



Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

T +353 (0)1 224 6000

Bosca PO 559
Baile Átha Cliath 1

PO Box 559
Dublin 1

www.centralbank.ie

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Dear Sir/Madam,

We are now ready to launch the Central Bank of Ireland Portal to your sector, as advised by the Central Bank [earlier this year](#).

The registration window for your sector opens today, **Wednesday, 24 March**, until **Friday, 9 April**. In this time, your institution must complete the registration process to be set up on the Portal.

From **Monday, 12 April**, your sector will be expected to use the Portal for specific [Request Changes](#).

During the registration window, we are requesting your nominated [Portal Administrator](#) to:

1. [Register](#) for the Central Bank of Ireland Portal to obtain a person code and create their password.
2. Provide the person code they obtained during registration and their full name to the individual responsible for Online Reporting (ONR) System submissions so that your institution files the [Portal Administrator On-Boarding Return](#) **no later than Friday, 9 April**.

Please note that only one Portal Administrator per institution can be nominated via the Online Return.

The Portal Administrator will receive a confirmation email from the Central Bank once the Return has been processed. At this point, your institution has been fully set up on the Portal. We recommend following the Portal Administrator Day One Actions on the [Portal Help pages](#). All Portal users will be required to set up a second factor method of authentication on first login – see [our instructional videos](#) for more information.

Important points to note:

- i. The [Portal Administrator role](#) is a separate role from the ONR Administrator, though these roles may be fulfilled by the same person.
- ii. Where appropriate, the Portal Administrator may be the only Portal user for your institution. However, should you require additional Portal users, please request that they follow step 1 above to register **and then contact their Portal Administrator**. The Portal Administrator will add these users and [grant them the appropriate permissions](#) to use the Portal.

Kind Regards,
Investment Banking and Broker Dealers Division
Central Bank of Ireland