



An Roinn Talmhaíochta,
Bia agus Mara
Department of Agriculture,
Food and the Marine

NVPS

How to Associate Clients & Vets

For Veterinarians and Veterinary Practice Administrators



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Association of Clients and Vets with your practice

1. Login to AgFood using your AGR, PIN number and password

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Login

Enter your username *

Username is required

Please enter the first, third and fourth digits from your PIN

1st * 3rd * 4th *

[Forgotten PIN?](#)


Enter your password *

Password is case-sensitive

Logon Clear

If you require assistance during the login process please [contact the HelpDesk](#)

2. Select NVPS Administration from the list of authorised applications.



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Help

Authorised Applications

Animal Health Computer System

Financial Self-Services

Generic Licensing System

Knowledge Transfer - Farm Improvement Plan

NVPS Administration

Ag Schemes Customer Helpdesk

Click here to access the Ag Schemes Customer Helpdesk

Access

Change Password

You can change your Password at any time

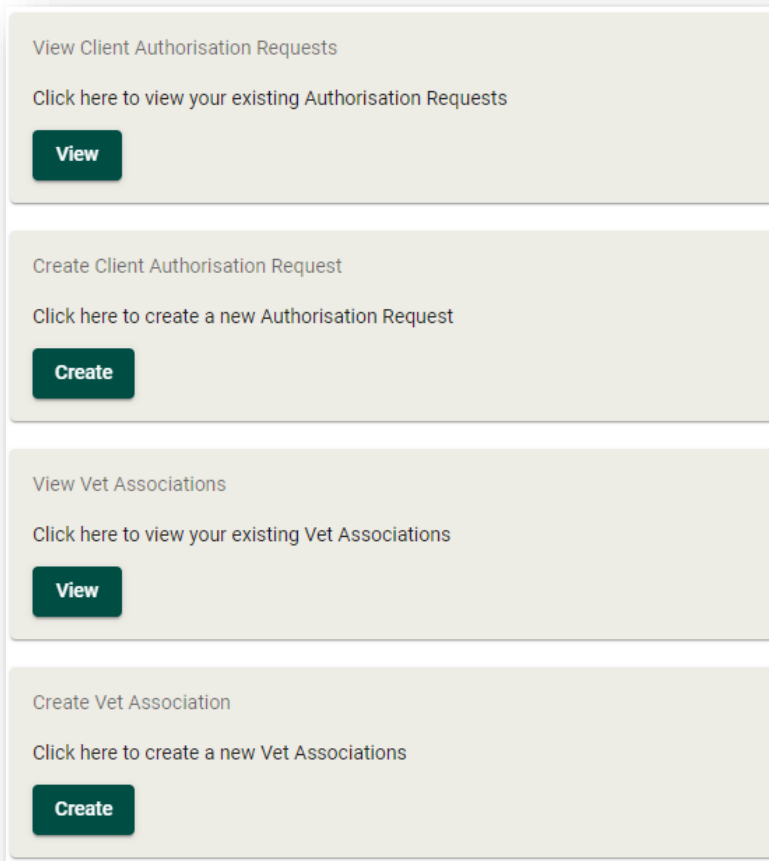
Change

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Client association

In order for your clients' details to be prepopulated on NVPS for you, you will need to carry out the following steps.

3. You will be presented with view and create options for your practice for both clients (keepers) and vets.



The screenshot displays a web interface with four distinct sections, each with a title, a descriptive link, and a button:

- View Client Authorisation Requests**
Click here to view your existing Authorisation Requests
View
- Create Client Authorisation Request**
Click here to create a new Authorisation Request
Create
- View Vet Associations**
Click here to view your existing Vet Associations
View
- Create Vet Association**
Click here to create a new Vet Associations
Create

- You can view your current vet and client associations.
- You can create new vet and client associations.
- Click on **Create** under the Create Client Authorisation Request.

4. On the next page you have to choose a scheme which will be National Veterinary Prescription Service (NVPS).

O'DOWD FARM Create Authorization Request

1 Scheme — 2 Applicant Identifier — 3 Review request — 4 Done

Choose a Scheme *

National Veterinary Prescription Service ▼

Next

Click Next

5. Enter your client's ID such as the Herd / Flock/ EPRN

O'DOWD FARM Create Authorization Request

1 Scheme — 2 Applicant Identifier — 3 Review request — 4 Done

Enter Applicant Identifier *

G1372060

Back Next

Click Next.

6. Ensure the correct client details are showing, tick the Confirm box and then Click Send

O'DOWD FARM Create Authorization Request

Scheme Applicant Identifier **3** Review request **4** Done

Review Applicant Authorisation Request

Company	O'DOWD FARM
Scheme	National Veterinary Prescription Service
Applicant Identifier	ZA034
Applicant Name	JOSEPH FITZPATRICK

Terms and Conditions

I acknowledge that the data to which I will have access is confidential and is covered by the Data Protection Act 1988 as amended by the 2003 Data Protection Act, The Data Protection Act 2018 and The General Data Protection Regulations (EU 2016/679) which came into effect on 25 May 2018.

