

MyFutureFund Portal

Employer Registration Process

Quick Reference Guide

Step 1: Access the portal

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



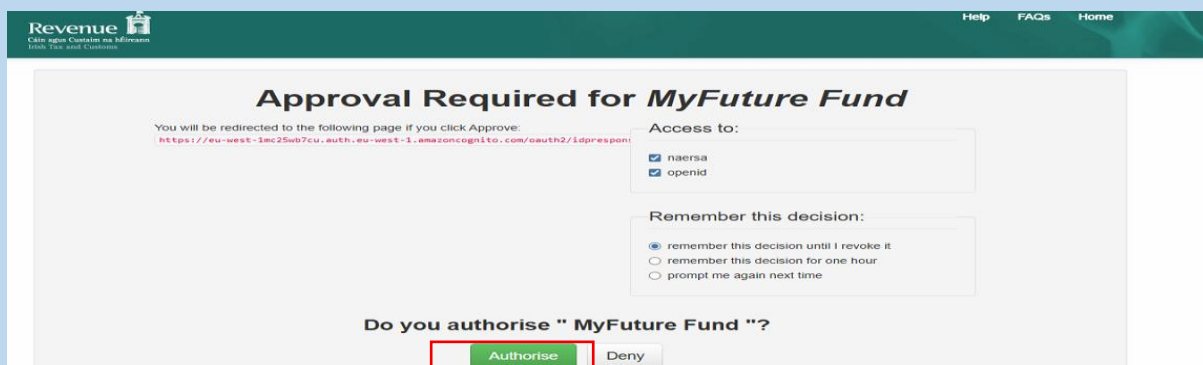
Step 2: Log in with ROS Cert

- 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.



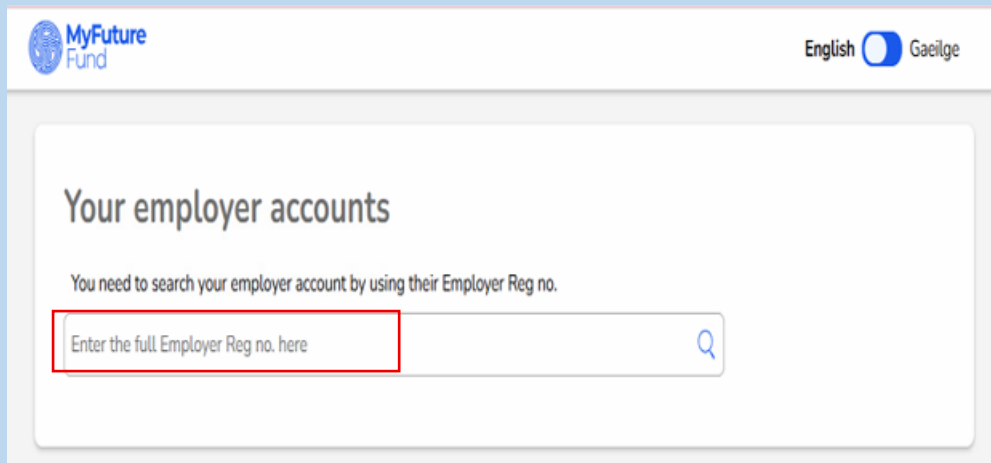
Step 3: Authorise Access

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



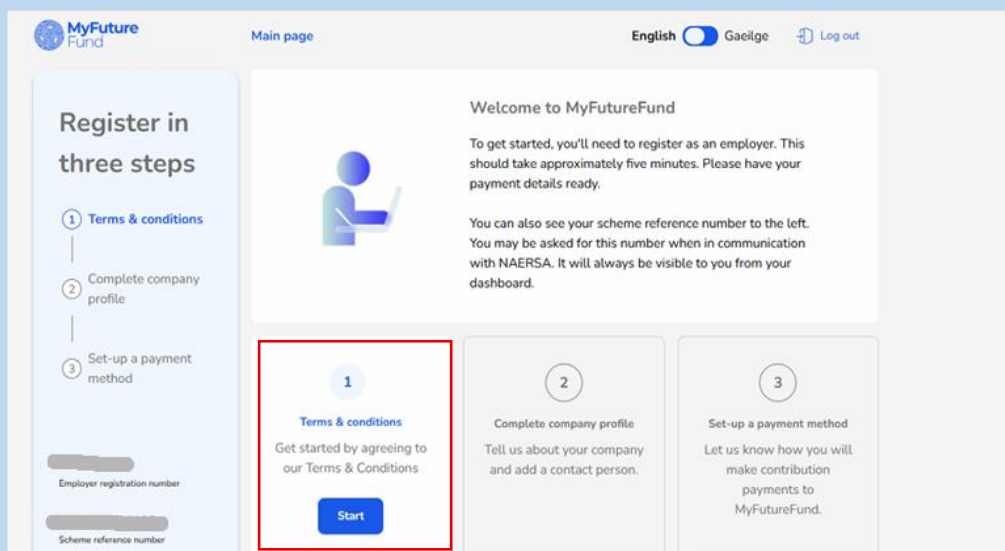
Step 4: Enter Employer Registration Number

- 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

Complete company profile

⬅ Add company details

Company name ⓘ <input type="text" value="Enter company name"/>	Company trading name (Optional) ⓘ <input type="text" value="Enter company trading name"/>
Business sector ⓘ <input type="text" value="Select business sector"/>	Number of employees ⓘ <input type="text" value="Select number of employees"/>
Communication language preference <input type="text" value="English"/>	Method of communication <input type="text" value="Electronic"/>

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

Number of employees ⓘ

Small 10 - 49 ^

Micro <10 employees

Small 10 - 49

Medium 50 - 249

Large 250+

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

Add company address

☒ Enter address manually

Search address

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'

Complete company profile

▼ Add company details

▲ Add contact person

Please add the details of your company's contact person.

