

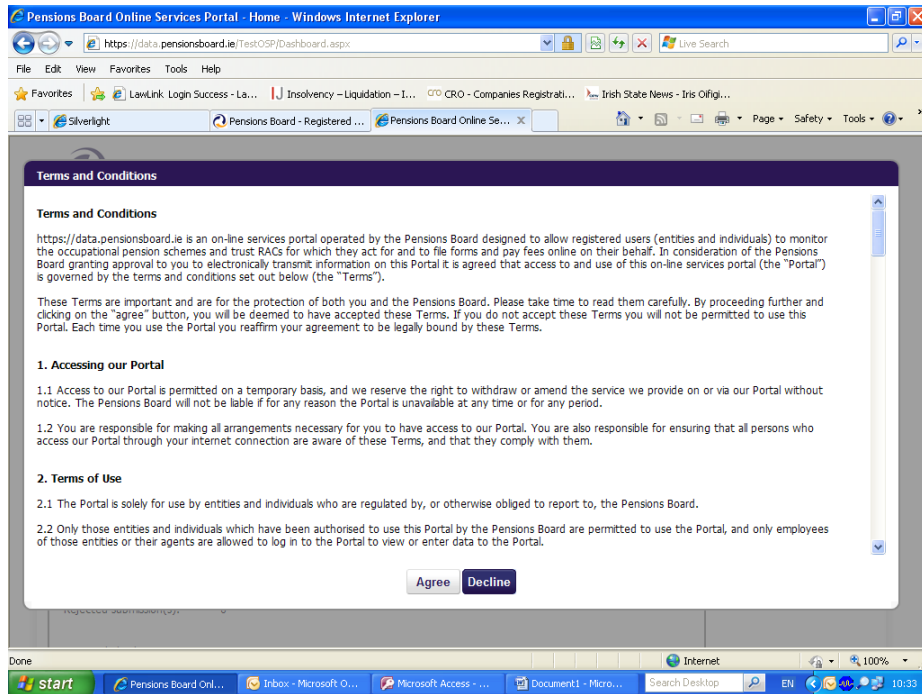


## A Guide to Renewal of Registration for Registered Administrators (2011)

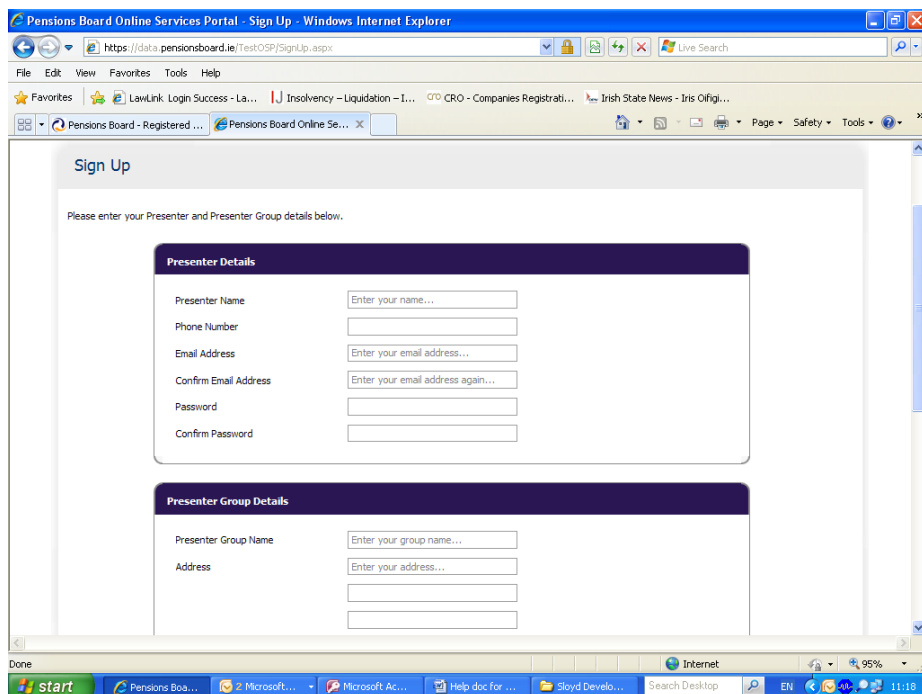
Applications for renewal of registration for Registered Administrators will, this year, be accepted online through the Board's new Interactive Scheme Information System (ISIS). To become an authorised RA user on ISIS, go to <https://data.pensionsboard.ie>, and click **Sign up**.

