



Registering for the Heritage Licensing Portal

1. Click on link to bring you to the Heritage Licensing Portal. You must have a valid email address and mobile phone number ready to use.
2. Click on **Log-In Button** below.

The screenshot shows the top navigation bar of the 'Licensing Application' portal. It includes the department's logo and name in both Irish and English, and navigation links for 'Home', 'EN', and 'Sign In/Register'. Below the header, the text 'Log-in Using Buttons Below' is displayed. There are two buttons: a green 'Log-in' button (highlighted with a red box) and a blue 'Login with MyGovID' button. A link 'What is MyGovID?' is provided below the MyGovID button. To the right, a text block explains that the portal is provided by the Department of Housing, Local Government and Heritage, and lists current capabilities: signing up to the portal, applying for a Deer Hunting Licence, and submitting Deer Hunting returns. It also notes that applications for other types of Heritage Licences will be welcomed over time.

3. You will now be brought to a Sign In Screen (see below). If you are a first time user of the Portal, click on **Sign Up Now** button (see below in Red).

The screenshot shows the 'Sign in' screen of the portal. It features the department's logo and name at the top. The main heading is 'Sign in', followed by the instruction 'Sign in with your email address'. There are two input fields: 'Email Address' and 'Password'. A link 'Forgot your password?' is located below the password field. A blue 'Sign in' button is positioned below the input fields. At the bottom, there is a link 'Don't have an account? Sign up now', where the 'Sign up now' text is highlighted with a red box.

- This is the User Details Screen, on this screen you need to enter in your **email address** in the red box below.

The screenshot shows the 'User Details' screen from the Department of Housing, Local Government and Heritage. At the top left is a '< Cancel' button. The header includes the department's name in Irish and English: 'An Roinn Tíbhochta, Rialtas Airtial agus Oidhreacht' and 'Department of Housing, Local Government and Heritage'. The main title is 'User Details'. Below this is a form with several fields: 'Email Address' (highlighted with a red border), 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. A blue button labeled 'Send verification code' is positioned below the 'Email Address' field. At the bottom of the form is a light blue 'Create' button. Red asterisks are visible to the right of the 'Email Address', 'New Password', and 'Confirm New Password' fields.

- Once you have entered your email address, click on **Send Verification Code** button in Red (see below). A code will be sent to the email address which you have just provided. Go to your email and get the code.

This screenshot shows the same 'User Details' screen as the previous one, but with the 'Email Address' field now containing the text 'kim.murphy@housing.gov.ie'. The 'Send verification code' button is now highlighted with a red border. The 'New Password' and 'Confirm New Password' fields are still empty. The 'Create' button remains at the bottom. Red asterisks are still present to the right of the 'Email Address', 'New Password', and 'Confirm New Password' fields.

6. You will now be asked to enter the code from your email manually into the **Verification Code** box below in Red, Do Not copy and paste from the email as this will not work.

The screenshot shows a mobile application interface for user registration. At the top, there is a 'Cancel' button and the logo of the Department of Housing, Local Government and Heritage. The main heading is 'User Details'. Below this, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are several input fields: an email field containing 'kim.murphy@housing.gov.ie', a 'Verification Code' field (highlighted with a red border), a 'New Password' field, a 'Confirm New Password' field, a 'Given Name' field, and a 'Surname' field. Each of these fields has a red asterisk on the right side, indicating they are required. Below the input fields are two blue buttons: 'Verify code' and 'Send new code'. At the bottom of the form is a light blue 'Create' button.

7. Once you have entered the code, click on **Verify Code** see below in Red.

The screenshot shows a mobile application interface for user verification. At the top, there is a 'Cancel' button and the logo of the Department of Housing, Local Government and Heritage. The main heading is 'User Details'. Below this, a message states: 'Verification code has been sent to your inbox. Please copy it to the input box below.' There are two input fields: the first contains the email 'kim.murphy@housing.gov.ie' and the second contains the verification code '876133'. Below these fields are two buttons: 'Verify code' (highlighted with a red box) and 'Send new code'. Further down are four more input fields: 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. At the bottom of the form is a 'Create' button.

