



Red Tractor Portal: Farmer User Guide

LOGGING ONTO THE PORTAL

Access the portal here: <https://portal.redtractor.org.uk>

Member Login

Username

Password

Remember me

How do I login?

Your username and password for this portal are the same as the ones you use to access the [Checkers](#) service. If you have not registered for access to the Checkers service, or have forgotten your details, you can request them [here](#).

For more detailed instructions please refer to **Logging In** on the [Getting Started Guide](#).

The portal can be accessed via a range of devices. Click on the device you are using to access the user notes.

[ACCESSING VIA COMPUTER/LAPTOP](#)

[ACCESSING VIA TABLET DEVICE](#)

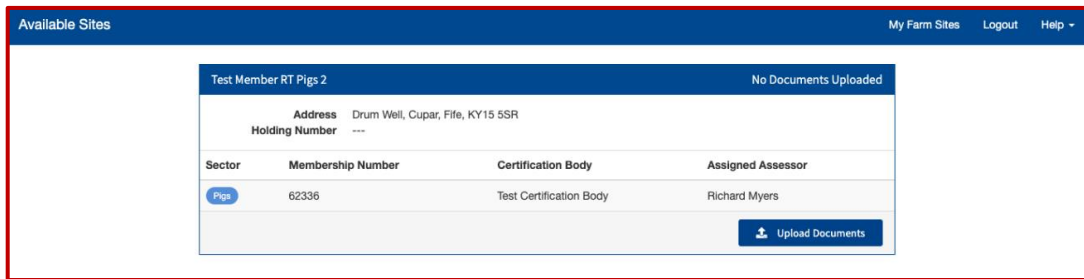
[ACCESSING VIA SMART PHONE](#)



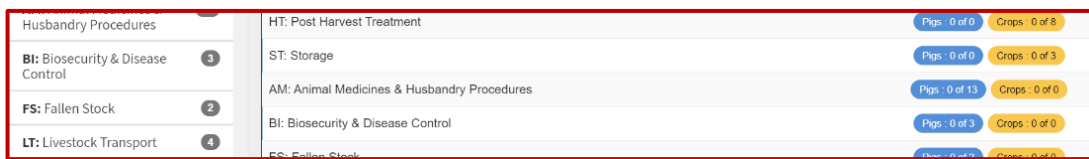
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ACCESSING VIA COMPUTER/LAPTOP

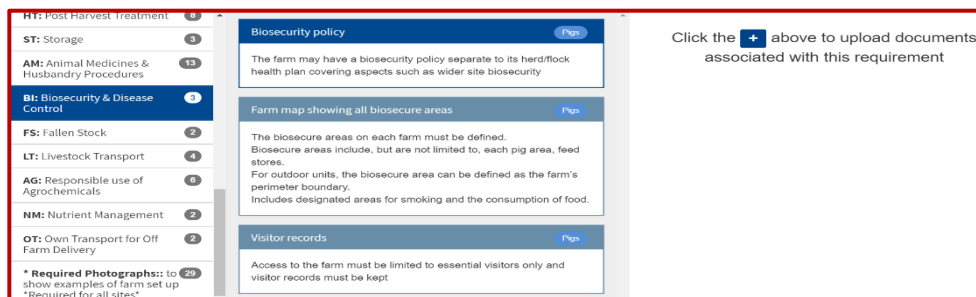
1. Click on “Upload Documents”.