A screenshot of a Windows Internet Explorer browser window displaying the login page for the Pensions Board Online Services Portal. The browser's address bar shows the URL "https://data.pensionsboard.ie/". The page content includes the board's logo and the heading "Welcome to the Pensions Board Online Services Portal". A central login form contains two input fields: "E-mail" with the placeholder text "Enter your email..." and "Password". Below these fields is a "Remember Me" checkbox. At the bottom left of the form are the links "Sign Up" and "Forgot your password?". A dark blue "Login" button is located at the bottom right of the form. The browser's taskbar at the bottom shows the start button and several open applications, including "Pensions Boa...", "2 Microsoft...", "Microsoft Ac...", "Help doc for ...", and "2 Windows ...". The system tray on the right shows the time as 11:21.

In order to register, users must agree to the Terms and Conditions for use of ISIS.  
Click **Agree** to proceed.



To create an account, enter your details and create a password. Remember to keep a record of your RA email address and password after registration. You will need these to log-in to ISIS as an RA.



Type the code that appears in the Validation box and click **Sign up**.

The screenshot shows the 'Pensions Board Online Services Portal - Sign Up' page. The browser address bar shows the URL: <https://data.pensionsboard.ie/SignUp.aspx>. The page contains a registration form with the following fields:

- Town:
- County:
- Country:

Below the form is a 'Validation' box with the following content:

- Code string: **lskbe**
- Link: [Generate a new code string](#)
- Text: Enter the code string here
- Input field:
- Button: **Sign Up**

At the bottom of the page, there is contact information for The Pensions Board, Verschoyle House, 28-30 Lower Mount Street, Dublin 2, including a phone number (01-6131900) and an email address (info@pensionsboard.ie).

Your registration will be processed by the Pensions Board team. Once processed you will receive a confirmation email, containing a validation link that will allow you to finalise your registration and sign-in to the online services portal, where you may submit your application. Please note that this is a registration process for RA renewals only. While logged on as an RA you will not have access to other areas of ISIS.

The screenshot shows the 'Pensions Board Online Services Portal - Sign Up Successful' page. The browser address bar shows the URL: <https://data.pensionsboard.ie/SignUpSuccessful.aspx>. The page features the Pensions Board logo and navigation links for Sign Up, Login, and Help. A 'Sign Up Successful' message is displayed, along with a 'Sign Up Complete' notification box containing the following text:

Sign up has completed successfully.

Your registration will now be processed by the Pensions Board team, once processed you will receive a confirmation email containing a validation link that will allow you to finalise your registration and sign in.

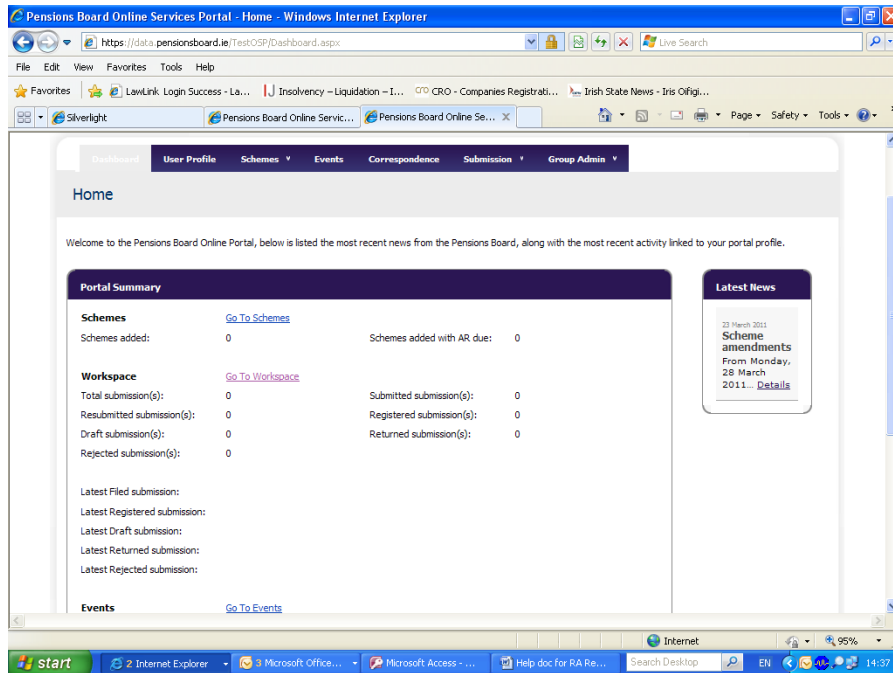
Thank you.

Pensions Board Team.

