



Banc Ceannais na hÉireann
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Re: Launch of Central Bank of Ireland Portal

Dear Sir/Madam

We are now ready to launch the Central Bank of Ireland (Central Bank) Portal (Portal) to your sector (see sectors listed in Appendix 1), as [advised by the Central Bank in March](#).

The registration window for your sector opens today, **Monday, 10 May**, until **Sunday, 23 May**. In this time, your institution must complete the registration process to be set up on the Portal.

From **Monday, 24 May**, your sector will be expected to use the Portal for specific [Request Changes](#).

Any Request Changes prior to Monday, 24 May should be submitted via the existing channels.

Please note, any Request Changes submitted via the Portal prior to Monday, 24 May will not be actioned.

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

1. [Register](#) for the 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 Monday, 24 May**.

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.

How can my firm get more information?

Please see the Central Bank website for:

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

If you have any questions in relation to this communication, please contact us on portalsupport@centralbank.ie

Kind Regards

Regulatory Services Team
Central Bank of Ireland



Appendix 1

Portal Rollout - Q2 2021 Sectors

Approved Professional Body
Bureaux de Change / Money Transmitters
Credit Servicing Firms
Debt Management Firms
Electronic Money Institutions
Excluded Service Providers
Home Reversion Firms
Investment Business Firms
Insurance Intermediaries
Licensed Moneylenders
Mortgage Intermediaries / Mortgage Credit Intermediaries
Payment Service Providers (PSD2 / AISP)
Retail Credit Firms