2. Search down the left-hand column for the specific category that needs completing.



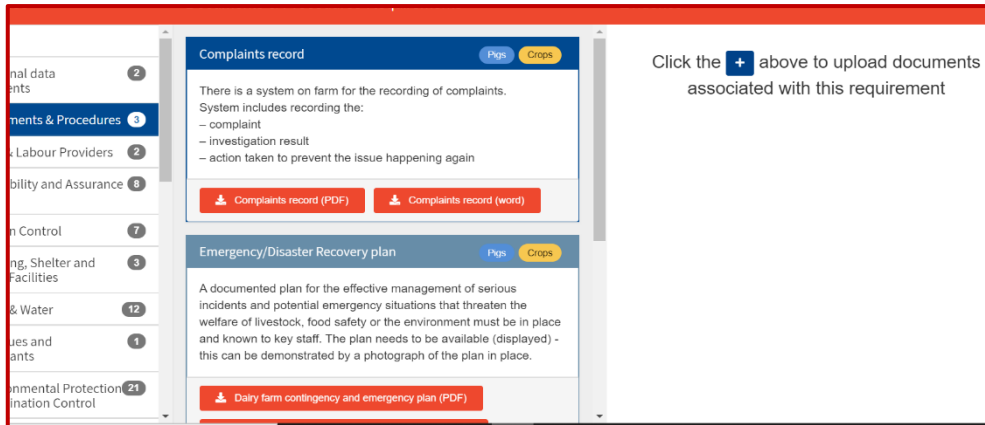
3. Click on a category to view requirements needed and an explanation of what to upload.



4. Templates can be downloaded by clicking on the red rectangle. Complete, save and upload to the portal.



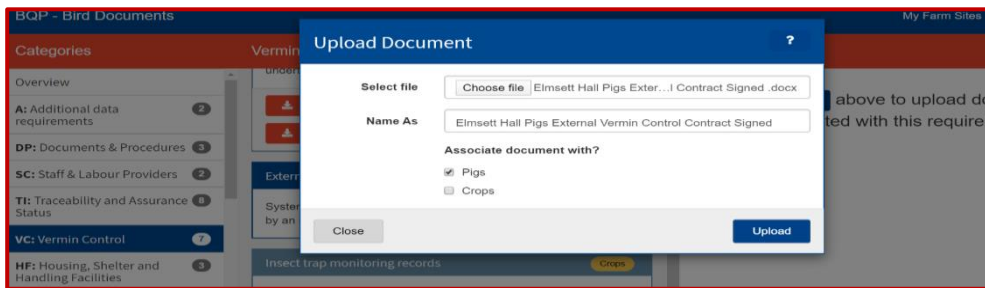
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UPLOADING FILES

- To upload a document, click on the + icon.

Select the document/photo to upload and select which schemes to upload this to.



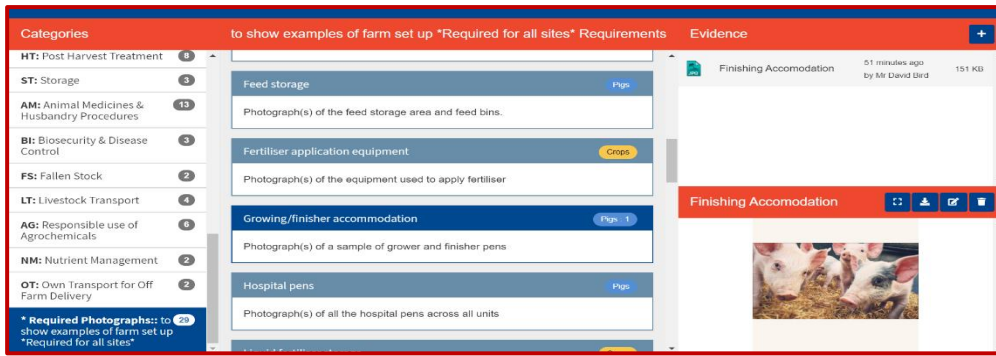
- Select “go back to homepage” and “Review Uploaded Documents” to check all documents have uploaded. ALL documents are automatically saved.

Document	Requirement	Uploaded	

- Uploaded documents / photos appear on the right-hand side. You can preview these in the bottom corner and make full screen, rename or delete the document using the blue icons.



