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Dear Compliance Officer,

As [advised by the Central Bank in June](#), we are launching a new Platform called the Central Bank of Ireland Portal. The Portal will simplify how institutions engage with the Central Bank on a range of services. As the launch date draws closer, we wanted to provide you with further information to ensure your institution is ready to register on the Portal.

What does my institution need to know?

The Portal will be launched to Insurance Undertakings (Life, Non-Life & Reinsurance) in August 2020.

The initial launch will allow you to:

- *View information* relating to your institution;
- *Notify the Central Bank of required changes to that information;*
- *Communicate* with the Central Bank regarding such *changes* via *Portal Messages*.

Your institution will appoint and register a dedicated **Portal Administrator** who is responsible for your institution's use of the Portal, including management of Portal User access and permissions.

What does my institution need to do now?

- Your institution must identify the individual who will act as [Portal Administrator](#) for your institution.
- Your institution should also identify the individuals who will be [Portal users](#) for your institution.

While these individuals do not need to be communicated to the Central Bank at this time, they should be requested to consult the [administration section](#) of the help pages.

Note that the Portal Administrator role is a separate role from the ONR administrator, but may be fulfilled by the same person. Also the Portal Administrator could be the only Portal User if appropriate for your institution.



What does my institution need to do later?

- In August, the Central Bank will advise all Insurance Undertakings when the registration window opens.
- To set up their [Portal Administrator](#), each institution needs to follow these steps:
 1. The individual registers on the Portal and obtains their Person Code.
 2. The institution submits a return via ONR detailing the Portal Administrator's name and Person Code.
 3. The Central Bank systematically enables the Portal Administrator for each institution.
 4. The Central Bank notifies the Portal Administrator that they have been set up as Portal Administrator for the institution.
- To set up their [Portal users](#), each institution needs to follow these steps:
 1. The individual(s) register on the Portal and obtain their Person Code as a Portal User.
 2. The Portal User contacts the institution Portal Administrator requesting access.

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3. The Portal Administrator grants the Portal User appropriate [access and permissions](#).
 4. The Portal User receives an automatic notification to their registered email address confirming access has been granted.
- All Portal Users including the Portal Administrator will need to set up their second factor method before they can use the Portal.

How can my institution get more information?

Please see the Central Bank website [for](#):

- [Help pages](#)
- [Key Concepts](#)
- [All Portal related communications](#).

If you still have questions after reviewing the above resources, please use the '[Contact Us](#)' form on the same site.

Kind Regards,

Insurance Supervision Directorate

Central Bank of Ireland