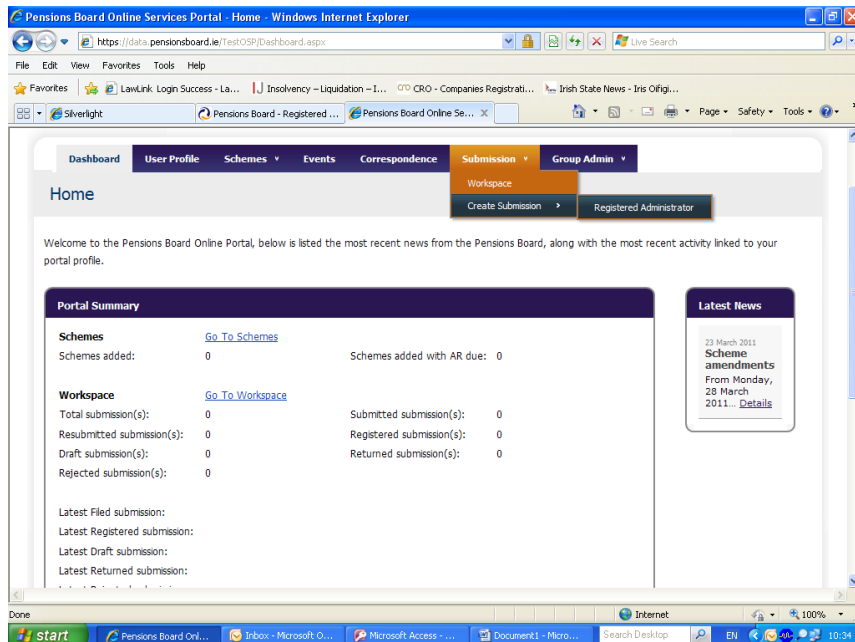
At the bottom of the page, there is contact information for The Pensions Board, Verschoyle House, 28-30 Lower Mount Street, Dublin 2, including a phone number (01-6131900) and an email address (info@pensionsboard.ie).

Go to <https://data.pensionsboard.ie/> and log-in using your RA email and password.

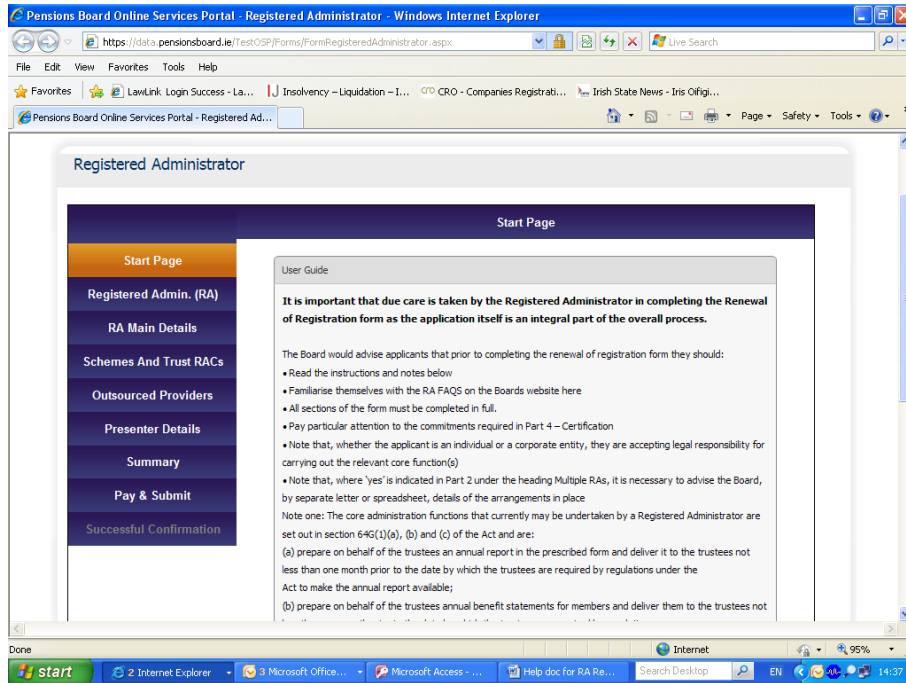
Read the Terms and Conditions of the portal. Click **Agree**. You will be brought to your Dashboard. The Dashboard contains a summary of your activity as an RA on ISIS.



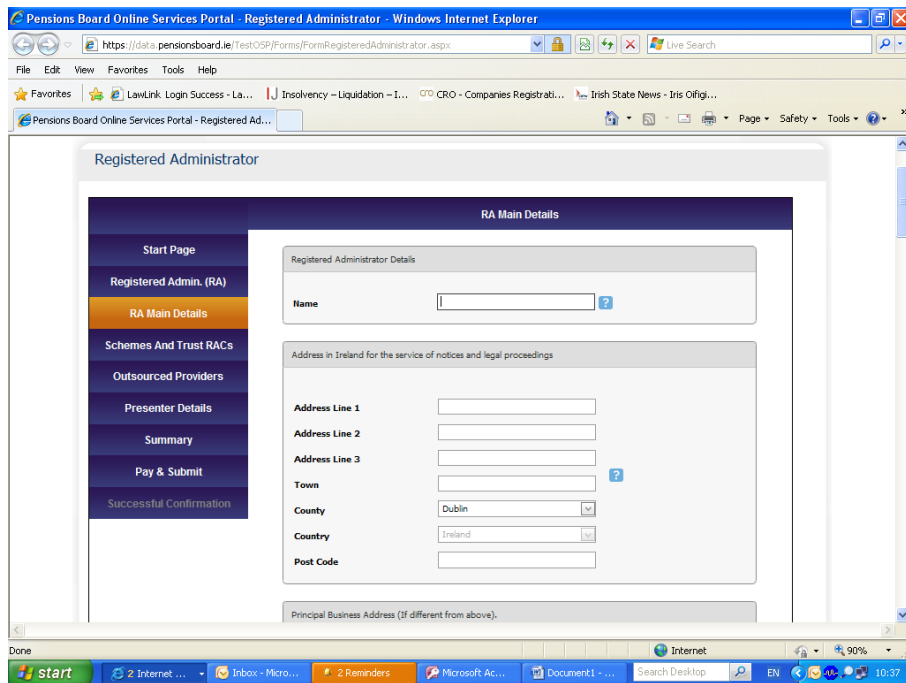
To create a renewal application, hover your mouse over **Submission/Create Submission** and select **Registered Administrator**.