8. You will now be brought to the next screen, where you will be asked to fill in your password, confirm your password and First name and Surname (see below).

When creating a password, it needs to be the following:

The password must be between 12 and 64 characters long
Your password must have at least 3 of the following

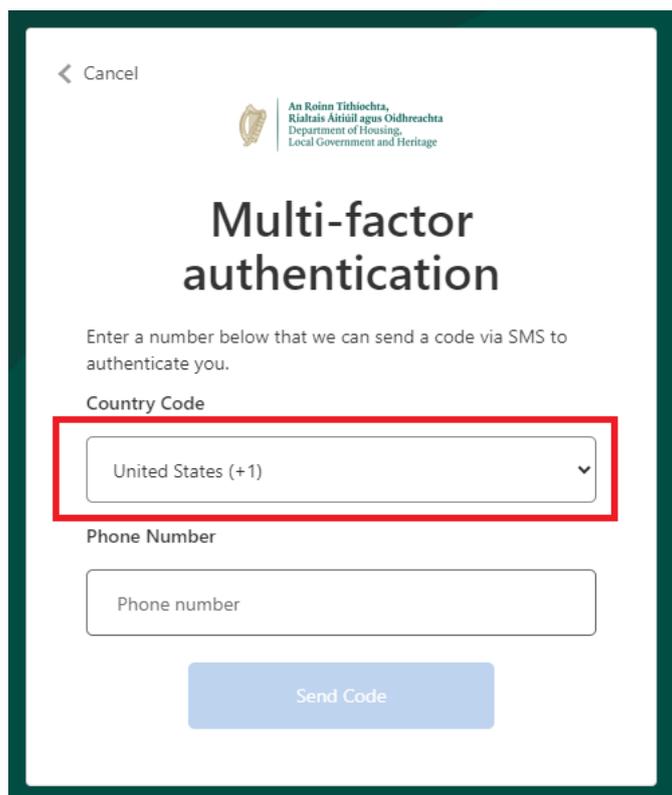
- A lowercase letter
- An uppercase letter
- A number
- A symbol

9. When you have entered all these details in, click on **Create** button (see below in Red)

The screenshot shows a mobile application interface for creating a user account. At the top, there is a back arrow and the text 'Cancel'. Below this is the logo of the Department of Housing, Local Government and Heritage, which includes the text 'An Roinn Tithíochta, Rialtais Áiteil agus Oidhreacht' and 'Department of Housing, Local Government and Heritage'. The main heading is 'User Details'. Below the heading, a message states 'E-mail address verified. You can continue now.' The form contains several input fields: an email field with the value 'kim.murphy@housing.gov.ie', a 'Change e-mail' button, two password fields (both masked with dots), a first name field with the value 'Kim', and a last name field with the value 'Murphy'. A blue 'Create' button is located at the bottom of the form and is highlighted with a red rectangular border. There are small red asterisks next to the email, password, and last name fields, indicating required or validated information.

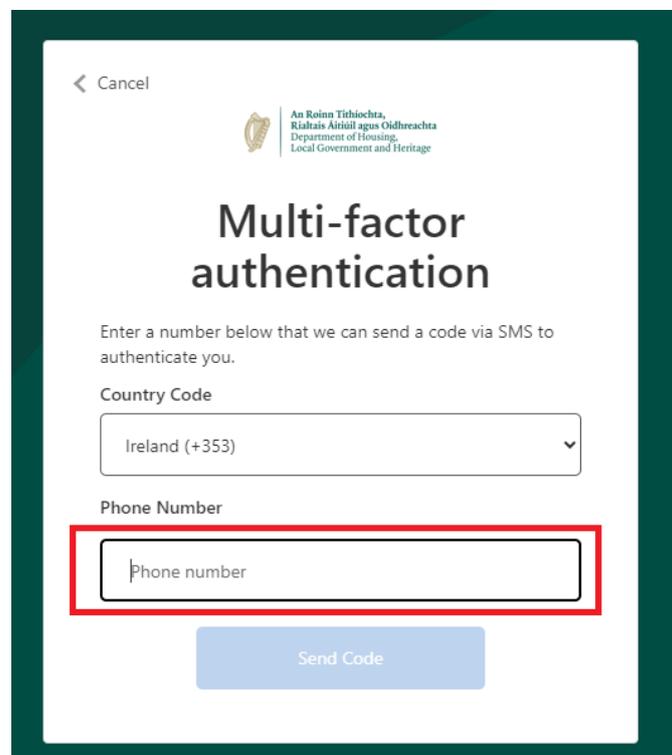
10. You will now be brought to a Multi Factor Authentication screen see below.

