



Steps required to access Occupier Portal

Step 1: Visit <https://occupierportal.tailte.ie>

If you have not already registered for the Portal continue to Step 2. If you have registered for the Portal continue to Step 3

Step 2: If you have not registered for the Portal, select 'I have a property number and access key for registration' and input your Property Number and Web Access Key as it appears on the top of this letter, then:

- i. Once you agree to the terms and conditions, you will need to input the email and password which you will then use to access your account. Your password must include at least 11 characters (no spaces), one upper case letter, one lower case letter, a number, and a special character.
- ii. Next you must select a security question and input your answer. This will be used if you ever need to reset your password, so make sure to choose a question with a specific and memorable answer.
- iii. You will then receive an email from no-reply@verificationemail.com asking you to verify your email address.

Step 3: Once you have registered for the Portal, from the homepage select the 'Registered User' tab and input your login details to login.

Step 4: Select 'I'm not a robot' and then click 'Sign In'.

Step 5: If you have not already done so you will need to add your property to your account by clicking on 'Add Another Property'.

Step 6: To submit the additional information about your property:

- i. Click "View My Property Details"
- ii. Click on "Case History View" and then click "view" under "CASE DETAILS"
- iii. you can then click the 'Submit additional information' button in the top right corner of the case details page.
- iv. Once you have filled in all mandatory fields, you can submit this form to Tailte Éireann and they will take the information into account when processing your case.



Na céimeanna is gá chun rochtain a fháil ar an Tairseach d'Áititheoirí

Céim 1: Tabhair cuairt ar <https://occupierportal.tailte.ie>

Mura bhfuil tú cláraithe don Tairseach cheana féin, lean ar aghaidh go Céim 2. Má chláraigh tú don Tairseach lean ar aghaidh go Céim 3

Céim 2: Mura bhfuil tú cláraithe don Tairseach, roghnaigh 'Tá uimhir réadmhaoine agam agus eochair rochtana le haghaidh clárúcháin' agus cuir isteach d'Uimhir Réadmhaoine agus d'Eochair Rochtana Gréasáin mar atá sé ar bharr na litreach seo, ansin:

- i. Nuair a aontaíonn tú leis na téarmaí agus na coinníollacha, beidh ort an ríomhphost agus an pasfhocal a ionchur a úsáidfídh tú ansin chun rochtain a fháil ar do chuntas. Ní mór 11 charachtar ar a laghad a bheith i do phasfhocal (gan spásanna), litir amháin sa chás uachtair, litir amháin sa chás íochtair, uimhir, agus carachtar speisialta.
- ii. Ansin caithfidh tú ceist slándála a roghnú agus do fhreagra a chur isteach. Úsáidfear é seo más gá duit do phasfhocal a athshocrú riamh, mar sin déan cinnte ceist a roghnú le freagra sonrach i gcuimhne.
- iii. Gheobhaidh tú ríomhphost ansin ó no-reply@verificationemail.com ag iarraidh ort do sheoladh ríomhphoist a fhíorú.

Céim 3: Nuair a bheidh tú cláraithe don Tairseach, ón leathanach baile roghnaigh an cluaisín 'Úsáideoir Cláraithe' agus ionchur do chuid sonraí logála isteach chun logáil isteach.

Céim 4: Roghnaigh 'Ní róbat mé' agus ansin cliceáil ar 'Sínigh isteach'.

Céim 5: Mura bhfuil sé déanta agat cheana féin beidh ort do réadmhaoín a chur le do chuntas trí chliceáil ar 'Cuir Réadmhaoín Eile leis'.

Céim 6: Chun an fhaisnéis bhreise faoi do réadmhaoín a chur isteach:

- i. Cliceáil ar 'Amharc ar Shonraí Mo Réadmhaoine'
- ii. Cliceáil ar "Amharc ar Chás-Stair" agus ansin cliceáil ar "amharc" Faoi "SONRAÍ AN CHÁIS"
- iii. is féidir leat cliceáil ansin ar an gcnaipe 'Cuir isteach faisnéis bhreise' sa chúinne ar dheis ar bharr leathanach shonraí an cháis.
- iv. Nuair a bheidh gach réimse éigeantach líonta isteach agat, is féidir leat an fhoirm seo a chur isteach chuig Tailte Éireann agus cuirfidh siad an fhaisnéis san áireamh agus do chás á phróiseáil acu.