# *'Mo Chuntas'* a úsáid – Treoir Theicniúil Úsáideora

# Technical User Guide – How do I use *'MyAccount'*?

## Gaeilge

## English

MyAccount

An Rialálaí Carthanas
Charities Regulator

# Gaeilge

# Technical User Guide – How do I use *'MyAccount'?*

## Introduction

*MyAccount* will allow you to:

- Manage and update your charity's records on the Register of Charities, if you are authorised to do so;
- Submit your annual report to us;
- Apply to register a new organisation;
- Submit an application for services under the Charities Acts 1961 and 1973;
- Correspond with us about your application or registered charity and view important notifications from us such as annual report reminders, publication of new guidance etc;
- See a history of your dealings with us;
- Create and manage other users on your account (if you are designated as an administrator).

Before using the new system, first read the 'Getting started and Technical Questions' section below to ensure that you are set up correctly. Note you can use the bookmarks on the left hand side. Select the **> sign** to see the questions under each bookmark.

# MyAccount

## 1. Getting started & Technical Questions

An Rialálaí Carthanas
Charities Regulator

Refer to this manual while using *MyAccount* to help you navigate your way through the new system. You may consider printing it out as a Handy Reference Guide (Select File - Print).

This chapter describes getting started and any technical questions.

## Q. Which browser should I use?

*MyAccount* works best using Google Chrome .

You can also view *MyAccount* with a wide range of browsers, including Microsoft Edge, Mozilla Firefox and Safari.

You can download the latest versions of these browsers from the following links:
Google Chrome

Microsoft Edge

Mozilla Firefox

Safari.

## Q. Can I use a mobile or tablet?

Yes, but the best experience is with a desktop computer.

## Q. Which operating system can *MyAccount* run on?

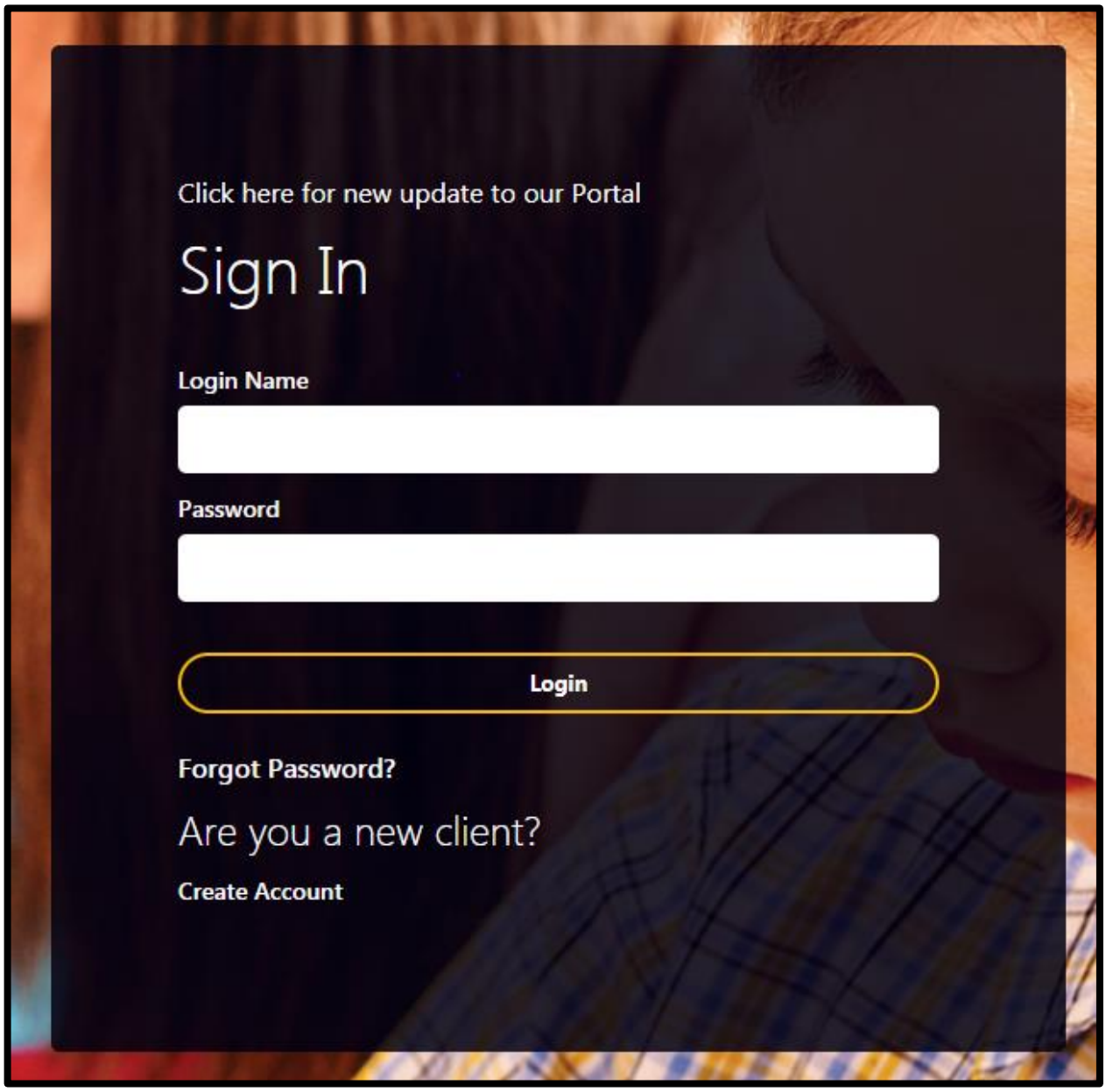
Windows XP

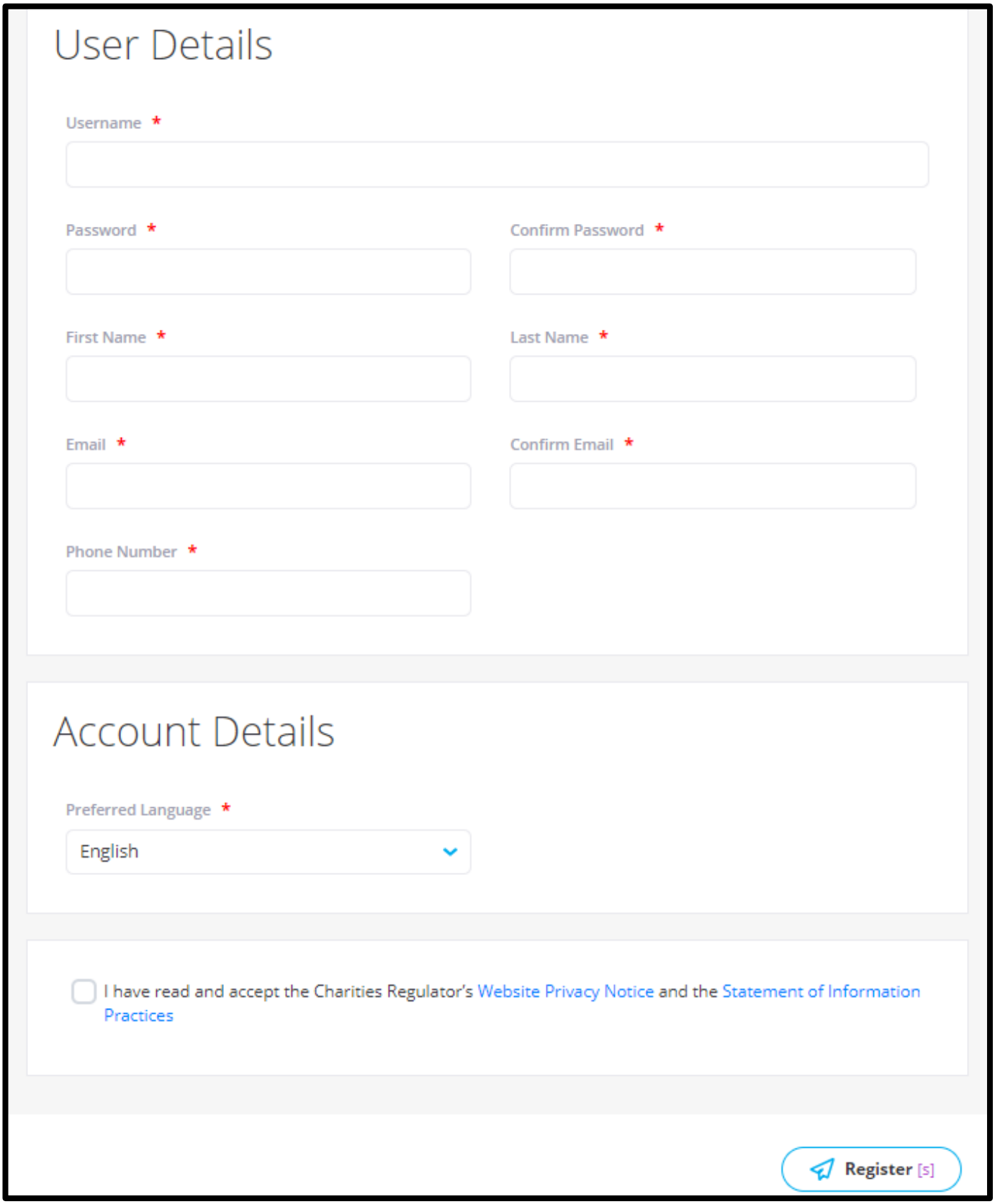
Windows Vista

Mac OS9

## Q. I don't have an account, how do I create one?

Click on 'Log in' button at top right of the home page of our website. Then click on 'Create Account' at the bottom of the Sign In Screen.




User Details
Username *
Password *
Confirm Password *
First Name *
Last Name *
Email *
Confirm Email *
Phone Number *
Account Details
Preferred Language *
English
I have read and accept the Charities Regulator's Website Privacy Notice and the Statement of Information Practices
Register [s]

## Enter your User Details

Enter the **Username (log-in name)** you want to use to log into *MyAccount* in future. It must be unique and something you will easily remember. It does not need to be an email address or your name.

Enter a **Password** for your log in name. It must contain 8-16 characters, including at least one capital letter and one number. **Confirm Password** by retyping it. The screen will indicate if you have entered the password incorrectly.

Enter your **First Name and Last Name**.

Enter a valid **Email** address to receive confirmation emails and any further correspondence from us. **Confirm Email** by re-typing it. The screen will indicate if you have entered the email incorrectly.

Enter a **Phone Number,** which we can use to contact you – this can be a landline or mobile number.

## Enter your Account Details

Indicate your preferred language: English or Irish.

You will need to tick the box to confirm that you have read and accepted the terms and conditions and the data protection statement.

Once you have entered all mandatory data, marked with a red asterisk *, click the 'Register' button. An email will then be sent to the email address you have provided. This email contains a verification link.

Once you receive the email, please click on the link and you will receive a pop-up indicating that your user account has been verified.

Click the log-in button in the pop-up display to log in.
Enter the log-in name and password that you used to create the account initially and click the log-in button.

Once successfully logged in, your *MyAccount* home page will be displayed.

## Q. I have an account, how do I log in?

To log into to *MyAccount*, click on the 'Log In' button at the top right of the home page of our website, then enter your user name and password and click 'Login'. Once you are successfully logged in, your *MyAccount* home page will be displayed.

To ensure the best possible experience, please use Google Chrome as your web browser when logging into *MyAccount.*

## Q. How do I reset my password?

Click on 'Forgot Password' at the log in screen. Enter your username and submit. You will then receive an email with a link, click on the link to enter a new password and submit.

## Q. How do I update my own user details in *MyAccount*?

You must be logged into *MyAccount* to update your own user details. Once logged in, click on the symbol at the top right of the screen and click on 'Profile' to open your account.

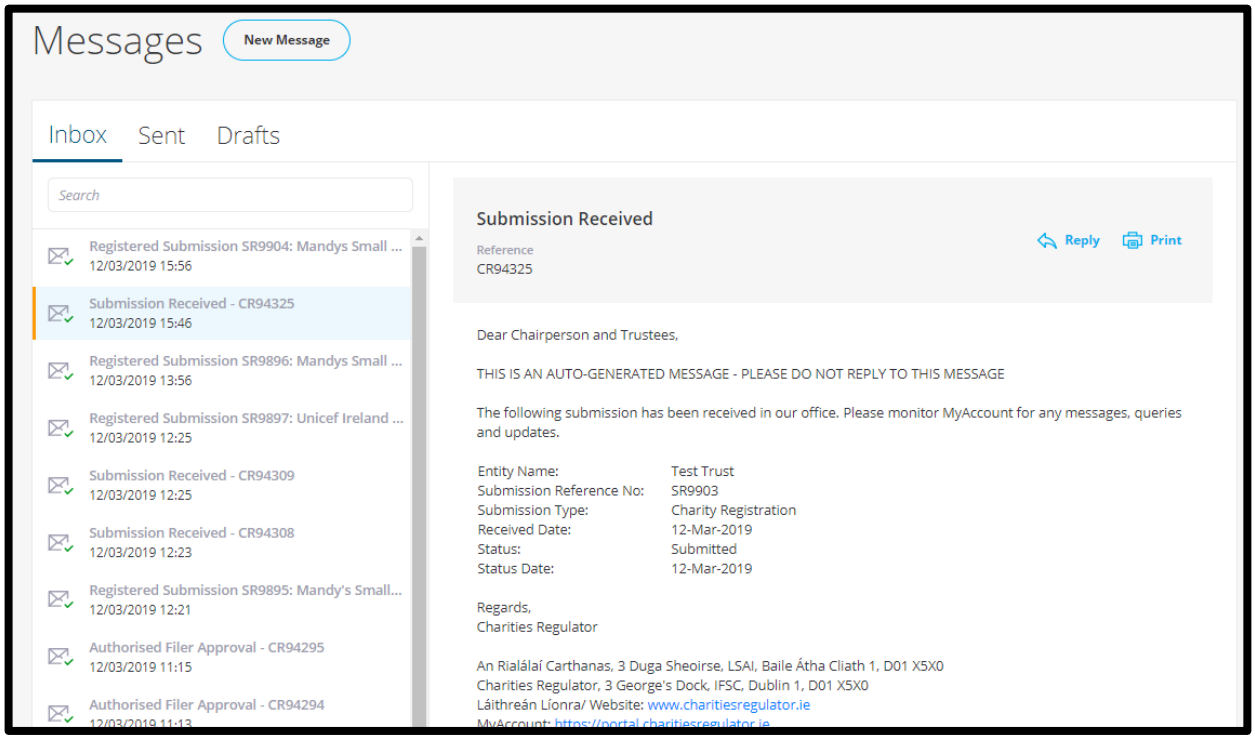
Make the required amendments and, once finished, click on 'Save.'

## Q. How do I view messages or send a message to the Charities Regulator from *MyAccount?*

You must be logged into *MyAccount* to view your messages or to send us a message from your account.

Once logged in click on 'Messages' in the menu at the left of the *MyAccount* home page to open a list of all messages under various headings.

**To view a message** in any of the three tabs (Inbox, Sent and Drafts), click on it and it will open in the window – from here you can then also print the message.

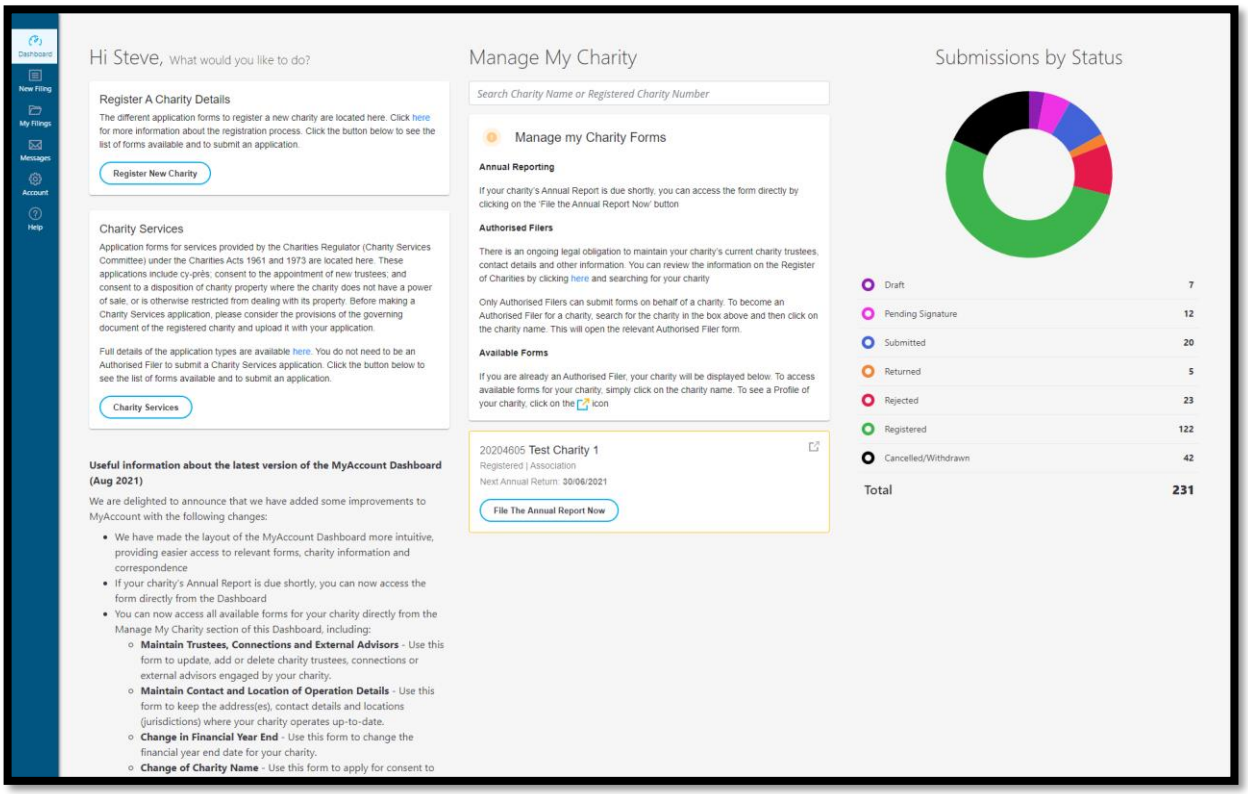



**To send us a new message** click on 'New Message' and then 'General Correspondence'. Enter a subject and your message, attach a document if required, and either save it to send later, or send it.

# Q. How do I navigate *MyAccount*?

## Dashboard

When you log into *MyAccount*, it opens the home page (called the 'Dashboard') which displays the following:

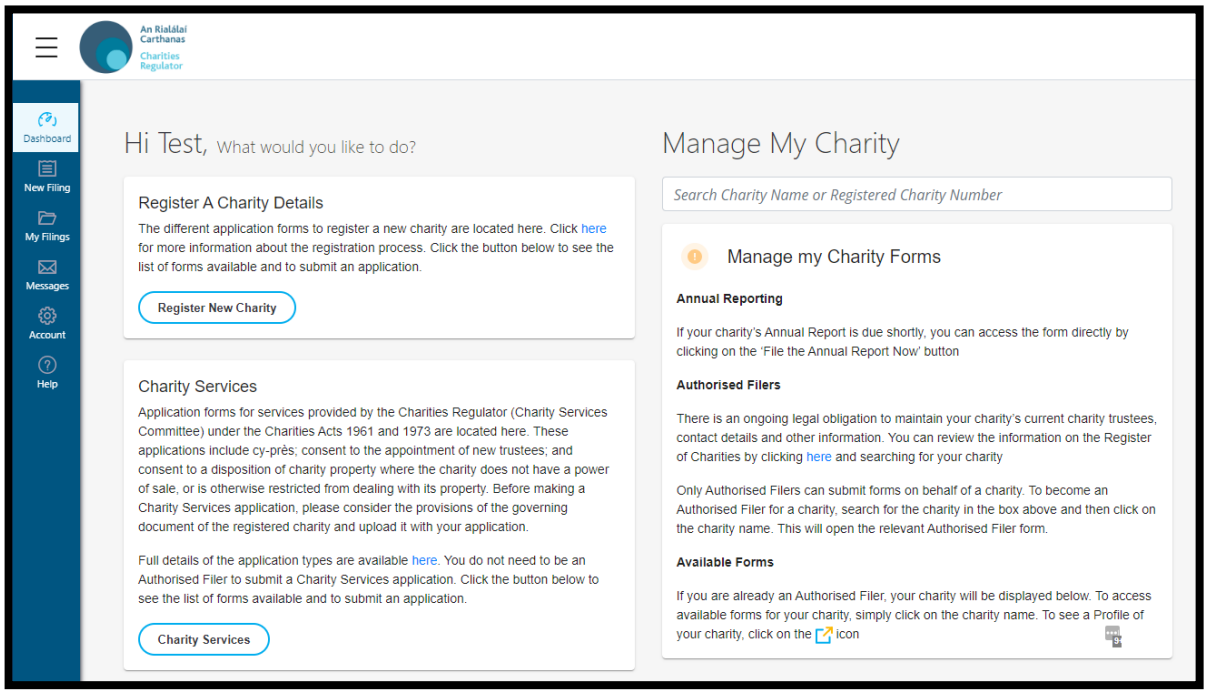



'Submissions by Status': which displays a 'doughnut' summarising the activity on your account and a list of filings. You can access your filings by clicking on the relevant heading, or on the doughnut.

'Events': which is a list of your recent submissions and any correspondence.

'Manage My Charity': which includes a list of your registered charities.

If this is your first time logging in and there has been no activity on your account, your dashboard will look like this:




You will notice that there are a series of tabs down the left hand side, detailed below:

## New Filing

You can submit new 'filings' from this from this area. 'Filings' are forms and there are different types of forms, depending on whether your organisation is making an application for registration or is already a registered charity.

## My Filings

You can search and review your filings from this area. The views are presented in tabs to assist, complete with filtering functionality to refine your search. These tabs are:

- drafts,
- signatures (only relevant if you have submitted an application under the Charities Acts 1961 and 1973 as amended),
- filings you have submitted,
- filings that have been returned to you,
- filings that have been rejected,
- filings which have been registered, and
- filings which have been cancelled.

## Messages

Under 'Messages', you can see all the messages you have received from us, sent to us, or saved as drafts. You can see this in three tabs and can also search for a message using the search bar.

## Account

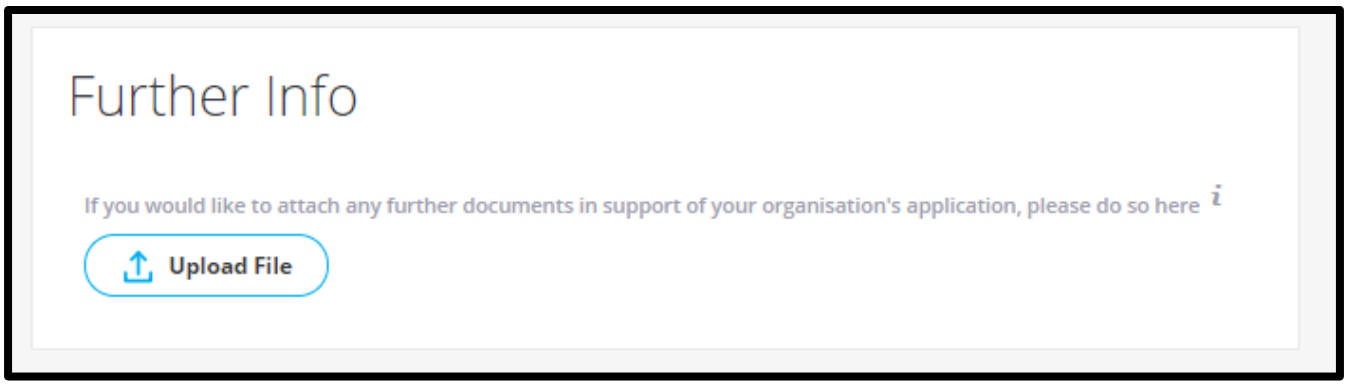
Under 'Account', you can maintain your account and user profiles. You can view and edit your account details. The facility also provides you with a listing of all users under your account. You can edit and add/remove users from your account.

