



## 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. The header includes the department's name in Irish and English, the title 'Licensing Application', and navigation links for 'Home', 'EN', and 'Sign In/Register'. Below the header, the section 'Log-in Using Buttons Below' features a 'Log-in' button highlighted with a red box, a 'Login with MyGovID' button, and a link 'What is MyGovID?'. To the right, a text block explains that the portal is provided by the Department of Housing, Local Government and Heritage and will become the central hub for applications for Heritage Licences. It 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'. Below these fields is a link 'Forgot your password?'. A blue 'Sign in' button is positioned below the password field. 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. Enter the Captcha security code.

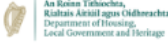
The screenshot shows the 'User Details' screen from the An Roinn Tithíochta, Rialtas Ábairt agus Cultureachta Department of Housing, Local Government and Heritage. The screen contains several input fields: 'Email Address', 'New Password', 'Confirm New Password', 'Given Name', and 'Surname'. A red box highlights the 'Email Address' field, and another red box highlights the Captcha input field. A blue button labeled 'Send verification code' is also visible.

- Once you have entered your email address and Captcha 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.

This screenshot is identical to the one above, showing the 'User Details' screen. In this version, a red box highlights the blue 'Send verification code' button, which is the action to be taken after entering the email address and Captcha code.

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

[← Cancel](#)




## User Details



Verification code has been sent to your inbox. Please copy it to the input box below.

\*

\*

Help us beat the bots



Success!

\*

\*

\*

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

< Cancel

An Roinn Tithochta,  
Rialtas Árainn agus Oidhreachta  
Department of Housing,  
Local Government and Heritage

## User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

[Blurred Input Field] \*

Verification Code \*

Help us beat the bots

Success!

[Blurred Input Field] \*

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. Now confirm your password, **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, click on the **Create** button (see below in Red)

< Cancel

An Roinn Tithíochta,  
Rialtais Aitiúil agus Oidhreachta  
Department of Housing,  
Local Government and Heritage

## User Details

E-mail address verified. You can continue now.

.....\*

Change e-mail

.....\*

.....\*

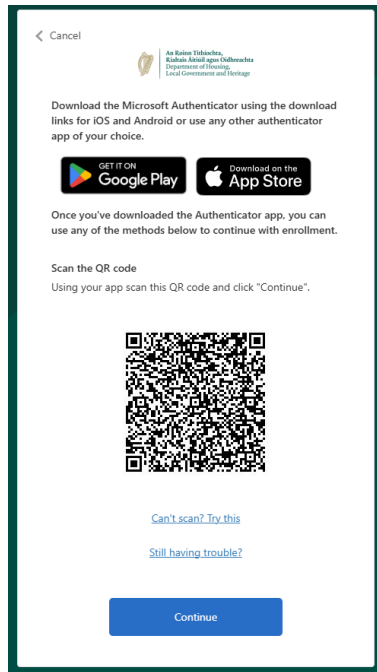
.....

.....

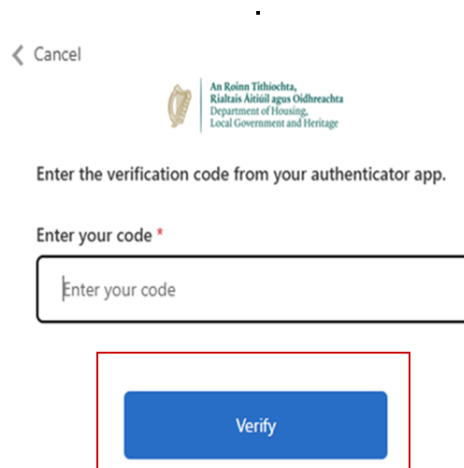
**Create**

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

11. Download the Microsoft Authenticator app from **the Google Play Store** or **Apple App Store**. Open the app, choose "**Add account**", and scan the **QR code** shown on the screen.

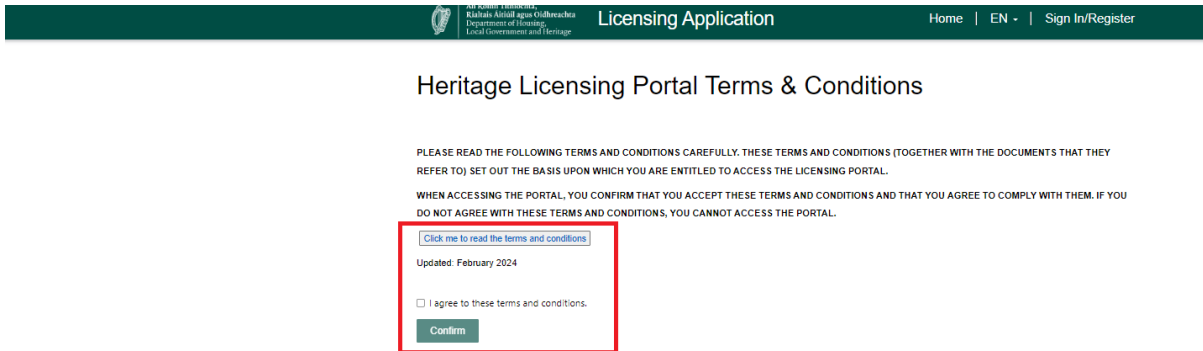


12. After scanning, the app will generate a **6-digit code**. Enter this code in the "**Enter your code**" field and click **Verify**.



15. You will now be directed to the Heritage 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).



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

