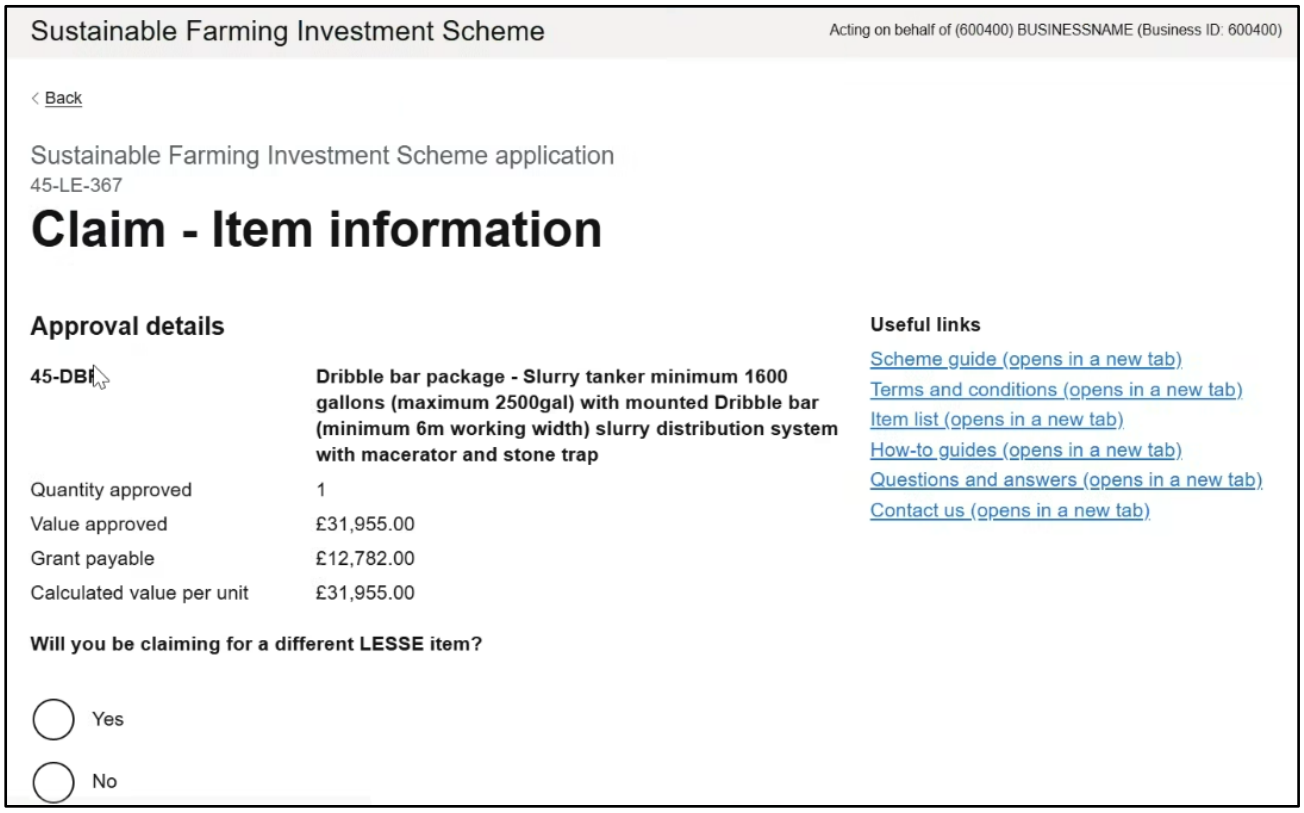


Repeat this step for each item. If you select the green '**Continue'** button, you will go to the '**Claim – Supporting documents**' page – see Section 7. If you select 'Review claim' you will go to the 'Review details' page.

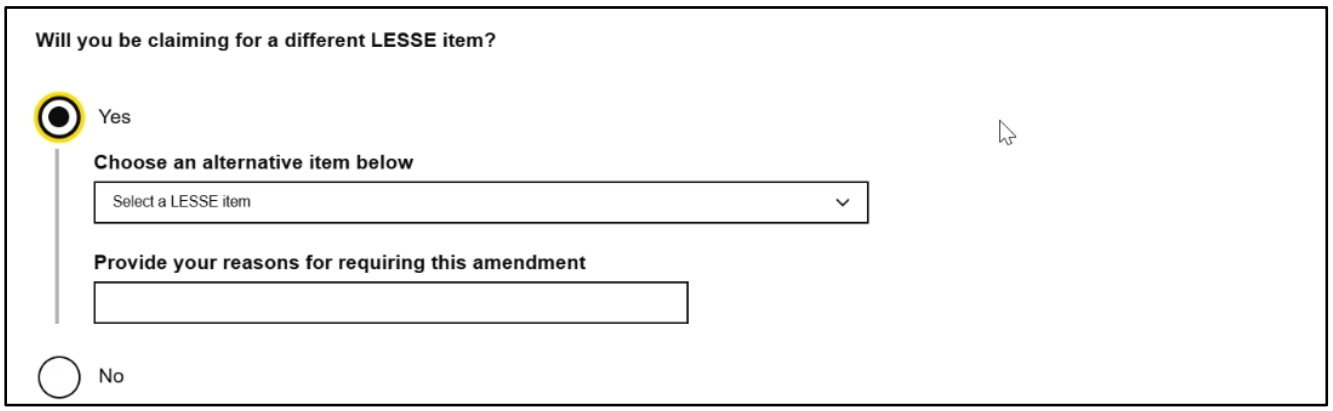


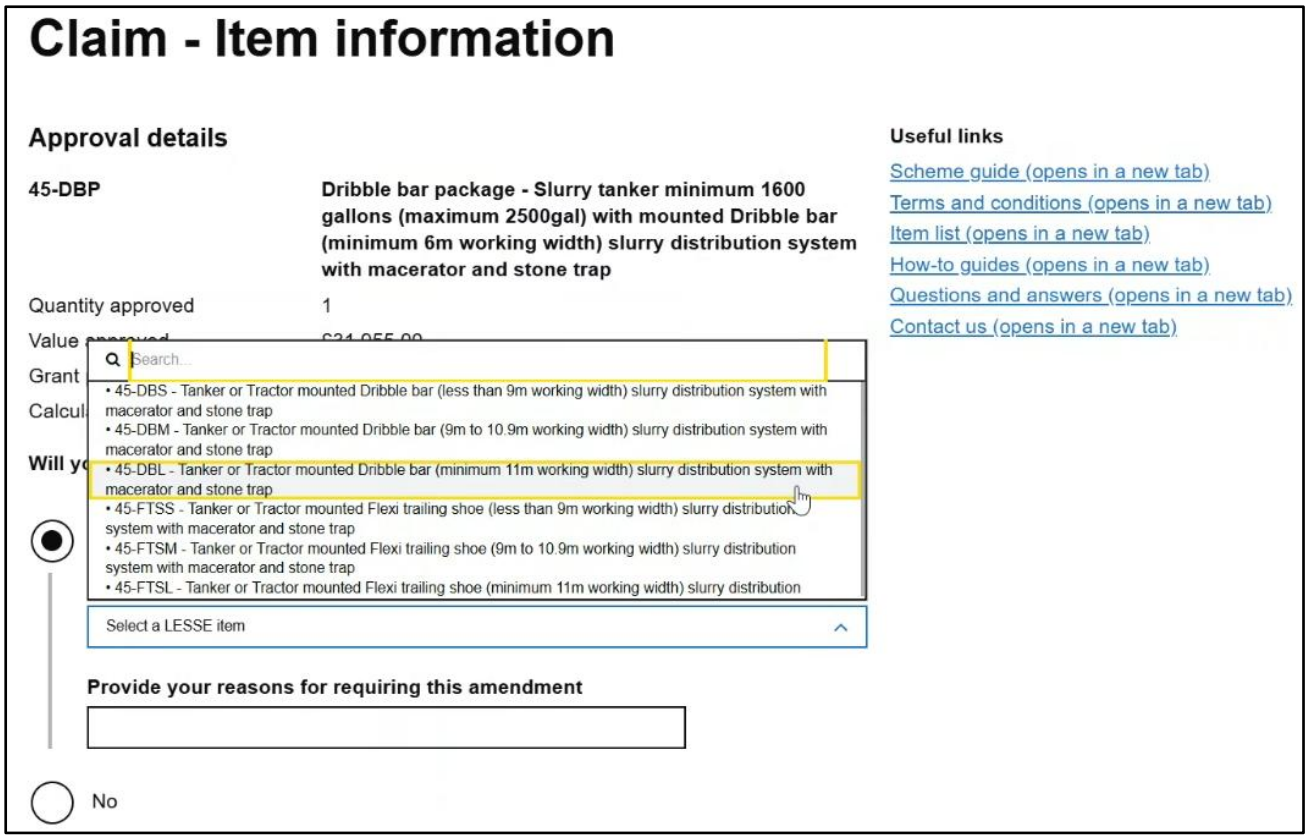
b. Variation from Item listed

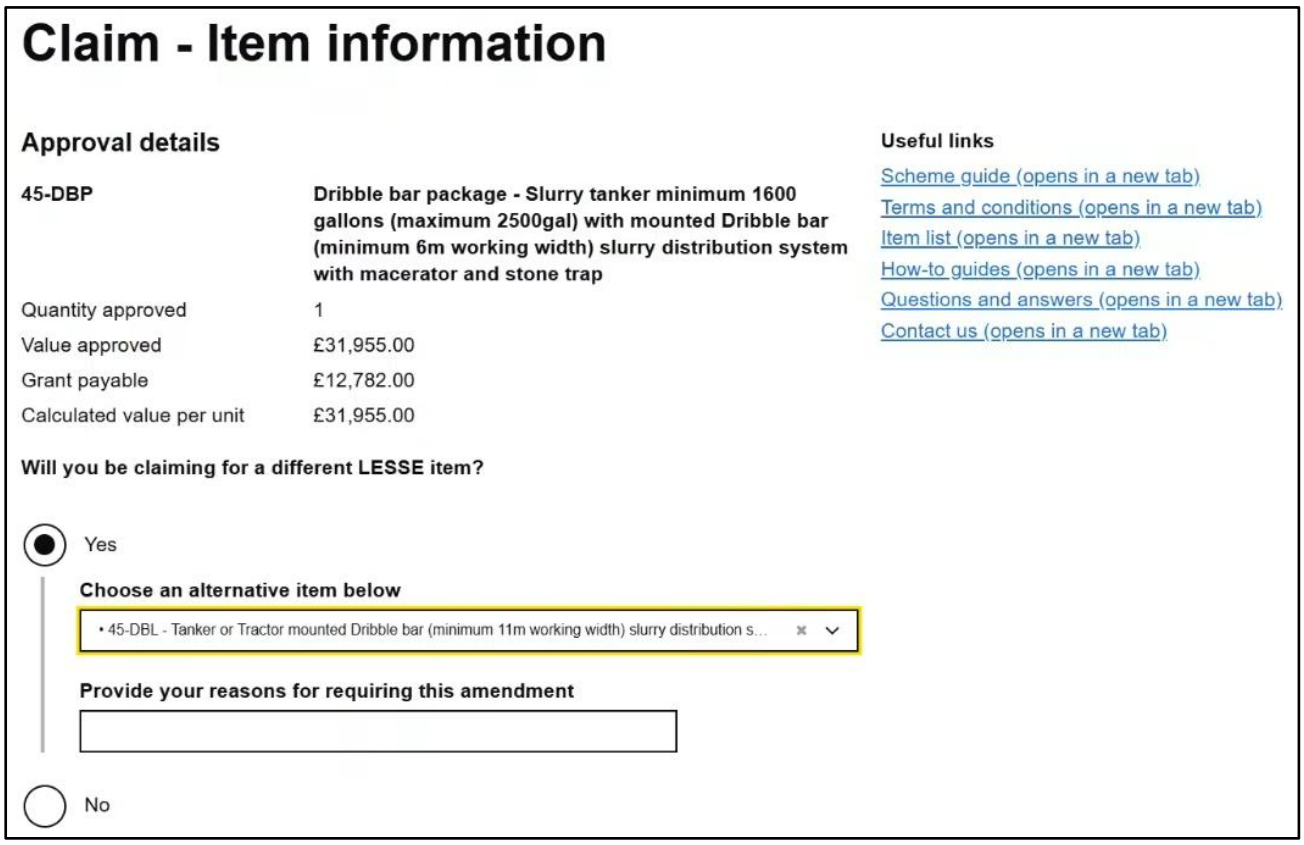
Variations are permitted but this is limited to specific items. If a variation is available for an item you are claiming for, then you will be asked if you want to claim for a different item and the item(s) you can vary to will be available in a dropdown list.