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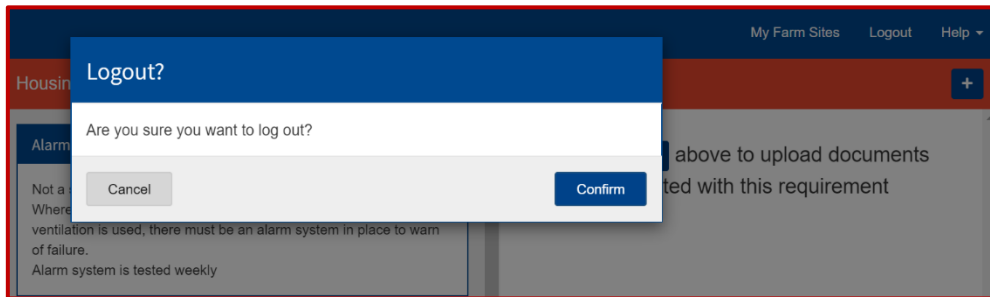


8.

LOGGING OFF THE PORTAL

You do not need to 'save' documents before logging out but wait for all documents to finish uploading before logging out. Once documents are uploaded they are saved automatically.

Click on the "log out" button in the top right corner. All progress is saved automatically.

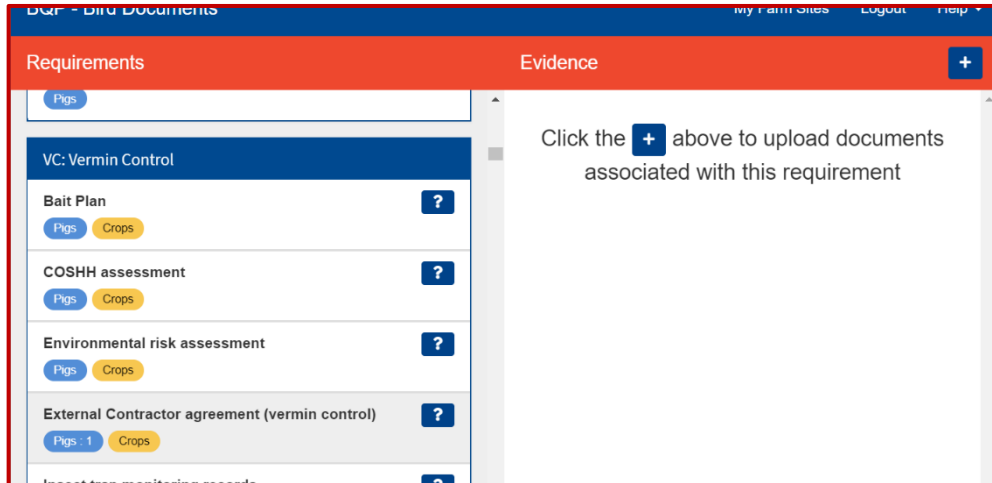




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ACCESSING VIA TABLET DEVICE

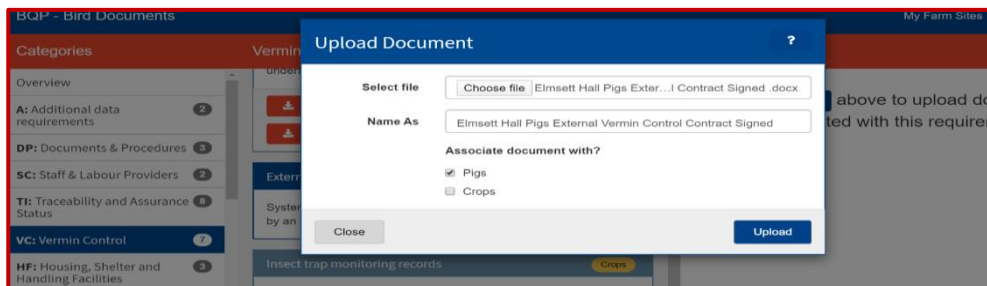
1. Click on “upload document”
2. Scroll down through the requirements in the left-hand column. Each requirement shows the specific records that need uploading.