You will then be brought to the **Start Page** which contains a User Guide. Read this guide, then scroll to the bottom of the page and click **Next**.



On the RA Main details page, enter the Registered Administrator name, address for notices and legal proceedings and any other relevant information/addresses.



If entering data in the Other Addresses or Trustee(s) fields, remember to click **Add** after entering each address/trustee.

The screenshot shows a web browser window titled "Pensions Board Online Services Portal - Registered Administrator - Windows Internet Explorer". The address bar shows the URL: <https://data.pensionsboard.ie/TestOSP/Forms/FormRegisteredAdministrator.aspx>. The page content includes a form section titled "Other Address(es)".

Tick this box to include details of any other address at which the applicant's business is carried out.

**Make sure to press the "Add" button when you have finished entering the "Other" address.**

Address Line 1:

Address Line 2:

Address Line 3:

Town:

County:

Country:

Post Code:

**Add**

Address:

Trustee(s):

The screenshot shows the same web browser window, but the form section titled "Trustee(s)" is active.

Tick this box if you are a trustee of the scheme or trust RAC and are applying to register as the Registered Administrator on behalf of the trustees of that scheme or trust RAC. Insert full name and address of each trustee.

**Make sure to press the "Add" button when you have finished entering the Trustee Details.**

Trustee Title:

Trustee FirstName:

Trustee Surname:

Address Line 1:

Address Line 2:

Address Line 3:

Town:

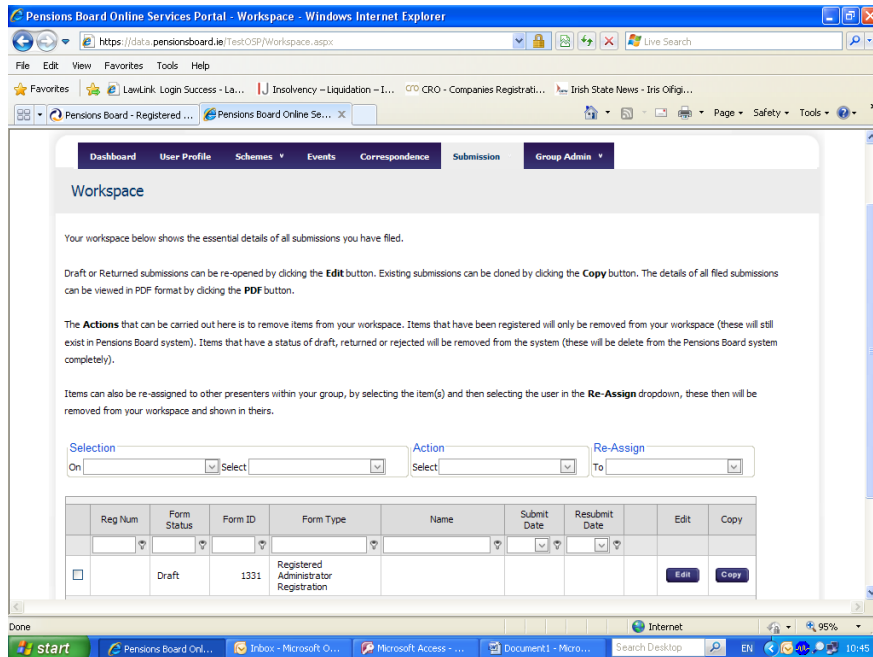
County:

Country:

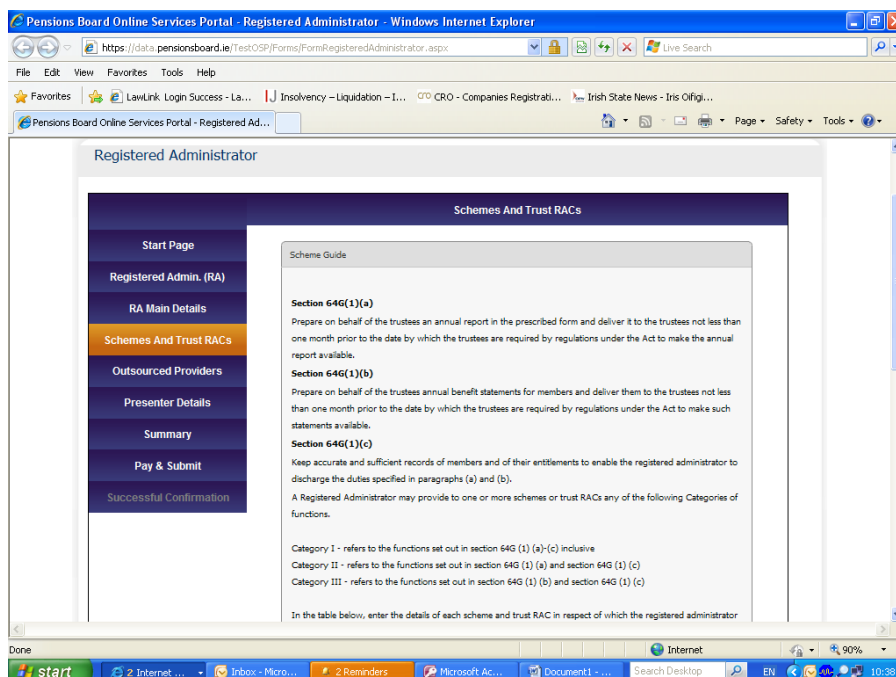
Post Code:

**Add**

*Note: Clicking the Save button at the bottom of you screen allows you to save inputted data and move between screens without losing your work. You can also partially complete the form, log-out and return to finish your application at another time. Your saved draft will be available to edit at your Dashboard under Submission/ Workspace.*



When you have finished entering all RA details, scroll to the bottom of the page and click **Next**. You are now on the Schemes and Trust RACs page. Read the Scheme Guide.



Scroll down the page to start adding details of the individual schemes for which you provide core administration functions. Make sure to click **Add** after entering the details of each scheme.

The screenshot shows a web browser window titled "Pensions Board Online Services Portal - Registered Administrator - Windows Internet Explorer". The address bar shows the URL: <https://data.pensionsboard.ie/TestOSP/Forms/FormRegisteredAdministrator.aspx>. The page content includes a header instruction: "Make sure to press the 'Add' button when you have finished entering the Scheme Details." Below this is a form with the following fields:

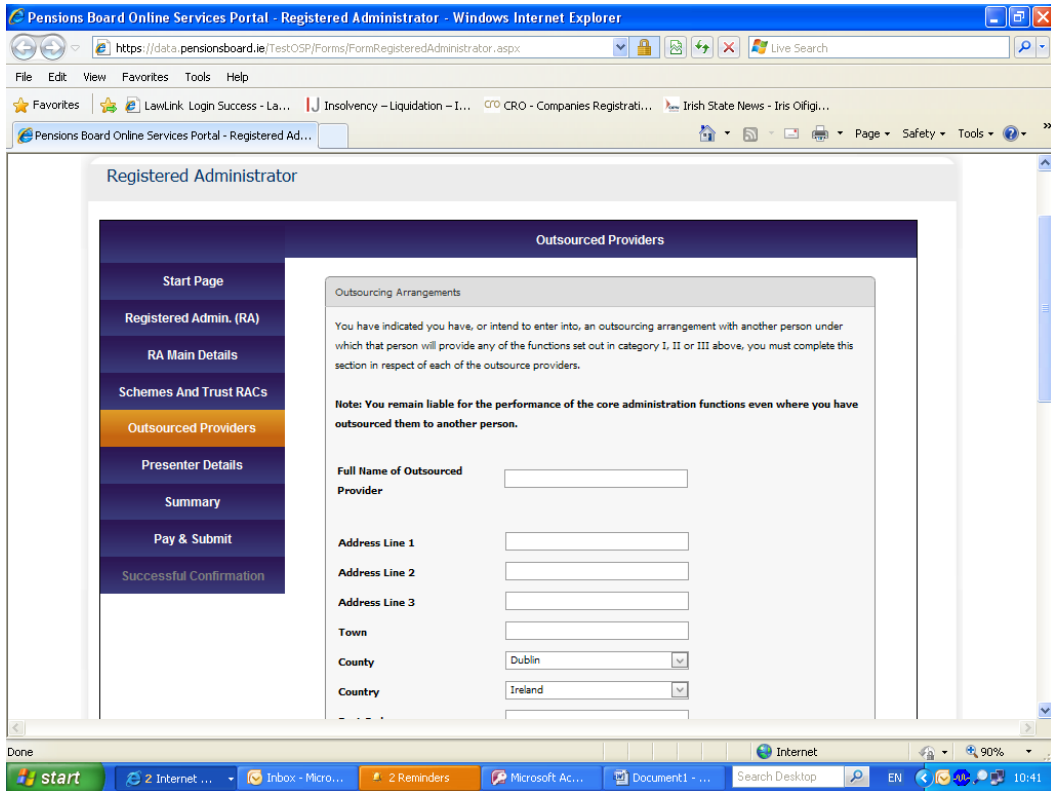
- PB Number:
- Name Of Scheme:
- Scheme Type:
- Scheme Year/Trust RAC Year:
- End Date:
- Functions Provided:
- Outsourcing Arrangement:
- Multiple RAs:

At the bottom of the form is a blue "Add" button. Below the form is a table with two columns: "Number" and "Name". The table is currently empty, displaying "No data to display". At the bottom right of the form area are three buttons: "Previous", "Save", and "Next". The Windows taskbar at the bottom shows the start button, several open applications (Internet Explorer, Microsoft Office), and the system clock showing 10:39.

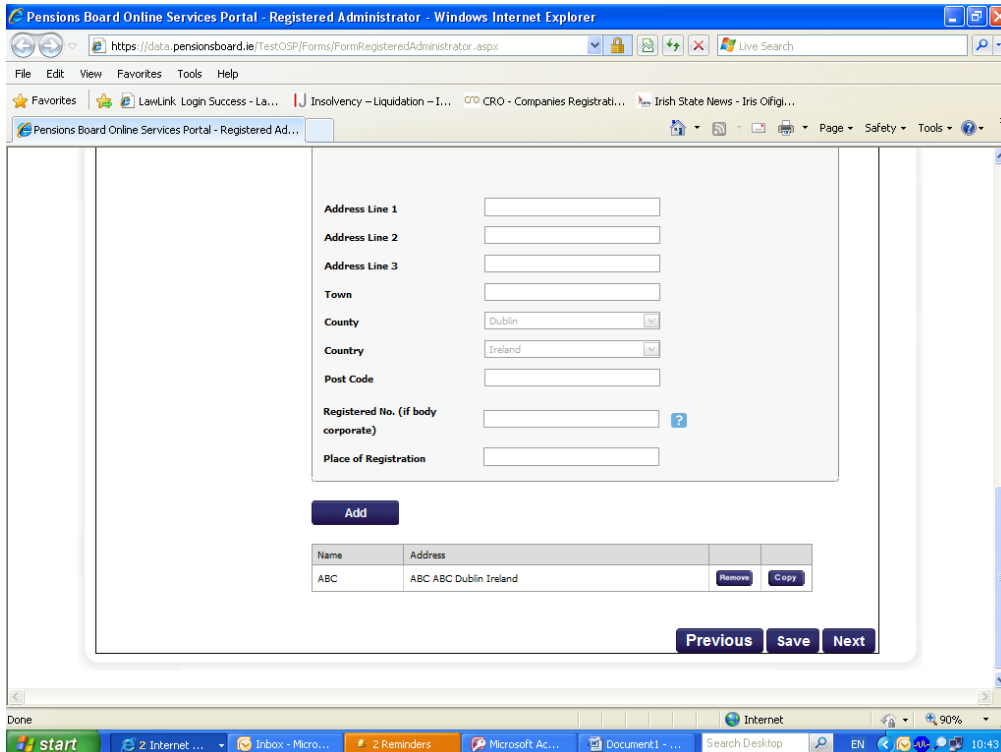
Alternatively, if many schemes/trust RACs are to be entered, these can be uploaded electronically using a csv format. For this option, **tick the box** provided. The format can be downloaded from the 'Help' section of the online portal. File specifications can be found in the Bulk Form Upload Specification pdf.

Once you have finished entering your scheme details, click **Next**.

If you indicated that you have, or intend to enter into an outsourcing arrangement, you will now need to provide the name and details of the Outsourced Provider.