After selecting the item you want to vary to, you will be asked to provide reasons for requiring the amendment to your claim. More information regarding variations is available in the Guide page 28.




Claim - Item information
Approval details
45-DBP
Dribble bar package - Slurry tanker minimum 1600 gallons (maximum 2500gal) with mounted Dribble bar (minimum 6m working width) slurry distribution system with macerator and stone trap
Quantity approved
1
Grant
Calcul
Will y
Search...
• 45-DBS - Tanker or Tractor mounted Dribble bar (less than 9m working width) slurry distribution system with macerator and stone trap
• 45-DBM - Tanker or Tractor mounted Dribble bar (9m to 10.9m working width) slurry distribution system with macerator and stone trap
• 45-DBL - Tanker or Tractor mounted Dribble bar (minimum 11m working width) slurry distribution system with macerator and stone trap
• 45-FTSS - Tanker or Tractor mounted Flexi trailing shoe (less than 9m working width) slurry distribution system with macerator and stone trap
• 45-FTSM - Tanker or Tractor mounted Flexi trailing shoe (9m to 10.9m working width) slurry distribution system with macerator and stone trap
• 45-FTSL - Tanker or Tractor mounted Flexi trailing shoe (minimum 11m working width) slurry distribution
Select a LESSE item
Provide your reasons for requiring this amendment
No
Useful links
Scheme guide (opens in a new tab)
Terms and conditions (opens in a new tab)
Item list (opens in a new tab)
How-to guides (opens in a new tab)
Questions and answers (opens in a new tab)
Contact us (opens in a new tab)


Claim - Item information
Approval details
45-DBP
Dribble bar package - Slurry tanker minimum 1600 gallons (maximum 2500gal) with mounted Dribble bar (minimum 6m working width) slurry distribution system with macerator and stone trap
Quantity approved
1
Value approved
£31,955.00
Grant payable
£12,782.00
Calculated value per unit
£31,955.00
Will you be claiming for a different LESSE item?
Yes
Choose an alternative item below
• 45-DBL - Tanker or Tractor mounted Dribble bar (minimum 11m working width) slurry distribution s...
Provide your reasons for requiring this amendment
No
Useful links
Scheme guide (opens in a new tab)
Terms and conditions (opens in a new tab)
Item list (opens in a new tab)
How-to guides (opens in a new tab)
Questions and answers (opens in a new tab)
Contact us (opens in a new tab)

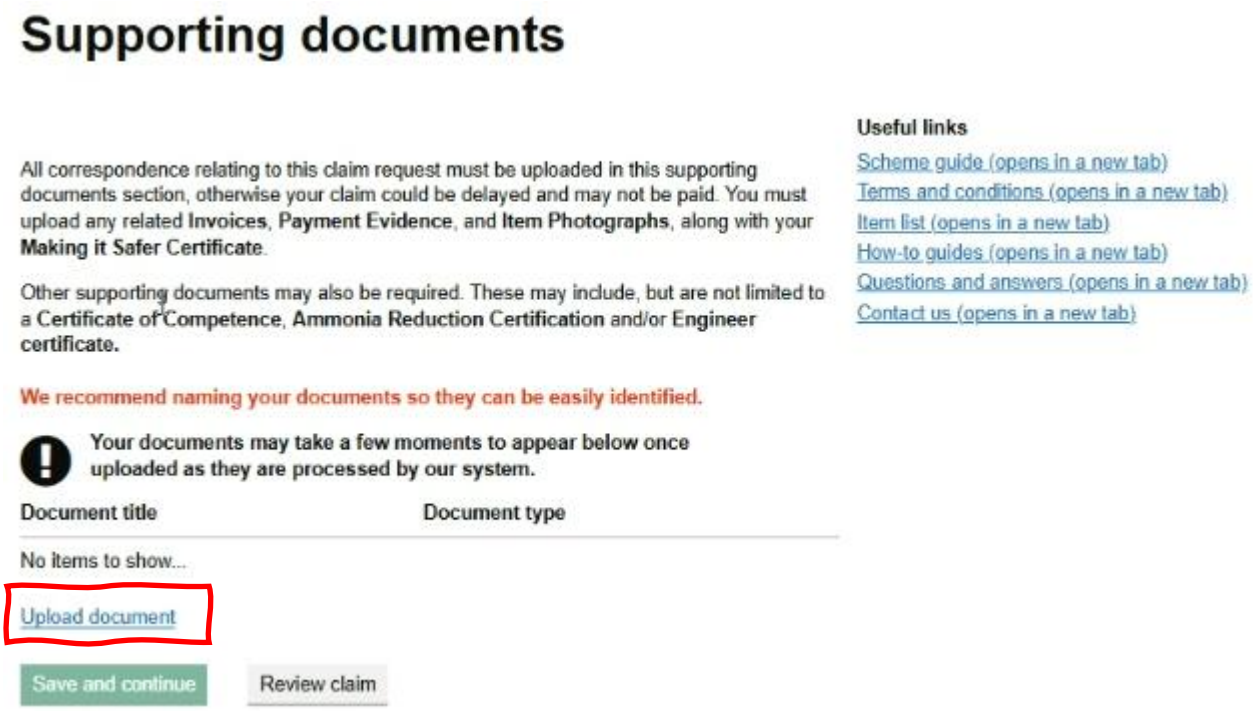
Once all the information is complete for your items then select the green '**Continue'** button, or select '**Claim – Supporting documents'** on the 'Review Details' screen.

7. Claim – Supporting documents

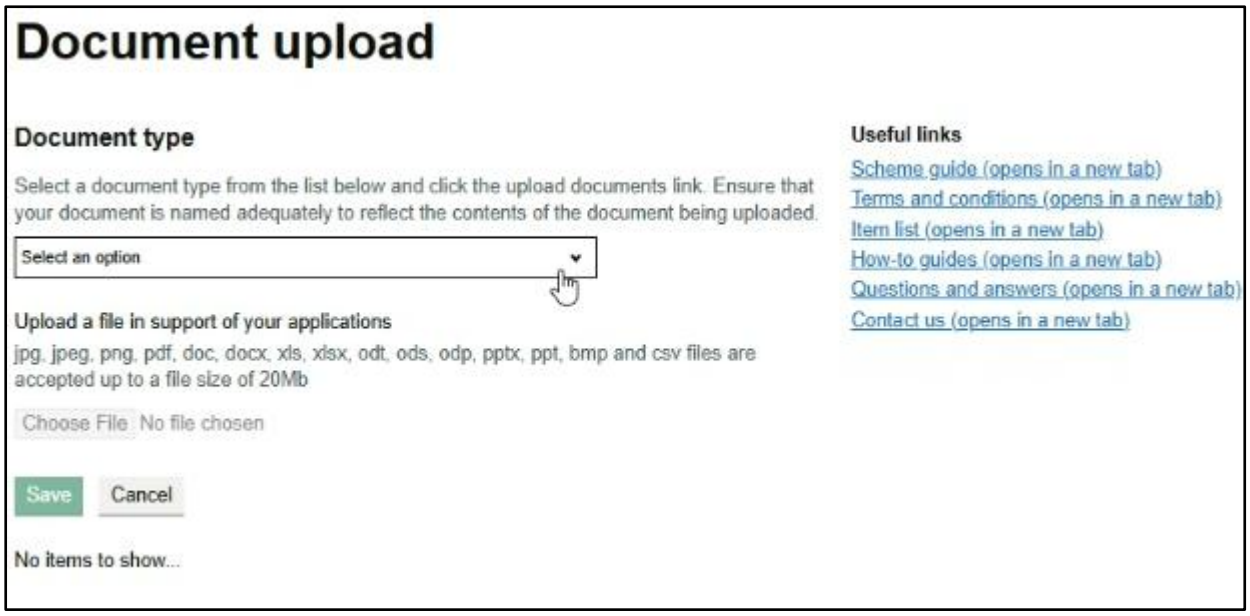
This page is where you will upload all the documents to support your claim. When uploading your evidence, it is **important to name the documents correctly so they can be easily identified**. This will help with the next stage when you have to link documents to items and you need to ensure the correct document is selected for each item and upload type.

See the 'Claim Checklist' on the Scheme webpage for documents required and suggested naming. For example, use your Letter of Offer reference, your business ID number, with the item code and upload type: 1-LE-XXXX – 6XXXXX – ITEM CODE – Invoice

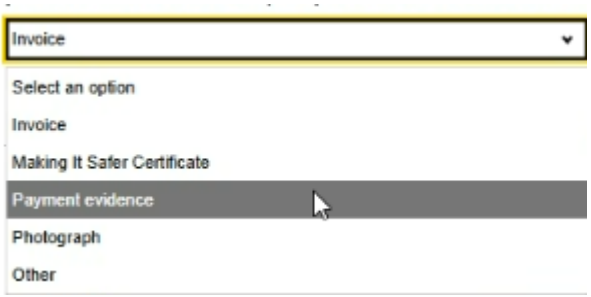
Select the blue '**Upload document**'

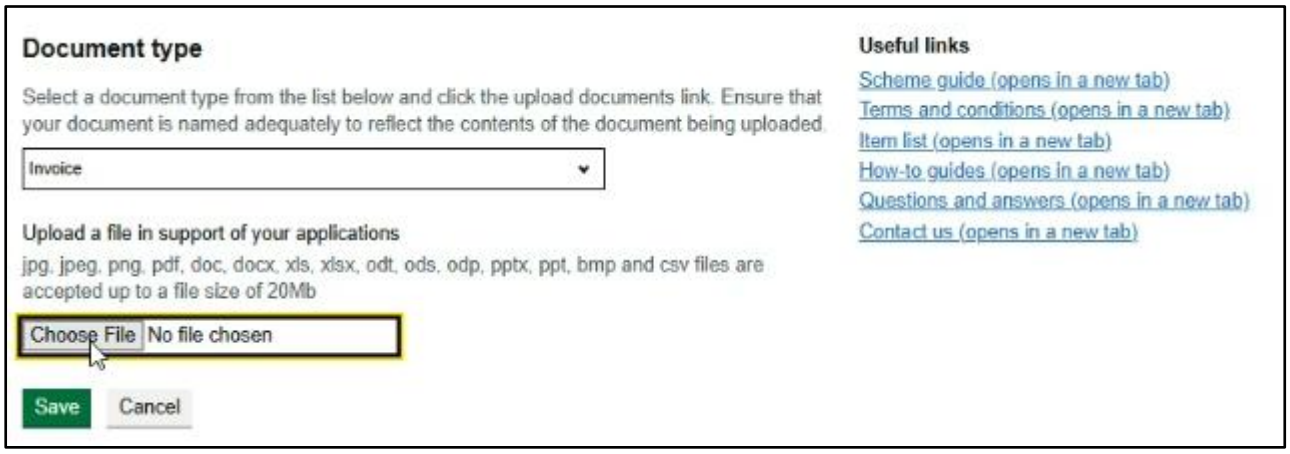


The next Document upload screen is where you select the type of document you wish to upload.