11. Click on **the Country Drop down arrow** and Select your **Country**



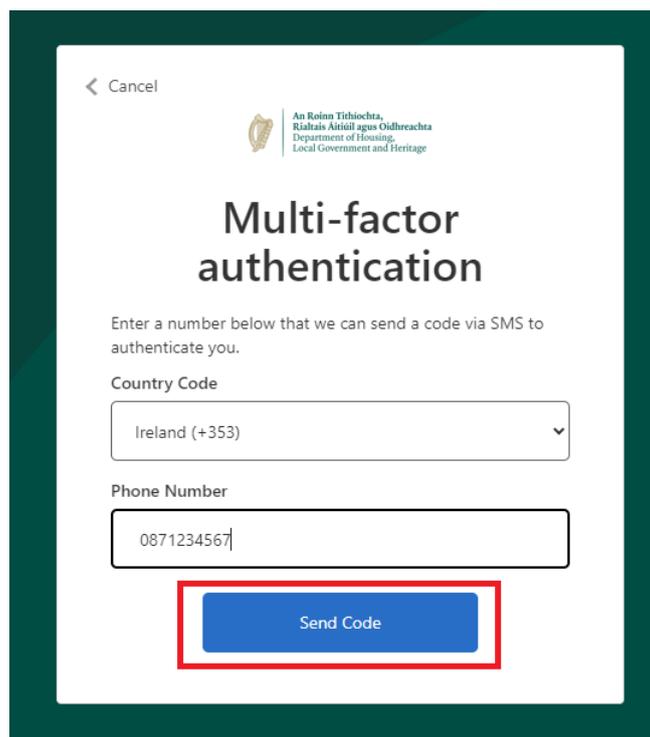
The screenshot shows a mobile application interface for multi-factor authentication. At the top left is a back arrow and the word "Cancel". In the top center is the logo of the Department of Housing, Local Government and Heritage, with the text "An Roinn Tithíochta, Rialtais Aitiúil agus Oidhreacht" and "Department of Housing, Local Government and Heritage". The main heading is "Multi-factor authentication". Below this is the instruction "Enter a number below that we can send a code via SMS to authenticate you." There are two input fields: "Country Code" and "Phone Number". The "Country Code" field is a dropdown menu currently showing "United States (+1)", and this field is highlighted with a red rectangular border. The "Phone Number" field is a text input box with the placeholder "Phone number". At the bottom center is a blue button labeled "Send Code".

12. Now enter your **mobile phone number** in the box below. A mobile number and **not** a landline must be provided to receive the SMS text message.



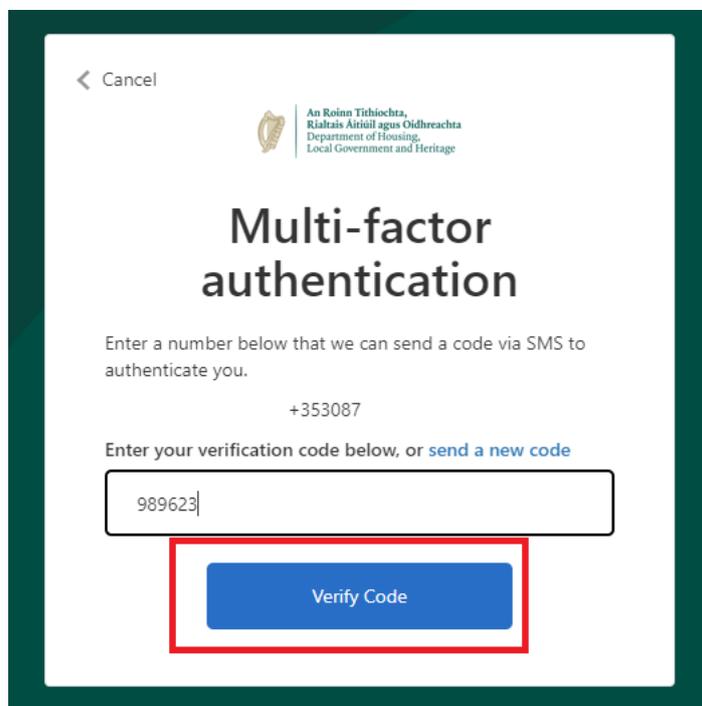
The screenshot shows the same multi-factor authentication screen as above. The "Country Code" dropdown menu now shows "Ireland (+353)". The "Phone Number" text input field is highlighted with a red rectangular border. The "Send Code" button remains at the bottom center.

