

Guide to Programme Support Payment (PSP)

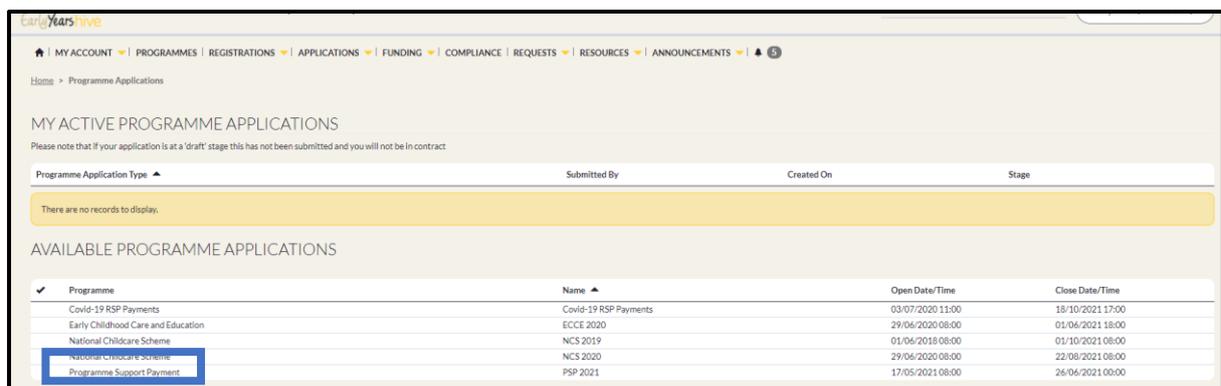
Guide to applying for the PSP

To apply for the programme support payment, please complete the following steps. Please note for organisations with multiple services, a PSP application has to be made separately for each service in the organisation.

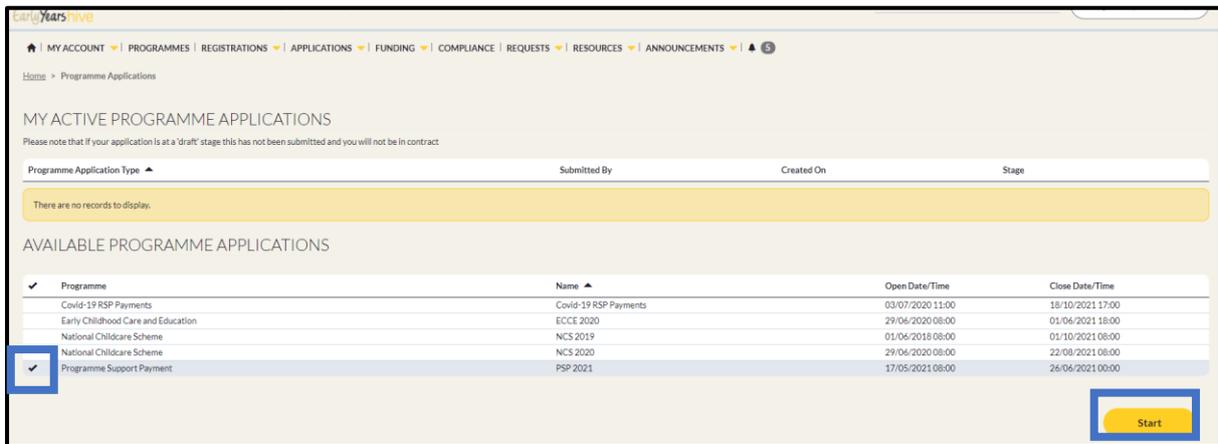
Step 1: Select “Programmes” from the menu bar.