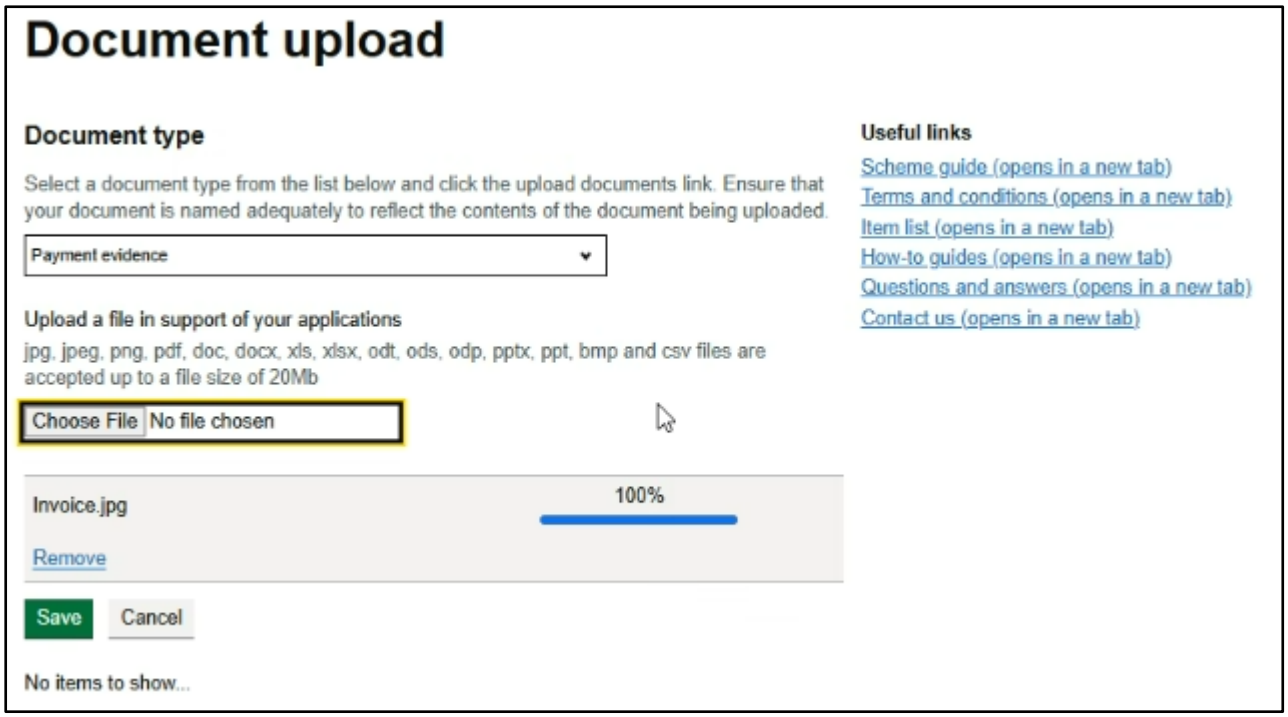
Click on the dropdown arrow under '**Select an option**' and they will all be displayed. Select 'Invoice' from the dropdown.





Select the grey '**Choose File**' button and search for your document related to this item. For example, FFPP – Invoice. The document will then be uploaded.

More information regarding uploads is available in the 'Guide for uploads from mobile device' found at [Sustainable Farming Investment Scheme - How to Guides | Department of Agriculture, Environment and Rural Affairs]



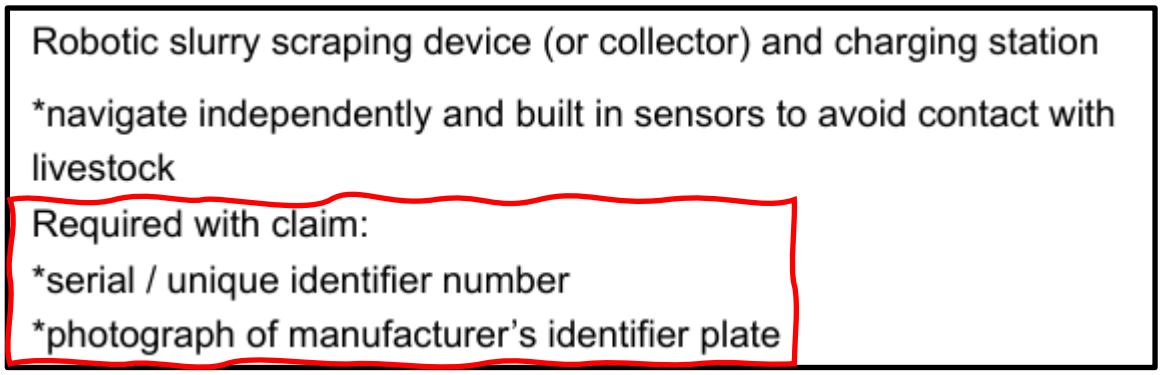
Select 'Choose file' again if there are multiple invoices for this item or invoices for other items.

Repeat the steps above for other mandatory documents - Payment Evidence (preferably original bank pdf), Item Photographs, Making it Safer.

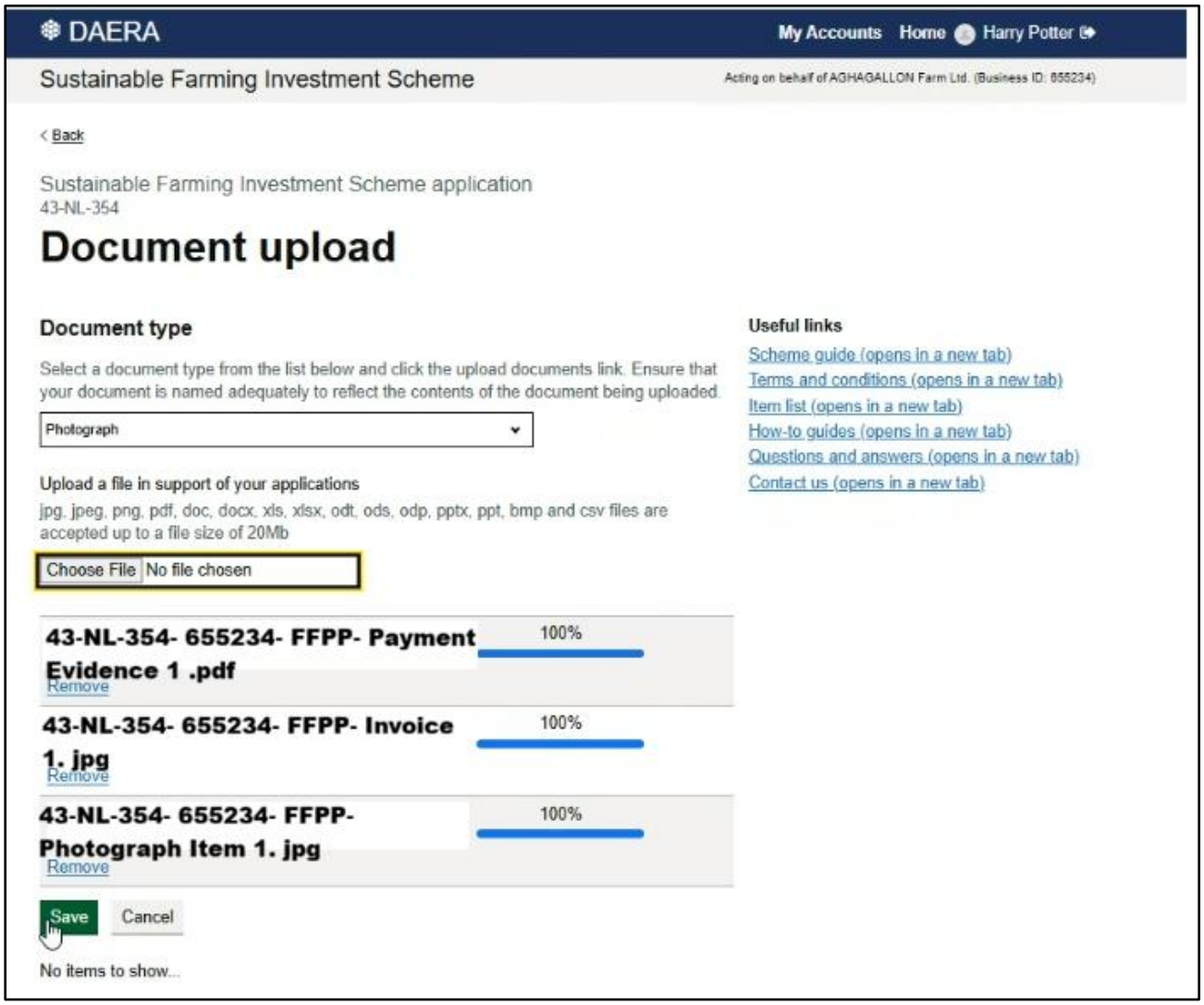
Multiple documents of the same type e.g. photographs can be uploaded. Just ensure they are labelled correctly to avoid confusion at the next stage in the claim. If you wish to copy photos of an item onto a word document to reduce the number of uploads you can do so but please take note of each file size limit of 20Mb.

Photographs required are those to show the item and all components of the system / package has been purchased and is on farm. Items will be checked and more detailed photographs taken at inspection.

Check the 'Required with claim' in the item description on the Letter of Offer for any other documents you need to upload with your claim.

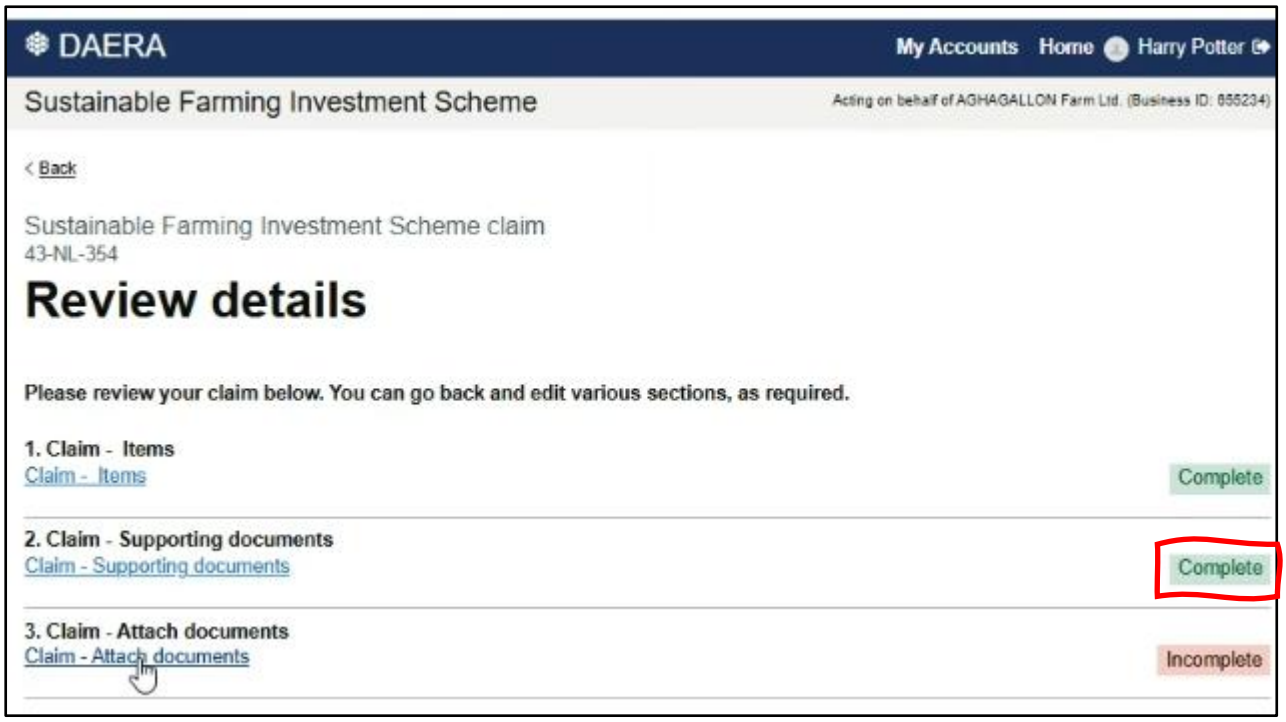


Repeat the steps above to upload ‘Other’ documents that are required. For example, serial plate photograph, certificate of competence, engineers’ certificate, ammonia reduction certificate etc.



