

## 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.



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).

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Sign in Sign in with your email address	
Email Address	
Password Forgot your password? Sign in	
Don't have an account?	

4. This is the User Details Screen; on this screen you need to enter in your *email address* in the red box below. Enter the Captcha security code

Cancel
Email Address is required. Émail Address
Help us beat the bots
Enter the characters you see
Send verification code
New Password
Confirm New Password
Given Name
Surname

5. Once you have entered your email address and security code, 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.

Cancel	
Email Address is required.	
Email Address *	
Help us beat the bots	
Enter the characters you see *	
Send verification code	
New Password *	
Confirm New Password *	
Given Name	
Surname	

6.

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

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User Details
Verification code has been sent to your inbox. Please copy it to the input box below.
Verification Code
Help us beat the bots
*
Verify code Send new code
New Password *
Confirm New Password
Given Name
Surname
Create

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

Cancel						
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User Details						
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Ventication Code						
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Jos Jacob						
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Success!						
*						
Verify code Send new code						
New Password						
Confirm New Password						
Given Name						
Surname						
Create						

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)

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User Details				
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Change e-mail				
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havyen]				
Create				

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* 

	As Beines Triklocker Rabbis Askill agent Subkrachts Department of Housing, Local Government and Heritage
	Multi-factor authentication
Enter a nu authentica	mber below that we can send a code via SMS to ate you.
Country C	(+353)
Phone Nu	mber
Phone	number
Help us b	eat the bots
	Philip
Enter t	the characters you see
	Send Code

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

Cancel
Multi-factor authentication
Enter a number below that we can send a code via SMS to authenticate you.
Country Code
Ireland (+353)
Phone Number
Phone number
Help us beat the bots
Enter the characters you see
Send Code

13. Enter Captcha Security Code as displayed

Cancel
Multi-factor authentication
Enter a number below that we can send a code via SMS to authenticate you.
Country Code
Ireland (+353)
Phone Number
Phone number
Help us beat the bots
Enter the characters you see
Send Code

14. 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.

< 0	Cancel
	Multi-factor authentication
	Enter a number below that we can send a code via SMS to authenticate you.
	Country Code
	Ireland (+353)
	Phone Number
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	Help us beat the bots
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	Send Code

15. 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)

Cancel An Roinn Tithiochea, Riatais Aichill agus Oidheachta Deparment of Housing, Local Government and Heritage					
Multi-factor authentication					
Enter a number below that we can send a code via SMS to authenticate you.					
Enter your verification code below, or send a new code					
Verify Code					

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



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

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Home > Profile				
Profile				
JS Joe Soap	Step 1: Add your Profile Picture and • Your photograph should show a d TO% and 80% of the frame. • Photor must be in hare focus and Digital enhancements or changes. Step 2: Complete Your Information Step 3: Please click the Update & H	d ensure your photo is lose up of your face and th d correctly exposed are not acceptable. * Section Please ensure ome button at the botto	meeting the following requirement: he top of your shoulders so that your face tak the that all the mandatory (*) fields are fil orm of the page before navigating to th	es up between led correctly, p main menu.
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	Date of Birth *		E-mail *	
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	Applicant type *	~	English	~
	Address Information			
	Address Line 1 *			
	Address Line 2			
	Address Line 2			
	Address Line 5			
	Address Line 4			

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