Tusla Web Portal

Logging on to the Portal

Contents

Getting Started

To use the Tusla Portal, you will need to register as a user if you have not previously done so.

Registering

To register for an account, go to portal.tusla.ie and click on **Create a Portal Account**.

After clicking, you are presented with a four-step process.

Step 1 – Consent

Please review and confirm your consent by checking the "I consent" and clicking on **Next**.

Step 2 – Personal

Enter your contact details, please note that fields marked with * must be entered. Email addresses and passwords will need to be entered twice for confirmation, and click on **Next**.

Step 3 – Submission Type

Choose your submission type and enter any other information requested.

Step 4 – Verification

In order to help safeguard your security, the portal uses mobile phone verification, as with online banking. You enter your mobile number and click on **Send**. You will then receive a text message with your code on your mobile phone.

When you have clicked Send, another field will appear for you to enter the code that you received on your phone.

Please enter the code and press **Validate**, if validation is successful, the following popup is displayed:

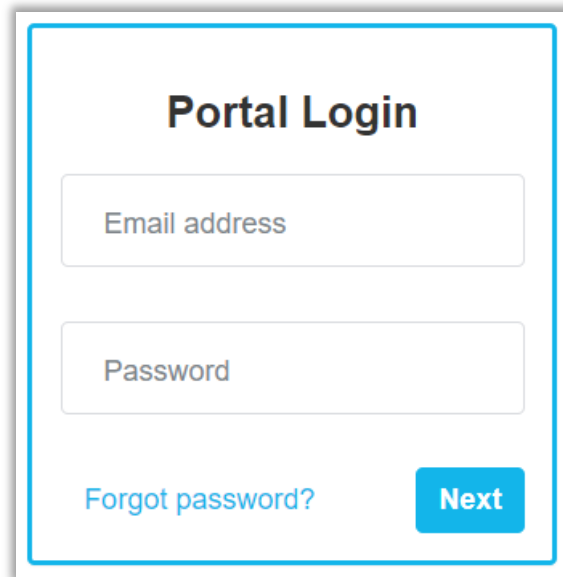If you wish, you can choose to tick the option 'Hide my mobile number in my submissions' and your mobile number will not appear in any submissions you make on the Portal, this option can be updated later.

To complete registration, click **Register** and a confirmation email will be sent to the email address you provided, open the email and click on the link and you will then be able to log in to the Portal and make submissions.
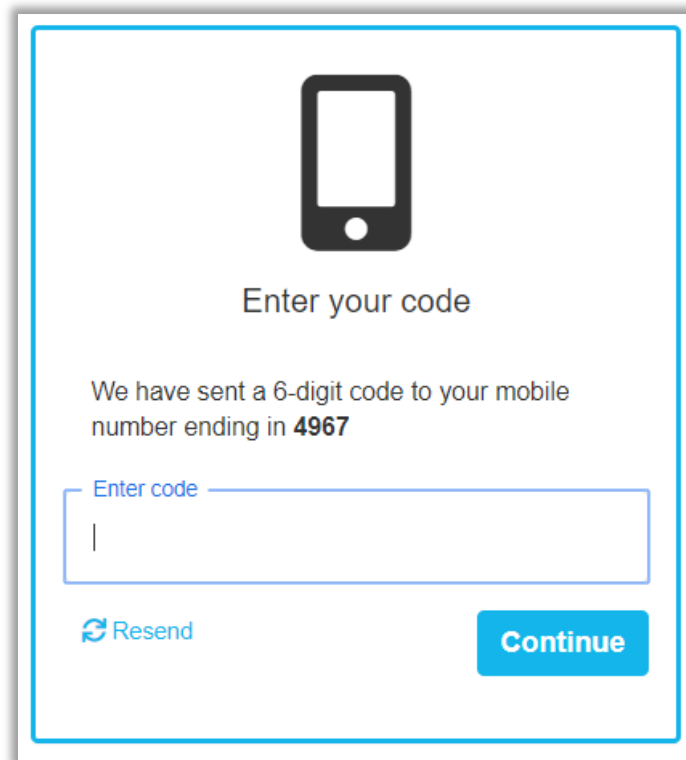
Logging In

Once you have successfully registered, you can return to portal.tusla.ie and log in. Enter your email address and password previously registered and click **Next**.

A code will be automatically sent to your mobile phone in a text message and the following screen below is displayed.