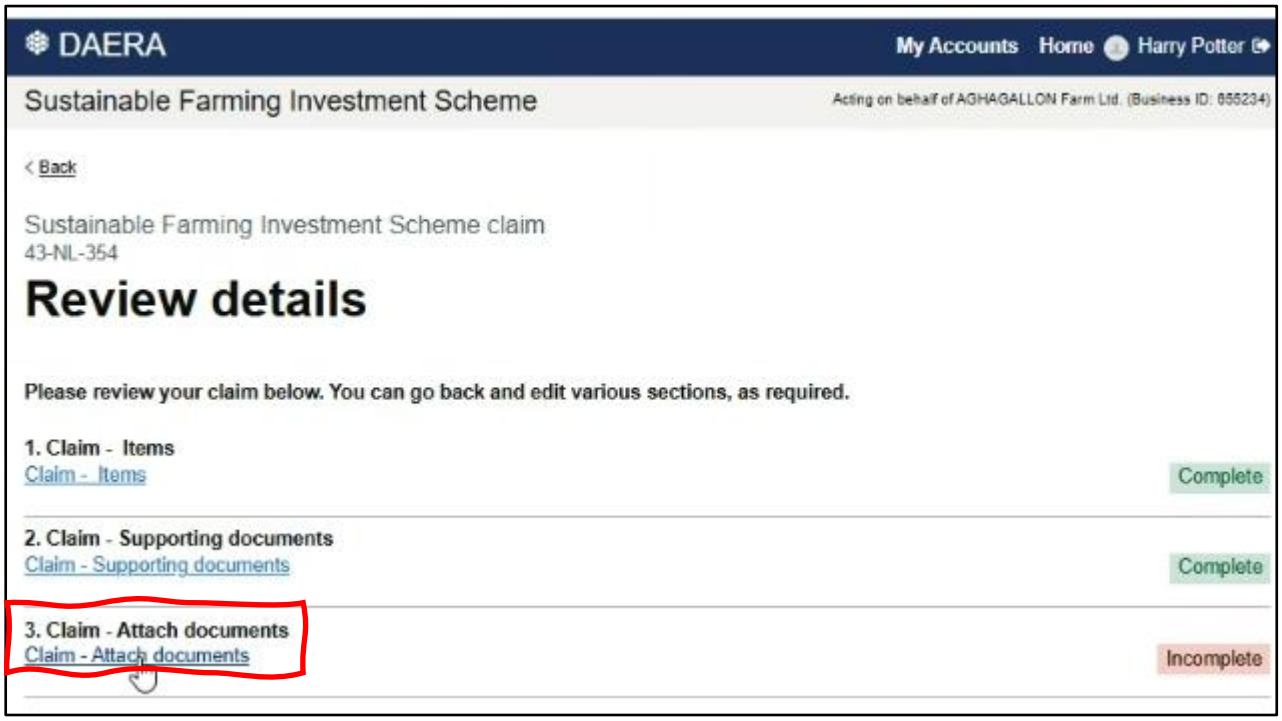
Once you are sure that all the documents have been uploaded then select ‘**Save’** at the bottom of the Document upload page.

On the ‘Review details’ page the ‘Supporting documents’ section is now ‘Complete’.

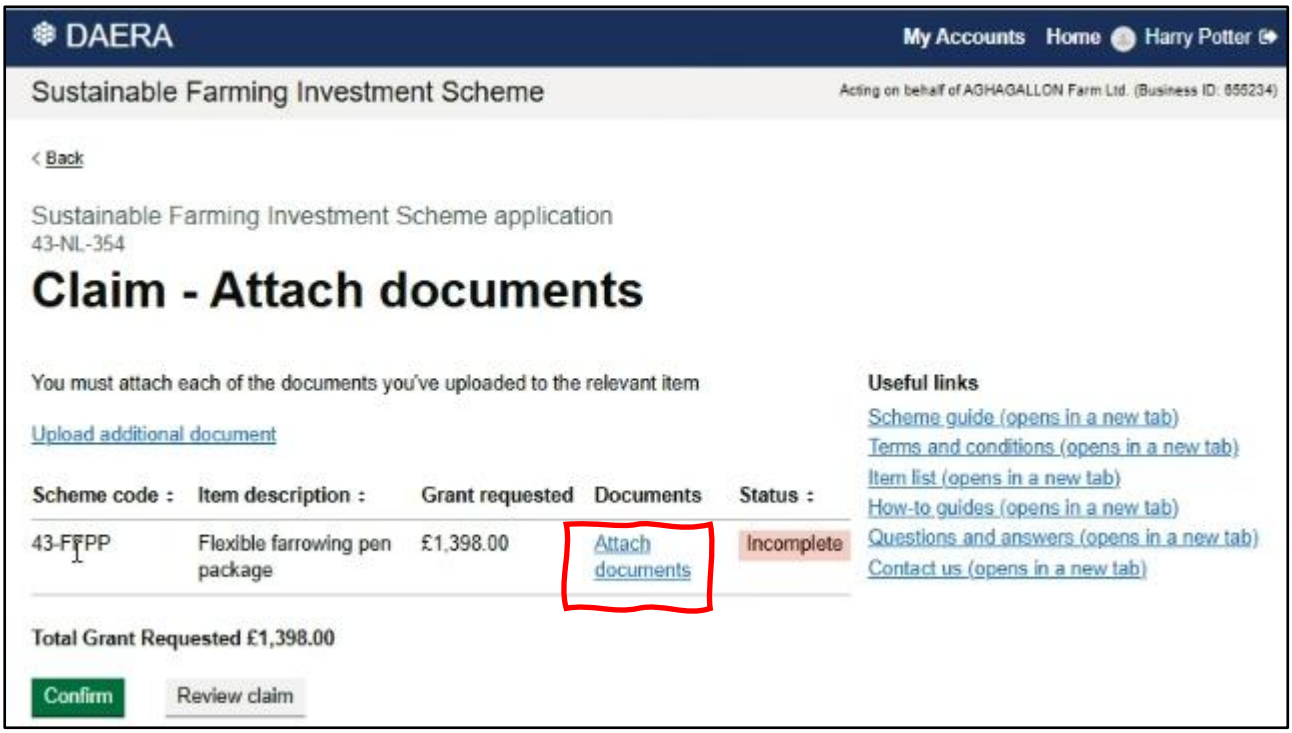


8. Claim – Attach documents

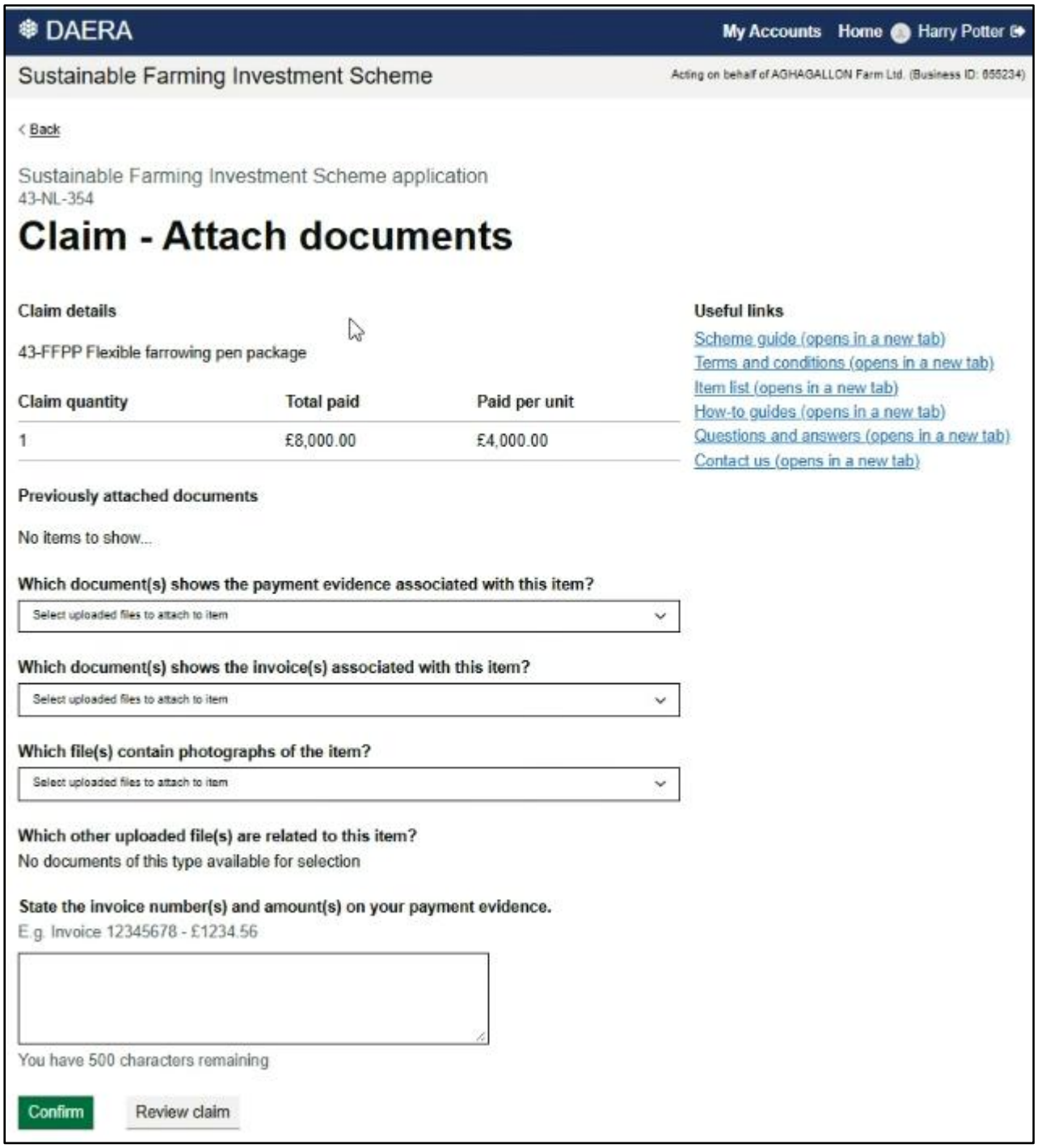
Select '**Claim – Attach documents'** in the 'Review details' screen.

