

On-boarding and PAU registration

Step 1-

Create a new account by clicking 'Register'

Don't have an account? [Register](#)

Sign In

Email

Password

Keep me logged in

[Sign In](#)

[Forgot Password?](#)

Step 2-

Fill in your contact details, job role, and put 'Primary Authorised User' as your user type. You will also be asked to confirm your password to create your account. Tick the boxes to confirm you have read and agree to the Poba Privacy Notice and the Portal User Guidelines. Once you have filled this in, click 'Register'.

Already have an account? [Sign In](#)

Create an account

First name

Last name

Email

Contact number

Role

User type i

Password

All passwords must:

- Be between 8-12 characters
- Include at least three of the following:
 - An uppercase letter
 - A lowercase letter
 - A number
 - A special character

Confirm you have read and agree to the Poba [Privacy Notice](#).

Confirm you have read and agree to the Portal [User Guidelines](#).

[Register](#)

Step 3-

New organisation

If you have never held a contract with Pobal and you are new you must on-board your organisation

[On-board my organisation](#)

Existing organisation

If you have a current contract or previously held a contract with Pobal please enter your organisation URN and on-boarding code

[Get my unique on-boarding code](#)

Organisation URN

[Email on-boarding code](#)

On-boarding code

[Sign In](#)

For new organisations-

Click the button that says 'On-board my organisation' under 'New organisation'. To help you on-board, the portal will show you a checklist of details needed to complete the on-boarding process. Make sure you have the listed details available to you and tick the boxes as appropriate. Once you have all the required details, click 'Continue'.

New organisation on-boarding

To help you onboard we have provided a checklist below of items you will need to complete your onboarding:

- Tax Registration Number (TRN)
- Tax Clearance Access Number (TCAN)
- Company Registration Number (if available)
- Charity Registration Number (if available)
- Industrial and Provident Number (if available)

[Continue](#)

Fill in your organisations legal name, business name, group legal structure, and organisation type. When you have completed this, click 'Save & Continue'. If you want to complete the registration another time, click 'Save & Exit' and this will save the work you have done so far.

1. Company Details

Legal name

Business name

Group legal structure

Organisation type

Fill in your organisations Tax Registration Number (TRN) and Tax Clearance Access Number (TCAN). There are three other optional questions in relation to company/charity registration. Click 'Save & Continue' to proceed.

2. Registration Details

Tax registration number (TRN)

Tax clearance access number (TCAN)

Are you a registered company? (Optional)
 No Yes

Company registration number (Optional)

Are you a registered charity? **i**
 No Yes

Charity registration number (Optional)

Do you have an industrial and provident number? **i**
 No Yes

Industrial and provident number (Optional)

Fill in your organisations contact details and click 'Save & Continue' when completed.

3.Contact Details

Organisation contact number

+353	0000000
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Enter full address or eircode **Search**

Eircode

Address line 1

Address line 2 (Optional)

Town/City

County

County division

Save & Exit **Save & Continue**

Review the details you have entered. If all details are correct, click 'Save & Continue'. If details need to be amended, click 'Edit'.

/5 ROCKTEILL

Address line 2

Dundrum

Town/City

Dublin

County

Dublin 18

County division

Dun Laoghaire-Rathdown

Edit **Confirm**

A verification will be sent to your email address. If you did not receive this, you can click 'Resend email'. If you are still having issues, you can click 'Contact support'.

Thank you, your organisation has been on-boarded successfully

A verification email has been sent to kmurphy1@pobal.ie with a link to verify your registration.
If you have not received your email after a few minutes, please check your spam folder.

Contact Support

Resend email

Existing organisations-

If you have a current contract or previously held a contract with Pobal, enter your organisation URN and on-boarding code under 'Existing organisations'. If you do not have your on-boarding code, fill in your Organisation URN and click 'Email on-boarding code'. This will send your on-boarding code to your email address. If you do not know your organisation URN, please contact Online Support and provide your Tax Registration Number (TRN) as verification. Once you have both details filled in, click 'Sign In'.