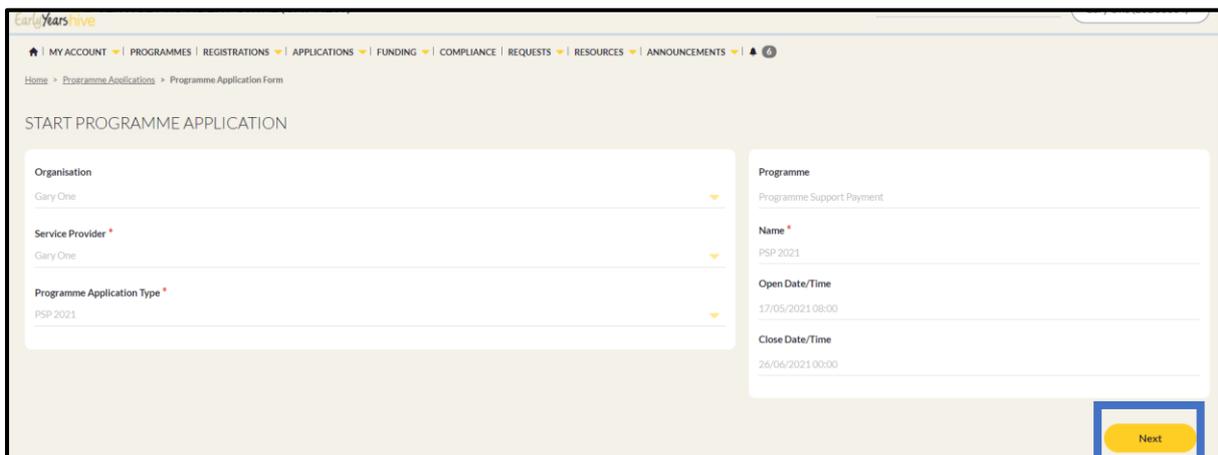
Step 2: Under the “Available Programme Applications” you will see the “Programme Support Payment” option.



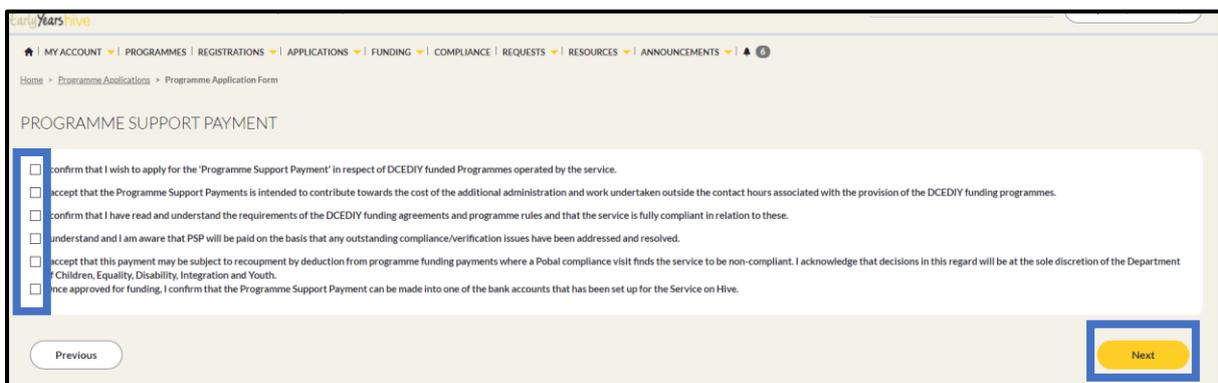
Step3: Select the Programme Support Payment by clicking to the left of the word “Programme” and the “Start” button will now appear on the bottom right hand side. Select the “Start” button to begin.



Step 4: You are now in the “Start programme Application” screen. Review the information and select “Next” to continue.



Step 5: There are 6 statements to be confirmed/accepted. If you are satisfied to confirm/accept these, select the boxes and then select “Next”



Step 6: You are now in a screen where you can confirm that you wish to proceed with the PSP application. If you wish to proceed, select the box confirming you wish to proceed and select "Submit"

The screenshot shows the 'Programme Application Form' page. At the top, there is a navigation menu with links: MY ACCOUNT, PROGRAMMES, REGISTRATIONS, APPLICATIONS, FUNDING, COMPLIANCE, REQUESTS, RESOURCES, and ANNOUNCEMENTS. Below the menu, the breadcrumb trail reads 'Home > Programme Applications > Programme Application Form'. The form contains the following details:

Service Provider * Alan One	Number PSP-2021-00000544	
Programme Name * PSP-2021	Submitted By Alan One	Submitted On 25/05/2021 09:26

Below the form, a message reads: 'Thank you for completing the PSP application form.' A red text prompt says: 'Click the confirm option in order to finalize your application.' A checkbox is present with the text: 'I confirm I wish to proceed with the PSP application'. A yellow 'Submit' button is located at the bottom of the form.

Step 7: You will now see a message confirming your application completed successfully. Select on the Home tab to return to the Home page.

The screenshot shows the same navigation menu as in Step 6. A green success message is displayed in a box: 'Submission completed successfully.' The 'Home' link in the breadcrumb trail is highlighted with a blue box, indicating the next step.

Step 8: You are now back on the Home page