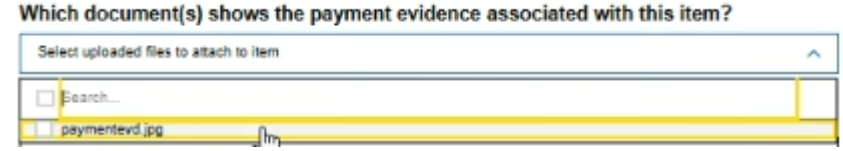


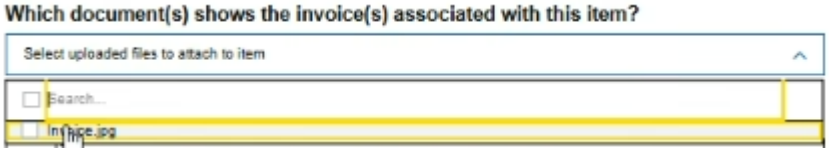
Select the blue '**Attach documents**' for the first item you want to claim.

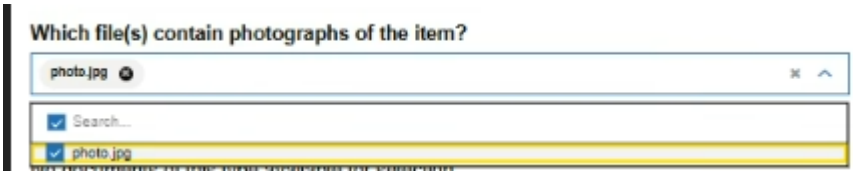


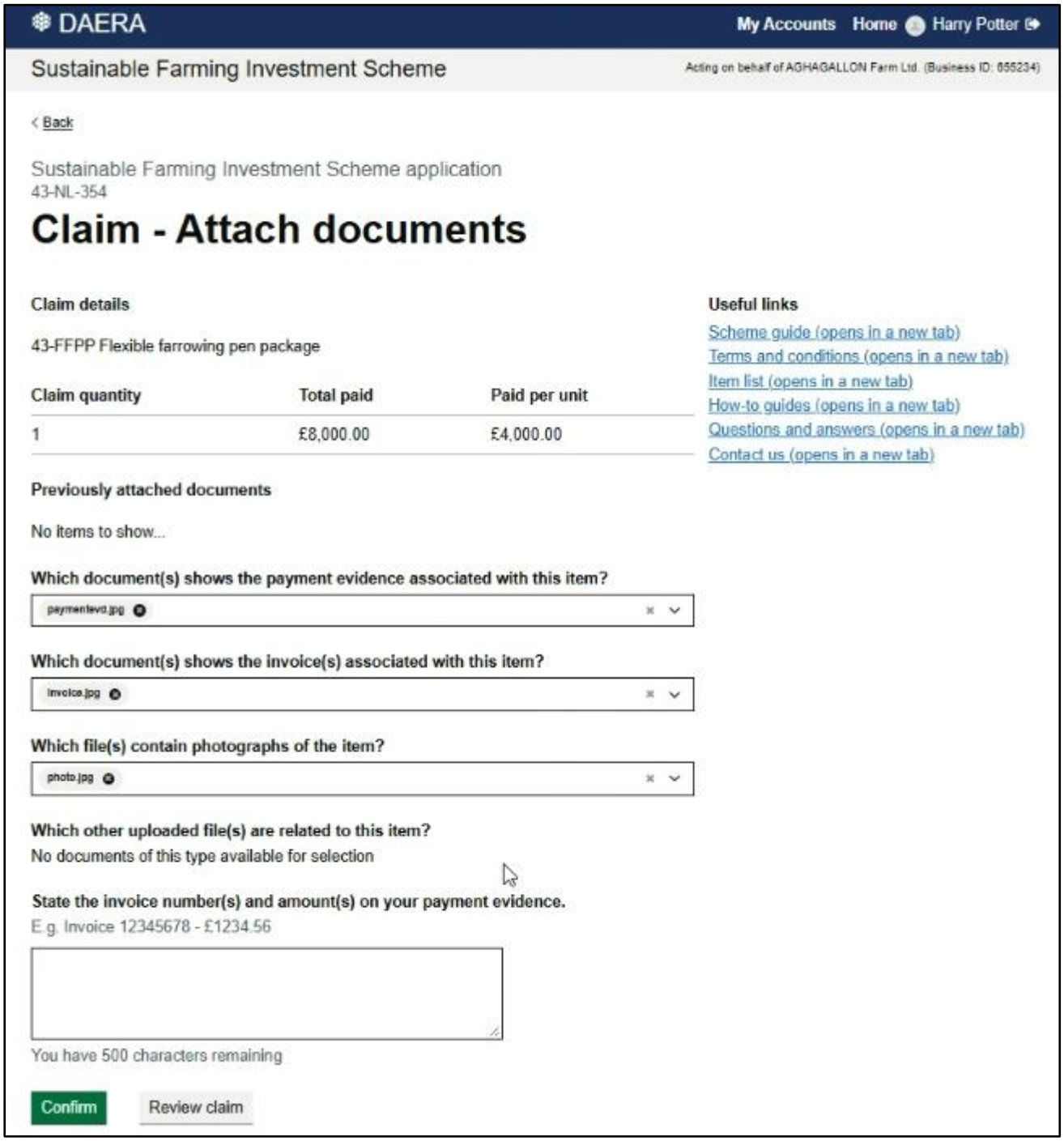
On the next screen you need to match your uploaded documents (payment evidence, invoice, photograph, other) to the selected item by picking from the dropdown options.


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My Accounts
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Harry Potter
Sustainable Farming Investment Scheme
Acting on behalf of AGHAGALLON Farm Ltd. (Business ID: 655234)
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Sustainable Farming Investment Scheme application
43-NL-354
Claim - Attach documents
Claim details
43-FFPP Flexible farrowing pen package
Claim quantity
Total paid
Paid per unit
1
£8,000.00
£4,000.00
Useful links
Scheme guide (opens in a new tab)
Terms and conditions (opens in a new tab)
Item list (opens in a new tab)
How-to guides (opens in a new tab)
Questions and answers (opens in a new tab)
Contact us (opens in a new tab)
Previously attached documents
No items to show...
Which document(s) shows the payment evidence associated with this item?
Select uploaded files to attach to item
Which document(s) shows the invoice(s) associated with this item?
Select uploaded files to attach to item
Which file(s) contain photographs of the item?
Select uploaded files to attach to item
Which other uploaded file(s) are related to this item?
No documents of this type available for selection
State the invoice number(s) and amount(s) on your payment evidence.
E.g. Invoice 12345678 - £1234.56
You have 500 characters remaining
Confirm
Review claim

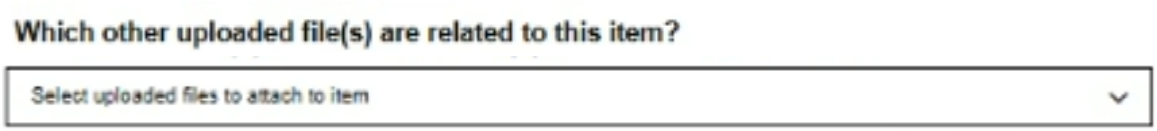

Which document(s) shows the payment evidence associated with this item?
Select uploaded files to attach to item
Search...
paymentevd.jpg


Which document(s) shows the invoice(s) associated with this item?
Select uploaded files to attach to item
Search...
Invoice.jpg

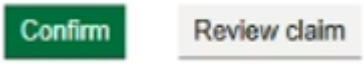

Which file(s) contain photographs of the item?
photo.jpg
Search...
photo.jpg

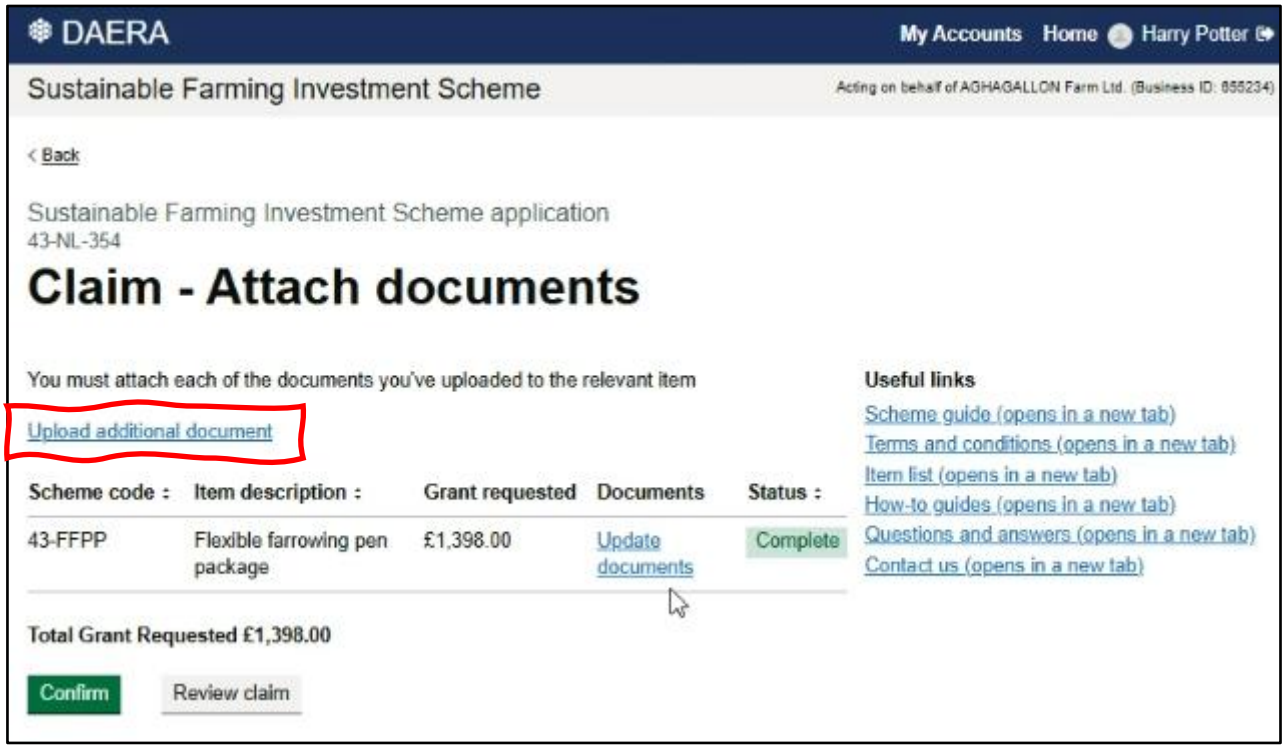

DAERA
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Item list (opens in a new tab)
How-to guides (opens in a new tab)
Questions and answers (opens in a new tab)
Contact us (opens in a new tab)
Previously attached documents
No items to show...
Which document(s) shows the payment evidence associated with this item?
paymentevd.jpg
Which document(s) shows the invoice(s) associated with this item?
invoice.jpg
Which file(s) contain photographs of the item?
photo.jpg
Which other uploaded file(s) are related to this item?
No documents of this type available for selection
State the invoice number(s) and amount(s) on your payment evidence.
E.g. Invoice 12345678 - £1234.56
You have 500 characters remaining
Confirm
Review claim

If you have any of the ‘Other’ documents, then you also need to select which ones are related to the item



State the invoice number(s) and amount(s) and select the green **'Confirm'** button.





Repeat as above for each item. If you have forgotten to upload a document, then click on the blue 'Upload additional document' link and it will bring you back to the Claim – Supporting documents’ stage.