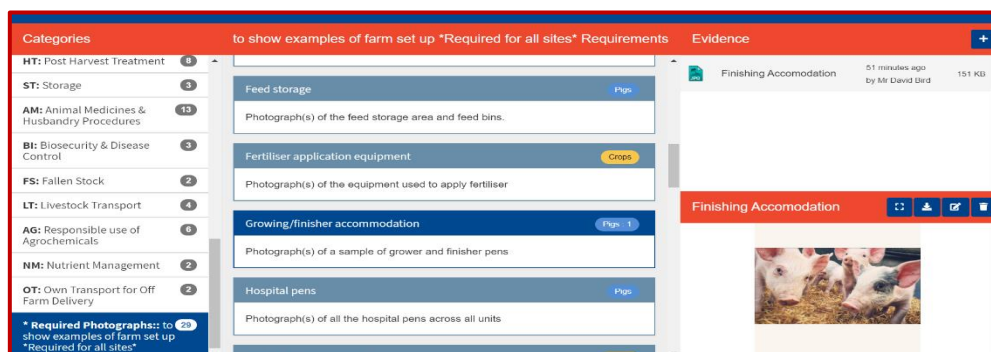
The blue question mark icon provides additional information and/or downloadable templates.

UPLOADING FILES

3. To upload a document, click on the + icon.
Select the document/photo to upload and select which schemes to upload this to.



4. Uploaded documents / photos appear on the right-hand side. You can preview some of these in the bottom corner and make full screen, rename or delete the document using the blue icons.

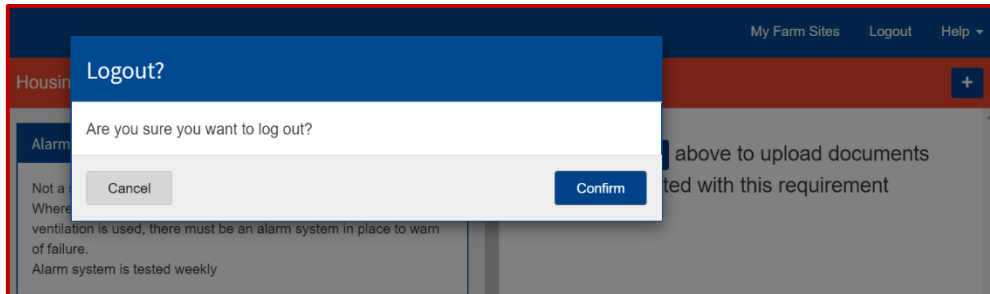




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LOGGING OFF THE PORTAL

5. You do not need to 'save' documents before logging out but wait for all documents to finish uploading before logging out. Once documents are uploaded they are saved automatically. Click on the log out button in the top right of the screen. All progress is saved automatically.

