MyFutureFund Portal
Employer Registration Process
Quick Reference Guide

Step 1: Access the portal

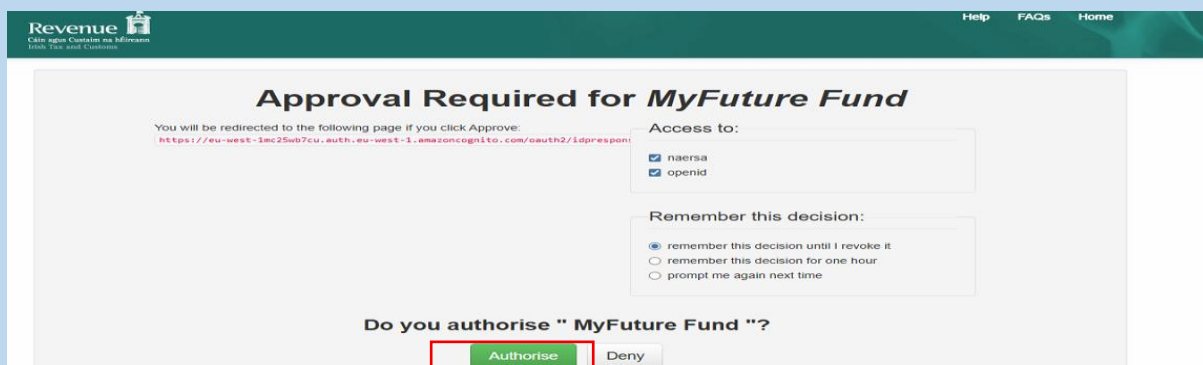- Go to **https://myfuturefund.ie/**
- Select 'Employer/Agent'

Step 2: Log in with ROS Cert

- Click 'Log in with ROS': The computer you are registering on will need to have your ROS cert downloaded
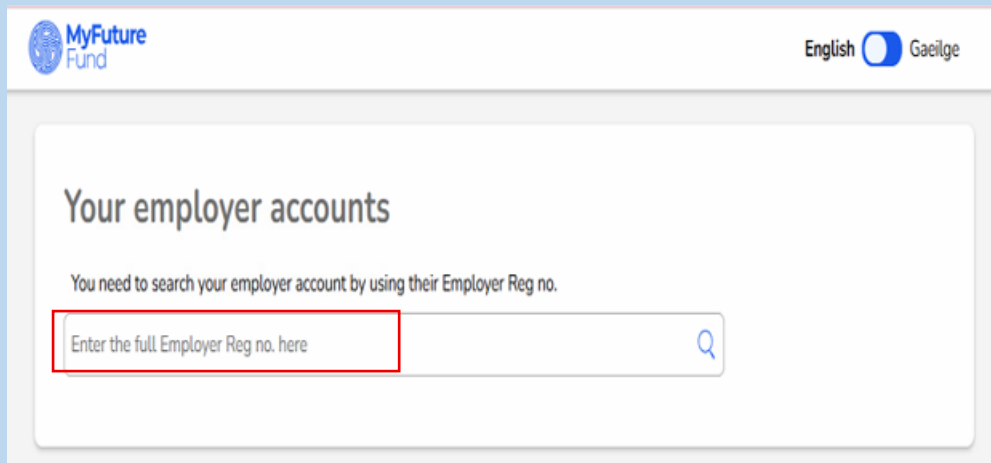- Select your ROS certificate, enter your password and select authenticate.