## Help

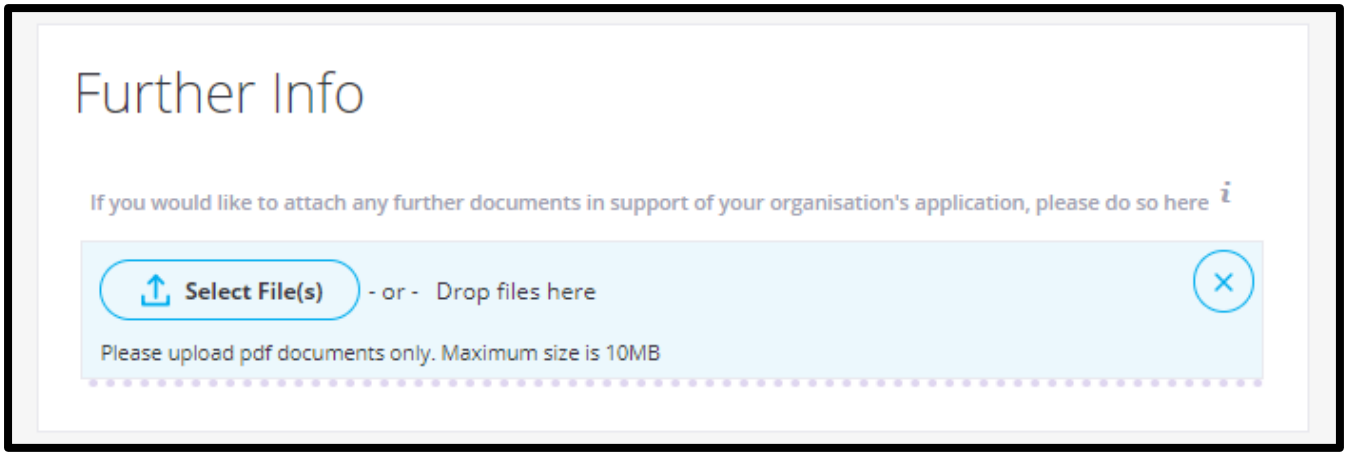
Clicking on the 'Help' option at any stage will bring you to the user manual for that page or form.

## Q. How do I upload a PDF in a form?

Any documents to be attached (uploaded) must be in PDF (Portable Document Format) with a maximum size of 10mbs. Please name the file you are uploading so that it clearly represents the contents of the document e.g. Charity X Governing Document.




Then click 'Select File(s)'

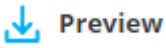



Locate the file you wish to upload, select it and click ‘Open’.

Alternatively, you can drag and drop by clicking on the PDF you want to upload, with your left mouse button, then, without releasing the button, drag it to the desired location and release the mouse button to drop it.

## Q. What do the icons in the forms mean?

Throughout the forms there are icons.  This table indicates their meaning:

| Icons | Explanation |
|---|---|
|  | This icon means that information provided will appear on the public Register of Charities. |
|  | This icon means that you can move your mouse over any help symbols for further information. |
|  | This icon once selected will enable you to upload documents. |
|  | This icon once selected means you can download this document. |
|  | This icon appears next to questions with the calendar icon when a date is required to be selected. |
|  | Tabs marked with this symbol require further attention. |
|  | Tabs marked with this symbol are complete. |
| **RED *** | Any field with a red asterisk * is mandatory and must be completed. |
| Required | Questions marked “required” need to be completed. |
|   | Please ensure you click the “Save Draft” button throughout your application to save your progress. |
|   | Click the preview button to generate a printable PDF version of your application.  This option is available on the “Declaration” tab in all forms. |

# Q. How do I save a Word document as a PDF? - Two options

**Option 1: Save**

In Word go to **File > Save As** instead of just saving the file.

You can then select the **PDF file type** from the drop down menu.

Save your document as a PDF.

And now you have a PDF version of your Word document, which you can use to upload to *MyAccount*.

**Option 2: Export**

Another option is go to File **> Export >** Create PDF/XPS Document.
Click Publish if you're done.

# MyAccount

## 2. My charity is registered, how do I?

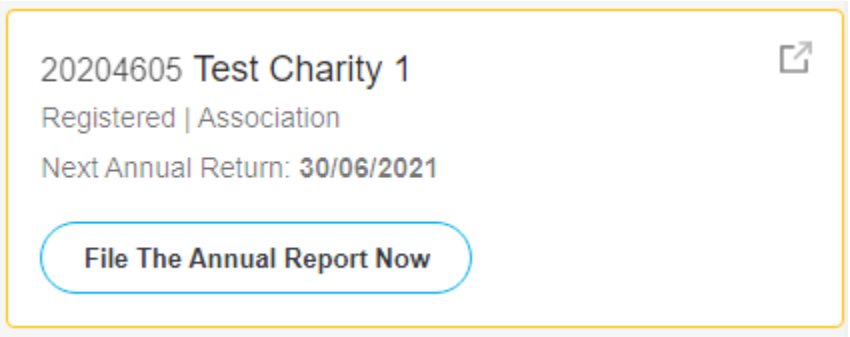
An Rialálaí Carthanas
Charities Regulator

### Q. Submit the annual report?

You can complete your Annual Reports directly from the MyAccount Dashboard approximately six weeks before its due date (the due date is 10 months after the financial year end of the charity).

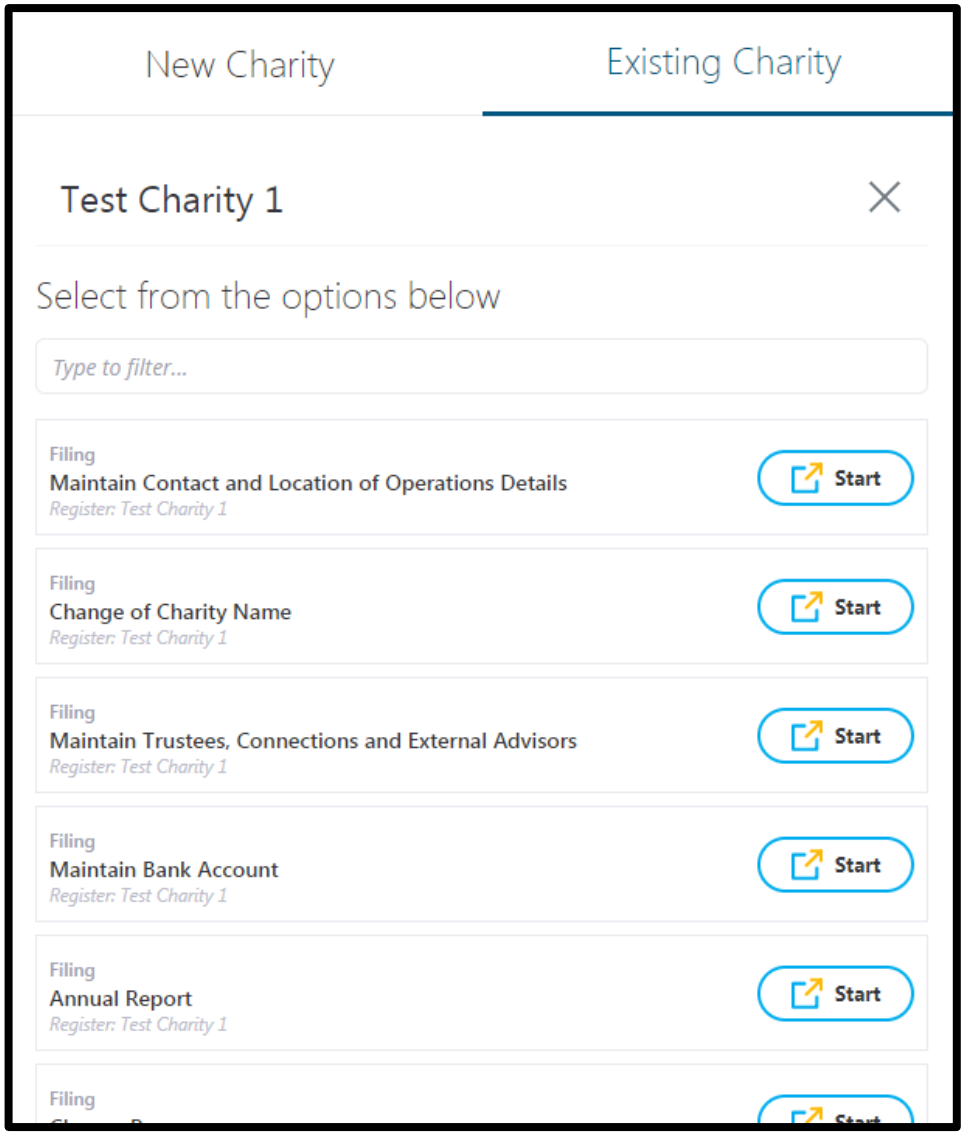
You must be logged into *MyAccount* to file an annual report.

Once you are logged in, from the *MyAccount* dashboard select your charity from the 'Manage My Charity' list (if you are an authorised filer for more than one charity, then all of them will appear in the list) and click on the 'File The Annual Report Now' button.




Annual Reports can be submitted at any time following the previous year's financial year-end. If the 'File The Annual Report Now' button is not yet visible for your charity, simply click on the Charity Name and select 'Annual Report' from the list of available forms.

When you have the form open, if you need assistance, click on 'Help' to open the user guide.



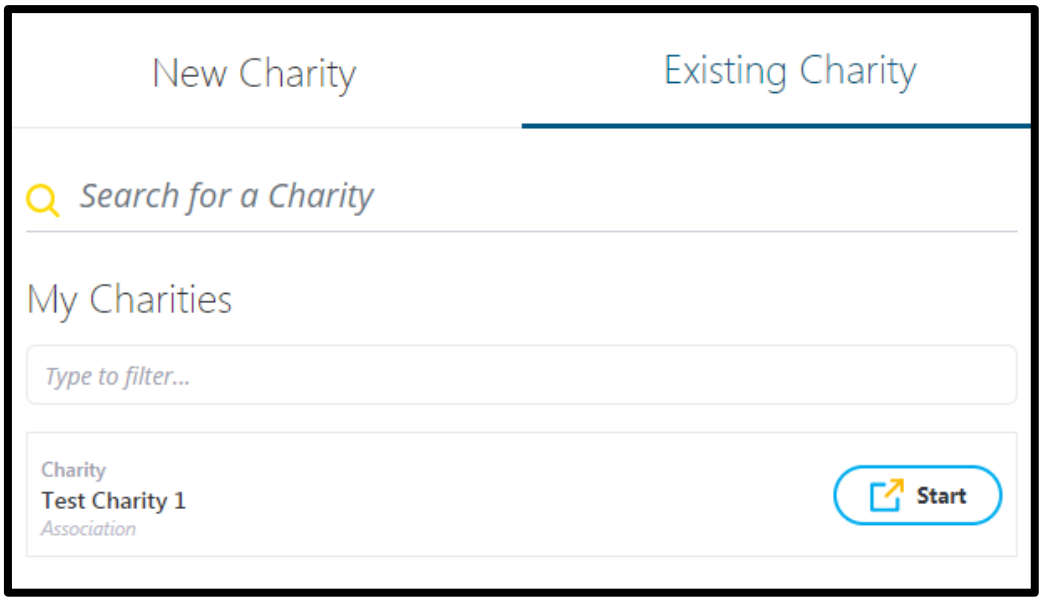

## Q. Update the trustees of the charity?

You must be logged into *MyAccount* to update your charity trustees.

Once you are logged in, from the *MyAccount* home page select the charity from your 'Manage My Charity' list (if you are an authorised filer for more than one charity, then all of them will appear in the list).


Then click on 'Maintain Trustees Connections and External Advisors' in the list to open the 'Maintain Trustee' form.  When you have the form open, if you need assistance, click on 'Help' to open the user guide.

Alternatively, you can click on 'New Filing' which will take you to a list of all your charities, click on the 'Start' button beside the relevant charity to open a list of forms available for that charity.



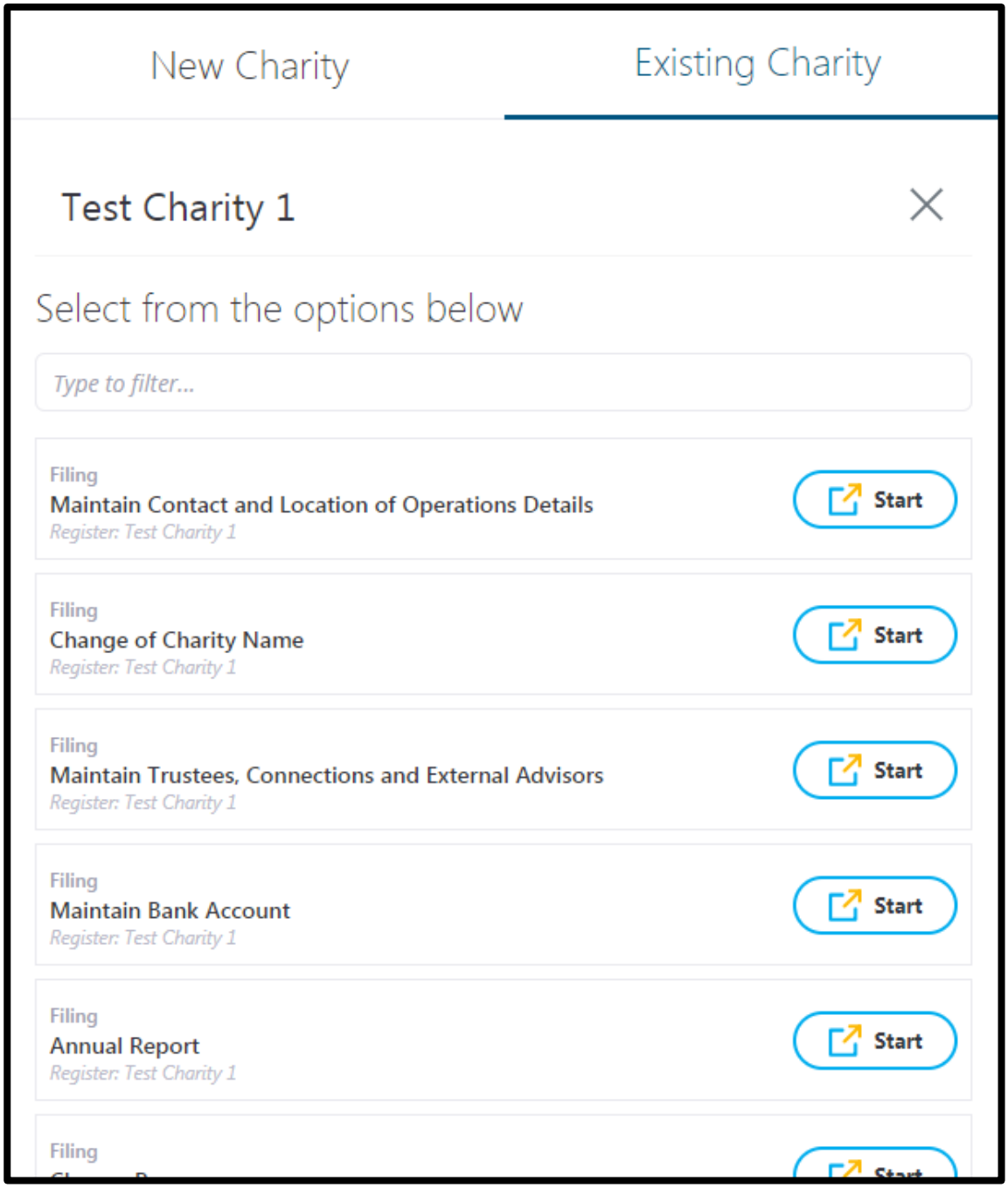

## Q. Update the details of the charity?

You must be logged in to *MyAccount* to update the details of your charity.

Once you are logged in, from the *MyAccount* home page select the charity from your 'Manage My Charity' list, (if you are an authorised filer for more than one charity, then all of them will appear in the list).


Then click on 'Filings'. You will then see a list of options – click on the option which relates to the update you wish to make.

Alternatively, you can click on 'New Filing', which will take you to a list of all your charities, click on the 'Start' button beside the relevant charity to open a list of forms available for that charity.




A summary of the purpose of each form is included below:

| Title of form | Purpose of form |
|---|---|
| **Maintain Contact and Location of Operation Details** | Use this form to amend, add or delete organisational address(es) or contact details for your charity, or to add or amend the jurisdictions in which your charity operates. |
| **Change of Charity Name** | Use this form to apply for consent to change the name of your charity. |

| | |
|---|---|
| **Maintain Trustees, Connections and External Advisors** | Use this form to update, add or delete charity trustees, connections or external advisors engaged by your charity. |
| **Maintain Bank Account** | Use this form to update, add or delete bank or credit union account information for your charity. |
| **Annual Report** | Use this form to file the annual report for your charity. |
| **Change Purpose** ***(this form includes changes to Objects or other Constitution amendments)*** | Use this form to apply for consent to various types of amendments to your charitable purpose or your constitution. |
| **Maintain Fundraiser Details** | Use this form to update fundraiser details for your charity e.g. engagement of professional fundraisers. |
| **Winding up and De-registration of a Registered Charity** | Use this form to notify us that your charity is winding up. |
| **Change in Financial Year End** | Use this form to change the financial year end date for your charity. |

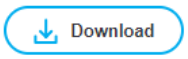
When you have a form open, if you need assistance, click on 'Help' button to open the user guide.

## Q. View the forms and annual reports filed for the charity?

You must be logged into *MyAccount* to view your filings.

Once you are logged in, from the *MyAccount* home page there are two ways to view your filings:

Click on 'My Filings' in the menu at the left of the home page to open a list of filings you have made under various status headings: Drafts, Signatures, Submitted, Returned, Rejected, Registered and Cancelled.

Click on the relevant heading to open all forms, reports and documents for the charity. You can then download the full details of the form by clicking on the 

icon.

**OR**

At the home page, click on the relevant heading at the 'Submission Filings' list to open all your filings, then

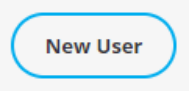
You can download a filing by clicking on the  icon.

## Q. Give someone else in my charity access to view and file forms for the charity?

**Important note:** To ensure the security of your account and to comply with Data Protection requirements, before you add any user to your account, you must be authorised to do so by the charity trustees.

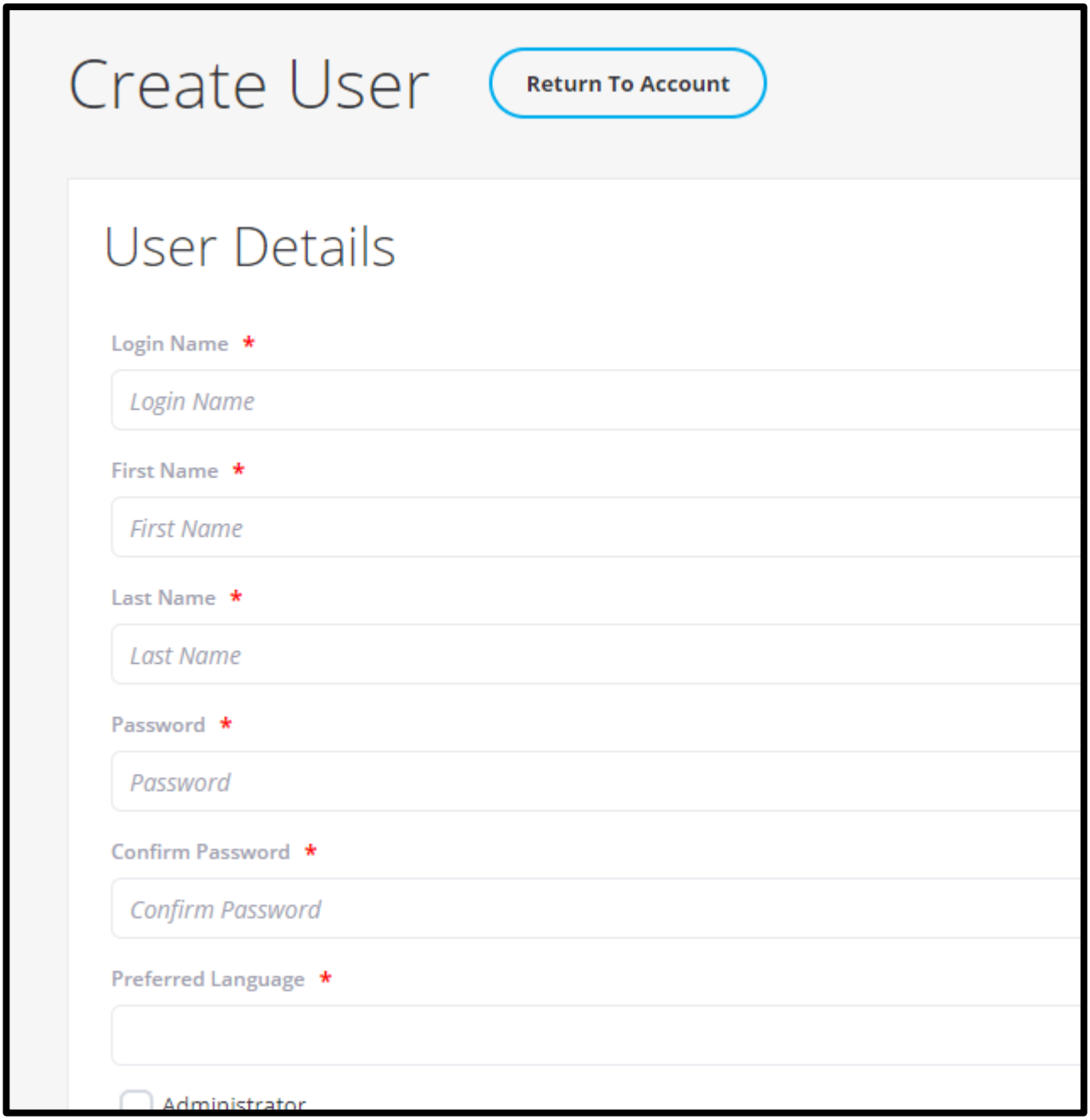
You must be designated as an account administrator before you can add anyone to your account and you must be logged in to *MyAccount*.

Once logged in, click on 'Account' in the menu at the left of the *MyAccount* home page to open your account profile.

Select 

and add the details of the individual – login name, first name and surname, password, preferred language, password, email, phone number. You will need to indicate if they will be an 'Administrator' (administrators can add new users) and set the user to 'Active', and indicate the privileges they are to have with regard to your charity – e.g. 'Can Create Submission', 'Can Submit'.

If you only want them to view but not be able to edit or submit a form, do not tick anything in the 'Privileges' section.




You will also need to set their communication method – choose from email correspondence (receive correspondence by email) and/or HTML Email – email formatted in HTML.

**Note**: If you are an administrator for more than one charity, any new user you add will need to complete and submit an 'Authorised Filer' form specifically for their charity. To file an 'Authorised Filer' form, the new user should log in to their own account, select 'Start New Filing' from the home page, then 'Existing Charity' and then locate the charity which they are acting for, using the search function.

They should then select 'Authorised Filer' and complete and file the form.

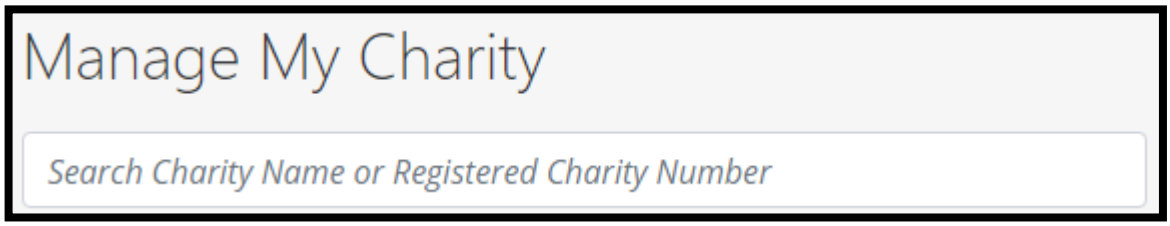
They must have a letter of authorisation signed by at least one charity trustee to upload with the form. See User Guide for further explanation and sample letter. Once submitted, it will be processed and the authorised filer will be notified when access is approved.

## Q. Give a third party (e.g. the charity's accountant) access to file the annual report or other forms for the charity?

A third party user (e.g. your accountant) can be authorised to file update forms or annual reports on behalf of your charity by completing an 'Authorised Filer' form (please note: while a third party can submit reports and forms for your charity, it is the charity trustees who are responsible for content and accuracy).

The third party must already have been added as a new user to your account, or have created their own account, before they can apply to be an authorised filer and they must have a letter of authorisation signed by at least one charity trustee to upload with the Authorised Filer form. Here's a link to the Authorised Filer User Guide.

To apply for authorisation, the third party should log in to their own account, search for the charity,




And click anywhere in the search results. Then select 'Authorised Filer' and complete and file the form. Once it is processed the authorised filer will be notified when access is approved.