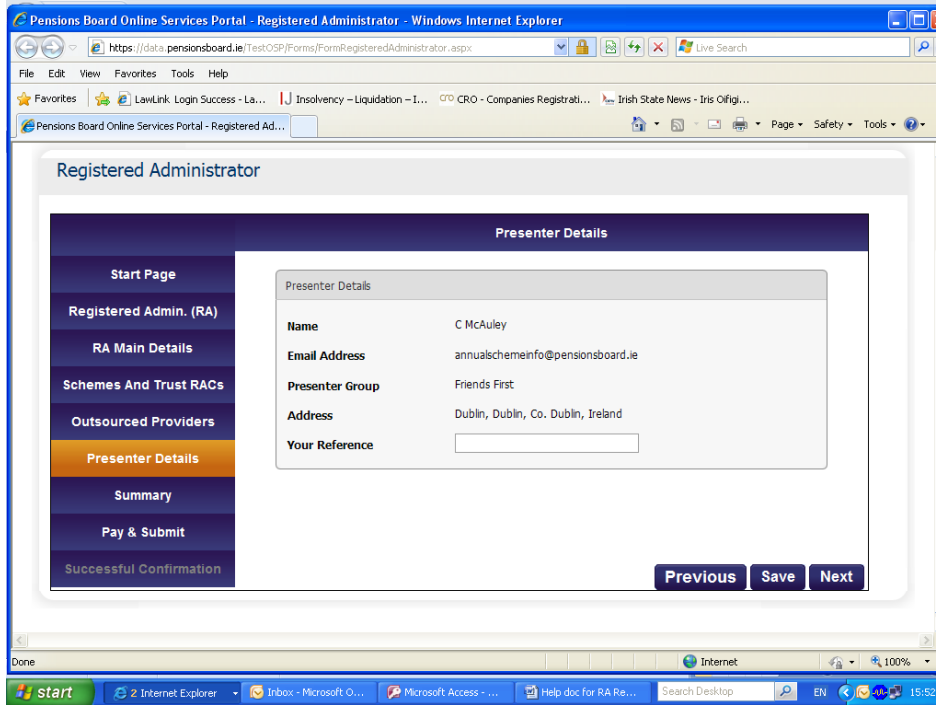


If the Outsourced Provider is a body Corporate, you must provide their Registered Office details. Make sure to click **Add** when you finish entering the Outsourced Provider's details.

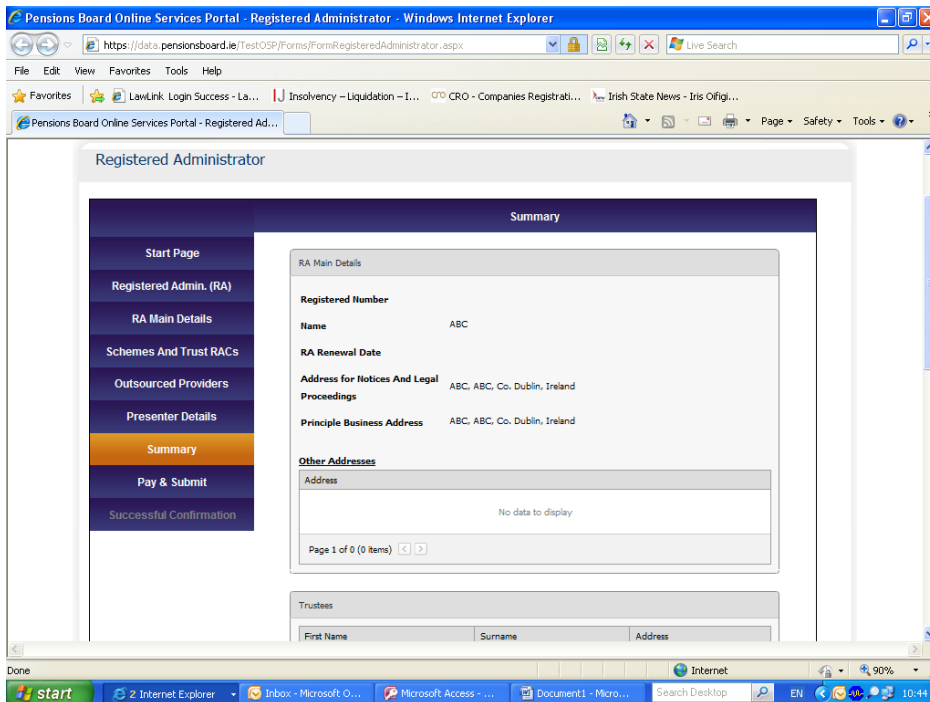


You are now on the Presenter Details page. Enter a reference for your submission. Remember to keep a record of your reference.

Click **Next**.



You can now view a summary of your application.



Review the summary carefully and if you are happy with the content, tick the box to confirm that the particulars furnished in the form are correct and that you request that the details provided be entered in the register. Click **Next**.

Parent Company Details

Name  
Address  
Officer Name

Schemes

Name	Number	Type
ABC	PB123	DB

Page 1 of 1 (1 items) < [1] >

Outsourced Providers

Name	Address	Officer Name
ABC	ABC ABC Dublin Ireland	Mr ABC

Page 1 of 1 (1 items) < [1] >

Please tick the box to declare that the particulars furnished in this form are correct and request that the details provided be entered in the register

Previous Save Next

Click **Finish**.