Enter the code and click the **Continue** to complete the Login process.
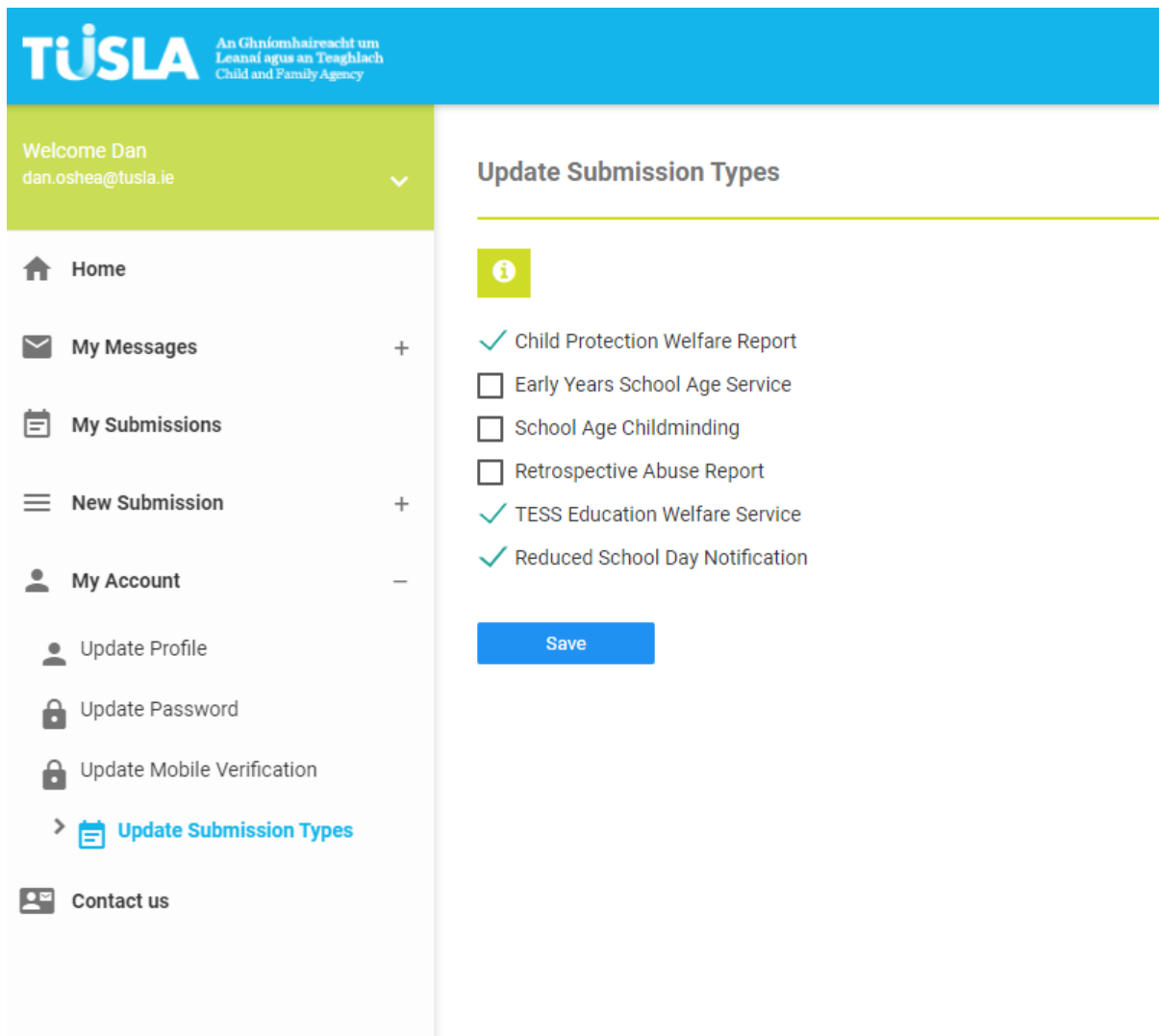
PAC Verification

If you registered to use the Portal some time ago, you may be asked to log on using digits from the 'Personal Access Code' (PAC) that was given to you at the time of your original registration, enter the three digits show from your PAC.

Mobile Phone Verification is more secure than PAC, you will be prompted to begin using Mobile Phone Verification each time you log in. It is recommended that you move to Mobile Phone Verification.

If you have an existing Tusla portal account

In order to change the Submission types you see, you will need to add or remove the submission types from the Update Submission types screen.

Go to My account, and Update Submission Types. See screen below.