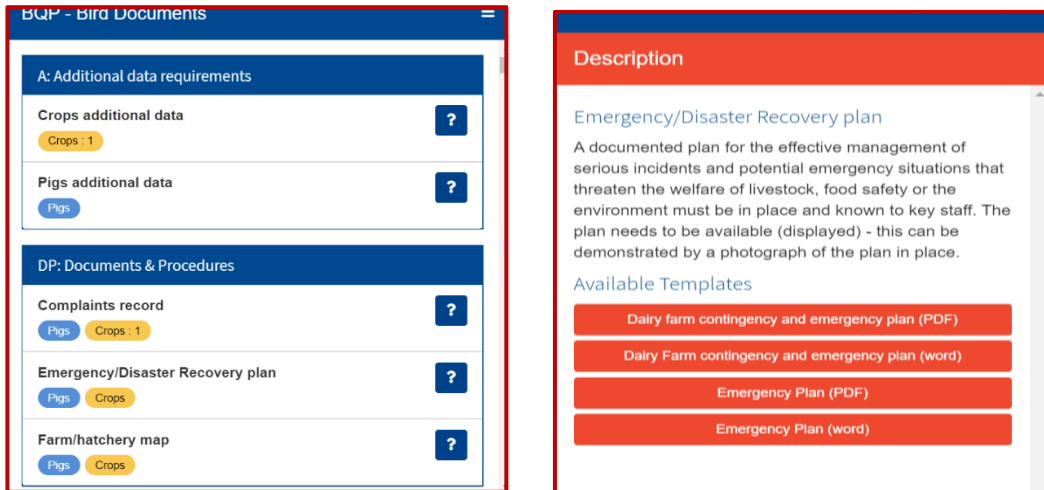




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MOBILE PHONE ACCESS

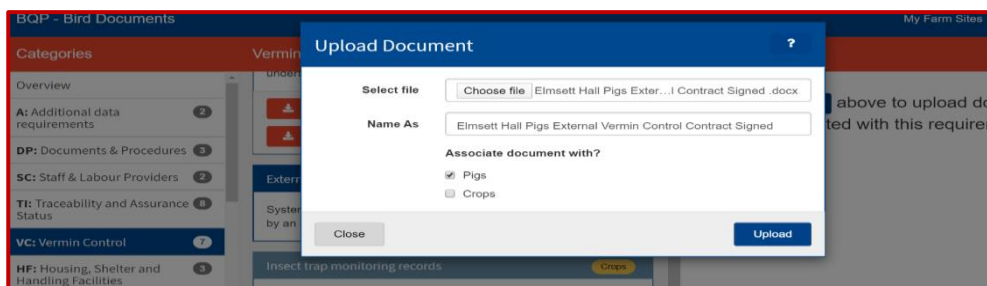
1. Click “upload” tab. Scroll down through the requirements using the category titles. Each Requirement shows the specific records that need uploading.



2. The blue question mark icon provides additional information and/or downloadable templates.

UPLOADING FILES

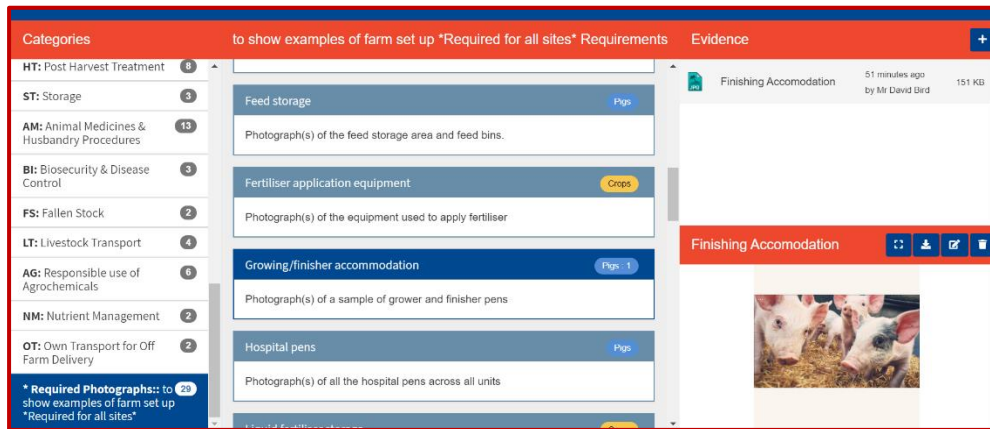
3. To upload a document, click on the + icon.
Select the document/photo to upload and select which schemes to upload this to.





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4. Uploaded documents / photos appear on the right-hand side. You can preview some of these in the bottom corner and make full screen, rename or delete the document using the blue icons.



LOGGING OFF THE PORTAL

5. You do not need to 'save' documents before logging out but wait for all documents to finish uploading before logging out. Once documents are uploaded they are saved automatically. Click on "log out" button in the top right of the screen. All progress is saved automatically.