13. Once you have entered your mobile phone number, click on **Send Code** (see below in Red), you will now receive a text message to the mobile phone number you have provided.



The screenshot shows a mobile application interface for multi-factor authentication. At the top left is a 'Cancel' button. The header includes the logo of 'An Roinn Tíbhíochta, Rialtais Áitiúil agus Oidhreachta' (Department of Housing, Local Government and Heritage). The main heading is 'Multi-factor authentication'. Below this, a message reads: 'Enter a number below that we can send a code via SMS to authenticate you.' There are two input fields: 'Country Code' with a dropdown menu showing 'Ireland (+353)' and 'Phone Number' with the text '0871234567'. At the bottom, a blue button labeled 'Send Code' is highlighted with a red rectangular border.

14. When you receive the code from the text message on your mobile phone, enter the number into the **verification code** box below and then click on **Verify Code** (see below in Red)



The screenshot shows the same mobile application interface as above, but at a different stage. The 'Country Code' dropdown now shows '+353087'. Below the input fields, a message reads: 'Enter your verification code below, or [send a new code](#)'. The 'Phone Number' input field now contains the verification code '989623'. At the bottom, a blue button labeled 'Verify Code' is highlighted with a red rectangular border.

15. You will now be directed to the Licensing Application portal and you will see the Terms & Conditions Page.
16. You now need to accept the Terms and Condition, click on the '**I agree**' Tick Box and then Click **Confirm** (see below in Red).

Heritage Licensing Portal Terms & Conditions

PLEASE READ THE FOLLOWING TERMS AND CONDITIONS CAREFULLY. THESE TERMS AND CONDITIONS (TOGETHER WITH THE DOCUMENTS THAT THEY REFER TO) SET OUT THE BASIS UPON WHICH YOU ARE ENTITLED TO ACCESS THE LICENSING PORTAL.
 WHEN ACCESSING THE PORTAL, YOU CONFIRM THAT YOU ACCEPT THESE TERMS AND CONDITIONS AND THAT YOU AGREE TO COMPLY WITH THEM. IF YOU DO NOT AGREE WITH THESE TERMS AND CONDITIONS, YOU CANNOT ACCESS THE PORTAL.

[Click me to read the terms and conditions](#)

Updated: February 2024

I agree to these terms and conditions.

Confirm

17. This brings you to the Profile Page where you can follow the steps on the screen to complete your profile.

Home > Profile

Profile



Profile

Security

- Step 1: Add your Profile Picture and ensure your photo is meeting the following requirement:**
- Your photograph should show a close up of your face and the top of your shoulders so that your face takes up between 70% and 80% of the frame.
 - Photos must be in sharp focus and correctly exposed.
 - Digital enhancements or changes are not acceptable.
- Step 2: Complete 'Your Information' Section Please ensure that all the mandatory (*) fields are filled correctly.**
- Step 3: Please click the Update & Home button at the bottom of the page before navigating to the main menu.**

Your information

First Name *	Last Name *
<input type="text" value="Joe"/>	<input type="text" value="Soap"/>
Date of Birth *	E-mail *
<input type="text" value="DD/MM/YYYY"/>	<input type="text" value="tweeta@je-99@gmail.com"/>
Applicant type *	Preferred Language of engagement
<input type="text" value="Individual"/>	<input type="text" value="English"/>

Address Information

Address Line 1 *

Address Line 2

Address Line 3

Address Line 4