# MyAccount

## 3. I have made an application for registration how do I ?

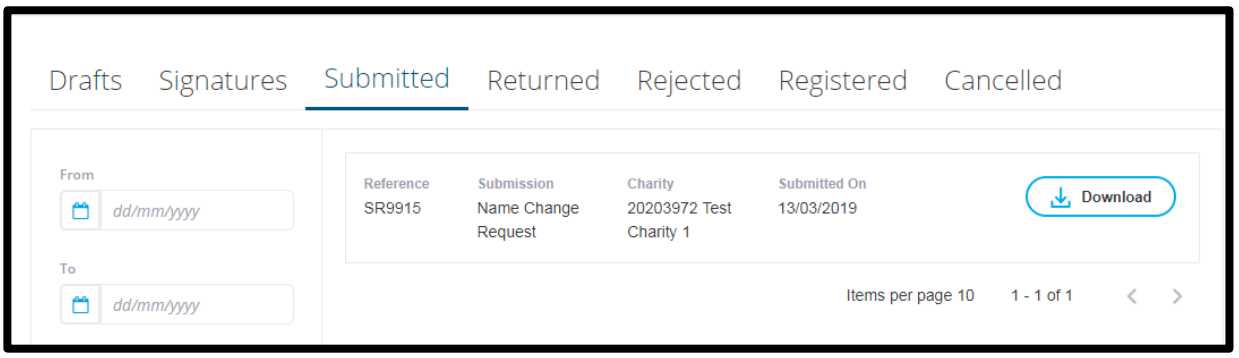
## Q. View the application I have submitted for my organisation?

You must be logged into *MyAccount* to view your application.

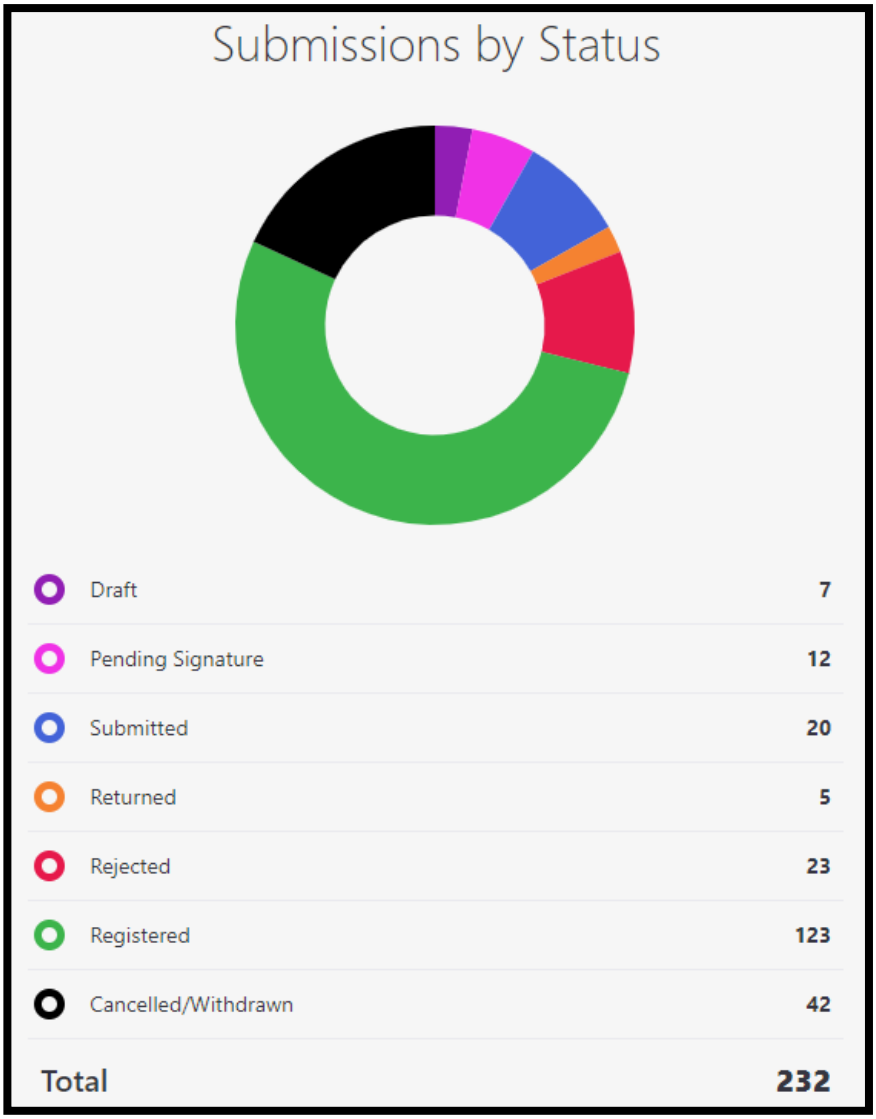
Once you are logged in, click on 'My Filings' in the menu at the left of the *MyAccount* home page to open a list of all filings (or forms) relating to your organisation under various heading tabs: Drafts, Signatures, Submitted, Returned, Rejected, Registered and Cancelled.

Click on the 'Submitted' heading to open all forms submitted. You can then download the full details of a form by clicking on icon.

Please note - you cannot edit an application form unless it is in the 'Draft' or 'Returned' sections.



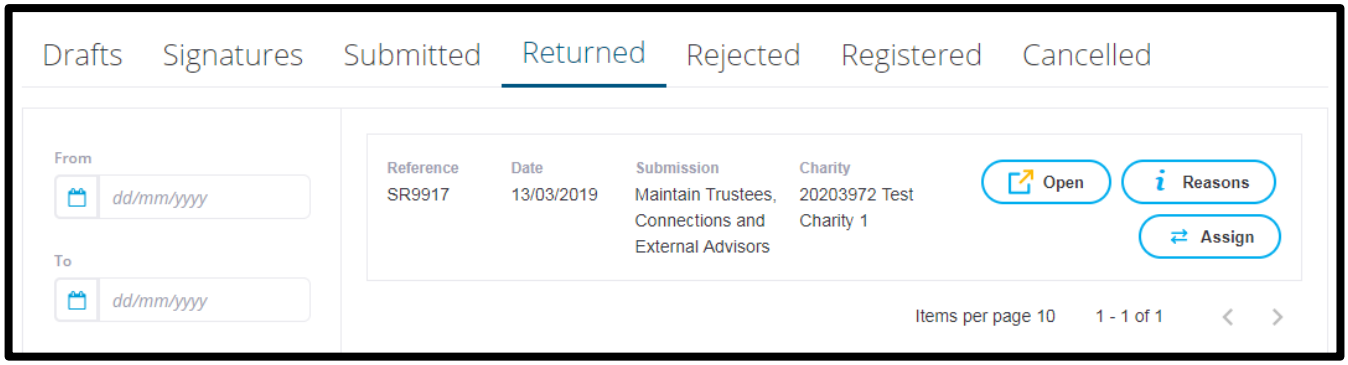

Alternatively, you can click on the submitted heading under 'Submission Filings' on the dashboard to open your submission.



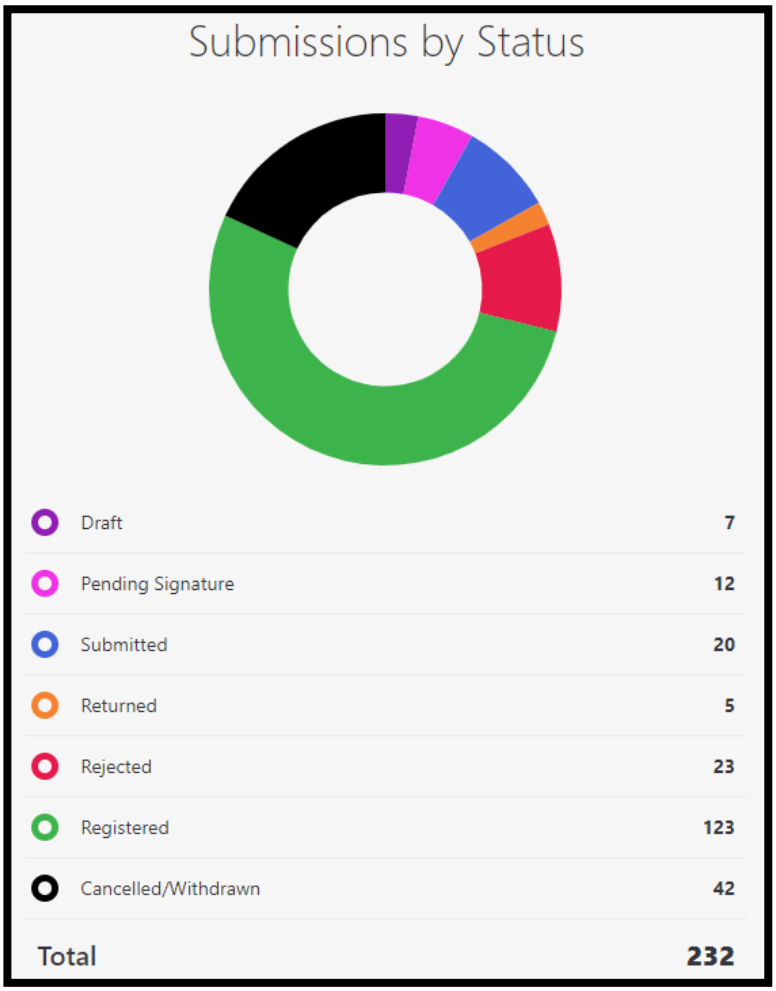

## Q. Edit an application which has been returned to me for more information?

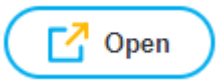
You must have received a message that the application has been returned to you for more information, and you must be logged into *MyAccount* before you can edit an application.

Once you are logged in, click on 'My Filings' in the menu at the left of the *MyAccount* home page to open a list of all filings (or forms) relating to your organisation under various heading tabs. Any form you submitted (a 'submission') which has been returned to you seeking more information will be available under the 'Returned' tab.




Alternatively, you can click on the returned heading under 'Submission Filings' on the dashboard to open your submission.




To open the form click on the 

icon to make the required edits and once complete, submit the form again.

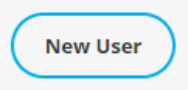
When you have the form open, if you need assistance, click on 'Help' to open the user guide.

# Q. Give someone else in my organisation access to the application?

**Important note:** To ensure the security of your account and to comply with Data Protection requirements, before you add any user to your account, you must be authorised to do so by the charity trustees.

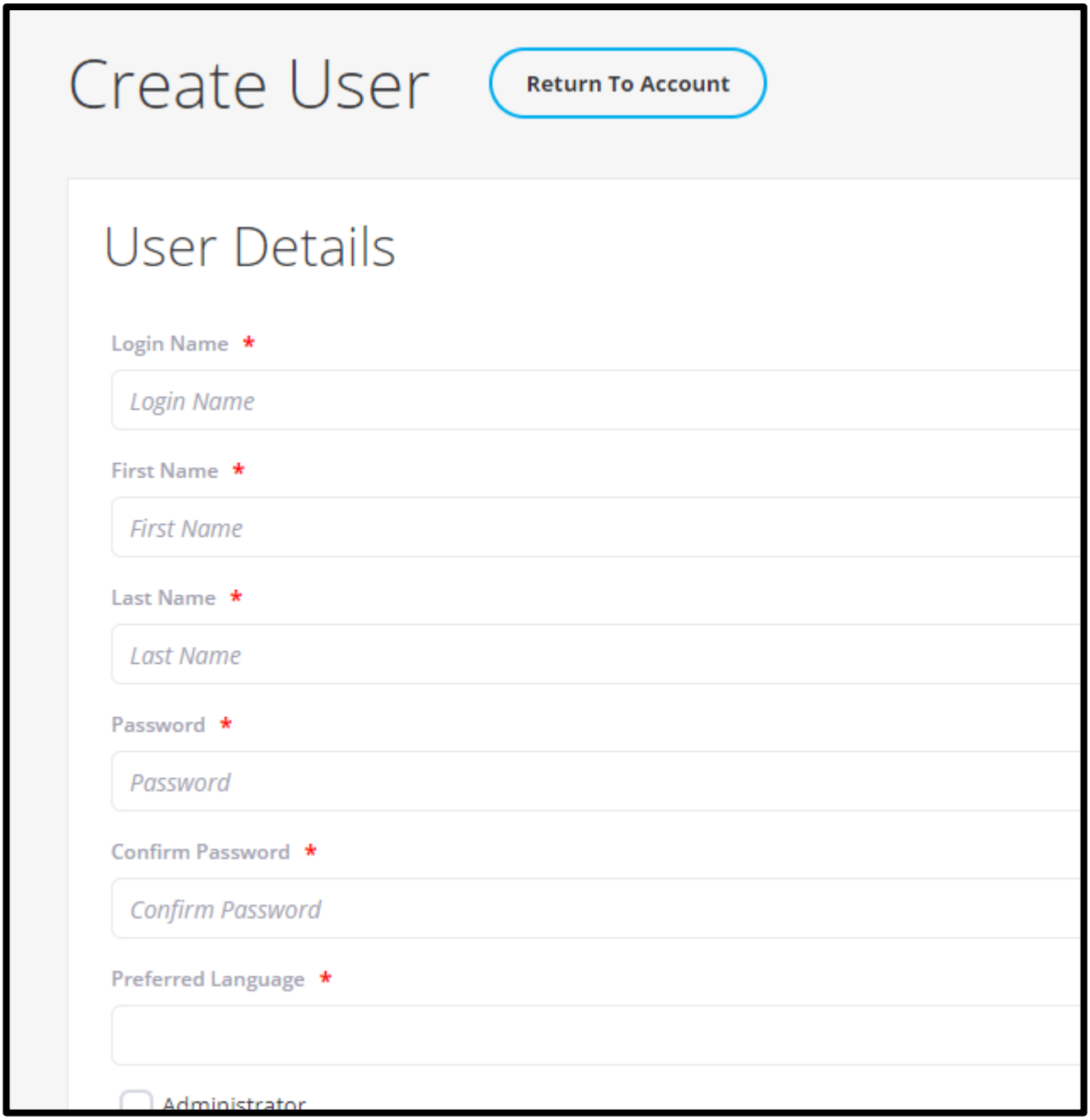
You must be designated as an account administrator before you can add anyone to your account and you must be logged in to *MyAccount*.

Once logged in, click on 'Account' in the menu at the left of the home page to open your account profile.

select 

and add the details of the individual – login name, first name and surname, password, preferred language, password, email, phone number. You will need to indicate if they will be an 'Administrator' (administrators can add new users) and set the user to 'Active', and indicate the privileges they are to have with regard to your charity – e.g. 'Can Create Submission', 'Can Submit'.

If you only want them to view but not be able to edit or submit a form, do not tick anything in the 'Privileges' section.




You will also need to set their communication method – choose from email correspondence (receive correspondence by email) and/or HTML Email – email formatted in HTML.

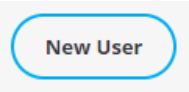
## Q. Authorise an accountant or solicitor to submit an application on my behalf?

While a third party can submit an application on behalf of the charity trustees of an organisation and deal with any queries arising, responsibility for the application remains with the charity trustees.

You must be designated as an account administrator before you can add anyone to your account and you must be logged in to *MyAccount*.

To ensure the security of your account and to comply with Data Protection requirements, before you add any user to your account, you must be authorised to do so by the charity trustees.

Once logged in, click on 'Account' in the menu on the left of the screen to open your account details

click on 

and add the details of the individual and the privileges you wish them to have:

**Can Create Submission** – tick to allow user to draft your application

**Can Submit** – tick to allow user to submit your application

**Can View Payments** – note that this feature is not currently operational

**Can Change Account** – note that this feature is not currently operational

Then click 'Save' at the bottom of the form.  Once saved the new user will be able to log in to their own account.

# MyAccount

## 4. I want to apply to register...how do I?

An Rialálaí Carthanas
Charities Regulator

### Q. Decide which form should I use to make the application?

For any organisation applying for registration (other than a school with a roll number) there are two options:

- Charity Registration Application
- Small Charities (simplified) Application

We strongly recommend you and the rest of the charity trustees read all of our guidance documents before applying for registration.

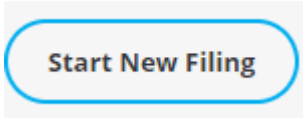
If your organisation **meets all** of the following criteria you should complete a 'Small Charities (Simplified) Application'

- The annual income of your organisation is expected to be less than €20,000 for the foreseeable future;
- Your organisation does not advance religion;
- Your organisation was established in the Republic of Ireland and will only operate and carry on activities in the Republic of Ireland;
- Your organisation does not own, or intend to own, any land or buildings;
- Your organisation does not have, or intend to have, any employees;
- The activities of your organisation do not, and will not, involve working with vulnerable groups (including children).

If your organisation **does not meet all** of the above criteria then you should complete a 'Charity Registration Application'.

## Q. Submit an application to register a school?

You must have created an account and be logged in to *MyAccount* to submit an application for a school.
Once you are successfully logged in, your *MyAccount* home page will be displayed.

Click on 

and then select the appropriate application from the options available: Post Primary School Registration or Primary or Special School Registration. When you have the form open, if you need assistance, click on 'Help' to access the user guide.

**Please note**: if your school does not have a roll number, you must complete a 'Charity Registration Application' form available under the 'New Filing' option on your *MyAccount* home page.

# MyAccount

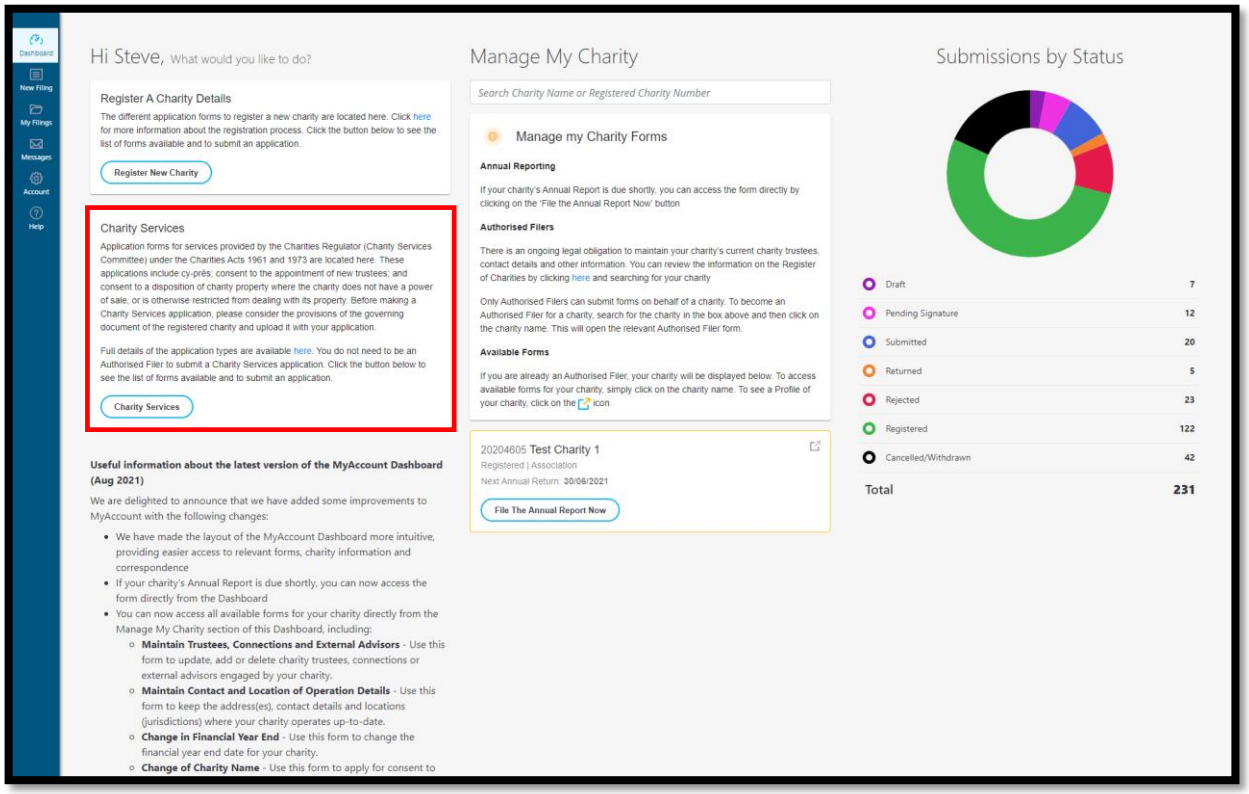
## 5. I want to make an application for services under the Charities Act 1961 and 1973...how do I?

An Rialálaí Carthanas
Charities Regulator

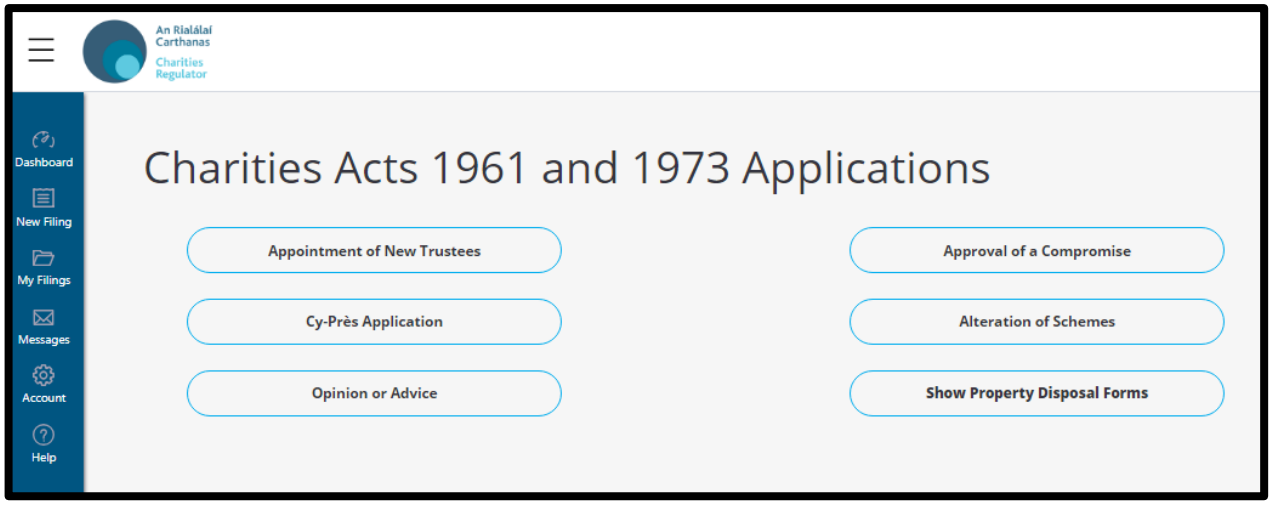
### Q. Find the application form which I need to complete?

You must have created an account and be logged in to *MyAccount* to submit an application for services under the Charities Acts 1961 and 1973.

Once you are successfully logged in, your *MyAccount* home page will be displayed. Click on the button titled 'Charity Services'.




Then click on the relevant button to open the form.




When you have the relevant form open, if you need assistance, click on 'Help' to access the user guide for that form.

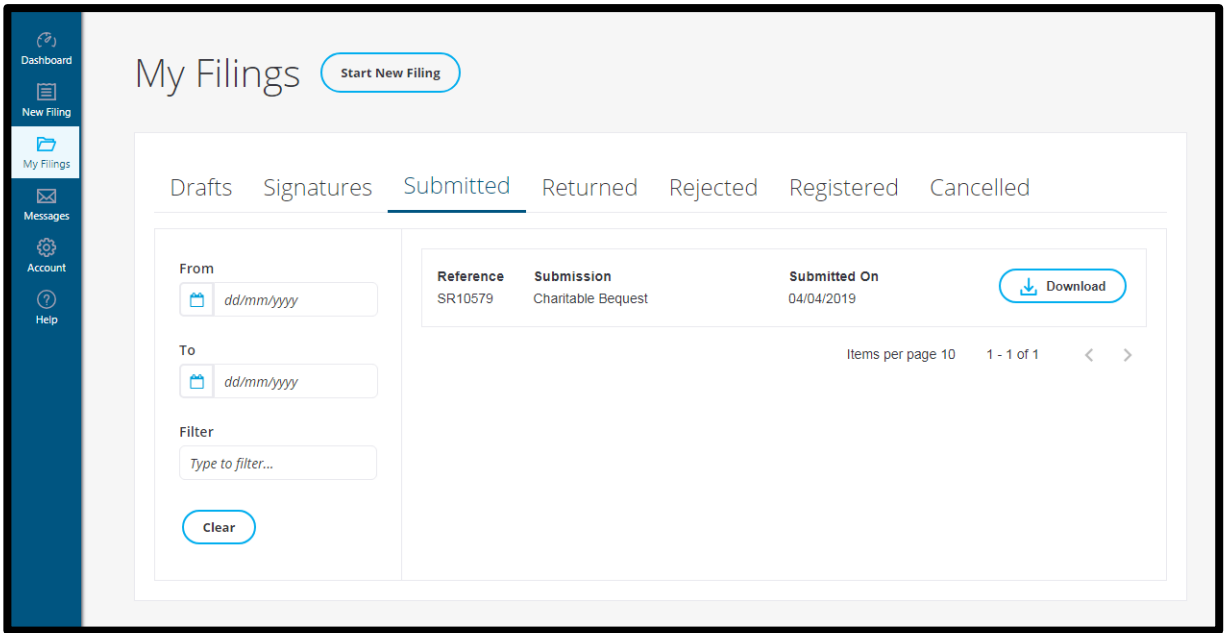
## Q. View an application which I have already submitted online?

