



An Rialálaí  
Carthanas  
Charities  
Regulator

# Becoming an Authorised Filer

## 3 simple steps

1

### Create a new user account

If you don't already have one, you will need to **create a user account**.



### Verify new user account

- When you have created a new account, an email will be automatically sent to the email address you provided containing a verification link.
- Click on the link to verify your new user account.

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### Complete and submit form

When you are logged into your user account follow the following steps:

- Click on **New Filing**
- Click on **Existing Charity**
- Enter your RCN in the **Search Charity Name or Registered Charity Number** box
- Complete and file an **Authorised Filer** form
- Upload a **Letter of Authorisation**



You must upload a letter on the charity's headed paper, addressed to the Charities Regulator, that authorises you to be an authorised filer. This letter must be signed by at least one current trustee. Read our **suggested wording for this letter**.