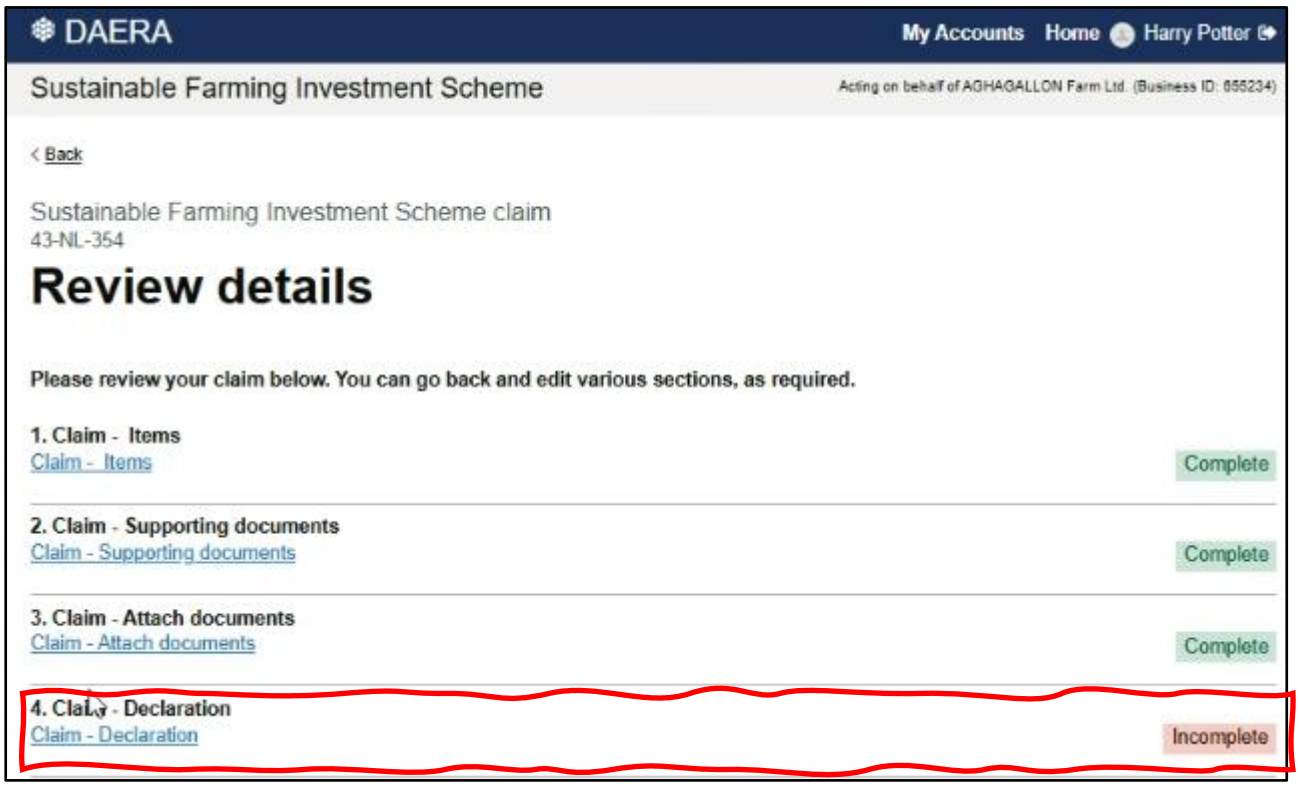
Once all items have documents attached and the status is 'Complete' then select the green **'Confirm'** button.

By selecting ‘**Review claim’** you will return to the ‘Review details’ screen.

Return to Contents Page

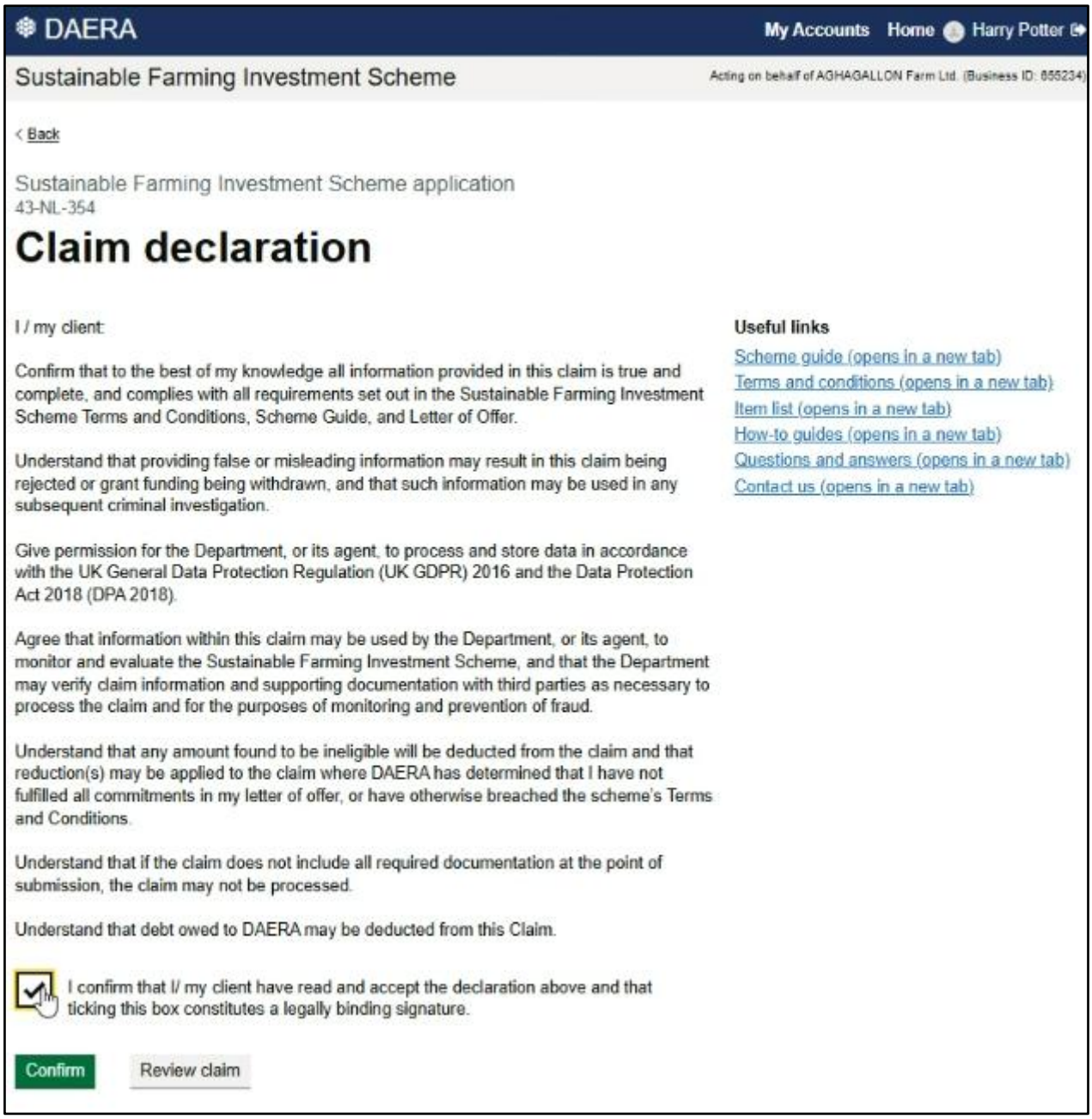
9. Claim – Declaration

On the Review Details page the 'Attach documents' section is now 'Complete' and the Claim Declaration is available and ‘Incomplete’.

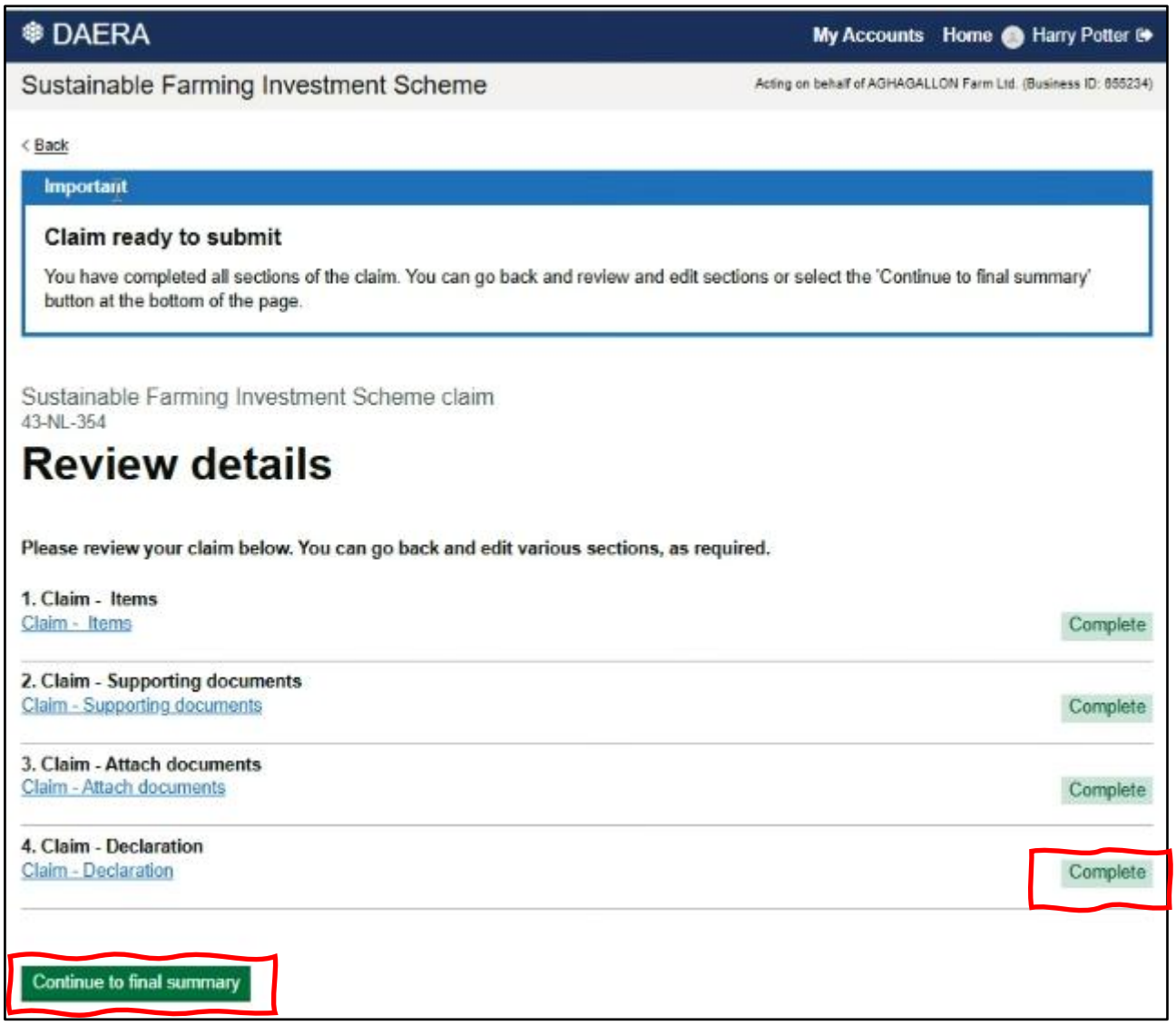


Select the blue ‘**Claim – declaration’**.