You must be logged into *MyAccount* to view your application(s).

Once you are logged in, click on 'My Filings' in the menu at the left of the *MyAccount* home page to open a list of all filings (or applications) under various heading tabs: Drafts, Signatures, Submitted, Returned, Rejected, Registered and Cancelled.

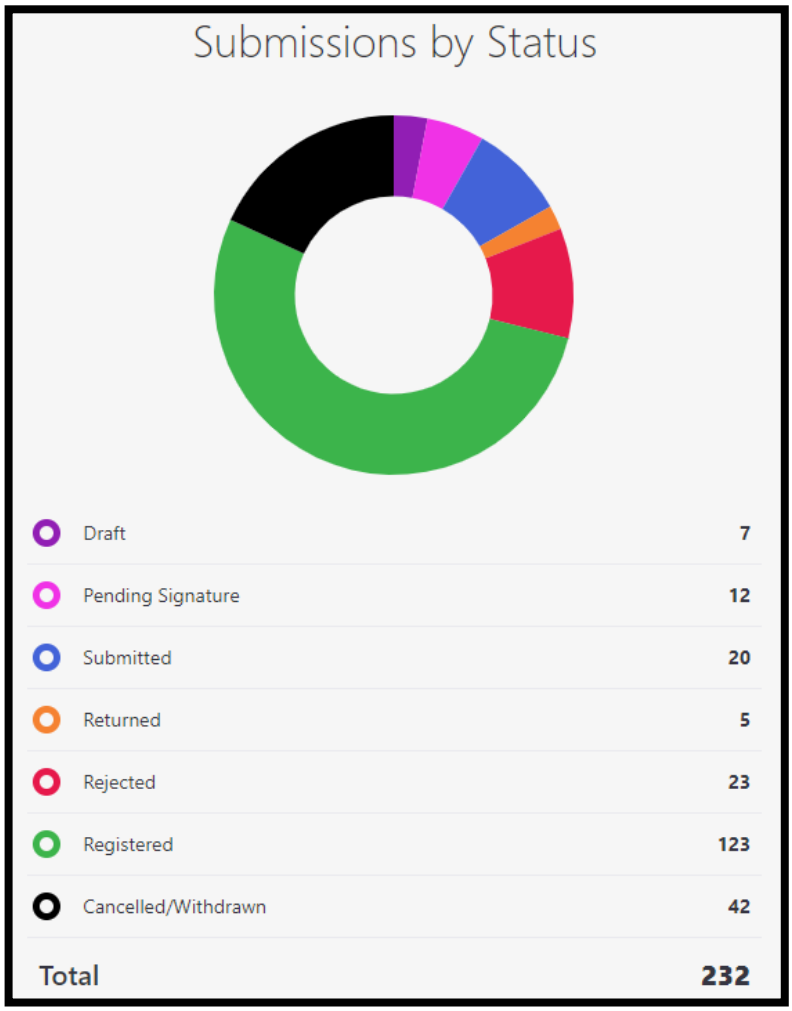
Click on the 'Submitted' heading to open all applications submitted. (Once an application has been completed it will appear under the 'Registered' heading.)

You can then download the full details of an application by clicking on  download icon.




Please note - you cannot edit an application form unless it is in the ‘Drafts’ or ‘Returned’ sections.

Alternatively, you can click on the submitted heading under ‘Submission Filings’ on the dashboard to open your submission.

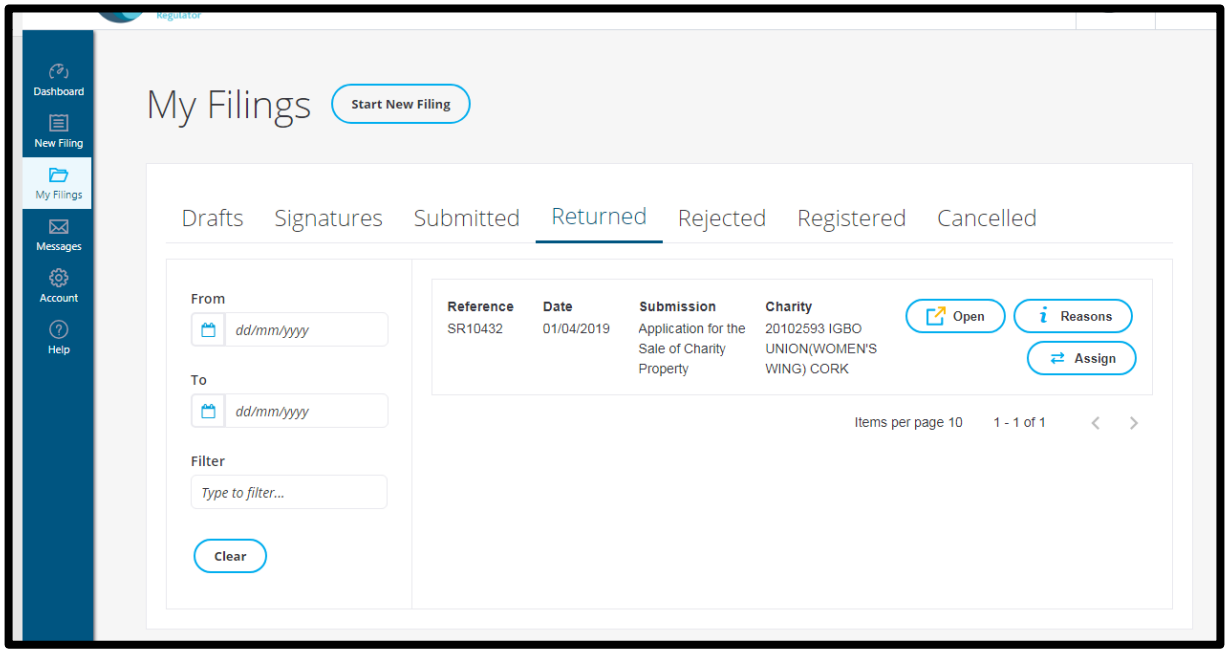


# Q. Edit an application which has been returned to me for more information?

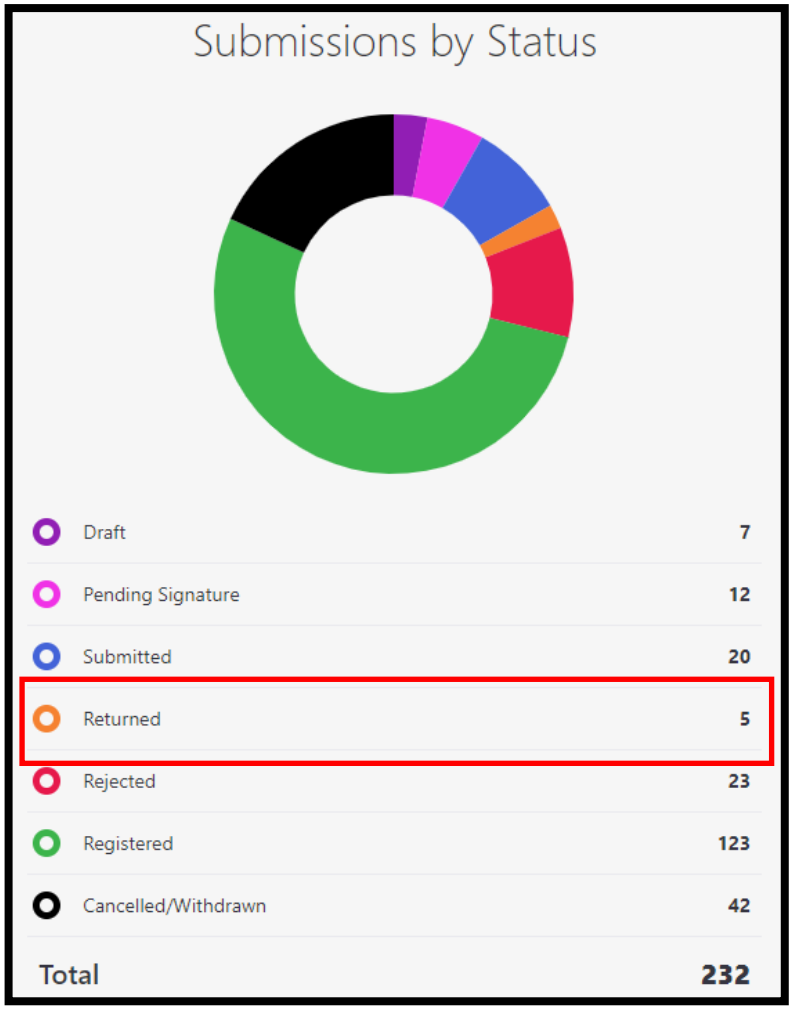
You must have received a message that the application has been returned to you for more information and you must be logged into *MyAccount* before you can edit it.

Once you are logged in, click on 'My Filings' in the menu at the left of the *MyAccount* home page to open a list of all filings (or applications) under various heading tabs: Drafts, Signatures, Submitted, Returned, Rejected, Registered and Cancelled.

Any application which has been returned to you seeking more information will be available under the 'Returned' tab.




Alternatively, you can click on the returned heading under 'Submission Filings' on the dashboard to open your submission.



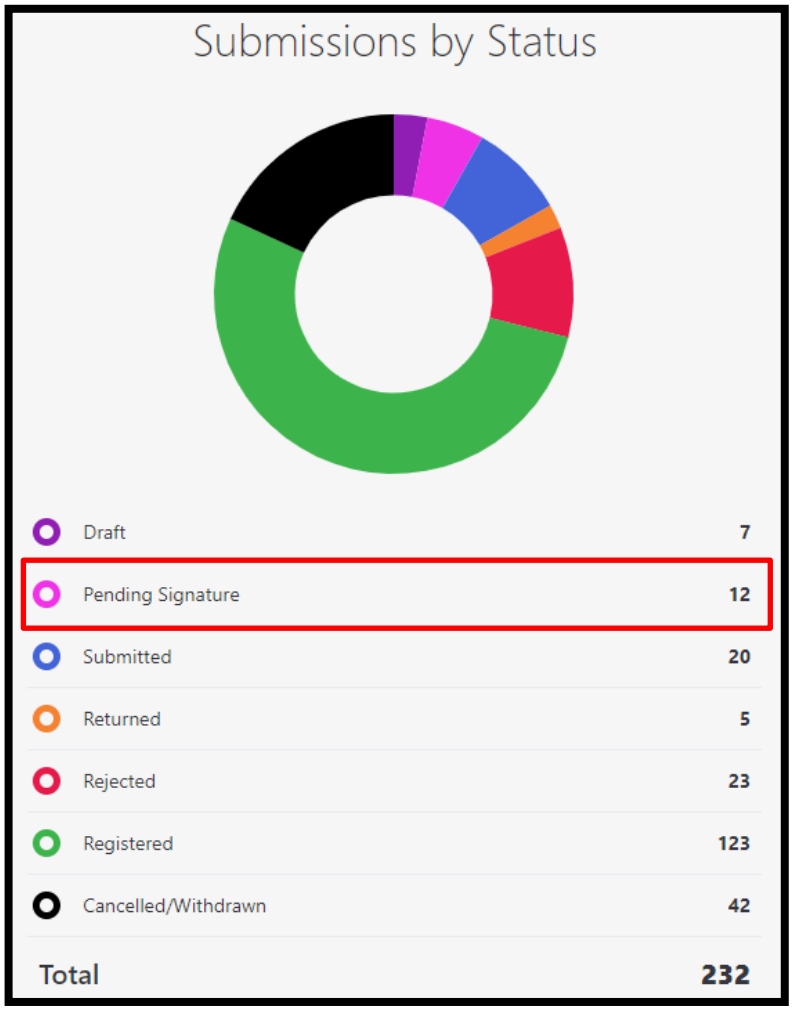

To open the returned application click on the 

icon to make the required edits and once complete, submit the application again. (You may also need to have the Statutory Declaration sworn again, however we will advise you if this is required).

When you have the form open, if you need assistance, click on 'Help' to open the user guide.

# Q. Upload the signed Statutory Declaration or Form or Authorisation?

Firstly, log into *MyAccount* then access the upload option via your dashboard, by selecting 'pending signature' under the 'Submission Filings' heading, see screen shot below.




Open the relevant submission and then click on 'Upload Signature File' to upload the signed documents. (If there are multiple signed documents, these must be scanned into a single PDF for upload).

Once you have uploaded the PDF of the signed document(s), click

to submit the application to the Charities Regulator.

Please ensure to **post the original** signed Signature File (e.g. Statutory Declaration or Form of Authorisation) to the Charities Regulator: Charity Services Unit, Charities Regulator, 3 George's Dock, IFSC, Dublin 1, D01 X5X0. An application cannot be progressed until the Charities Regulator has received the original Signature File.

# MyAccount

## 6. Other useful User Guides

Below are a set of User Guides that are also available within *MyAccount.* Click here to view and access them:

Annual Report - User Guide

Authorised Filer - User Guide

Change of Charity Name - User Guide

Change in Financial Year End – User Guide

Change of Purpose, Objects or other Constitution Amendment - User Guide

Charity Registration Application - User Guide

Maintain Bank Account - User Guide

Maintain Contact and Locations of Operation Details - User Guide

Maintain Fundraiser Details - User Guide

Maintain Trustees, Connections and External Advisors – User Guide

Post Primary School Registration - User Guide

Primary or Special School Registration - User Guide

S40 Deemed Registered Application - User Guide

Small Charities (Simplified) Application - User Guide

Winding Up and De-registration of a Registered Charity – User Guide

# Charities Acts 1961 and 1973 Applications - User Guides

Below are a set of User Guides that are available on our website:

Applications for Consent to Sanction an Exchange of Charity Property - User Guide

Applications for Consent to a Lease of Charity Property - User Guide

Applications for Consent to a Mortgage of Charity Property - User Guide

Applications for Consent to Surrender a Lease of Charity Property - User Guide

Applications for consent to a Transfer / Sale of Charity Property Between Charities for Less than Full Value - User Guide

Application for the Approval of a Compromise under Section 22 of the Charities Act 1961 (as amended) - User Guide

Appointment of new trustees under section 43 of the Charities Act 1961 (as amended) - User Guide

Cy-Près Application - User Guide

Application for an S30 Alteration of Schemes under Educational Endowments (Ireland) Act 1885 - User Guide

Application for Opinion or Advice under Section 21 of the Charities Act 1961 (as amended) - User Guide

Applications to sanction a sale of charity property for full value - User Guide

MyAccount

An Rialálaí Carthanas
Charities Regulator

# English

# *'Mo Chuntas'* a úsáid – Treoir Theicniúil Úsáideora

## Réamhrá

Beidh tú in ann na nithe seo a leanas a dhéanamh le *'Mo Chuntas'*:

- Taifid do charthanais a bhainistiú agus a nuashonrú ar an gClár Carthanas, má tá údarás agat é sin a dhéanamh;
- Do thuarascáil bhliantúil a chur faoinár mbráid;
- Iarratas a dhéanamh ar eagraíocht nua a chlárú;
- Iarratas a dhéanamh ar sheirbhísí faoi na hAchtanna Carthanas, 1961 agus 1973;
- Dul i mbun comhfhreagrais linn faoi d'iarratas nó faoi do charthanas cláraithe agus amharc ar fhógraí tábhachtacha uainn, amhail meabhrúcháin faoin tuarascáil bhliantúil, foilsiú treorach nua etc.;
- Amharc ar na déileálacha a bhí agat linn roimhe seo;
- Úsáideoirí eile ar do chuntas a chruthú agus a bhainistiú (má tá tú ainmnithe mar riarthóir).

Sula n-úsáideann tú an córas nua, léigh an rannán 'Tosú agus Ceisteanna Teicniúla' thíos chun a chinntiú go bhfuil do chuntas cumraithe i gceart. Tabhair faoi deara gur féidir leat na leabharmharcanna ar thaobh na láimhe clé a úsáid. Roghnaigh an **comhartha >** chun na ceisteanna faoi gach leabharmharc a fheiceáil.

Agus tú ag úsáid *'Mo Chuntas'*, féach an lámhleabhar seo chun cabhrú leat do bhealach a dhéanamh tríd an gcóras nua. D'fhéadfadh gur mhaith leat é a phriontáil amach mar Threoir Tagartha Áisiúil (Roghnaigh Comhad - Priontáil).

Déantar cur síos sa chaibidil seo ar thosú leis an gcóras agus ar aon cheisteanna teicniúla.

## C. Cén brabhsálaí ba cheart dom a úsáid?

Is fearr Google Chrome a úsáid le haghaidh *'Mo Chuntas'*.

Is féidir leat amharc ar *'Mo Chuntas'* freisin le raon leathan brabhsálaithe, lena n-áirítear Microsoft Edge, Mozilla Firefox agus Safari.

Is féidir leat na leaganacha is déanaí de na brabhsálaithe sin a íoslódáil ó na naisc seo a leanas:
Google Chrome

Microsoft Edge

Mozilla Firefox

Safari.

## C. An féidir liom fón póca nó ríomhaire táibléid a úsáid?

Is féidir ach is fearr ríomhaire deisce a úsáid.

## C. Cé na córais oibriúcháin ar féidir *'Mo Chuntas'* a rith orthu?

Windows XP

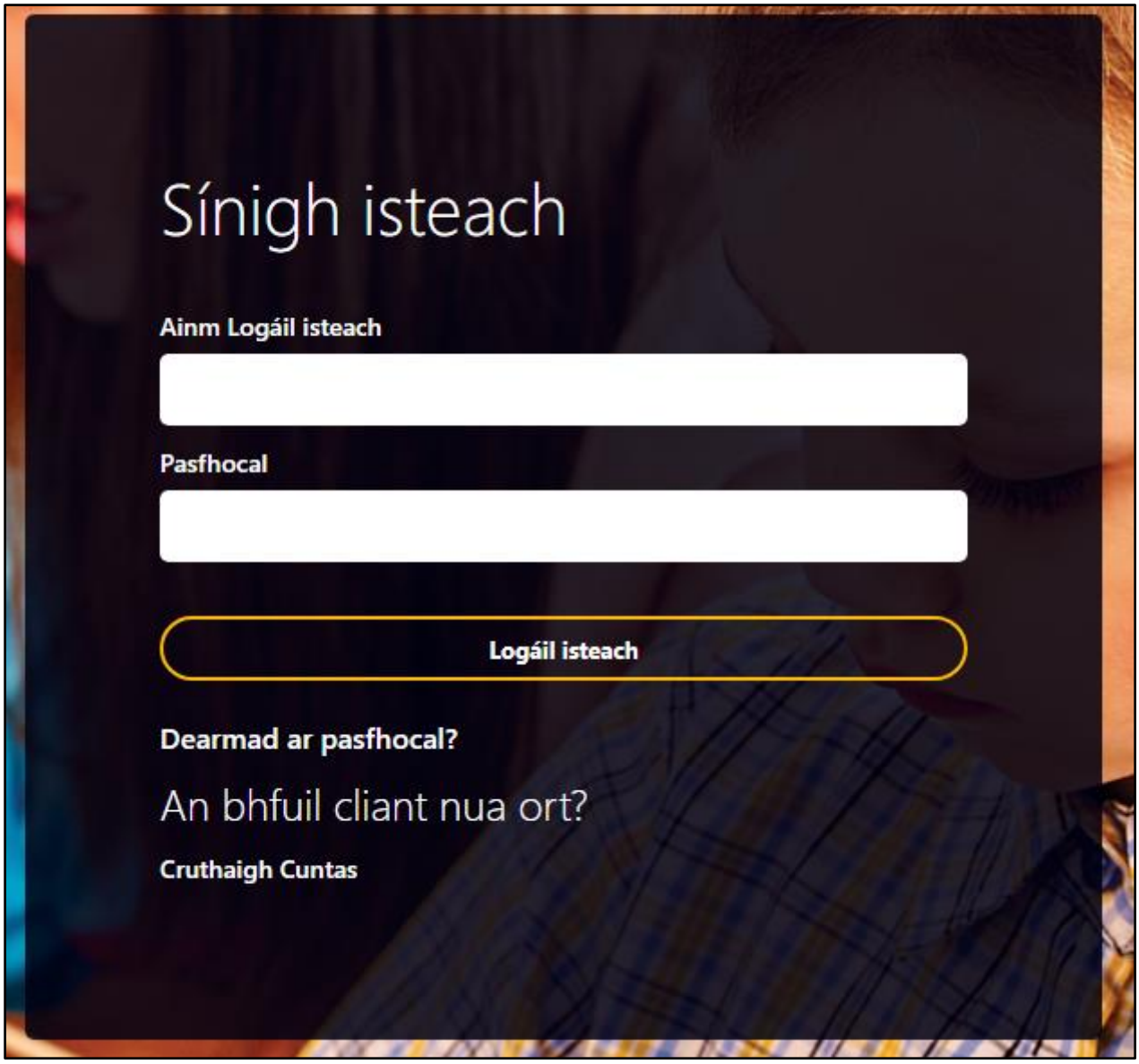
Windows Vista

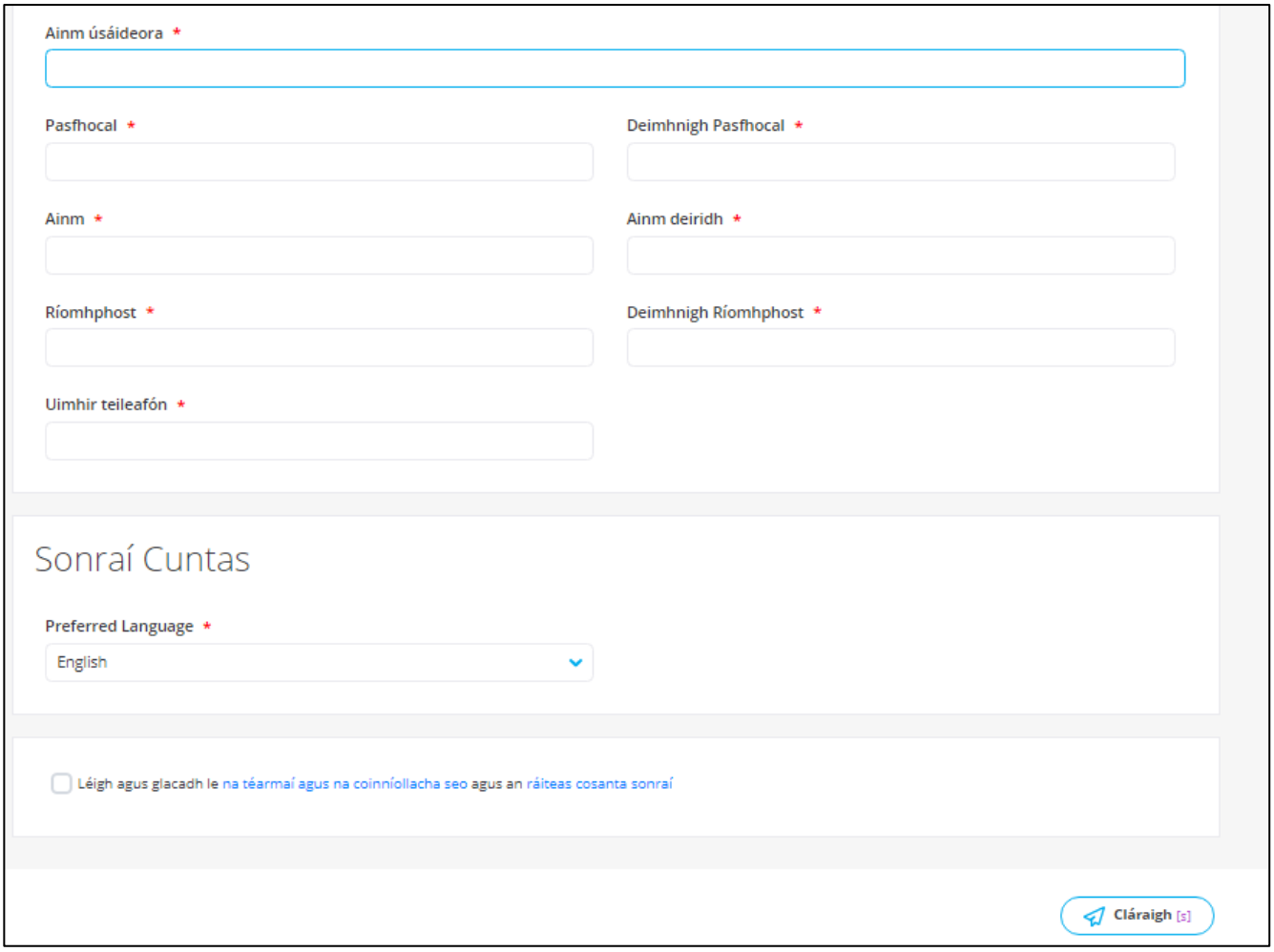
Mac OS9

Mac OSX

## C. Níl cuntas agam. Conas is féidir liom ceann a chruthú?

Cliceáil ar an gcnaipe 'Logáil isteach' ag an mbarr ar dheis de leathanach baile ár suímh Ghréasáin.  Cliceáil ansin ar 'Cruthaigh Cuntas' ag bun an Scáileáin Sínithe Isteach.






