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Dear Sir/Madam,

As [advised 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 for the Portal.

What does your institution need to know?

The Portal will be launched to your sector in H1 2021.

The initial launch will allow you to:

- *View information relating to your institution;*
- *Notify the Central Bank of Request Changes; and*
- *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 your 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.

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

What happens next?

In the coming weeks, 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 help articles, including how to select your delegates on the Portal.

How can my institution get more information?

Please see the Central Bank website for:

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

If you have any further questions, please contact us on portalsupport@centralbank.ie

Kind Regards,

Investment Banks & Broker Dealer Division (IBBD)

Central Bank of Ireland