



Banc Ceannais na hÉireann  
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24 March 2021

Dear Manager,

We are now ready to launch the Central Bank of Ireland Portal to Credit Unions, as [advised by the Central Bank in February](#).

The registration window for credit unions opens today, **Wednesday, 24 March**, until **Friday, 9 April**. In this time, credit unions must complete the registration process to be set up on the Portal. From **Monday, 12 April**, credit unions will be expected to use the Portal for specific [Request Changes](#).

The [Portal Administrator](#) is responsible for your credit union's use of the Portal, including management of your Portal users' access and permissions.

During the registration window, we are requesting your credit union's 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 obtained during registration and full name to your credit union's Prudential Return contact.
3. The Prudential Return contact completes the registration process by submitting the [Portal Administrator On-Boarding Return](#) **no later than Friday, 9 April**.

Important points to note:

- i. Only the Prudential Return contact has access to the Portal Administrator On-Boarding Return.
- ii. The Prudential Return contact can nominate themselves as the Portal Administrator.
- iii. Only one Portal Administrator per credit union can be nominated via the Online Return.
- iv. Where appropriate, the Portal Administrator may be the only Portal user for your credit union. 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.



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The Portal Administrator will receive a confirmation email from the Central Bank once the Return has been processed. At this point, your credit union 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.

Kind Regards,

Registry of Credit Unions

Central Bank of Ireland