### Iontráil do Shonraí Úsáideora

Iontráil an **tAinm Úsáideora (ainm logála isteach)** ba mhaith leat a úsáid chun logáil isteach i *'Mo Chuntas'* as seo amach. Ní mór é a bheith uathúil agus furasta le cuimhneamh. Ní gá seoladh ríomhphoist ná d'ainm a úsáid mar ainm logála isteach.

Iontráil **Pasfhocal** do d'ainm logála isteach. Ní mór an pasfhocal a bheith idir 8 gcarachtar agus 16 charachtar ar fad agus ní mór ceannlitir amháin ar a laghad agus uimhir amháin ar a laghad a bheith istigh ann. **Deimhnigh an Pasfhocal** ach é a chlóscríobh an athuair. Má iontrálann tú an pasfhocal go mícheart, cuirfear an méid sin in iúl duit ar an scáileán.

Iontráil do **Chéadainm agus do Shloinne**.

Iontráil **Seoladh Ríomhphoist** bailí chun ríomhphoist deimhniúcháin agus aon chomhfhreagras eile a fháil uainn. **Deimhnigh an Seoladh Ríomhphoist** ach é a chlóscríobh an athuair. Má iontrálann tú an seoladh ríomhphoist go mícheart, cuirfear an méid sin in iúl duit ar an scáileán.

Iontráil **Uimhir Theileafóin** is féidir linn a úsáid chun teagmháil a dhéanamh leat – is féidir leat uimhir theileafón líne talún nó uimhir fón póca a thabhairt.

### Iontráil do Shonraí Cuntais

Cuir do theanga roghnaithe in iúl: Béarla nó Gaeilge.

Beidh ort tic a chur leis an mbosca chun a dheimhniú gur léigh tú na téarmaí agus coinníollacha agus an ráiteas cosanta sonraí agus go nglacann tú leo.

A luaithe atá na sonraí éigeantacha go léir iontráilte agat, rud atá marcáilte le réiltín dearg *, cliceáil ar an gcnaipe 'Cláraigh'. Seolfar ríomhphost ansin chuig an seoladh ríomhphoist a chuir tú ar fáil. Tá nasc fíorúcháin ann sa ríomhphost sin.

A luaithe a fhaigheann tú an ríomhphost, cliceáil ar an nasc agus gheobhaidh tú mír aníos á lua gur fíoraíodh do chuntas úsáideora.

Cliceáil ar an gcnaipe logála isteach sa mhír aníos chun logáil isteach.
Iontráil an t-ainm logála isteach agus an pasfhocal a d'úsáid tú chun an cuntas a chruthú ar dtús agus cliceáil ar an gcnaipe logála isteach.

A luaithe atá tú logáilte isteach, taispeánfar leathanach baile *'Mo Chuntas'*.

## C. Tá cuntas agam. Conas is féidir liom logáil isteach ann?

Chun logáil isteach i *'Mo Chuntas'*, cliceáil ar an gcnaipe 'Logáil isteach' ag an mbarr ar dheis de leathanach baile ár suímh Ghréasáin agus ansin iontráil d'ainm úsáideora agus do phasfhocal agus cliceáil ar 'Logáil isteach'. A luaithe atá tú logáilte isteach, taispeánfar leathanach baile *'Mo Chuntas'*.

Chun a chinntiú go bhfaighidh tú an t-eispéireas is fearr is féidir, bain úsáid as Google Chrome mar bhrabhsálaí Gréasáin agus tú ag logáil isteach i *'Mo Chuntas'*.

## C. Conas is féidir liom mo phasfhocal a athshocrú?

Cliceáil ar an gcnaipe 'Pasfhocal Dearmadta' ar an scáileán logála isteach. Iontráil d'ainm úsáideora agus cuir isteach é. Gheobhaidh tú ríomhphost ina bhfuil nasc ansin. Cliceáil ar an nasc chun pasfhocal nua a iontráil agus cuir isteach é.

## C. Conas is féidir liom mo shonraí úsáideora féin a nuashonrú i *'Mo Chuntas'*?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun do shonraí úsáideora a nuashonrú. A luaithe atá tú logáilte isteach, cliceáil ar an tsiombail ag an mbarr ar dheis den scáileán agus cliceáil ar 'Próifíl' chun do chuntas a oscailt.

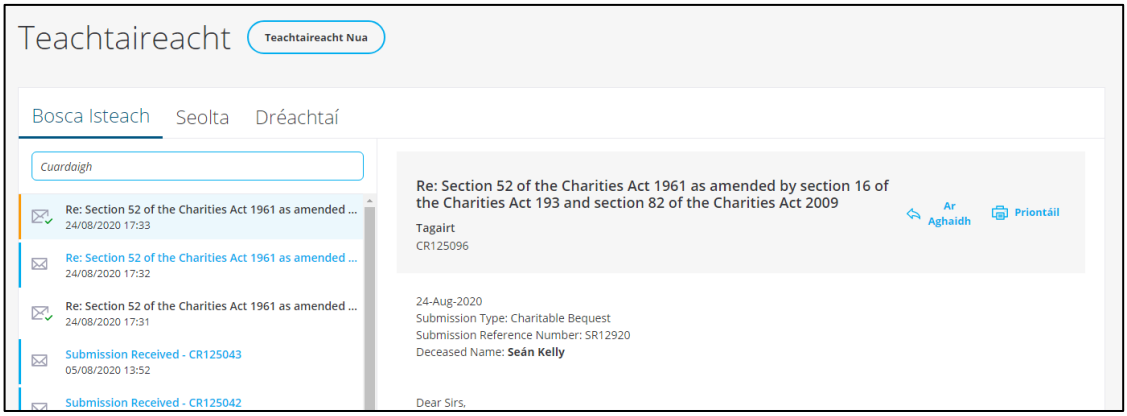
Déan na leasuithe riachtanacha agus, a luaithe atá tú críochnaithe, cliceáil ar 'Sábháil'.

## C. Conas is féidir liom amharc ar theachtaireachtaí nó teachtaireacht a sheoladh chuig an Rialálaí Carthanas ó *'Mo Chuntas'*?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun amharc ar do theachtaireachtaí nó chun teachtaireacht a sheoladh chugainn ó do chuntas.

A luaithe atá tú logáilte isteach, cliceáil ar 'Teachtaireachtaí' sa roghchlár ar an taobh clé de leathanach baile *'Mo Chuntas'* chun liosta de na teachtaireachtaí go léir faoi cheannteidil éagsúla a oscailt.

**Chun amharc ar theachtaireacht** atá i gceann ar bith de na trí tháb (Bosca Isteach, Seolta agus Dréachtaí), cliceáil ar an teachtaireacht agus osclófar san fhuinneog í – is féidir leat an teachtaireacht a phriontáil freisin ón áit sin.

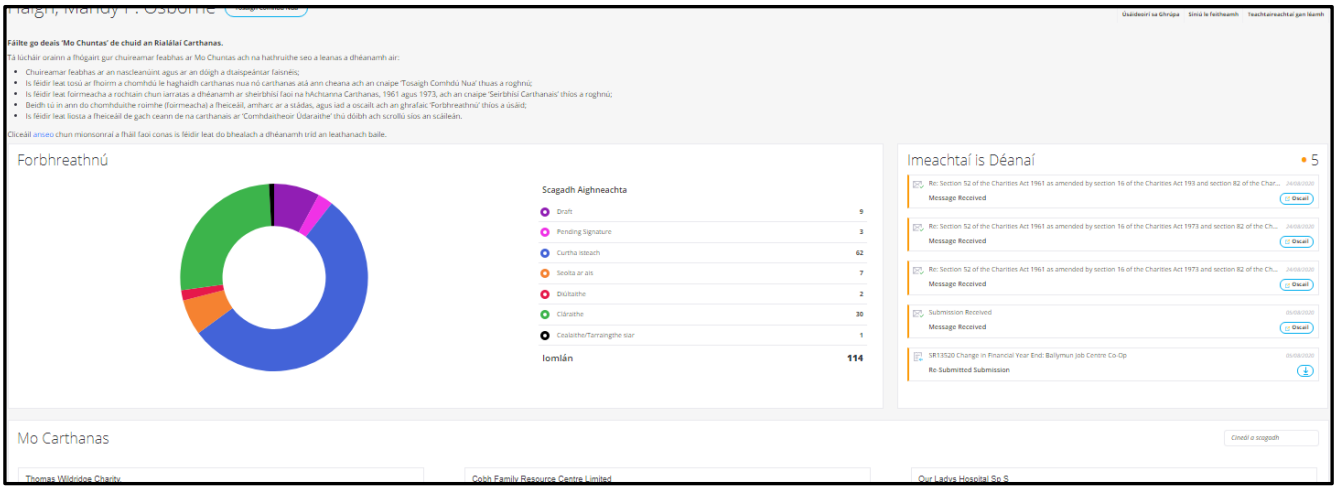



**Chun teachtaireacht nua a sheoladh chugainn**, cliceáil ar 'Teachtaireacht Nua' agus ansin ar 'Comhfhreagras Ginearálta'. Iontráil ábhar agus scríobh do theachtaireacht, cuir doiciméad faoi iamh más gá agus sábháil an teachtaireacht chun í a sheoladh ar ball nó seol an teachtaireacht.

# C. Conas is féidir liom dul trí *'Mo Chuntas'*?

## Deais

Nuair a logálann tú isteach i *'Mo Chuntas'*, osclaítear an leathanach baile (ar a dtugtar an 'Deais'), áit a dtaispeántar na nithe seo a leanas:

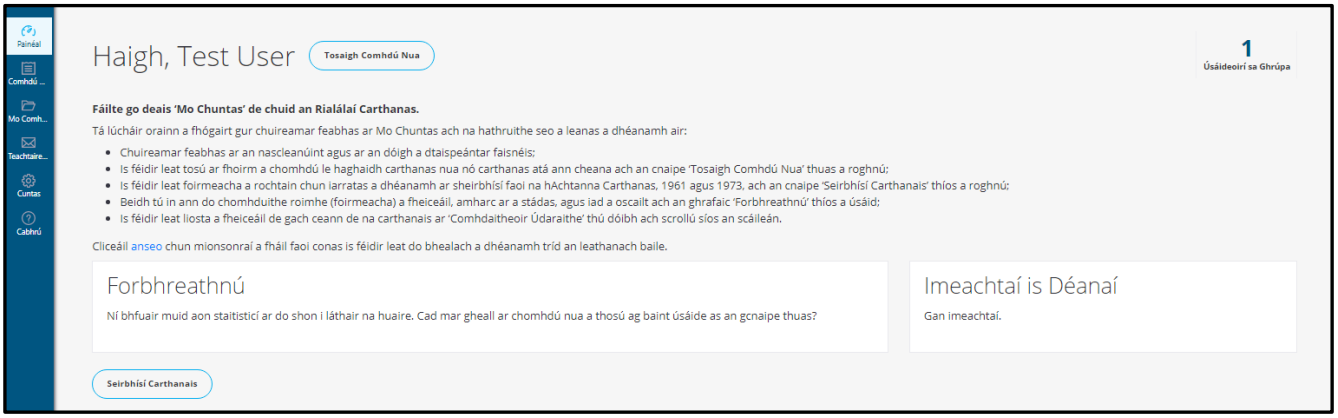



'Forbhreathnú': áit a dtaispeántar 'fáinne' ina n-achoimrítear an ghníomhaíocht ar do chuntas agus liosta de chomhduithe. Is féidir leat do chomhduithe a rochtain ach cliceáil ar an gceannteideal ábhartha nó ar an bhfáinne.

'Imeachtaí': atá ina liosta d'aon aighneachtaí a rinne tú le déanaí agus d'aon chomhfhreagras.

'Mo Charthanais': atá ina liosta de do charthanais chláraithe.

Más rud é gurb é seo an chéad uair atá tú ag logáil isteach agus nach raibh aon ghníomhaíocht roimhe ann ar do chuntas, beidh an chuma seo a leanas ar do dheais:




Feicfidh tú go bhfuil sraith táb ann feadh thaobh na láimhe clé, mar atá mionsonraithe thíos:

## Comhdú Nua

Is féidir leat 'comhduithe' nua a chur isteach ón rannán seo. Is foirmeacha iad 'comhduithe'. Tá cineálacha difriúla foirme ann agus beidh an ceann a úsáidfidh tú ag brath ar cé acu atá d'eagraíocht ag déanamh iarratas ar chlárú nó atá d'eagraíocht ina carthanas cláraithe cheana féin.

## Mo Chomhduithe

Is féidir leat do chomhduithe a chuardach agus a léamh ón rannán seo. Cuirtear na hamhairc i láthair ina dtáib chun cabhrú leat. Tá feidhmiúlacht scagtha ann is féidir leat a úsáid chun do chuardach a bheachtú. Is iad seo na táib sin:

- dréachtaí,
- sínithe (nach mbaineann le hábhar ach amháin i gcás go ndearna tú iarratas faoi na hAchtanna Carthanas, 1961 agus 1973, arna leasú),
- comhduithe a chuir tú isteach,
- comhduithe a seoladh ar ais chugat,
- comhduithe ar diúltaíodh dóibh,
- comhduithe a cláraíodh, agus
- comhduithe a cealaíodh.

## Teachtaireachtaí

Faoi 'Teachtaireachtaí', is féidir leat amharc ar na teachtaireachtaí go léir a fuair tú uainn, a sheol tú chugainn, nó a shábháil tú mar dhréachtaí. Is féidir leat é sin a fheiceáil i dtrí tháb agus is féidir leat cuardach le haghaidh teachtaireachta ach an barra cuardaigh a úsáid.

## Cuntas

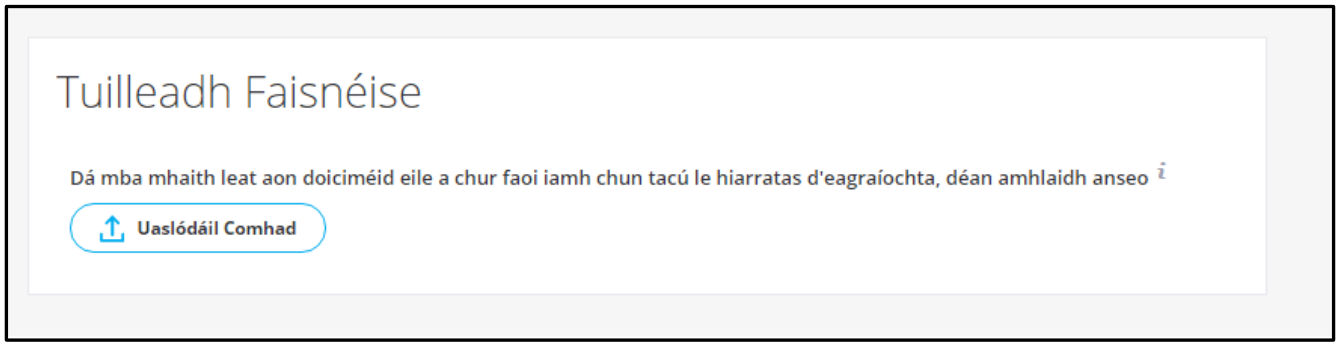
Faoi 'Cuntas', is féidir leat do chuntas agus do phróifílí úsáideora a chothabháil. Is féidir leat amharc ar do shonraí cuntais agus iad a chur in eagar. Tugtar liosta leis an tsaoráid de na húsáideoirí go léir atá ainmnithe faoi do chuntas. Is féidir leat úsáideoirí a chur in eagar, iad a chur le do chuntas agus iad a bhaint de.

## Cabhair

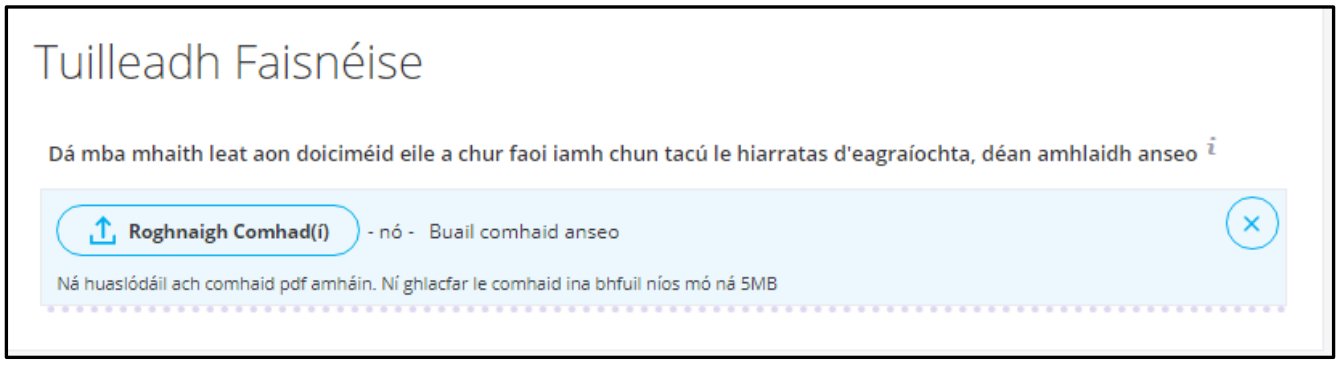
Má chliceálann tú ar an rogha 'Cabhair' ag am ar bith, tabharfar thú chuig an lámhleabhar úsáideora don leathanach nó don fhoirm i gceist.

## C. Conas is féidir liom comhad PDF a uaslódáil i bhfoirm?

Ní mór aon doiciméid atá le ceangal (le huaslódáil) a bheith ina gcomhad PDF (Formáid Doiciméad Iniompartha) a bhfuil uasmhéid 10 MB ann. Cuir ainm leis an gcomhad atá tú ag uaslódáil chun go léireofar ábhar an doiciméid go soiléir ann e.g. Doiciméad Rialaithe Charthanas X.




Agus ansin cliceáil ar 'Roghnaigh Comha(i)d'




Aimsigh an comhad ba mhaith leat a uaslódáil, roghnaigh é agus cliceáil ar 'Oscail'.

Mar mhalairt air sin, is féidir leat tarraingt agus scaoileadh ach cliceáil le do chnaipe luiche ar chlé ar an gcomhad PDF ba mhaith leat a uaslódáil agus, ina dhiaidh sin, é a tharraingt chuig an láthair roghnaithe gan do mhéar a bhaint den chnaipe agus ansin do lámh a bhaint den chnaipe luiche chun é a scaoileadh.

## C. Cad a chiallaíonn na deilbhíní sna foirmeacha?

Tá deilbhíní ann ar fud na bhfoirmeacha.  Léirítear sa tábla seo an chiall atá leo:

| Deilbhíní | Míniú |
|---|---|
| | Ciallaíonn an deilbhín seo go dtaispeánfar ar an gClár Carthanas poiblí an fhaisnéis atá tugtha. |
| | Ciallaíonn an deilbhín seo gur féidir leat do luchóg a bhogadh thar aon siombail chabhrach chun tuilleadh faisnéise a fháil. |
| | A luaithe a roghnaítear é, cuirfidh an deilbhín seo ar do chumas doiciméid a uaslódáil. |
| | A luaithe a roghnaítear é, cuirfidh an deilbhín seo ar do chumas an doiciméad seo a íoslódáil. |
| | Taispeántar an deilbhín seo in aice ceisteanna a bhfuil deilbhín féilire acu i gcás nach mór dáta a roghnú. |
| | Ní mór tuilleadh airde a thabhairt na táib a bhfuil an tsiombail seo marcáilte orthu. |
| | Is críochnaithe atá na táib a bhfuil an tsiombail seo marcáilte orthu. |
| * DEARG | Is éigeantach atá réimse ar bith a bhfuil réiltín (*) dearg aige agus ní mór é a chomhlánú. |
| Riachtanach | Ní mór ceisteanna a bhfuil “riachtanach” marcáilte orthu a chomhlánú. |
| Sábháil an Dréachta [a] | Déan deimhin de go gcliceálann tú ar an gcnaipe “Sábháil Dréacht” ar fud d’iarratais chun do dhul chun cinn a shábháil. |
| Réamhamharc [p] | Cliceáil ar an gcnaipe “Réamhamharc” chun leagan inphriontáilte PDF de d’iarratas a ghiniúint. Tá an rogha sin ar fáil ar an táb “Dearbhú” ar gach foirm. |

## C. Conas is féidir liom doiciméad Word a shábháil mar chomhad PDF? - Dhá rogha

**Rogha 1: Sábháil**

Agus tú ag úsáid Word, téigh chuig **Comhad > Sábháil Mar** in ionad an comhad a shábháil ar an ngnáthbhealach amháin.

Is féidir leat an **cineál comhaid PDF** a roghnú ansin ón roghchlár anuas.

Sábháil do dhoiciméad mar chomhad PDF.

Tá leagan PDF de do dhoiciméad Word agat anois. Is féidir leat é a uaslódáil chuig *'Mo Chuntas'*.

**Rogha 2: Easpórtáil**

Rogha eile is ea dul chuig Comhad **> Easpórtáil >** Cruthaigh Doiciméad PDF/XPS.

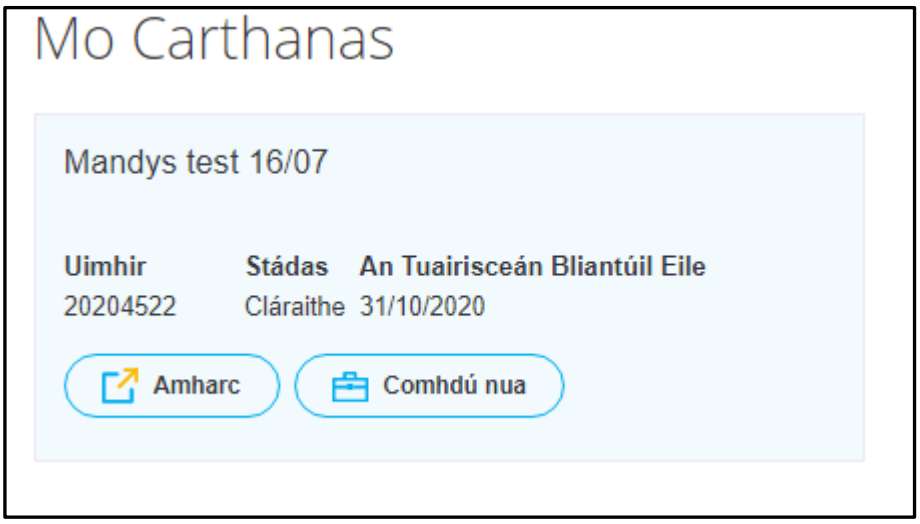
Cliceáil ar 'Foilsigh' nuair atá tú críochnaithe.

## C. Conas is féidir liom an tuarascáil bhliantúil a chur isteach?

Tá tuarascálacha bliantúla ar fáil ar líne lena gcomhlánú thart ar shé seachtaine roimh an dáta dlite (is é 10 mí tar éis dheireadh bliana airgeadais an charthanais an dáta dlite).

