



11 February 2021

Dear Sir / Madam,

As [advised by the Central Bank in October](#), 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 your institution before the end of March 2021.

The initial launch will allow you to:

- *View information* relating to your institution;
- *Notify the Central Bank of [Request Changes](#)*;
- *Communicate* with the Central Bank regarding such *changes* via *Portal Messages*.

Each regulated entity will need to nominate their first user who will act as their Portal Administrator. The [Portal Administrator](#) is responsible for your institution's use of the Portal, including management of your Portal users' access and permissions. The Portal Administrator is a separate role from the ONR Administrator, but may be fulfilled by the same person.

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 communicate with the Central Bank at this time, they should be requested to consult the [administration section](#) of the help pages, to familiarise themselves with the responsibilities of a Portal Administrator/ Portal User.

Identifying your Portal Administrator now will help ensure your institution is ready when the registration window opens for your institution.

What happens next?

In March, we will send you a communication to coincide with the opening of the registration window. This communication will contain all the information you need to complete registration and to set up your institution's Portal Administrator. We will also include links to relevant help articles to get you started. Further information is available on the Central Bank of Ireland website. If you have any questions, please contact us on portalsupport@centralbank.ie

Kind Regards,
Banking Supervision Division
Central Bank of Ireland