Step 3: Authorise Access

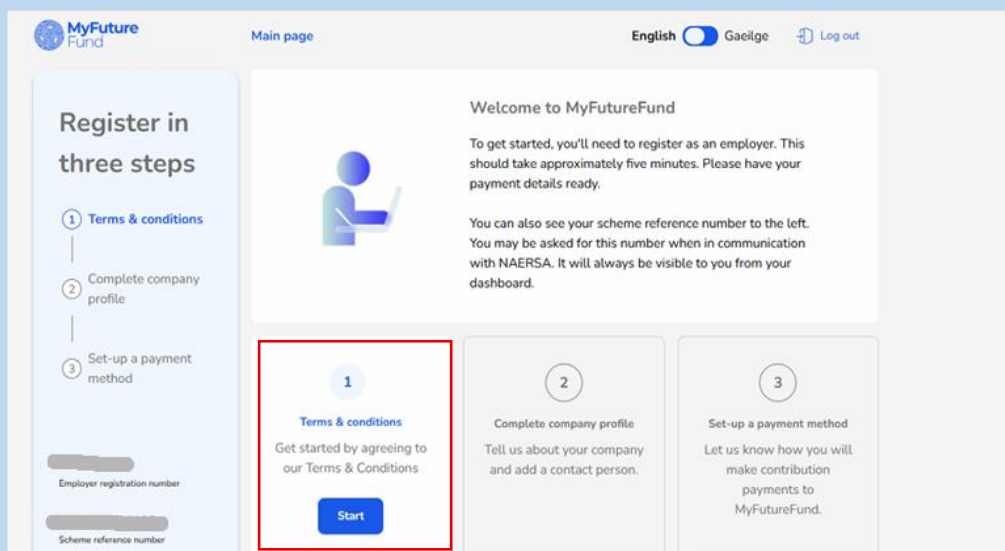- For the first log on you will need to authorise access > Click Authorise

Step 4: Enter Employer Registration Number

- This number can be found in your payroll software or on ROS

Step 5: Accept Terms and Conditions

- Select 'Start' under Terms & Conditions

- Confirm agreement and continue

Step 6: Complete Company Profit

Select 'Continue' under 'Complete company profile' & enter the relevant details:

- Company name: School name under Company name
- Business sector: Select Education

- Number of employers: Select the band that reflects the number of employees paid on the school payroll.

Step 7: Enter the Eircode to bring up the school address and select continue.

Step 8: Add a contact person

- This should be the person operating payroll, that NEARSA can contact if required. Enter details and select 'Save & continue'

Step 9: Set Up Payment Method

- Select 'Direct Debit'
- Select 'No' to 'Are you the account holder and the sole signatory….',
- Click 'Save & Continue'

Step 10: Download & Return Bank Mandate

- • Download the mandate
- • Have it signed by two authorised bank signatories as per the bank mandate
- • Post it to the address shown on the form
- • Click 'Save & Submit'

Step 11: Registration Complete

- • Select 'Finish' to return to the Employer Dashboard

Step 12: Review Employee List

- On the employer dashboard you can click on 'View enrolled employees (AEPN) to see those employees enrolled in the scheme.
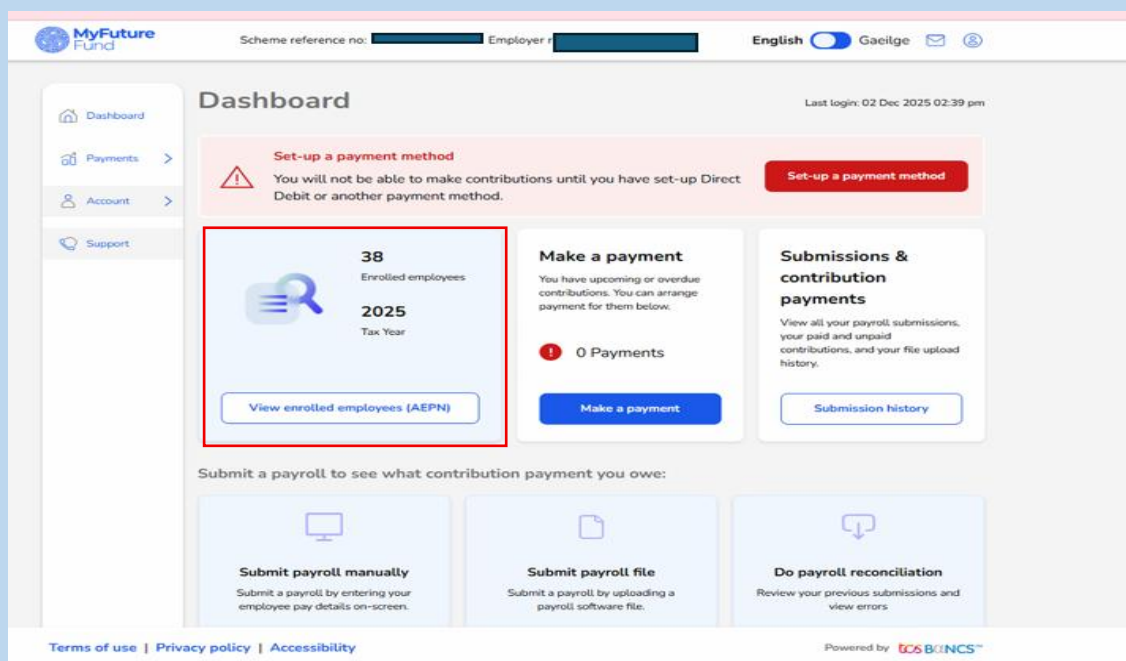
- You can review the list of employees for those enrolled and those exempt at present.