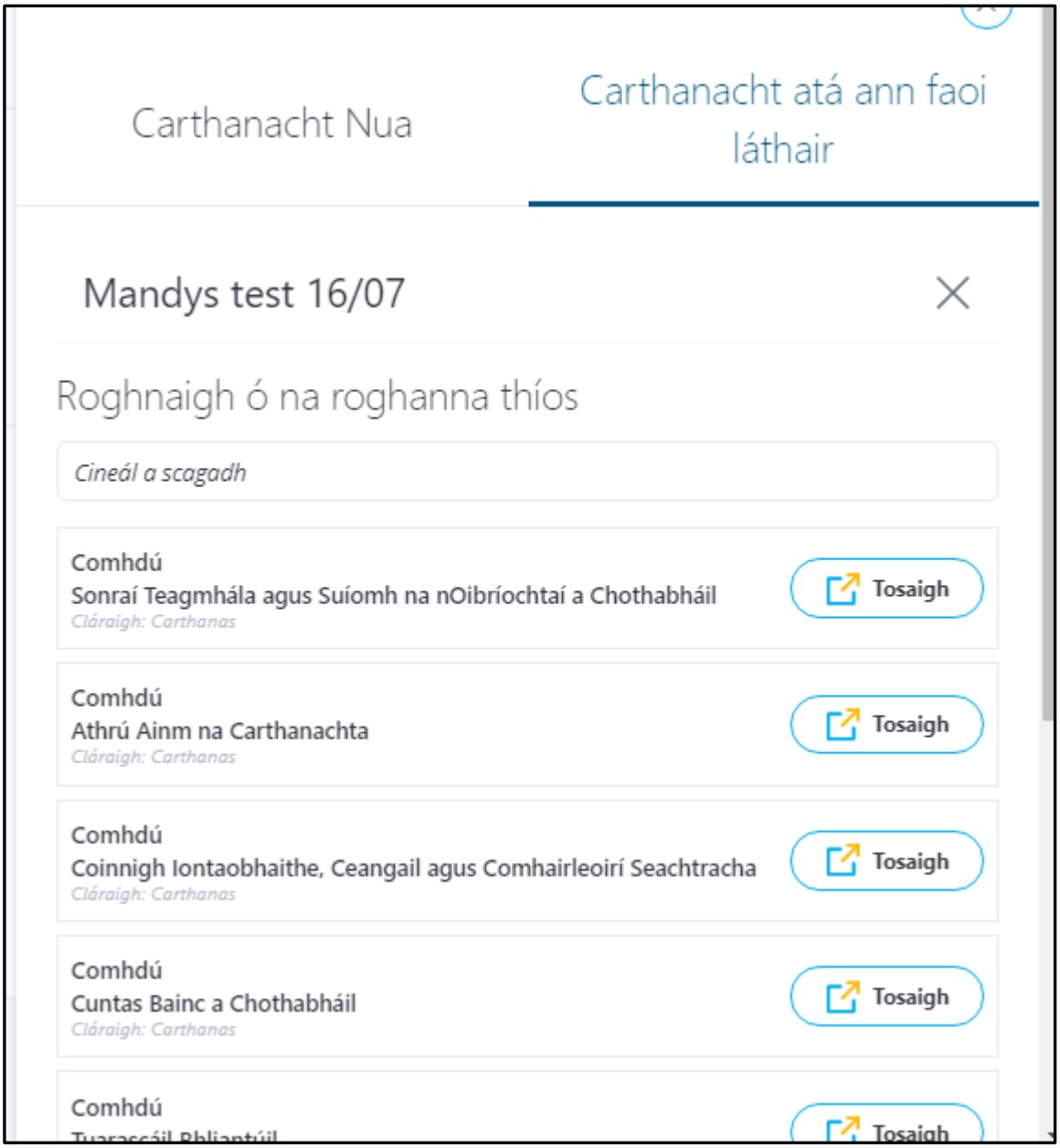
Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun tuarascáil bhliantúil a chomhdú.

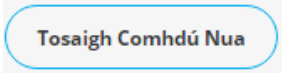
A luaithe atá tú logáilte isteach, roghnaigh an carthanas ón liosta 'Mo Charthanais' ar dheais *'Mo Chuntas'* (más comhdaitheoir údaraithe thú do níos mó ná carthanas amháin, taispeánfar gach ceann díobh ar an liosta).



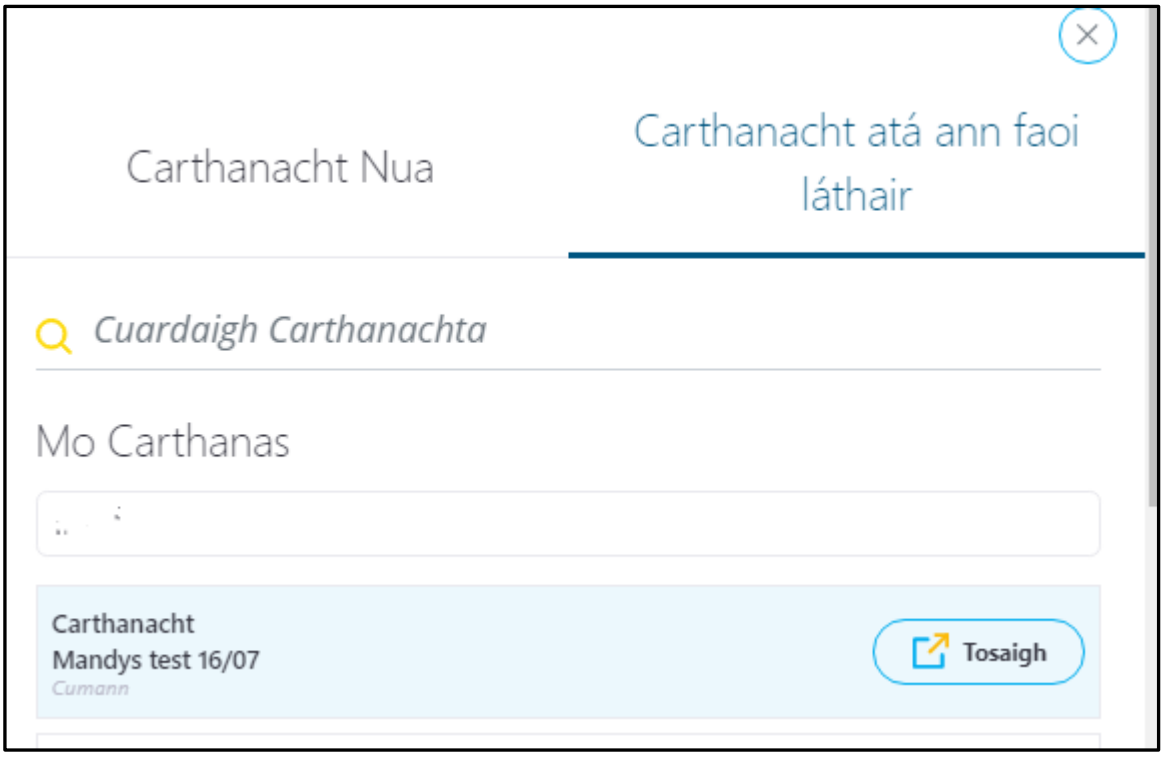

Cliceáil ansin ar 'Comhduithe' agus, sa deireadh, cliceáil ar 'Tuarascáil Bhliantúil' ar an liosta chun an fhoirm tuarascála bliantúla a oscailt.

Nuair atá an fhoirm ar oscailt agat, cliceáil ar 'Cabhair' chun an treoir úsáideora a oscailt má theastaíonn cabhair uait.




Mar mhalairt air sin, is féidir leat cliceáil ar 

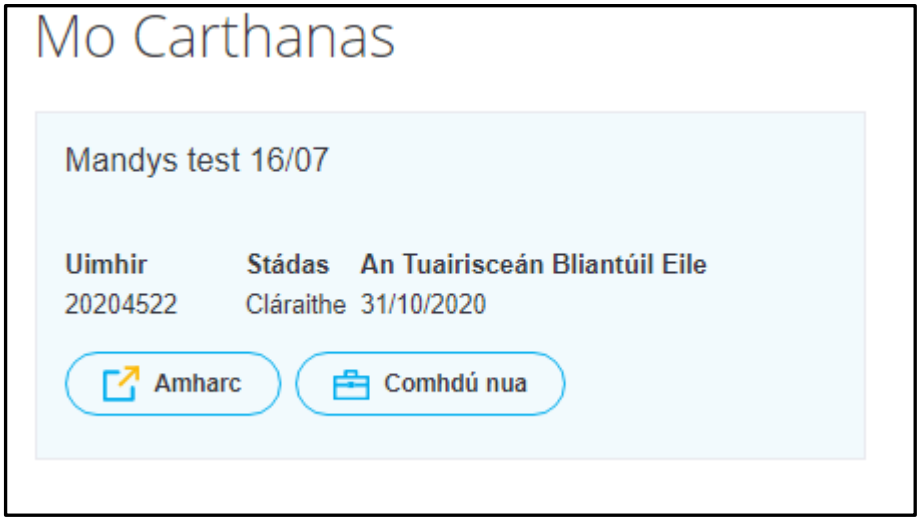
, rud a thabharfaidh thú chuig liosta de do charthanais go léir. Cliceáil ar an gcnaipe 'Tosaigh' in aice an charthanais ábhartha chun liosta de na foirmeacha atá ar fáil don charthanas sin a oscailt.




## C. Conas is féidir liom iontaobhaithe an charthanais a nuashonrú?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun iontaobhaithe do charthanais a nuashonrú.

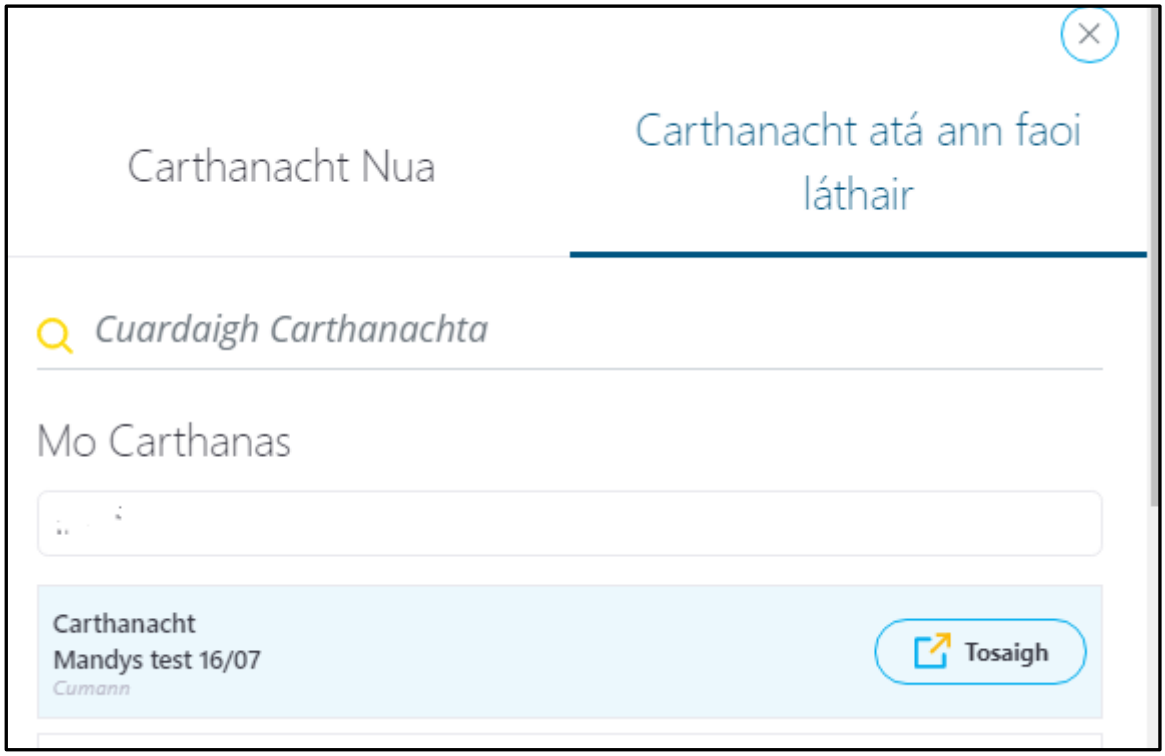
A luaithe atá tú logáilte isteach, roghnaigh an carthanas ón liosta 'Mo Charthanais' ar leathanach baile *'Mo Chuntas'* (más comhdaitheoir údaraithe thú do níos mó ná carthanas amháin, taispeánfar gach ceann díobh ar an liosta).




Cliceáil ansin ar 'Comhduithe' agus cliceáil ar 'Iontaobhaithe, Baint agus Comhairleoirí Seachtracha a Chothabháil' ar an liosta chun an fhoirm 'Iontaobhaí a Chothabháil' a

oscailt.  Nuair atá an fhoirm ar oscailt agat, cliceáil ar 'Cabhair' chun an treoir úsáideora a oscailt má theastaíonn cabhair uait.

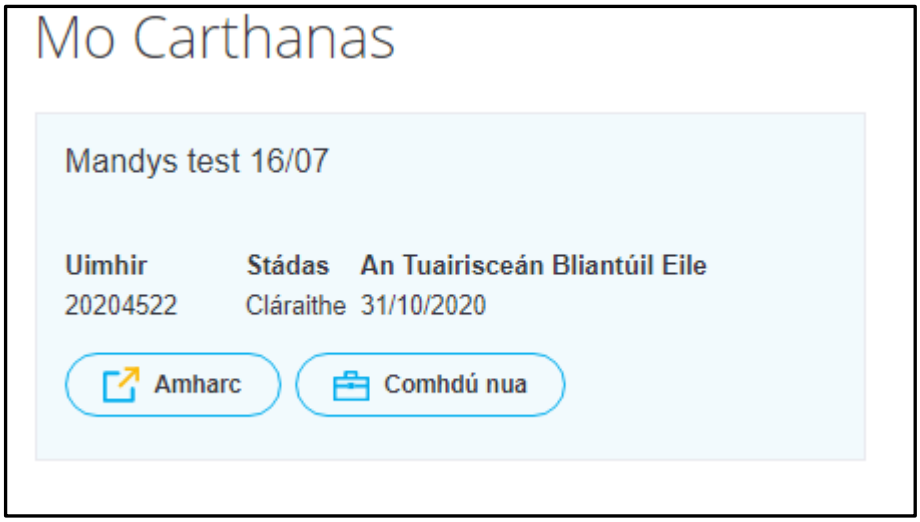
Mar mhalairt air sin, is féidir leat cliceáil ar 'Tosaigh Comhdú Nua', rud a thabharfaidh thú chuig liosta de do charthanais go léir. Cliceáil ar an gcnaipe 'Tosaigh' in aice an charthanais ábhartha chun liosta de na foirmeacha atá ar fáil don charthanas sin a oscailt.



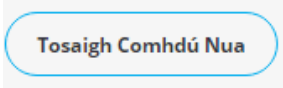

## C. Conas is féidir liom sonraí an charthanais a nuashonrú?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun sonraí do charthanais a nuashonrú.

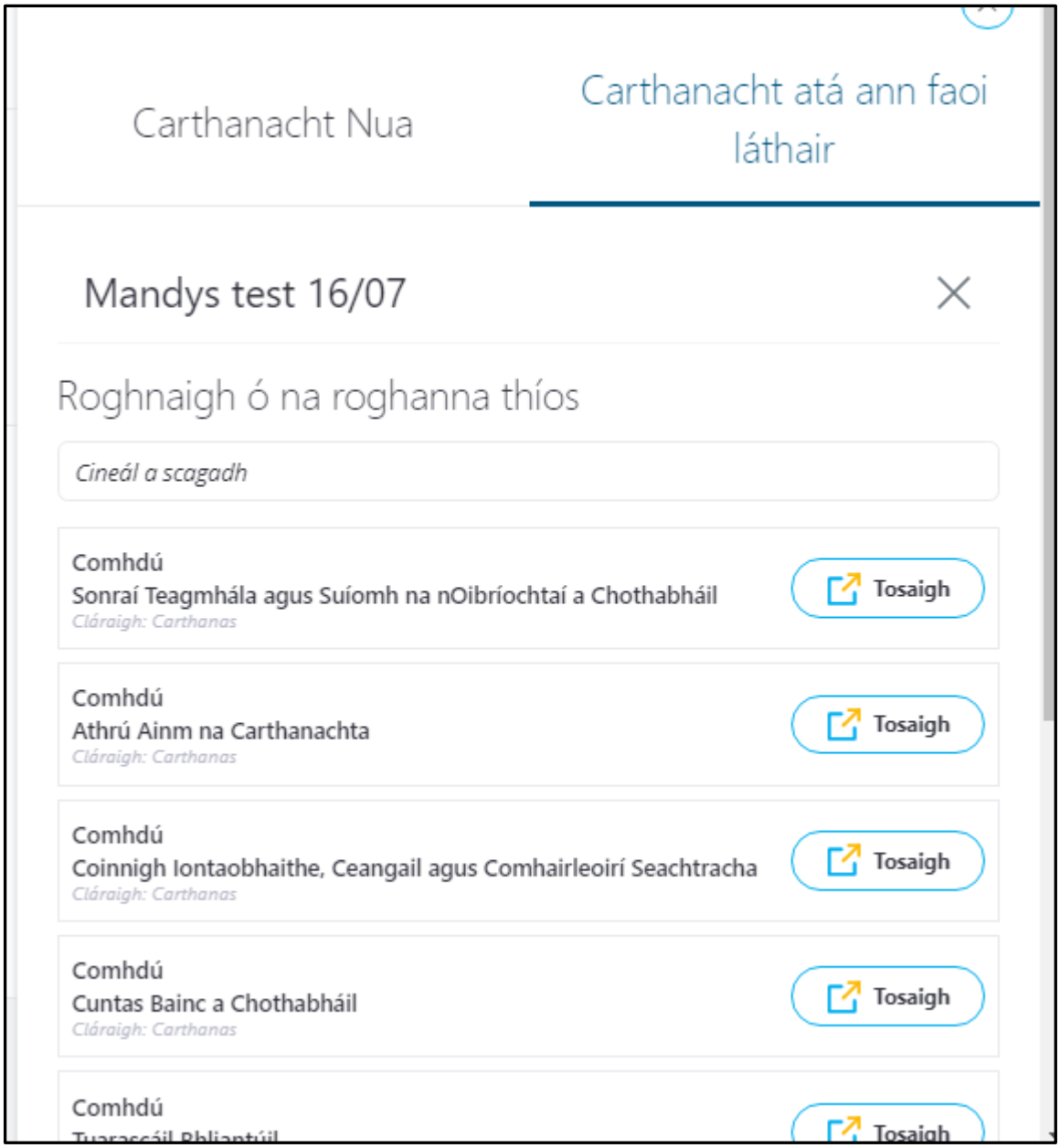
A luaithe atá tú logáilte isteach, roghnaigh an carthanas ón liosta 'Mo Charthanais' ar leathanach baile *'Mo Chuntas'* (más comhdaitheoir údaraithe thú do níos mó ná carthanas amháin, taispeánfar gach ceann díobh ar an liosta).




Cliceáil ansin ar 'Comhduithe'. Feicfidh tú liosta roghanna – cliceáil ar an rogha a bhaineann leis an nuashonrú ba mhaith leat a dhéanamh.

Mar mhalairt air sin, is féidir leat cliceáil ar 

, rud a thabharfaidh thú chuig liosta de do charthanais go léir. Cliceáil ar an gcnaipe 'Tosaigh' in aice an charthanais ábhartha chun liosta de na foirmeacha atá ar fáil don charthanas sin a oscailt.




Tá achoimre tugtha thíos ar chuspóir gach foirme:

| Teideal na foirme | Cuspóir na foirme |
|---|---|
| **Sonraí Teagmhála agus Láithreacha Oibriúcháin a Chothabháil** | Bain úsáid as an bhfoirm seo chun seoladh/seoltaí eagraíochta nó sonraí teagmhála do do charthanas a leasú, a scriosadh nó a chur leis, nó chun na dlínsí ina n-oibríonn do charthanas a chur leis nó a leasú. |
| **Ainm Carthanais a Athrú** | Bain úsáid as an bhfoirm seo chun iarratas a dhéanamh ar thoiliú le hainm do charthanais a athrú. |

| | |
|---|---|
| **Iontaobhaithe, Baint agus Comhairleoirí Seachtracha a Chothabháil** | Bain úsáid as an bhfoirm seo chun iontaobhaithe carthanais, baint nó comhairleoirí seachtracha a bhfostaíonn do charthanas iad a nuashonrú, a scriosadh nó a chur leis. |
| **Cuntas Bainc a Chothabháil** | Bain úsáid as an bhfoirm seo chun faisnéis chuntas bainc nó comhar creidmheasa do do charthanas a nuashonrú, a scriosadh nó a chur leis. |
| **Tuarascáil Bhliantúil** | Bain úsáid as an bhfoirm seo chun an tuarascáil bhliantúil do do charthanas a chomhdú. |
| **Cuspóir a Athrú** ***(áirítear leis an bhfoirm seo athruithe ar Chuspóirí nó leasuithe eile Bunreachta)*** | Bain úsáid as an bhfoirm seo chun iarratas a dhéanamh ar thoiliú le cineálacha difriúla leasuithe a dhéanamh ar do chuspóir carthanúil nó ar do bhunreacht. |
| **Sonraí Cruinnitheoirí Airgid a Chothabháil** | Bain úsáid as an bhfoirm seo chun sonraí cruinnitheoirí airgid do do charthanas a nuashonrú e.g. cruinnitheoirí airgid gairmiúla a fhostú. |
| **Carthanas Cláraithe a Fhoirceannadh agus a Dhíchlárú** | Bain úsáid as an bhfoirm seo chun a chur in iúl dúinn go bhfuil do charthanas á fhoirceannadh. |
| **Athrú ar Dheireadh na Bliana Airgeadais** | Bain úsáid as an bhfoirm seo chun dáta deiridh na bliana airgeadais do do charthanas a athrú. |

Nuair atá foirm ar oscailt agat, cliceáil ar an gcnaipe 'Cabhair' chun an treoir úsáideora a oscailt má theastaíonn cabhair uait.

## C. Conas is féidir liom amharc ar na foirmeacha agus na tuarascálacha bliantúla a comhdaíodh don charthanas?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun amharc ar do chomhduithe.

A luaithe atá tú logáilte isteach, tá dhá bhealach ann is féidir leat amharc ar do chomhduithe ó leathanach baile *'Mo Chuntas'*:

Cliceáil ar 'Mo Chomhduithe' sa roghchlár ar an taobh clé den leathanach baile chun liosta de na comhduithe a rinne tú faoi cheannteidil stádais éagsúla a oscailt: Dréachtaí, Sínithe, Curtha Isteach, Seolta ar Ais, Diúltaithe, Cláraithe agus Cealaithe.

Cliceáil ar an gceannteideal ábhartha chun na foirmeacha, na tuarascálacha agus na doiciméid go léir don charthanas a oscailt. Is féidir leat sonraí iomlána na foirme a íoslódáil ansin ach cliceáil ar an deilbhín 

.

**NÓ**

Ar an leathanach baile, cliceáil ar an gceannteideal ábhartha ar an liosta 'Comhduithe Aighneachtaí', agus ansin

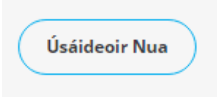
Is féidir leat comhdú a íoslódáil ach cliceáil ar an deilbhín 
.

## C. Conas is féidir liom rochtain a thabhairt do dhuine éigin eile i mo charthanas chun go mbeidh sé/sí in ann amharc ar fhoirmeacha agus iad a chomhdú don charthanas?

**Nóta tábhachtach:** Chun slándáil do chuntais a chinntiú agus chun cloí le ceanglais Chosanta Sonraí, ní mór duit, sula gcuireann tú aon úsáideoir le do chuntas, bheith údaraithe ag iontaobhaithe an charthanais chun déanamh amhlaidh.

