

## Instructions for Registering Your Farm Online for the First Time (updated March 2014)

1. Go to the Access to Business website:  
[https://accesstobusiness.snsmr.gov.ns.ca/a2b\\_web/portal/businessLogin.jsf](https://accesstobusiness.snsmr.gov.ns.ca/a2b_web/portal/businessLogin.jsf)
2. Create an account (if you don't already have one) by clicking the 'Sign Up for Access to Business' button on the bottom right.
3. After logging in, look at the right hand column. Under the heading **Access Programs and Services** and the BizPal Search icon, click on the link that says Apply for Licenses and Permits.
4. In the first box, type in the name of your municipality. (If you're not sure, choose one at random.) In the second box, type 'farm' and then choose one of the following options:
  - a. Speciality grain farming (barley, rye, wild rice)
  - b. Vegetable and melon farming
  - c. Fruit and tree nut farming
  - d. Greenhouse, nursery and floriculture production
  - e. Specialty crop farming (tobacco, maple syrup, cotton)
  - f. Beef cattle ranching and farming

(Any one of these options will get you to the farm registration form. It doesn't matter if it doesn't describe your farm.)

5. Click on the box that says 'Farming, fishing, hunting and keeping animals'. In the menu that drops down, click on either 'Growing and harvesting plants or crops' or 'Breeding and managing livestock, fish or honeybees'. (Again, it doesn't matter what you actually farm.)
6. In the list of permits that appears, find Farm Registration (it will probably be first in the list) and click on the Add To Briefcase button. A new button will appear on the right that says View Briefcase. Click on this button.
7. The next screen will show your Briefcase. Click on the Open button in the farthest right column of the Farm Registration row.
8. The Farm Registration Application form should now appear. If you don't see it, you may need to update your version of Adobe Reader or change the settings on your Internet browser. Once you have completed all the fields, click on Add to Cart.
9. Click on My Cart in the top right-hand corner.
10. Check the box to the left of the line that says Farm Registration and then click Pay Selected Pending Fee(s).
11. Follow payment instructions. You can pay with Visa, Mastercard, or Amex.
12. You will receive an email confirming the transaction. Your farm registration card will be mailed to you.

For technical assistance in accessing or completing the online application, contact Access Nova Scotia at 1-800-670-4357.

For assistance in completing the form or to inquire into the status of your application, contact the Department of Agriculture's Programs and Business Risk Management Division at 1-866-844-4276.