I understand that this information is made available to me for the purposes of writing prescriptions on behalf of their clients in the National Veterinary Prescription System (NVPS).

The practice undertakes to use the information solely for the purposes for which it is intended and not to disclose it to third parties.

I confirm that I will keep my log-on details confidential and will not disclose them to a third party.

The practice confirms that the information on this form is correct to the best of their knowledge and that it refers to them.

The Practices hereby declares that they are aware of the aforementioned Terms and conditions pertaining to the NVPS system and agree to comply fully with these.

☐ Confirm

Back Send

This will issue an SMS (text message) to your client. They will need to reply 'DAFM Y' within 72 hours to grant you permission to access their details for NVPS pre-population. Once they have responded **DAFM Y**, their details will auto populate on your NVPS.

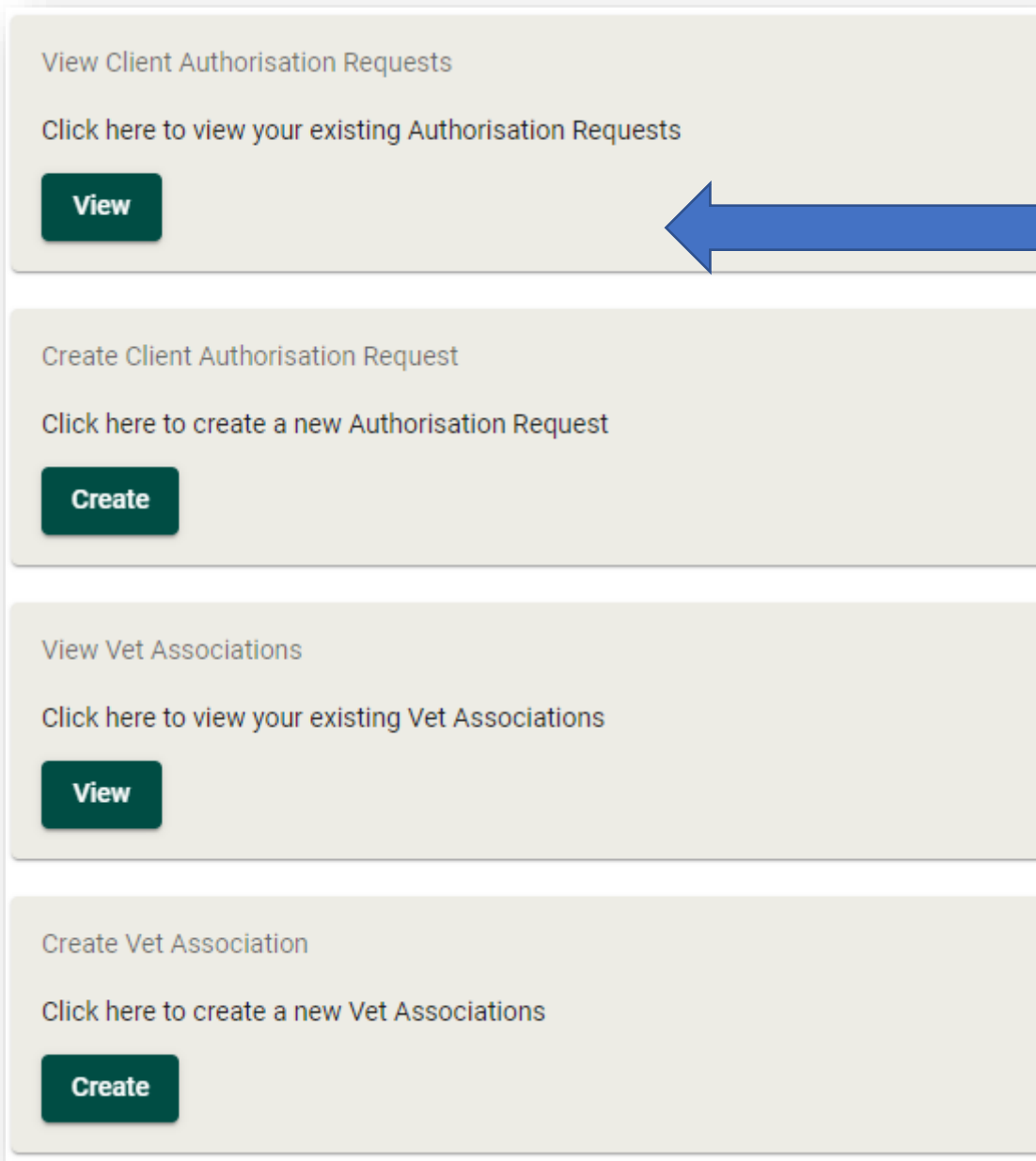
O'DOWD FARM Create Authorization Request

Scheme Applicant Identifier Review request **4** Done

Authorisation Request sent - The Applicant will shortly receive an SMS asking for authorisation to proceed.

Back

7. To check the status of an association approval, return to the NVPS Administration page, Select the **View** under View Client Authorisation Requests.