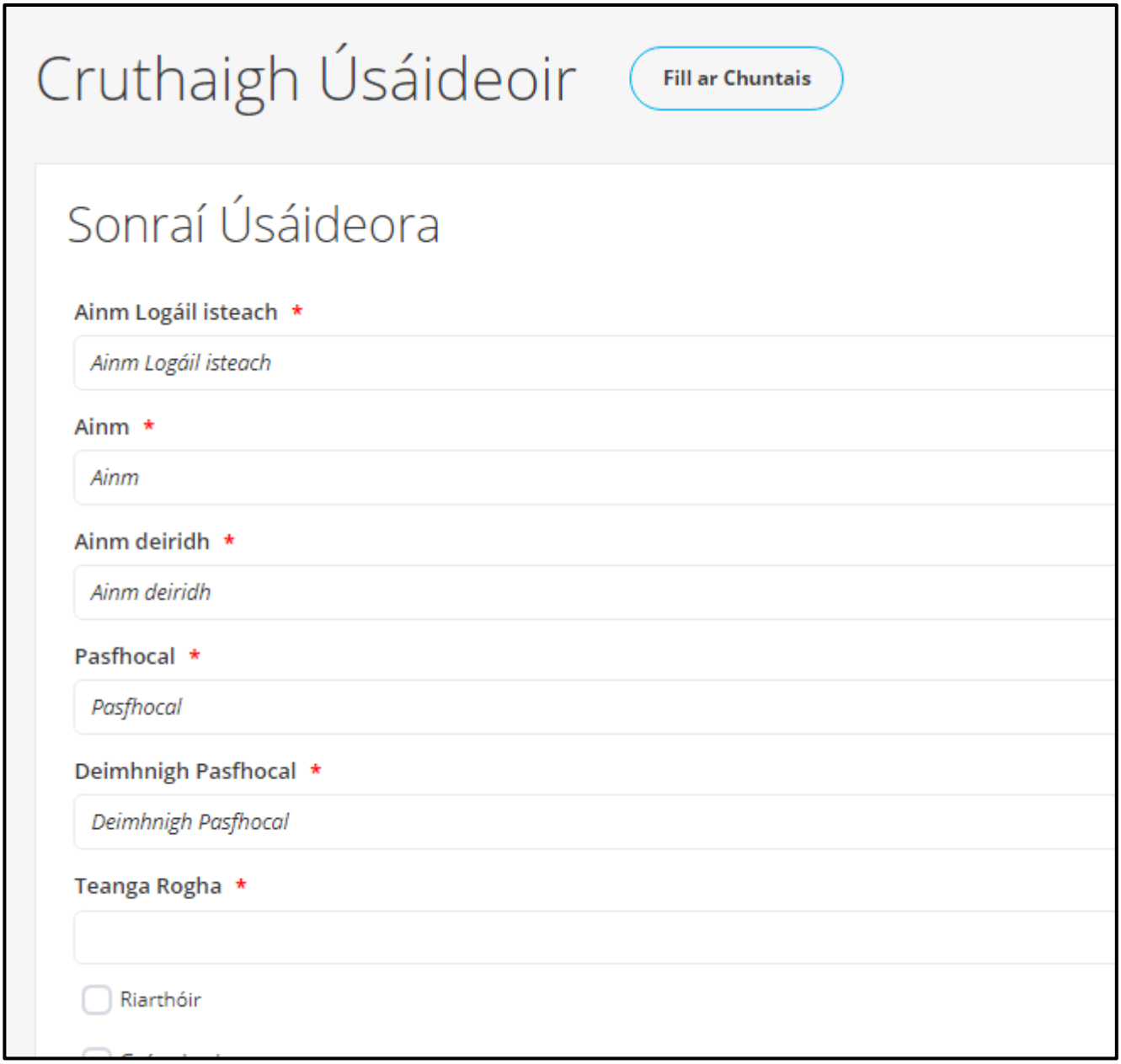
Ní mór duit bheith ainmnithe mar riarthóir cuntais sula mbeidh tú in ann duine ar bith a chur le do chuntas agus ní mór duit bheith logáilte isteach i *'Mo Chuntas'*.

A luaithe atá tú logáilte isteach, cliceáil ar 'Cuntas' sa roghchlár ar an taobh clé de leathanach baile *'Mo Chuntas'* chun do phróifíl cuntais a oscailt.

Roghnaigh 

agus cuir sonraí an duine aonair leis – an t-ainm logála isteach, an céadainm agus an sloinne, an pasfhocal, an teanga roghnaithe, an seoladh ríomhphoist agus an uimhir theileafóin. Ní mór duit a chur in iúl an mbeidh an duine sin ina 'Riarthóir' nó nach mbeidh (is féidir le riarthóirí úsáideoirí nua a chur leis) agus 'Gníomhach' a thabhairt ar an úsáideoir, agus ní mór duit a chur in iúl cé na pribhléidí a bheidh aige/aici maidir le do charthanas – e.g. 'Ceadaithe chun Aighneacht a Chruthú', 'Ceadaithe chun Cur Isteach'.

Dá mba mhaith leat go mbeadh an duine sin in ann amharc ar fhoirm ach gan a bheith in ann foirm a chur in eagar nó a chur isteach, ná cuir tic le rud ar bith sa rannán 'Pribhléidí'.




Ní mór duit modh cumarsáide an úsáideora a shocrú freisin – roghnaigh comhfhreagras ríomhphoist (comhfhreagras a fháil trí ríomhphost) agus/nó ríomhphost HTML - ríomhphoist atá i bhformáid HTML.

**Tabhair faoi deara**: Más riarthóir thú do níos mó ná carthanas amháin, beidh ar aon úsáideoir nua a chuireann tú leis foirm um Chomhdaitheoir Údaraithe a chomhlánú agus a chur isteach dá c(h)arthanas féin go sonrach.  Chun foirm um Chomhdaitheoir Údaraithe a chomhdú, ba cheart don úsáideoir nua logáil isteach ina c(h)untas féin, 'Tosaigh Comhdú Nua' a roghnú ar an leathanach baile, 'Carthanas atá ann Cheana' a roghnú agus an carthanas a bhfuil sé/sí ag gníomhú thar a cheann a aimsiú ach an fheidhm cuardaigh a úsáid.

Ba cheart dó/di 'Comhdaitheoir Údaraithe' a roghnú agus an fhoirm a chomhlánú agus a chomhdú ansin.

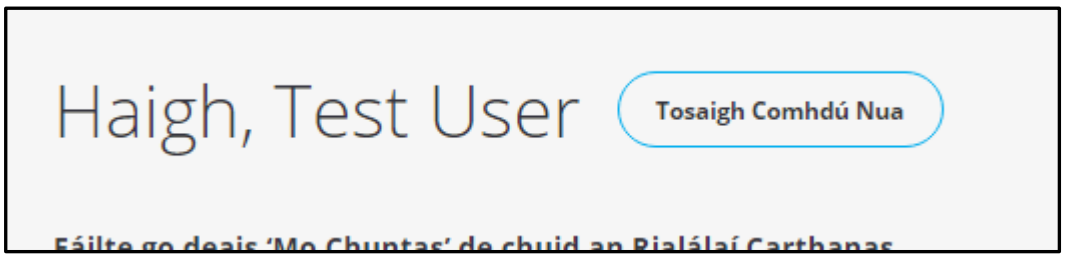
Ní mór dó/di litir údarúcháin atá sínithe ag iontaobhaí amháin ar a laghad den charthanas a bheith aige/aici lena huaslódáil leis an bhfoirm. Féach an Treoir Úsáideora le haghaidh tuilleadh míniúcháin agus litir shamplach. A luaithe atá sí curtha isteach, próiseálfar í agus tabharfar eolas don chomhdaitheoir údaraithe nuair atá rochtain ceadaithe.

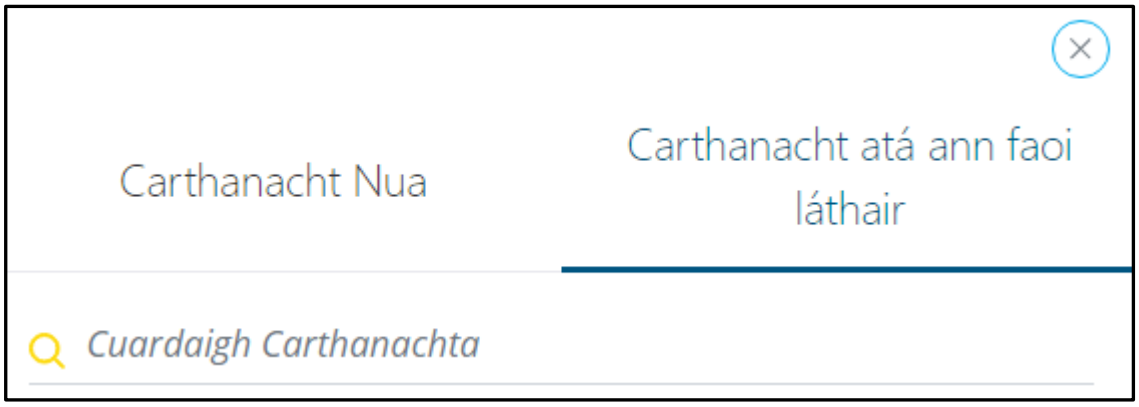
## C. Conas is féidir liom rochtain a thabhairt do thríú páirtí (e.g. cuntasóir an charthanais) chun go mbeidh sé/sí in ann an tuarascáil bhliantúil nó foirmeacha eile a chomhdú don charthanas?

Is féidir údarú a thabhairt d'úsáideoir tríú páirtí (e.g. do chuntasóir) chun foirmeacha nuashonrúcháin nó tuarascálacha bliantúla a chomhdú thar ceann do charthanais ach foirm um Chomhdaitheoir Údaraithe a chomhlánú (tabhair faoi deara: cé gur féidir le tríú páirtí tuarascálacha agus foirmeacha a chur isteach do do charthanas, is iad iontaobhaithe an charthanais atá freagrach as ábhar agus cruinneas na ndoiciméad sin).

Ní mór an tríú páirtí a bheith curtha le do chuntas cheana féin mar úsáideoir nua nó ní mór dó/di a c(h)untas féin a bheith cruthaithe aige/aici sula mbeidh sé/sí in ann iarratas a dhéanamh ar ghníomhú mar chomhdaitheoir údaraithe. Ní mór dó/di litir údarúcháin atá sínithe ag iontaobhaí amháin ar a laghad den charthanas a bheith aige/aici lena huaslódáil leis an bhfoirm um Chomhdaitheoir Údaraithe. Seo é nasc chuig Comhdaitheoir Údaraithe - Treoir Úsáideora

Chun iarratas a dhéanamh ar údarú, ba cheart don tríú páirtí logáil isteach ina c(h)untas féin, 'Tosaigh Comhdú Nua' a roghnú ar an leathanach baile, 'Carthanas atá ann Cheana' a roghnú agus an carthanas a bhfuil sé/sí ag gníomhú thar a cheann a aimsiú ach an fheidhm cuardaigh a úsáid.






Ba cheart dó/di 'Comhdaitheoir Údaraithe' a roghnú ansin agus an fhoirm a chomhlánú agus a chomhdú.  A luaithe atá sí próiseáilte, tabharfar eolas don chomhdaitheoir údaraithe nuair atá rochtain ceadaithe.

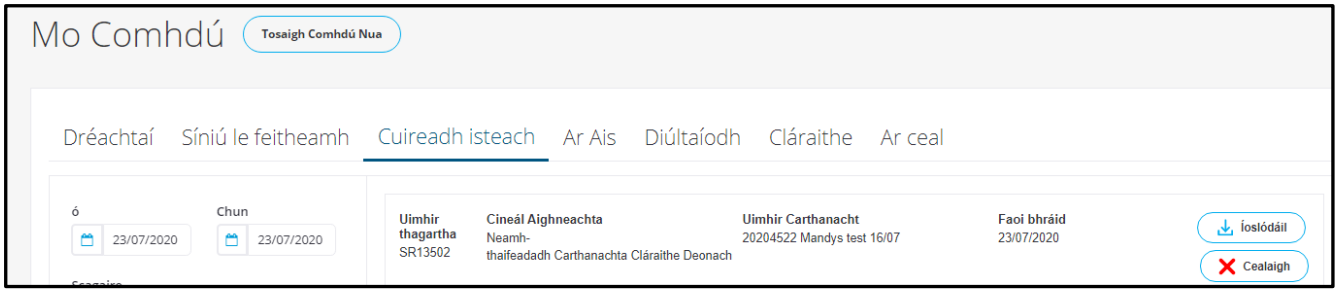
## C. Conas is féidir liom amharc ar an iarratas a chuir mé isteach do m'eagraíocht?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun amharc ar d'iarratas.

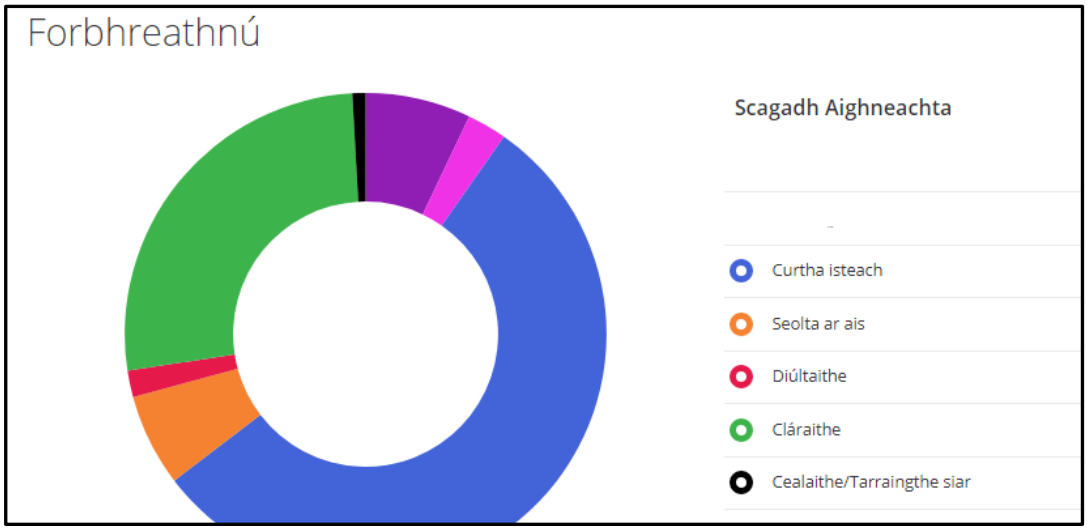
A luaithe atá tú logáilte isteach, cliceáil ar 'Mo Chomhduithe' sa roghchlár ar an taobh clé de leathanach baile *'Mo Chuntas'* chun liosta de na comhduithe (nó na foirmeacha) go léir a bhaineann le d'eagraíocht faoi tháib cheannteidil éagsúla a oscailt: Dréachtaí, Sínithe, Curtha Isteach, Seolta ar Ais, Diúltaithe, Cláraithe agus Cealaithe.

Cliceáil ar an gceannteideal 'Curtha isteach' chun na foirmeacha go léir a cuireadh isteach a oscailt. Is féidir leat sonraí iomlána na foirme a íoslódáil ansin ach cliceáil ar an deilbhín .

Tabhair faoi deara: ní féidir leat foirm iarratais a chur in eagar mura bhfuil sí sa rannán 'Dréachtaí' nó sa rannán 'Seolta ar Ais'.




Mar mhalairt air sin, is féidir leat cliceáil ar an gceannteideal curtha isteach faoi 'Comhduithe Aighneachtaí' ar an deais chun d'aighneacht a oscailt.

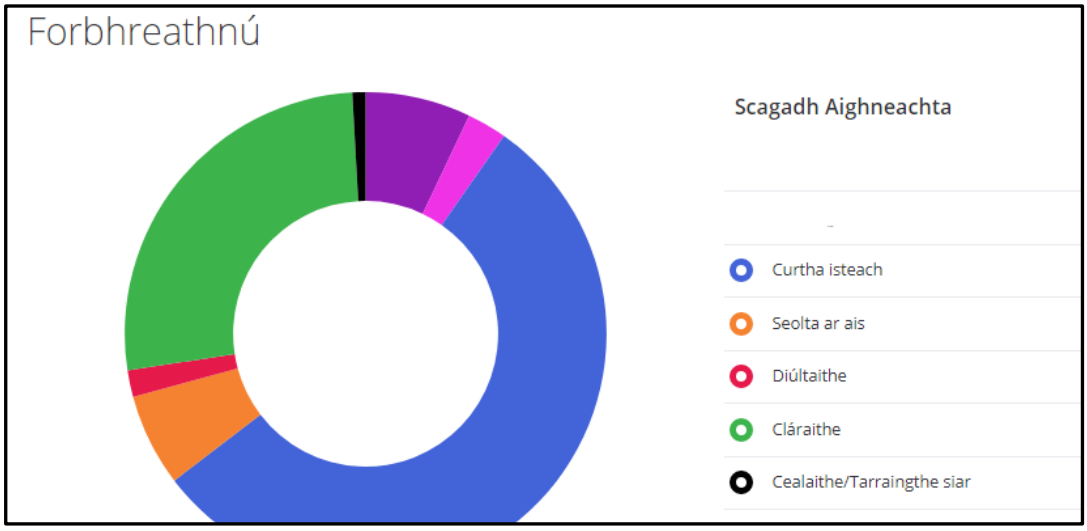


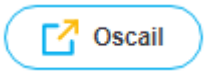

## C. Conas is féidir liom cur in eagar a dhéanamh ar iarratas a seoladh ar ais chugam le haghaidh tuilleadh faisnéise a fháil?

Ní mór duit teachtaireacht a bheith faighte agat á rá gur seoladh an t-iarratas ar ais chugat chun tuilleadh faisnéise a fháil agus ní mór duit bheith logáilte isteach i *'Mo Chuntas'* sula mbeidh tú in ann iarratas a chur in eagar.

A luaithe atá tú logáilte isteach, cliceáil ar 'Mo Chomhduithe' sa roghchlár ar an taobh clé de leathanach baile *'Mo Chuntas'* chun liosta de na comhduithe (nó na foirmeacha) go léir a bhaineann le d'eagraíocht faoi tháib cheannteidil éagsúla a oscailt. Is ar fáil faoin táb 'Seolta ar Ais' a bheidh aon fhoirm a chuir tú isteach ('aighneacht') agus a seoladh ar ais chugat le haghaidh tuilleadh faisnéise a fháil.

Mar mhalairt air sin, is féidir leat cliceáil ar an gceannteideal seolta ar ais faoi ‘Comhduithe Aighneachtaí’ ar an deais chun d’aighneacht a oscailt.




Chun an fhoirm a oscailt, cliceáil ar an deilbhín 

chun an cur in eagar riachtanach a dhéanamh agus, a luaithe atá sé sin déanta, cuir an fhoirm isteach an athuair.

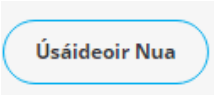
Nuair atá an fhoirm ar oscailt agat, cliceáil ar ‘Cabhair’ chun an treoir úsáideora a oscailt má theastaíonn cabhair uait.

## C. Conas is féidir liom rochtain ar an iarratas a thabhairt do dhuine éigin eile i m’eagraíocht?

**Nóta tábhachtach:** Chun slándáil do chuntais a chinntiú agus chun cloí le ceanglais Chosanta Sonraí, ní mór duit, sula gcuireann tú aon úsáideoir le do chuntas, bheith údaraithe ag iontaobhaithe an charthanais chun déanamh amhlaidh.

Ní mór duit bheith ainmnithe mar riarthóir cuntais sula mbeidh tú in ann duine ar bith a chur le do chuntas agus ní mór duit bheith logáilte isteach i *‘Mo Chuntas’*.

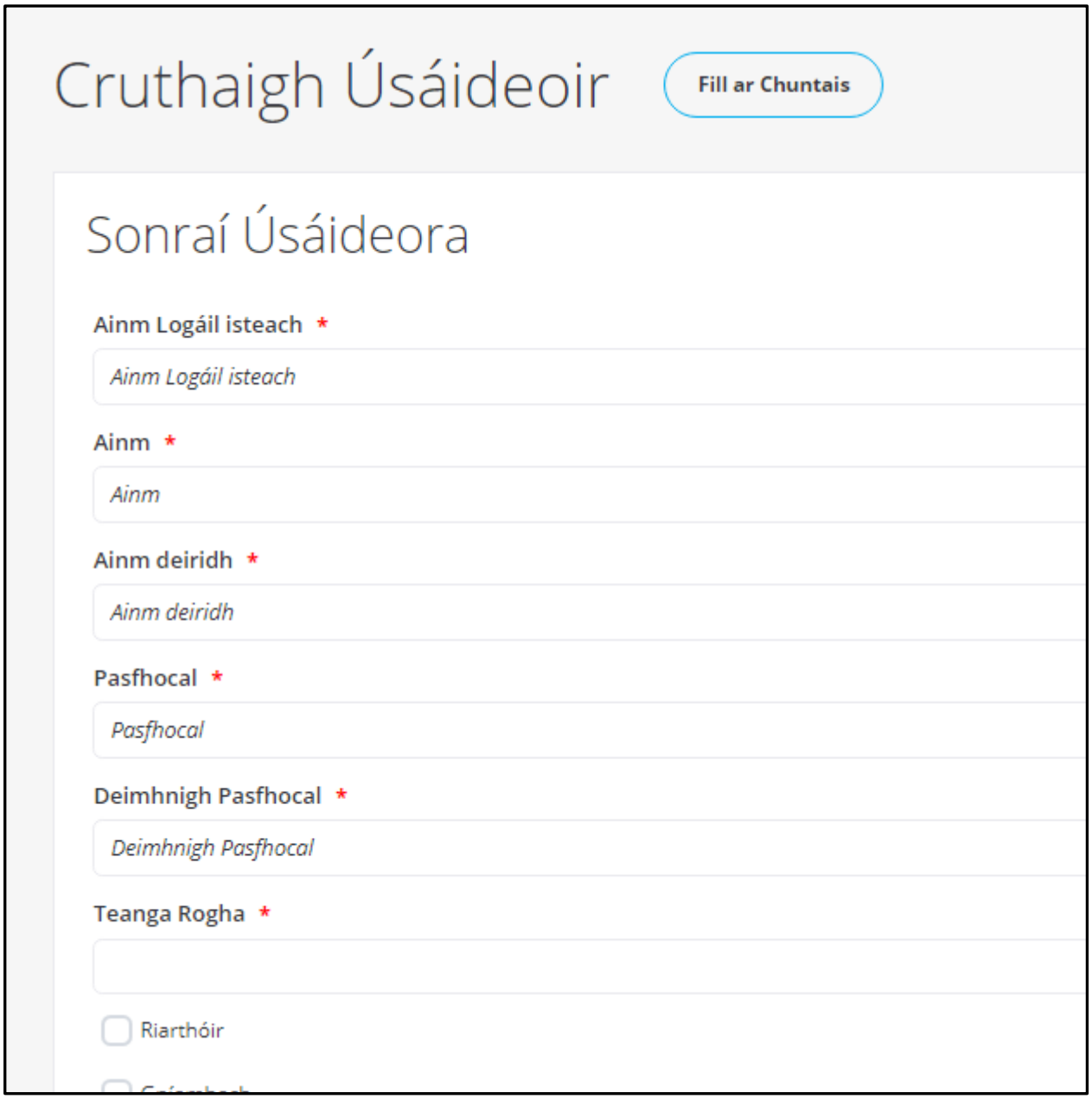
A luaithe atá tú logáilte isteach, cliceáil ar ‘Cuntas’ sa roghchlár ar an taobh clé den leathanach baile chun do phróifíl cuntais a oscailt.

Roghnaigh 

agus cuir sonraí an duine aonair leis – an t-ainm logála isteach, an céadainm agus an sloinne, an pasfhocal, an teanga roghnaithe, an seoladh ríomhphoist agus an uimhir theileafóin. Ní mór duit a chur in iúl an mbeidh an duine

sin ina ‘Riarthóir’ nó nach mbeidh (is féidir le riarthóirí úsáideoirí nua a chur leis) agus ‘Gníomhach’ a thabhairt ar an úsáideoir, agus ní mór duit a chur in iúl cé na pribhléidí a bheidh aige/aici maidir le do charthanas – e.g. ‘Ceadaithe chun Aighneacht a Chruthú’, ‘Ceadaithe chun Cur Isteach’.

Dá mba mhaith leat go mbeadh an duine sin in ann amharc ar fhoirm ach gan a bheith in ann foirm a chur in eagar nó a chur isteach, ná cuir tic le rud ar bith sa rannán ‘Pribhléidí’.




Ní mór duit modh cumarsáide an úsáideora a shocrú freisin – roghnaigh comhfhreagras ríomhphoist (comhfhreagras a fháil trí ríomhphost) agus/nó ríomhphost HTML - ríomhphoist atá i bhformáid HTML.

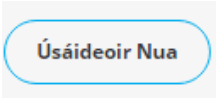
## C. Conas is féidir liom údarú a thabhairt do chuntasóir nó d'aturnae iarratas a chur isteach thar mo cheann?

Cé gur féidir le tríú páirtí iarratas a chur isteach thar ceann na n-iontaobhaithe carthanais d'eagraíocht agus déileáil le haon cheisteanna a thagann as, is iad na hiontaobhaithe carthanais atá freagrach fós as an iarratas.

Ní mór duit bheith ainmnithe mar riarthóir cuntais sula mbeidh tú in ann duine ar bith a chur le do chuntas agus ní mór duit bheith logáilte isteach i *'Mo Chuntas'*.