Registered Administrator

- Start Page
- Registered Admin. (RA)
- RA Main Details
- Schemes And Trust RACs
- Outsourced Providers
- Presenter Details
- Summary
- Pay & Submit**
- Successful Confirmation

Pay & Submit

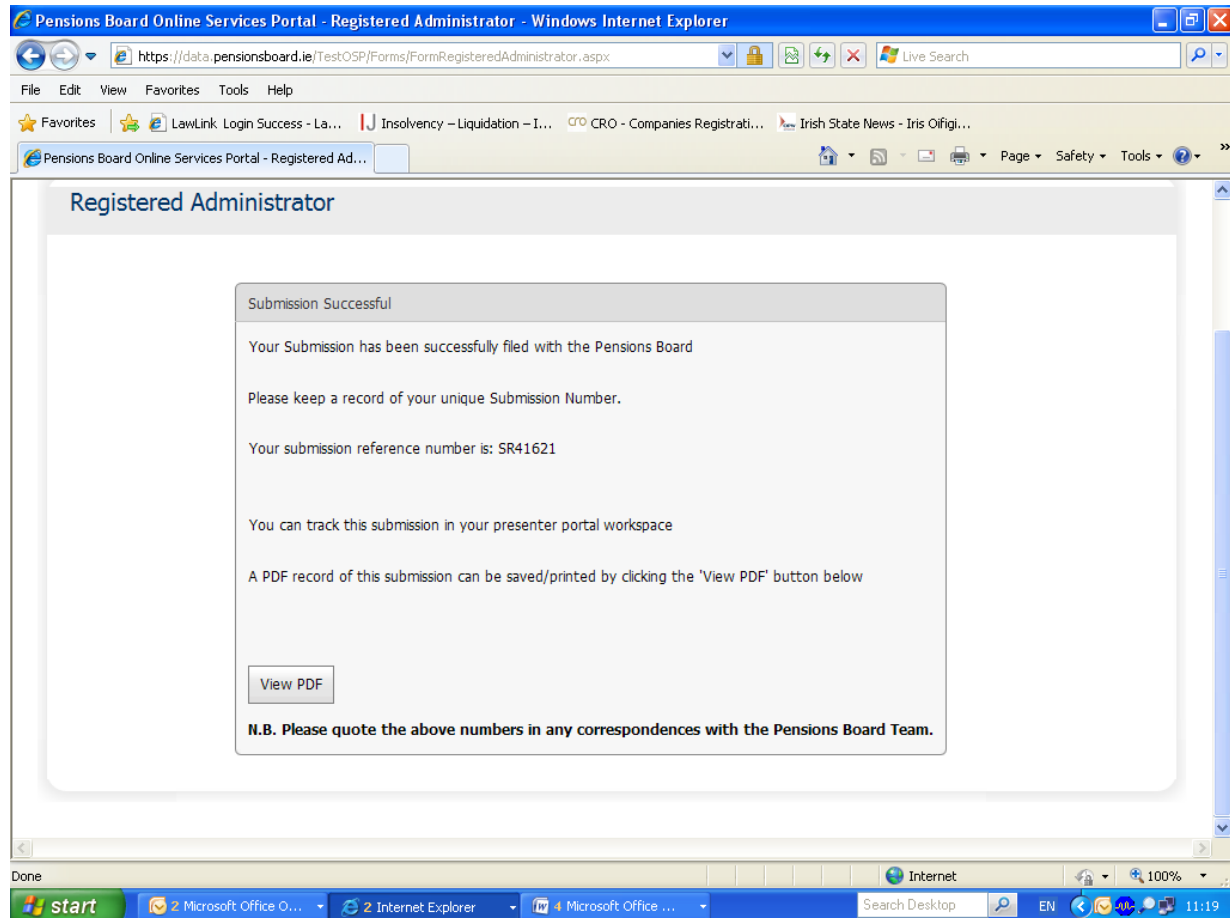
Cost Summary

There is no fee associated with this submission

Previous Save Finish

If your submission is successful, you will receive a submission reference number. Keep a record of this unique reference number. View and print the generated pdf form. Once your application has been submitted online, you must print, sign and send a copy of the pdf form to the Pensions Board.

**NB. Your renewal of registration cannot be completed until a signed copy of the generated pdf is received in the offices of the Board.**



The screenshot shows a web browser window titled "Pensions Board Online Services Portal - Registered Administrator - Windows Internet Explorer". The address bar displays the URL: <https://data.pensionsboard.ie/TestOSP/Forms/FormRegisteredAdministrator.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also shows a search box with "Live Search".

The main content area of the browser displays a confirmation message titled "Registered Administrator". The message text is as follows:

**Submission Successful**

Your Submission has been successfully filed with the Pensions Board

Please keep a record of your unique Submission Number.

Your submission reference number is: SR41621

You can track this submission in your presenter portal workspace

A PDF record of this submission can be saved/printed by clicking the 'View PDF' button below

**N.B. Please quote the above numbers in any correspondences with the Pensions Board Team.**

The browser's status bar at the bottom shows "Done" and "Internet". The Windows taskbar at the very bottom displays the Start button, several open applications (Microsoft Office, Internet Explorer), a search box, and the system tray with the time 11:19.