



Banc Ceannais na hÉireann  
Central Bank of Ireland

Eurosystem

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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 firms 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 firm is ready to register on the Portal.

### **What does my institution need to know?**

The Portal will be launched to your firm before the end of April 2021.

The initial launch will allow you to:

- View information relating to your institution;
- Notify the Central Bank of changes to your TCSP's information via Request Changes;
- Communicate with the Central Bank regarding such changes via Portal Messages.

Each firm will need to nominate their first user who will act as their Portal Administrator. The Portal Administrator is responsible for your firm'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 firm need to do now?**

- Your firm must identify the individual who will act as Portal Administrator for your firm.
- Your firm should also identify the individuals who will be Portal users for your firm.

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 Portal Help pages, to familiarise themselves with the responsibilities of a Portal Administrator / Portal User.

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



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### **What happens next?**

In April, 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 firm's Portal Administrator. We will also include links to relevant help articles to get you started.

### **How can my firm get more information?**

Further information is available on the Central Bank website at <https://centralbank.ie/portalhelp>.

If you have any further questions, please contact us on [portalsupport@centralbank.ie](mailto:portalsupport@centralbank.ie)

Yours sincerely,

**Anti-Money Laundering Division**  
**Central Bank of Ireland**