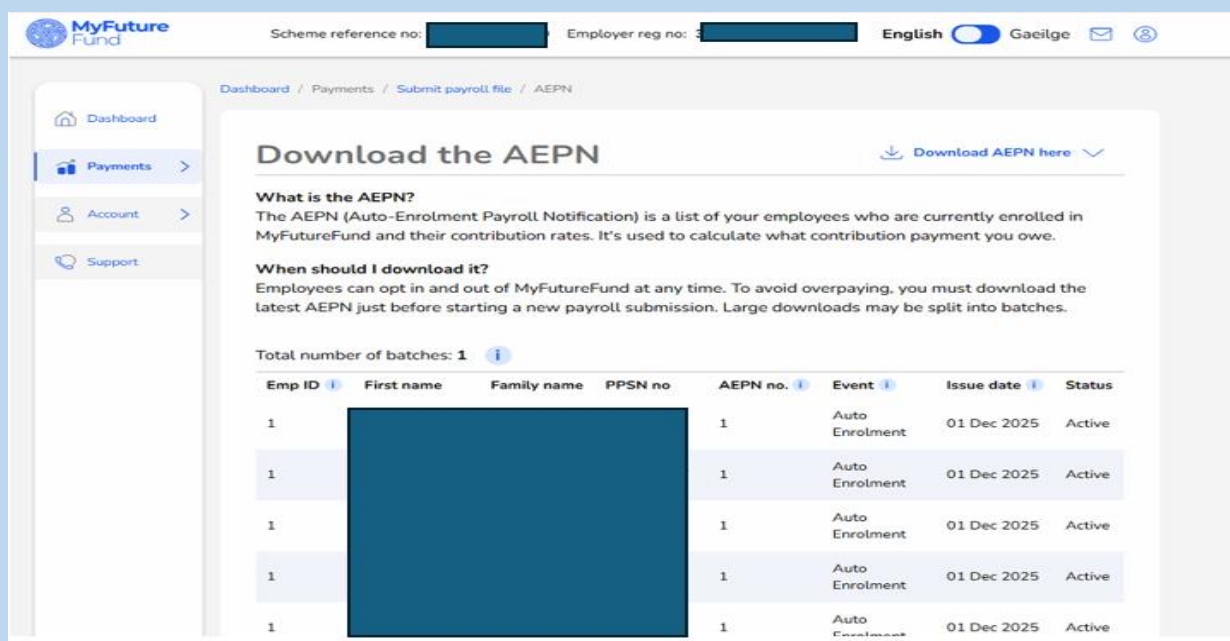- If there are former employees listed that you are no longer paying you can cease their employment on your payroll package, and this will update the system after your next payroll run. However, this is not an issue for auto-enrolment as if you are not paying these individuals no auto-enrolment contributions will be due.

Queries

Any queries, clarifications or issues with the portal can be directed to:

- Chat with the MYFutureFund webchat service on their website MyFutureFund.ie.
- Call on 01 568 9555, Monday-Friday, 9am to 6pm (excluding public and bank holidays).