Chun slándáil do chuntais a chinntiú agus chun cloí le ceanglais Chosanta Sonraí, ní mór duit, sula gcuireann tú aon úsáideoir le do chuntas, bheith údaraithe ag iontaobhaithe an charthanais chun déanamh amhlaidh.

A luaithe atá tú logáilte isteach, cliceáil ar 'Cuntas' sa roghchlár ar an taobh clé den scáileán chun do shonraí cuntais a oscailt.

Cliceáil ar 

agus cuir leis sonraí an duine aonair agus na pribhléidí ba mhaith leat a thabhairt dó/di:

**Ceadaithe chun Aighneacht a Chruthú** – cuir tic leis chun cead a thabhairt d'úsáideoir d'iarratas a dhréachtú

**Ceadaithe chun Cur Isteach** – cuir tic leis chun cead a thabhairt d'úsáideoir d'iarratas a chur isteach

**Ceadaithe chun Amharc ar Íocaíochtaí** – tabhair faoi deara nach bhfuil an ghné seo i mbun feidhme faoi láthair

**Ceadaithe chun Cuntas a Athrú** – tabhair faoi deara nach bhfuil an ghné seo i mbun feidhme faoi láthair

Cliceáil ansin ar 'Sábháil' ag bun na foirme.  A luaithe atá sí sábháilte, beidh an t-úsáideoir nua in ann logáil isteach ina c(h)untas féin.

## C. Conas is féidir liom a chinneadh cén fhoirm ba cheart dom a úsáid chun an t-iarratas a dhéanamh?

Tá dhá rogha ann d'aon eagraíocht atá ag déanamh iarratas ar chlárú (seachas scoil a bhfuil uimhir rolla aici):

- Iarratas ar Charthanas a Chlárú
- Iarratas (Simplithe) do Charthanais Bheaga

Molaimid go mór go léifeá agus go léifeadh na hiontaobhaithe carthanais eile gach ceann dár ndoiciméid treorach sula ndéantar iarratas ar chlárú.

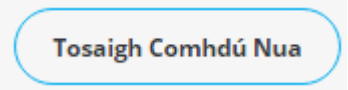
Más rud é **go gcomhlíonann** d'eagraíocht **gach ceann** de na critéir seo a leanas, ba cheart duit 'Iarratas (Simplithe) do Charthanais Bheaga' a chomhlánú.

- Meastar go mbeidh ioncam bliantúil d'eagraíochta níos lú ná €20,000 go ceann i bhfad;
- Ní chuireann d'eagraíocht creideamh ar aghaidh;
- Bunaíodh d'eagraíocht i bPoblacht na hÉireann agus is i bPoblacht na hÉireann amháin a oibreoidh sí agus a sheolfaidh sí gníomhaíochtaí;
- Níl talamh ná foirgnimh ar bith ag d'eagraíocht agus ní bheartaíonn d'eagraíocht talamh nó foirgnimh ar bith a bheith aici;
- Níl fostaithe ar bith ag d'eagraíocht agus ní bheartaíonn d'eagraíocht fostaithe ar bith a bheith aici;
- Níl agus ní bheidh obair le grúpaí soghonta (leanaí san áireamh) i gceist le gníomhaíochtaí d'eagraíochta.

Más rud é **nach gcomhlíonann** d'eagraíocht **gach ceann** de na critéir thuas, ba cheart duit 'Iarratas ar Charthanas a Chlárú' a chomhlánú.

## C. Conas is féidir liom iarratas ar scoil a chlárú a chur isteach?

Ní mór duit cuntas a bheith cruthaithe agat agus bheith logáilte isteach i *'Mo Chuntas'* chun iarratas a chur isteach do scoil.
A luaithe atá tú logáilte isteach, taispeánfar leathanach baile *'Mo Chuntas'*.

Cliceáil ar 

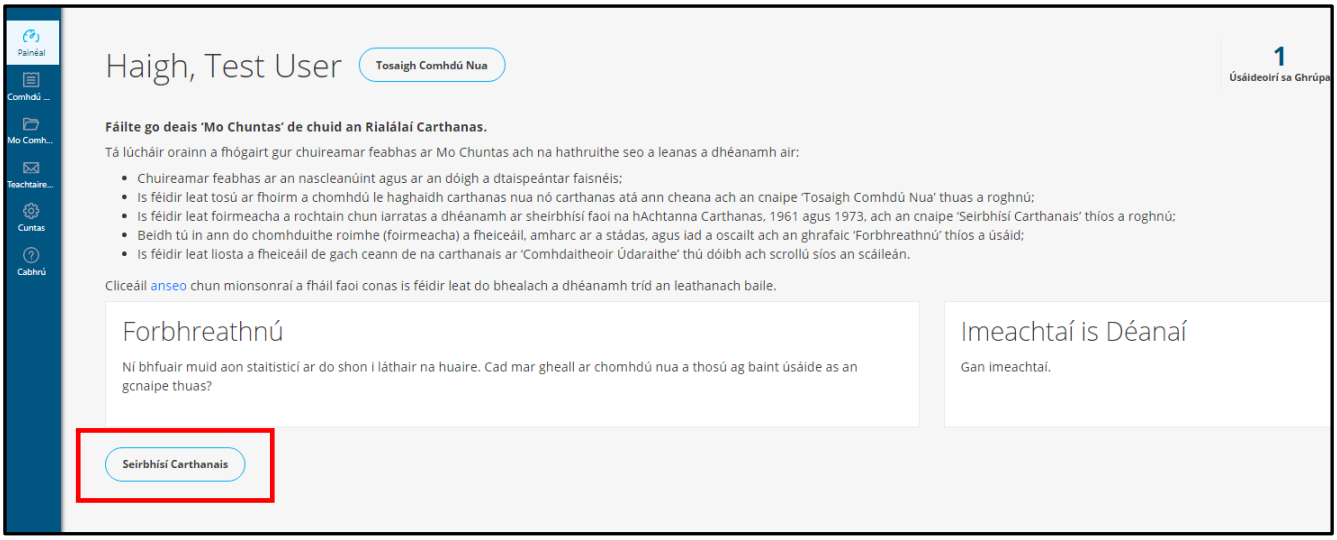
agus ansin roghnaigh an t-iarratas oiriúnach ó na roghanna atá ar fáil: Iar-bhunscoil a Chlárú, nó Bunscoil nó Scoil Speisialta a Chlárú. Nuair atá an fhoirm ar oscailt agat, cliceáil ar 'Cabhair' chun an treoir úsáideora a rochtain má theastaíonn cabhair uait.

**Tabhair faoi deara**: mura bhfuil uimhir rolla ag do scoil, ní mór duit foirm dar teideal 'Iarratas ar Charthanas a Chlárú' a chomhlánú. Tá an fhoirm sin ar fáil faoin rogha 'Comhdú Nua' ar leathanach baile *'Mo Chuntas'*.

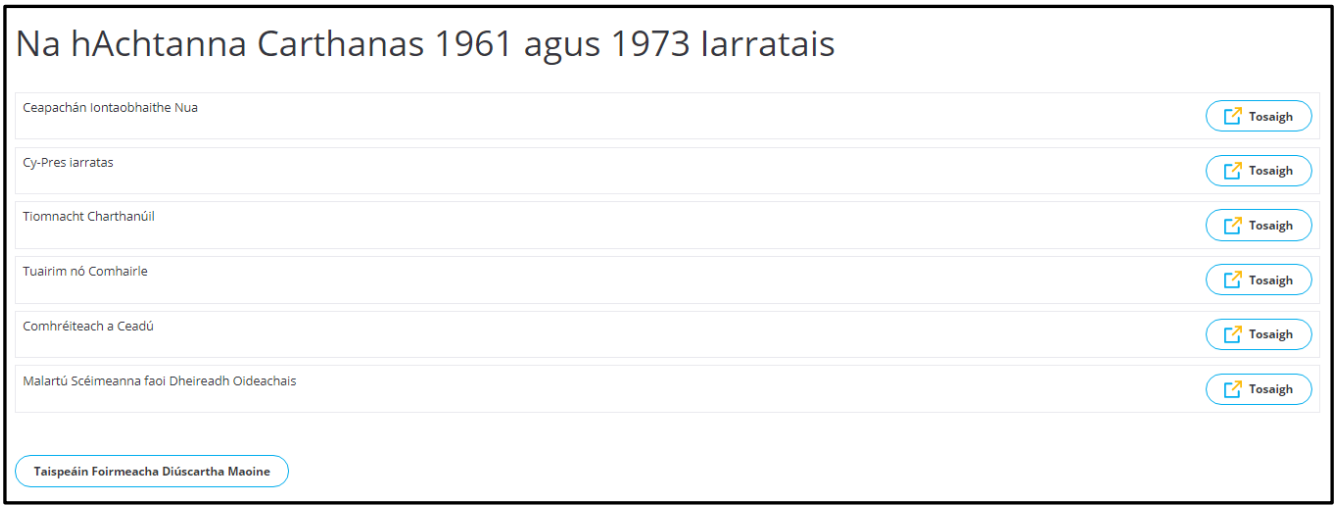
## C. Conas is féidir liom an fhoirm iarratais nach mór dom a chomhlánú a aimsiú?

Ní mór duit cuntas a bheith cruthaithe agat agus bheith logáilte isteach i *'Mo Chuntas'* chun iarratas ar sheirbhísí a chur isteach faoi na hAchtanna Carthanas, 1961 agus 1973.

A luaithe atá tú logáilte isteach, taispeánfar leathanach baile *'Mo Chuntas'*. Scrollaigh chuig deireadh an scáileáin agus cliceáil ar an gcnaipe dar teideal 'Seirbhísí Carthanais'.




Cliceáil ansin ar an gcnaipe ábhartha chun an fhoirm a oscailt.



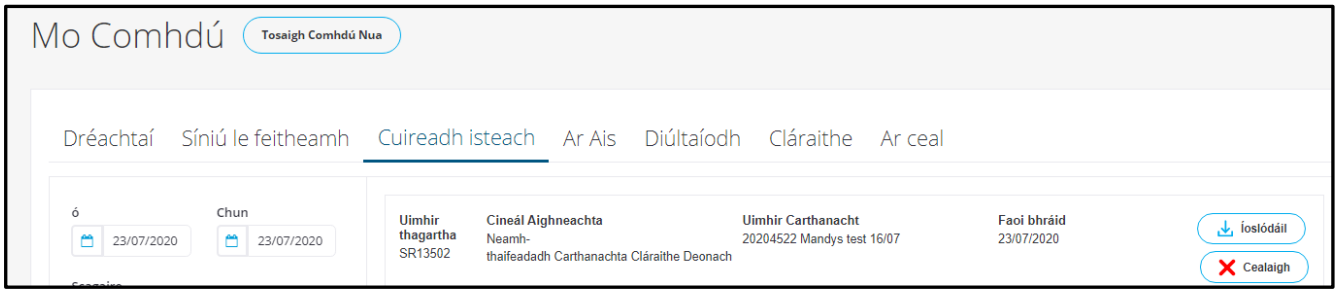

Nuair atá an fhoirm ábhartha ar oscailt agat, cliceáil ar 'Cabhair' chun an treoir úsáideora don fhoirm sin a rochtain má theastaíonn cabhair uait.

## C. Conas is féidir liom amharc ar iarratas a chuir mé isteach ar líne cheana féin?

Ní mór duit bheith logáilte isteach i *'Mo Chuntas'* chun amharc ar d'iarrata(i)s.

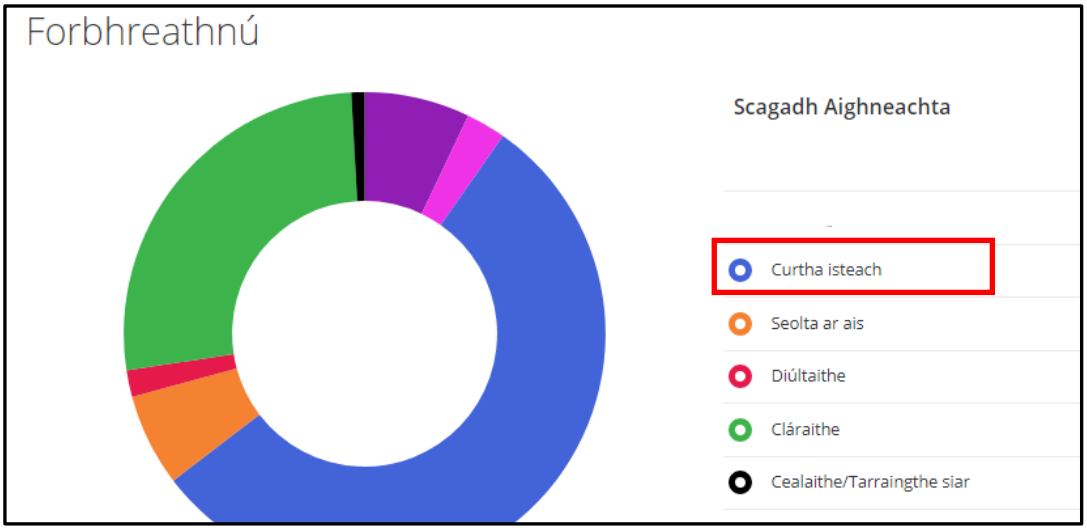
A luaithe atá tú logáilte isteach, cliceáil ar 'Mo Chomhduithe' sa roghchlár ar an taobh clé de leathanach baile *'Mo Chuntas'* chun liosta de na comhduithe (nó na hiarratais) go léir faoi tháib cheannteidil éagsúla a oscailt: Dréachtaí, Sínithe, Curtha Isteach, Seolta ar Ais, Diúltaithe, Cláraithe agus Cealaithe.

Cliceáil ar an gceannteideal 'Curtha isteach' chun na hiarratais go léir a cuireadh isteach a oscailt. (A luaithe a chomhlánaítear iarratas, taispeánfar é faoin gceannteideal 'Cláraithe'.)
Is féidir leat sonraí iomlána an iarratais a íoslódáil ansin ach cliceáil ar an deilbhín íoslódála  .




Tabhair faoi deara: ní féidir leat foirm iarratais a chur in eagar mura bhfuil sí sa rannán 'Dréachtaí' nó sa rannán 'Seolta ar Ais'.

Mar mhalairt air sin, is féidir leat cliceáil ar an gceannteideal curtha isteach faoi 'Comhduithe Aighneachtaí' ar an deais chun d'aighneacht a oscailt.



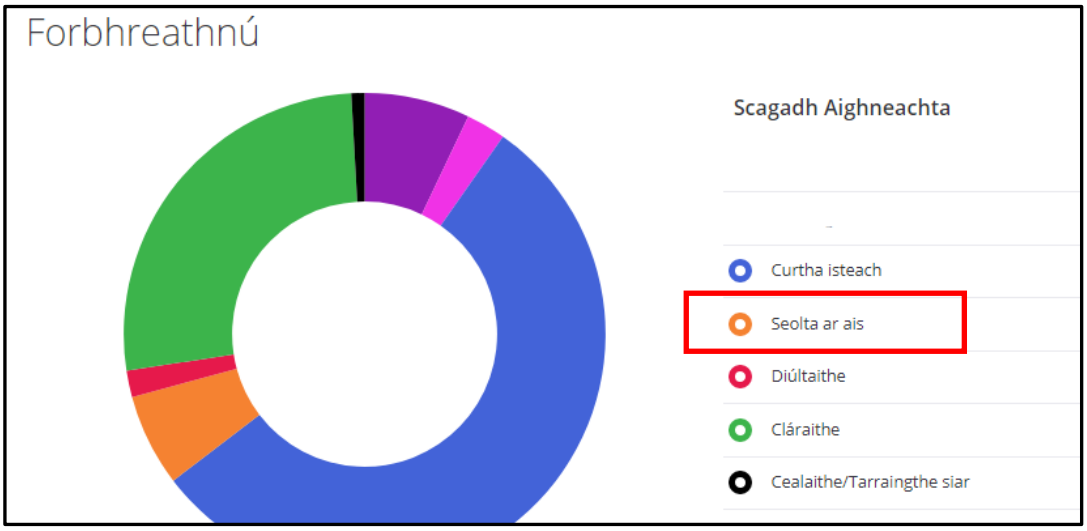

## C. Conas is féidir liom cur in eagar a dhéanamh ar iarratas a seoladh ar ais chugam le haghaidh tuilleadh faisnéise a fháil?

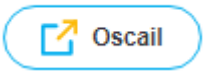
Ní mór duit teachtaireacht a bheith faighte agat á rá gur seoladh an t-iarratas ar ais chugat chun tuilleadh faisnéise a fháil agus ní mór duit bheith logáilte isteach i *'Mo Chuntas'* sula mbeidh tú in ann é a chur in eagar.

A luaithe atá tú logáilte isteach, cliceáil ar 'Mo Chomhduithe' sa roghchlár ar an taobh clé de leathanach baile *'Mo Chuntas'* chun liosta de na comhduithe (nó na hiarratais) go léir faoi tháib cheannteidil éagsúla a oscailt: Dréachtaí, Sínithe, Curtha Isteach, Seolta ar Ais, Diúltaithe, Cláraithe agus Cealaithe.

Is ar fáil faoin táb 'Seolta ar Ais' a bheidh aon iarratas a seoladh ar ais chugat le haghaidh tuilleadh faisnéise a fháil.


Mar mhalairt air sin, is féidir leat cliceáil ar an gceannteideal seolta ar ais faoi 'Comhduithe Aighneachtaí' ar an deais chun d'aighneacht a oscailt.



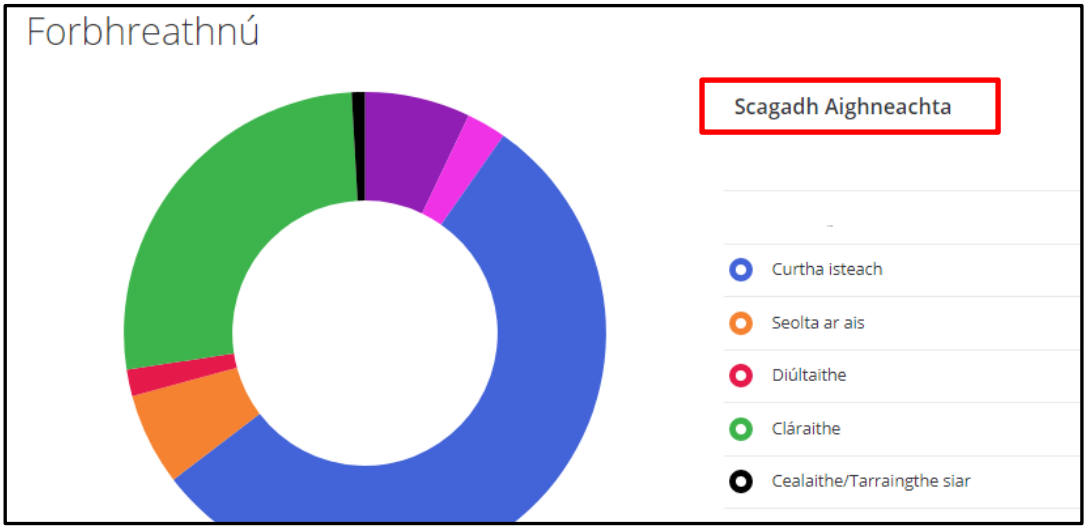

Chun an t-iarratas seolta ar ais a oscailt, cliceáil ar an deilbhín 

chun an cur in eagar riachtanach a dhéanamh agus, a luaithe atá sé sin déanta, cuir an t-iarratas isteach an athuair. (Is féidir go mbeidh ort an Dearbhú Reachtúil a bheith mionnaithe agat an athuair. Mar sin féin, cuirfimid an méid sin in iúl duit má bhíonn sé sin ag teastáil).

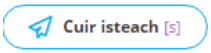
Nuair atá an fhoirm ar oscailt agat, cliceáil ar 'Cabhair' chun an treoir úsáideora a oscailt má theastaíonn cabhair uait.

## C. Conas is féidir liom an Dearbhú Reachtúil sínithe nó Foirm Údaraithe shínithe a uaslódáil?

Ar an gcéad dul síos, logáil isteach i *'Mo Chuntas'* agus ansin faigh rochtain ar an rogha uaslódála trí do dheais ach 'síniú ar feitheamh' a roghnú faoin gceannteideal 'Comhduithe Aighneachtaí'. Féach an seat den scáileán thíos.




Oscail an aighneacht ábhartha agus ansin cliceáil ar 'Uaslódáil Comhad Sínithe' chun na doiciméid shínithe a uaslódáil. (Más ann do níos mó ná doiciméad sínithe amháin, ní mór iad a scanadh ina gcomhad PDF aonair lena uaslódáil).

A luaithe a uaslódálann tú an comhad PDF den doiciméad sínithe/de na doiciméid shínithe, cliceáil ar 

chun an t-iarratas a chur isteach chuig an Rialálaí Carthanas.

Déan cinnte de go **seolann tú an bhunchóip** den Chomhad Sínithe (e.g. Dearbhú Reachtúil nó Foirm Údaraithe) **trí chasadh an phoist** chuig an Rialálaí Carthanas: An tAonad um Sheirbhísí Carthanais, an Rialálaí Carthanas, 3 Duga Sheoirse, an Lárionad Seirbhísí Airgeadais Idirnáisiúnta, Baile Átha Cliath 1, D01 X5X0. Ní féidir dul chun cinn a dhéanamh ar iarratas go dtí go bhfuil an bhunchóip den Chomhad Sínithe faighte ag an Rialálaí Carthanas.

# 6. Treoracha Úsáideora úsáideacha eile

Tá sraith Treoracha Úsáideora ann thíos. Is féidir iad a rochtain laistigh de *'Mo Chuntas'* freisin. Cliceáil anseo chun amharc orthu agus chun iad a rochtain:

Tuarascáil Bhliantúil - Treoir Úsáideora

Comhdaitheoir Údaraithe - Treoir Úsáideora

Ainm Carthanais a Athrú - Treoir Úsáideora

Athrú ar Dheireadh na Bliana Airgeadais - Treoir Úsáideora

Athrú Cuspóra, Cuspóirí nó Leasuithe Eile Bunreachta - Treoir Úsáideora

Iarratas ar Charthanas a Chlárú - Treoir Úsáideora

Cuntas Bainc a Chothabháil - Treoir Úsáideora

Sonraí Teagmhála agus Láithreacha Oibriúcháin a Chothabháil - Treoir Úsáideora

Sonraí Cruinnitheoirí Airgid a Chothabháil - Treoir Úsáideora

Iontaobhaithe, Baint agus Comhairleoirí Seachtracha a Chothabháil - Treoir Úsáideora

Iar-bhunscoil a Chlárú - Treoir Úsáideora

Bunscoil nó Scoil Speisialta a Chlárú - Treoir Úsáideora

Iarratas do Charthanais a Mheastar a Bheith Cláraithe faoi alt 40 - Treoir Úsáideora

Iarratas (Simplithe) do Charthanais Bheaga - Treoir Úsáideora

Carthanas Cláraithe a Fhoirceannadh agus a Dhíchlárú - Treoir Úsáideora

# Iarratais faoi na hAchtanna Carthanas, 1961 agus 1973 - Treoracha Úsáideora

Is ann thíos do shraith Treoracha Úsáideora atá ar fáil ar ár suíomh Gréasáin:

Iarratais ar Thoiliú le Malartú Maoine Carthanais - Treoir Úsáideora

Iarratais ar Thoiliú le Léas Maoine Carthanais - Treoir Úsáideora

Iarratais ar Thoiliú le Morgáiste Maoine Carthanais - Treoir Úsáideora

Iarratas ar Thoiliú le Léas Maoine Carthanais a Ghéilleadh - Treoir Úsáideora

Iarratais ar Thoiliú le Díol/Aistriú Maoine Carthanais idir Carthanais ar Phraghas faoi bhun Luach Iomlán - Treoir Úsáideora

Iarratas ar Thoiliú le Comhréiteach faoi alt 22 den Acht Carthanas, 1961 (arna leasú) - Treoir Úsáideora

Iontaobhaithe nua a cheapadh faoi alt 43 den Acht Carthanas, 1961 (arna leasú) - Treoir Úsáideora

Iarratas Cy-Près - Treoir Úsáideora

Iarratas ar Athrú Alt 30 ar Scéimeanna faoin Educational Endowments (Ireland) Act 1885 - Treoir Úsáideora

Iarratas ar Thuairim nó Comhairle faoi alt 21 den Acht Carthanas, 1961 (arna leasú) - Treoir Úsáideora

Iarratais le haghaidh díol maoine carthanais ar luach iomlán a cheadú - Treoir Úsáideora