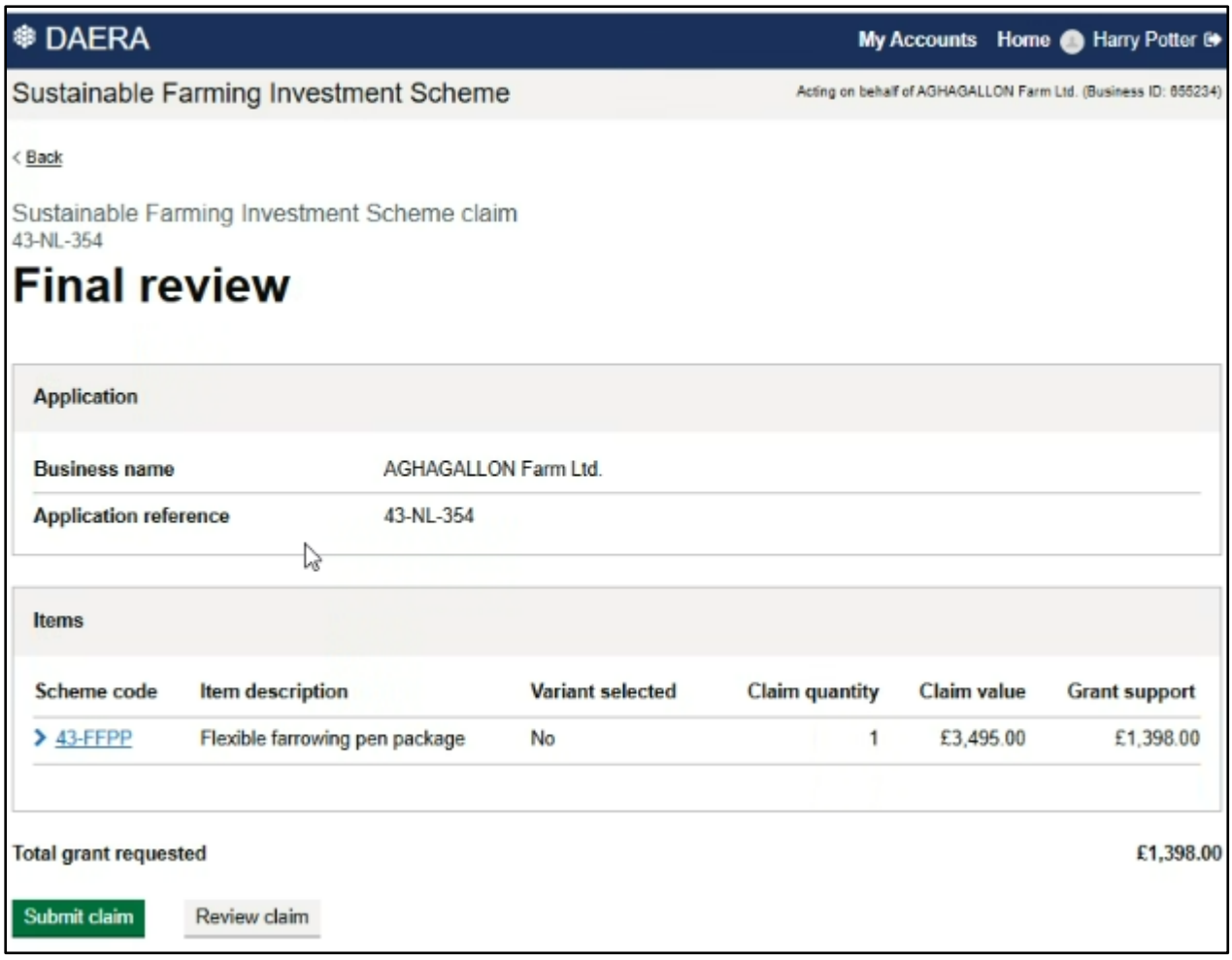
Please read the application declaration and if content, tick the box before selecting the green ‘**Confirm’** button.



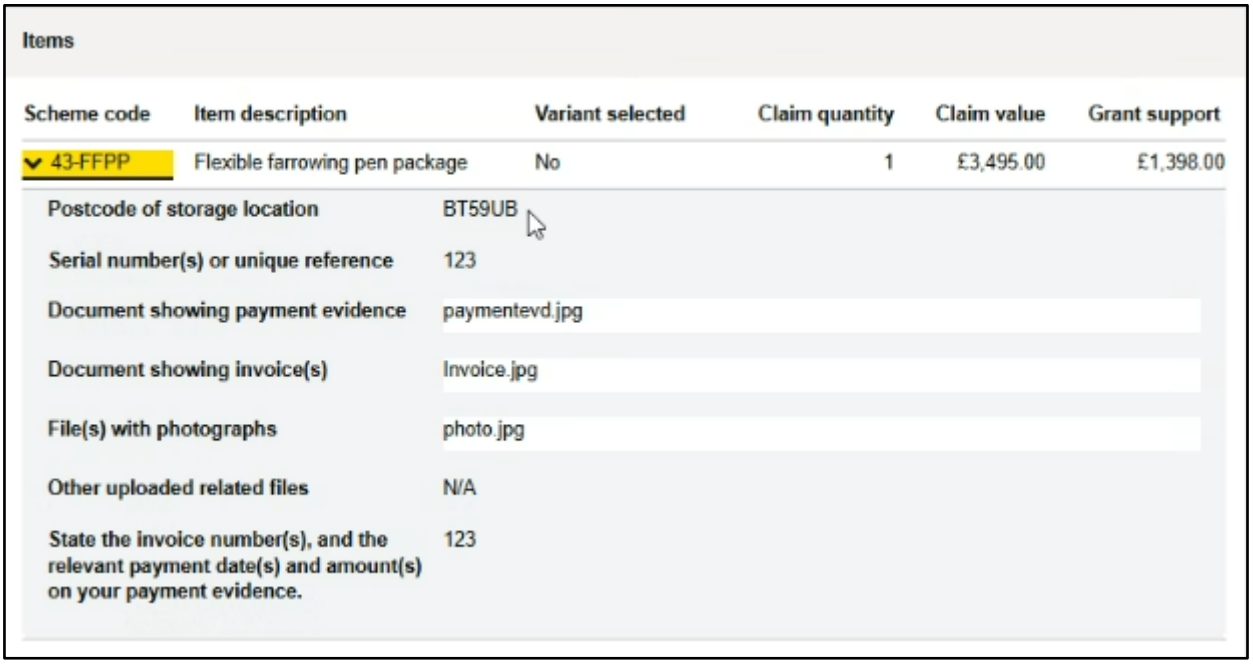
You will then return to the 'Review details' screen where the claim declaration section is showing as 'Complete'. You can go back and edit/review any of the previous pages. Once content to proceed select the green '**Continue to final summary'**.



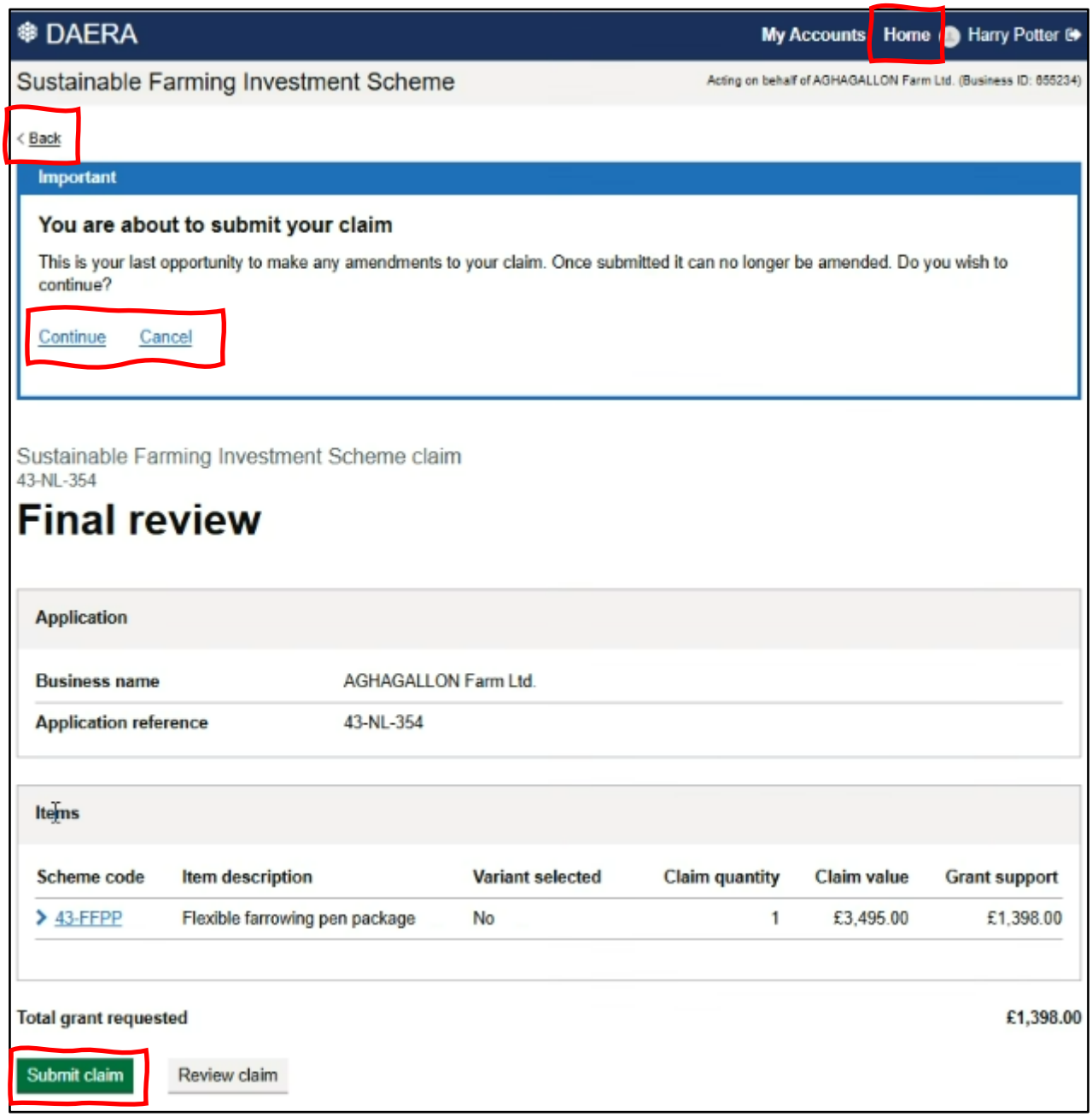
The ‘Final review’ page then lists all the items and a summary of the claim.



Select the blue link for each item to open the dropdown and view the information provided and documents uploaded.



If content, select the green '**Submit claim'** button. A blue box will appear at the top of the screen asking you to confirm if you wish to continue with your claim submission. If you are content to proceed with submitting the claim, select '**Continue'**. If you select 'Cancel' you will remain on the 'Final Review' page.

