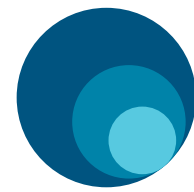


How to Log into your Customer Account



An Rialálaí
Carthanas
Charities
Regulator

Accessing your school's account in our portal

Your customer account allows your school to submit your annual report and update your details on the register. If you have a customer account with the Charities Regulator, log in using your login name and password. If you do not know your login name or password or do not have a customer account follow the 3 simple steps below

1 Appoint an authorised filer(s)

An authorised filer is the person chosen by the school to submit forms through our online portal such as the annual report and to update school details like your school's address and adding a new board of management member. Make sure the right people, have the right access, to the school's account at the right time. A letter of approval is required - See 3 below.



2 Set up a customer account

The authorised filer needs to now set up a customer account.

Visit www.charitiesregulator.ie, go to the log in button and create a new account.

The login name, password and email address entered will be connected to the authorised filer's customer account. Keep a record of these very important details. We advise using a general non-personal email address to which more than one appropriate person in your school has access e.g. info@school.com.

3 Verify the authorised filer with the Charities Regulator

The authorised filer needs to log into their account and complete an authorised filer form through our online portal. They need your school's registered charity number to select the right school and submit the online form which must be accompanied by a letter of approval signed by at least one current board of management member. This form will be verified by the Charities Regulator and we will then tell you when you can access your account. Your authorised filer can then begin filing your annual report or updating your school's details.



TOP TIPS!

Know who your authorised filers are, remove access when that person leaves the school, keep the details up-to-date.

Know your authorised filer's login name, password and email address, keep the details up-to-date and keep a record.



Forgot your login name or password? You can use the 'forgot password' link on the portal. This link will only work if you know and have access to the email address in the authorised filer's customer account as the link to change your password will be sent to it.