Existing organisation

If you have a current contract or previously held a contract with Pobal please enter your organisation URN and on-boarding code

[Get my unique on-boarding code](#)

Organisation URN

Email on-boarding code

On-boarding code

Sign In

A verification will be sent to your email address. Click the link in the email and this will bring you to the portal. The page should say 'Your email is verified. Click 'Continue' to proceed with registration. If you did not receive this, you can click 'Resend email'. If you are still having issues, you can click 'Contact support'.

Thank you, your organisation has been on-boarded successfully

A verification email has been sent to kmurphy1@pobal.ie with a link to verify your registration.
If you have not received your email after a few minutes, please check your spam folder.

Contact Support

Resend email

Your email is verified

The address **amurray@pobal.ie** is now verified.
Thank you for helping us keep your Pobal account secure.

[Continue](#)

Step 4-

To register as PAU, review the instructions shown below and click 'Continue'. **Note: To be PAU you must be a member of the board of directors for your organisation.**

Primary Authorised User

The nominated Primary Authorised User (PAU) is the only person who can legally enter into contract on behalf of the organisation. They will have read, edit and submit access to all areas of the Portal. The PAU has oversight of all governance, security and operational roles.

Below is an overview of the PAU role:

- The PAU(s) will have the authority and ability to set-up, update and deactivate secondary members on the Portal e.g. Financial Users.
- The Operational user will be able to set up and deactivate users, edit and submit returns, read contracts and receive organisational communications.
- The PAU(s) will be able to edit and submit Applications, Appeals, Grant Agreements/Addendums, Returns and submit or amend Organisational/Bank Details on behalf of the organisation.
- The PAU(s) role has full permission to access all contracts on the Portal.
- The PAU(s) will receive relevant communications from Portal.

To submit the form the PAU will need to:

- Complete the form.
- Add two Board members email addresses for a digital signature.
- Submit the form for digital signatures.
- You will receive a confirmation email when your account is approved or rejected.

[Continue](#)

Step 5-

If you hold or have previously held a contract with Pobal, please fill in the questions below to confirm if you are replacing the person in your organisation who is currently the PAU. If you are a new organisation, please select 'No' for 'Are you replacing an existing PAU?'. Once completed, click 'Continue'

Primary Authorised User

Replacement Details

Are you replacing an existing PAU?

No Yes

Replacement reason (Optional)

Previous PAU name (Optional)

Continue

Step 6-

To complete the PAU form, you must have two other board members signatures. Fill in the contact details for the first signatory as shown below and click 'Continue'. This will send an adobe sign to the nominated persons email address for completion.

Primary Authorised User

Board Member 1

Full name

E.G John Smith

Role

Email

you@email.com

Contact number

+353 0000000

Continue

Fill in the contact for the second signatory as shown below and click 'Continue'. This will send an adobe sign to the nominated persons email address for completion.

Primary Authorised User

Board Member 2

Full name

Role

Email

Contact number

Continue

Step 7-

Review signatory details and press 'Confirm & Submit' if details are correct.

Primary Authorised User

Please confirm details of the Board members.

Board Member 1	Board Member 2
Full name	Full name
Kathryn Murray	John Murphy
Role	Role
Director	Director
Email	Email
kmurray@pobal.ie	jmurphy1@pobal.ie
Contact number	Contact number
876914805	876914808

You will receive confirmation that your PAU request has been sent.

Your PAU request has been sent

Your request has been sent to the Board members for sign off. A confirmation email has been sent to amurray@pobal.ie. Once signed, the form will be reviewed by Pobal within 3-5 working days.

You will have limited access to your dashboard until your PAU request has been authorised. You will receive an email once the PAU has been confirmed. You will then have full access to the MyPobal dashboard.

Log out

Continue to dashboard

Step 8-

Once PAU form is approved, you will have full access to the programme landing page on the MyPobal Portal. The CCIF programme page will be available on the MyPobal portal from the 7th June.

[Change Programme](#) | [Anne Murray](#) ▾

Select Programme

(Verse) Programme