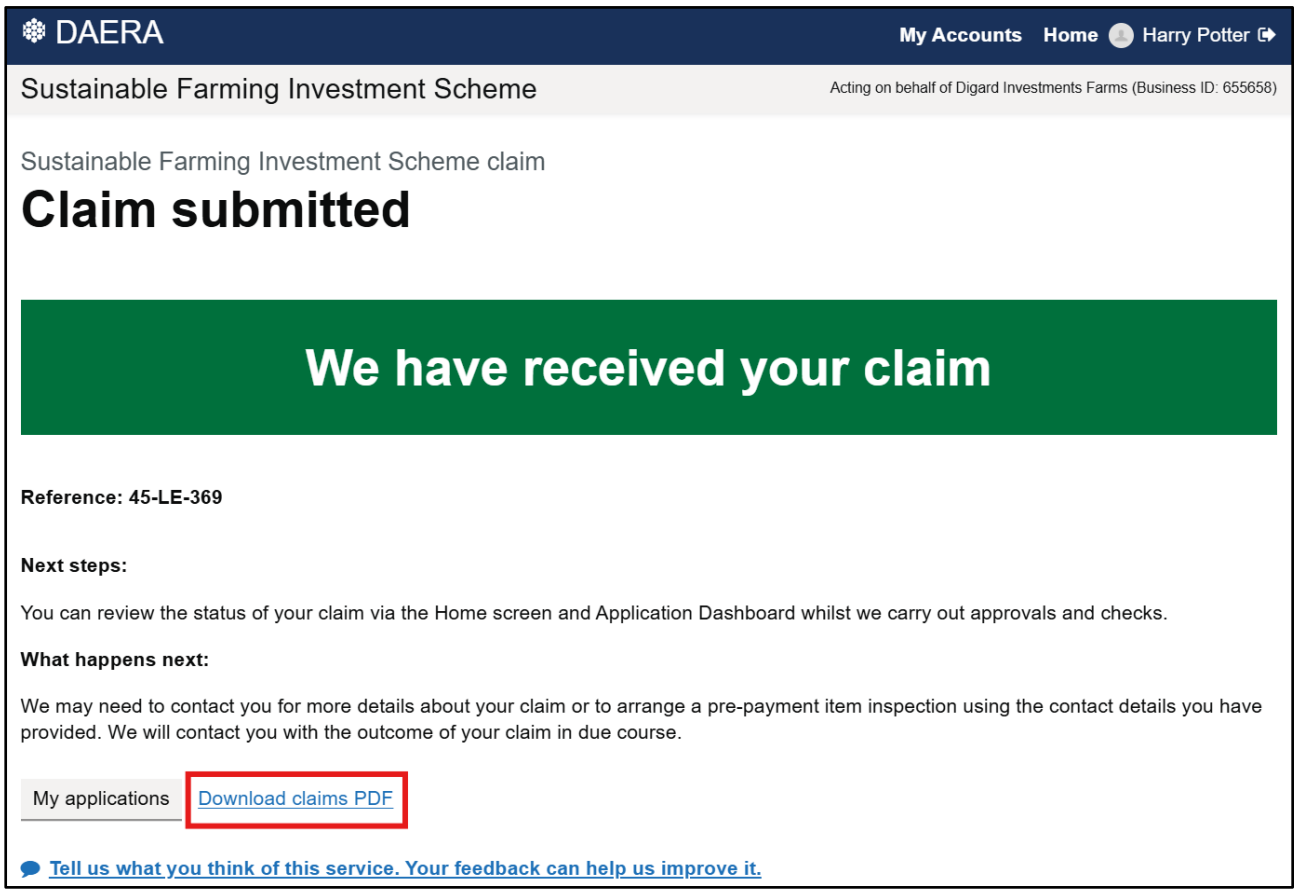


By selecting 'Back' you will return to your previous screen. At any time, including after submitting your claim, you can return to the Homepage by selecting 'Home' in the navy bar at the top.

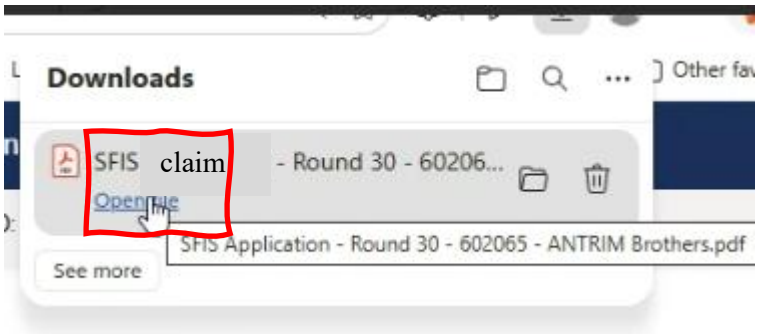
Return to Contents Page

10. Claim submitted

Acknowledgement of the claim submission is displayed on the green splash screen with a large green box stating, ‘We have received your claim’.



By selecting ‘**Download claims PDF**’ you can view or save your claim summary. Please note this is also available under ‘Documents’ in your LESSE and/or Non-LESSE dashboard.



Published 27 November 2026



Completed claims form

Sustainable Farming Investment Scheme

Reference number: **45-NL-367**

Department of Agriculture, Environment and Rural Affairs
An Roinn Talmhaíochta, Comhshaoil agus Gnóthaí Tuaithe
Depairtment o' Fairmin, Environment an' Kintra Matthers
www.daera-ni.gov.uk

Application

Business name
(600400) BUSINESSNAME

Application reference
45-NL-367

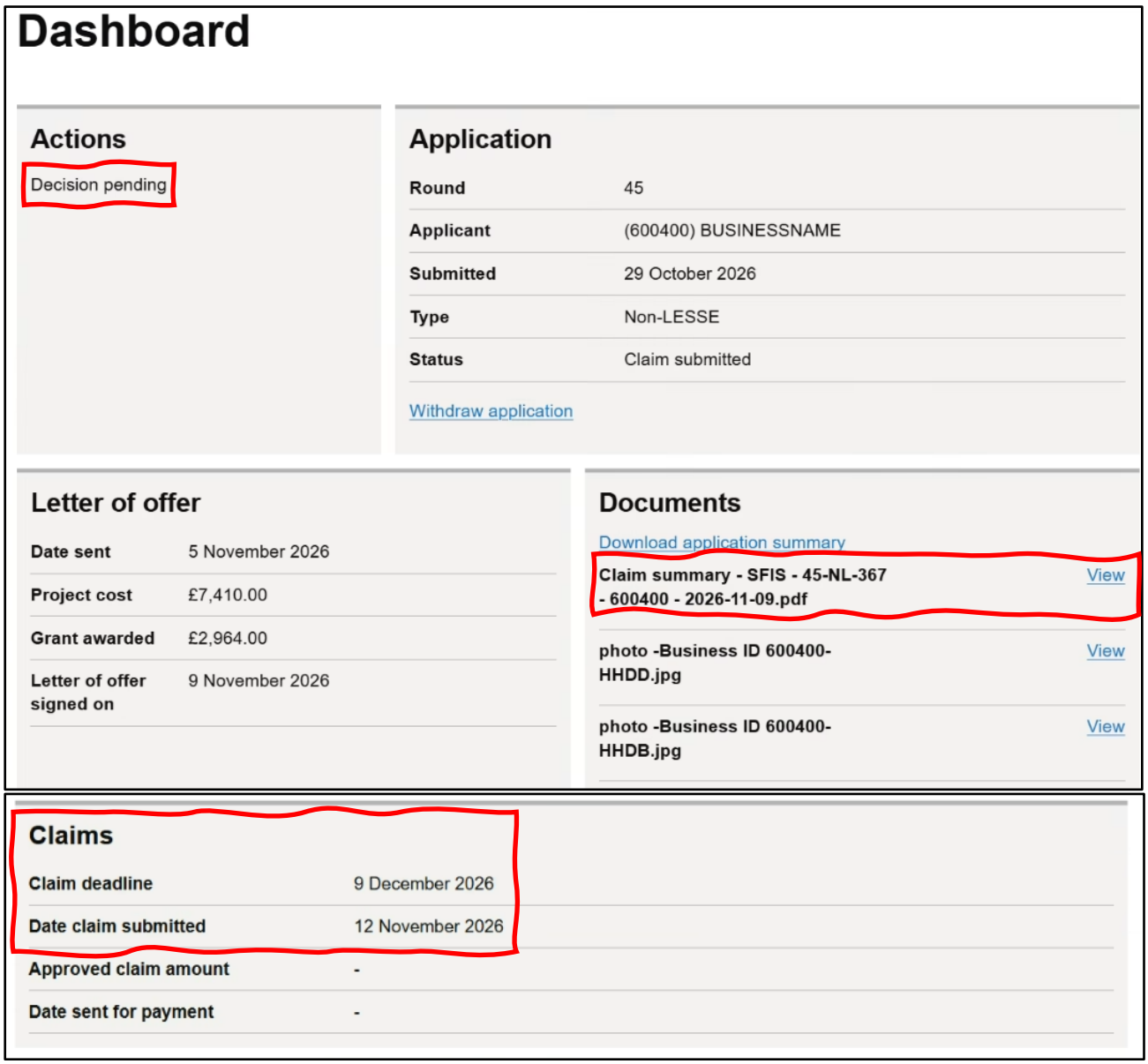
Items

Scheme code	Item description	Variant selected	Claim quantity	Claim value	Grant support
45-IPFCH	Automated IN parlour feeding system to include IT link with the capability to "feed to yield" - Controller and one hopper	No	1	£2,840.00	£1,136.00
Postcode of storage location		BT59UB			
Serial number(s) or unique reference		123			

If the 'My Applications' button is selected, you will return to the Scheme Home page where the status has changed to ‘Claim submitted’. Select the LESSE or Non-LESSE reference to go to the dashboard where under 'Actions' it will have changed to ‘Decision pending’ and the claim summary is available under ‘Documents’. Under ‘Claims’ the date the claim was submitted will be displayed.

Return to Contents Page

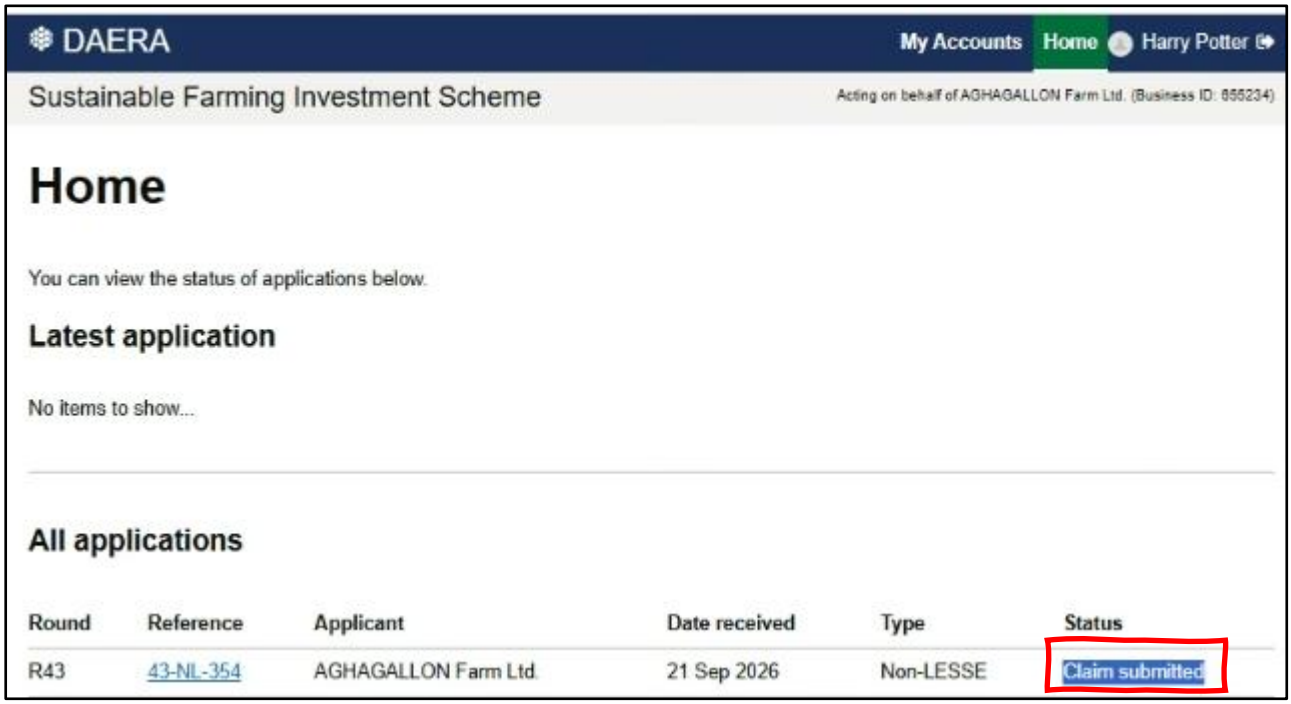
11. Dashboard on Scheme Portal – after claim submitted



By selecting 'Home' you will return to the Scheme Home page where the status has changed to ‘Claim submitted’.

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12. Home page on Scheme Portal – after claim submitted



Now go back to step 3 if you wish to make a claim for LESSE or Non-LESSE not yet claimed for.

Published 27 November 2026