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**Re: Request to register for the Central Bank of Ireland Portal**

Dear Compliance Officer,

We are now ready to launch the Central Bank of Ireland Portal to Insurance Undertakings (Life, Non-Life & Reinsurance), [as advised by the Central Bank in July](#) this year.

From today, **Wednesday, 19 August** until **Friday, 04 September**, your institution must complete the registration process to allow the Central Bank to set your institution up on the Portal.

From **Monday, 07 September**, all Insurance Undertakings will be expected to use the Central Bank of Ireland Portal for the [changes](#) listed on the Central Bank of Ireland Portal Help pages.

To coincide with the opening of the registration window today, Wednesday, 19 August, we are requesting your nominated Portal Administrator to:

1. [Register](#) for 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](#) by **no later than Friday, 04 September**.

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 Central Bank of Ireland [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:

- a. [The Portal Administrator role](#) is a separate role from the ONR Administrator, though these roles may be fulfilled by the same person.



- b. Where appropriate, the Portal Administrator may also act as the 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.

For more information, please visit the [Portal help pages](#).

Kind Regards,

Insurance Supervision Directorate  
Central Bank of Ireland