- A list will show of requests that have been issued, unanswered or completed.

Scheme	Applicant Identifier	Status	Created	Updated
National Veterinary Prescription Service	G1380906	COMPLETE_UNANSWERED	2022-07-25	2022-07-28
National Veterinary Prescription Service	G136182X	COMPLETE_PERMIT	2022-07-25	2022-07-27
National Veterinary Prescription Service	G136182X	COMPLETE_UNANSWERED	2022-07-22	2022-07-25
National Veterinary Prescription Service	G1361693	COMPLETE_PERMIT	2022-07-22	2022-07-22
National Veterinary Prescription Service	G1360620	COMPLETE_PERMIT	2022-06-30	2022-06-30

- For clients who cannot use or access a mobile phone there is a paper form which they must sign. This form is available from the NVPS team by emailing nvps@agriculture.gov.ie. Once the keeper completes the form it must be posted into the NVPS team, and we will complete the authorisation process.

Please note that any Northern Ireland registered phone numbers are unable to receive the SMS or reply. In this scenario, the client must complete the paper form and send that to the NVPS team who will complete the process for you.

New/Locum Vet Association

1. Click on **Create** under the 'Create Vet Association'.

View Client Authorisation Requests

Click here to view your existing Authorisation Requests

View

Create Client Authorisation Request

Click here to create a new Authorisation Request

Create

View Vet Associations

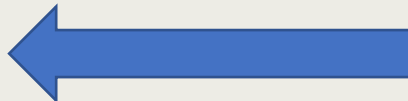
Click here to view your existing Vet Associations

View

Create Vet Association

Click here to create a new Vet Associations

Create



2. Under their business ID you can begin typing their name

O'DOWD FARM Create Vet Association

1 Business Id 2 Review 3 Done

Business Id *
brian

PSV000270 - BRIAN GEOGHEGAN - UPPER PARK, THREEMILEHOUSE, CO LIMERICK

PSV000294 - BRIAN DUFFY MVB - DERRYCARK ABBEY, SALLINS, CO CAVAN

PSV000365 - BRIAN LAWLESS MVB - BALLYSTANLEY HILL, GRACEDIEU, CO MAYO

PSV000398 - BRIAN MCARDLE MVB - HALL AVENUE, FOXFORD, ENNISCORTHY, CO WEXFORD

PSV000879 - BRIAN MCMAHON MVB - LISMAKEERA RD, PORTLAOISE, CO WATERFORD

Back

3. Select the correct Person you wish to associate with your practice. Click Next

O'DOWD FARM Create Vet Association

1 Business Id 2 Review 3 Done

Business Id PSV000294

Name BRIAN DUFFY MVB

Address DERRYCARK ABBEY, SALLINS, CO CAVAN

Back Confirm

4. Confirm this is the correct Name & address of the person you are associating. Click Confirm

O'DOWD FARM Create Vet Association

1 Business Id 2 Review 3 Done

Association created with PSV000294

5. The association is now complete.

Remove Vet Association

1. To remove a Vet who is no longer employed or doing locum work from your practice. Click **View** on 'View Vet Associations'.

Select Vet Practice

O'DOWD FARM

View Client Authorisation Requests

Click here to view your existing Authorisation Requests

View

Create Client Authorisation Request

Click here to create a new Authorisation Request

Create

View Vet Associations

Click here to view your existing Vet Associations

View

Create Vet Association

Click here to create a new Vet Associations

Create

- The list will populate showing all the Vets currently associated with your practice.

O'DOWD FARM Vet Associations

Category	Customer	Business	Start Date	
Veterinary Practice - NVPS Vet	CATHERINE DOYLE MVB	NVPS - Vet / PSV000014	05/10/2022	Remove
Veterinary Practice - NVPS Vet	JOHN O'KEEFFE MRCVS	NVPS - Vet / PSV000038	25/01/2022	Remove
Veterinary Practice - NVPS Vet	ANTHONY WALSH MRCVS	NVPS - Vet / PSV001760	17/11/2021	
Veterinary Practice - NVPS Vet	BRIAN DUFFY MVB	NVPS - Vet / PSV000294	28/11/2022	Remove

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- Click on the **Remove** to the right of the Customer/Vet you wish to have un-associated with your practice.

Remove Association

Business Id

PSV000014

Name

CATHERINE DOYLE MVB

Close

Remove

- Click Remove. You are returned to the list of Customers/Vets, less the one that has been removed.

O'DOWD FARM Vet Associations

Category	Customer	Business	Start Date	
Veterinary Practice - NVPS Vet	JOHN O'KEEFFE MRCVS	NVPS - Vet / PSV000038	25/01/2022	Remove
Veterinary Practice - NVPS Vet	ANTHONY WALSH MRCVS	NVPS - Vet / PSV001760	17/11/2021	
Veterinary Practice - NVPS Vet	BRIAN DUFFY MVB	NVPS - Vet / PSV000294	28/11/2022	Remove

Items per page: 10

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