First name	Middle name (Optional)
<input type="text" value="Enter first name"/>	<input type="text" value="Enter middle name"/>
! First name is required	
Family name	Phone number i
<input type="text" value="Enter family name"/>	🇮🇪 🇩🇪 ▼ +353 <input type="text" value="Enter number"/>
Email address	
<input type="text" value="Enter email address"/>	

Step 9: Set Up Payment Method


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


Main page English 🇬🇧 Gaeilge 🇮🇪 Log out

Set-up a payment method

How can I make contribution payments?

Each time you do payroll for your employees, you'll make a payroll submission to MyFutureFund so we can calculate the contribution that you owe. You can make contribution payments using:

☒ **Direct Debit**
Direct Debit is the fastest and most reliable payment method. You will review the contribution amount when you make your payroll submission, and the payment will be automatically collected on or shortly after your employee's pay date.

To set-up a Direct Debit, you must be one of the bank account holders and have the authority to sign Direct Debit mandates.
Are you the account holder and the sole signatory required to authorise the mandate?
☐ Yes ☒ **No**

☐ **Debit/ Credit card**
If you choose to pay by debit/ credit card, you will have to log in and make your payments directly each time.


☐ **Skip for now and go to dashboard**

Back **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'

Register in three steps

- ✓ Terms & conditions
- ✓ Complete company profile
- 3 Set-up a payment method

Employer registration number

Scheme reference number

Payment method: Direct Debit

Digitally

You can arrange for an authorised person to come to this portal and select Yes above.

By paper

You can download the mandate, have the authorised person sign it, and return it to NAERSA by post at the following address:

**NAERSA,
Letterkenny Technology Park,
Lisnenan, Letterkenny,
Co. Donegal, F92 W8CY.**

[Download the Direct Debit mandate](#)

[Back](#) [Save & submit](#)

Step 11: Registration Complete

- Select 'Finish' to return to the Employer Dashboard

MyFuture Fund Main page English Gaeilge Log out

Important action

Complete paper mandate

Please complete the Direct Debit paper mandate and return it to NAERSA at the address below:

**NAERSA,
Letterkenny Technology Park,
Lisnenan, Letterkenny,
Co. Donegal,
F92 W8CY.**

[DD mandate](#)

Employer registration number

Scheme reference number

Registration complete

Thank you for registering as an employer with MyFutureFund. You should now complete your Direct Debit paper mandate and return it to NAERSA for processing.

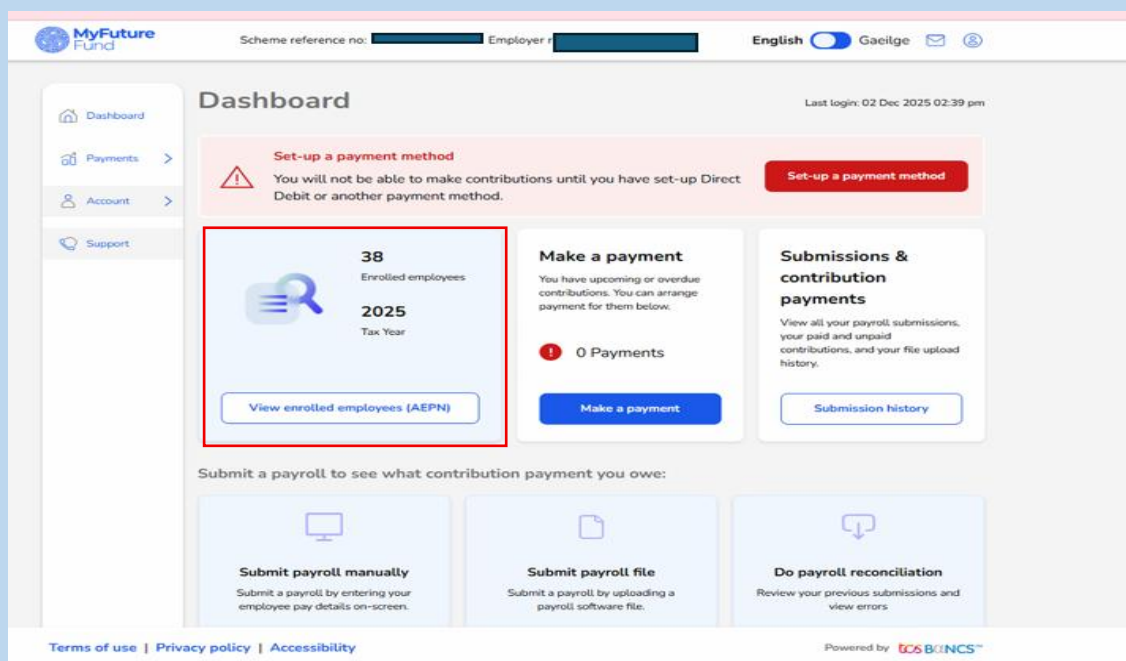
You can select **Finish** now to view your employer Dashboard.

If you log back into this employer portal before we have processed your mandate, you'll be returned to these registration screens. In that case, you will be able to access your dashboard by selecting **Skip for Now** in the 'Set Up a Payment Method' section.

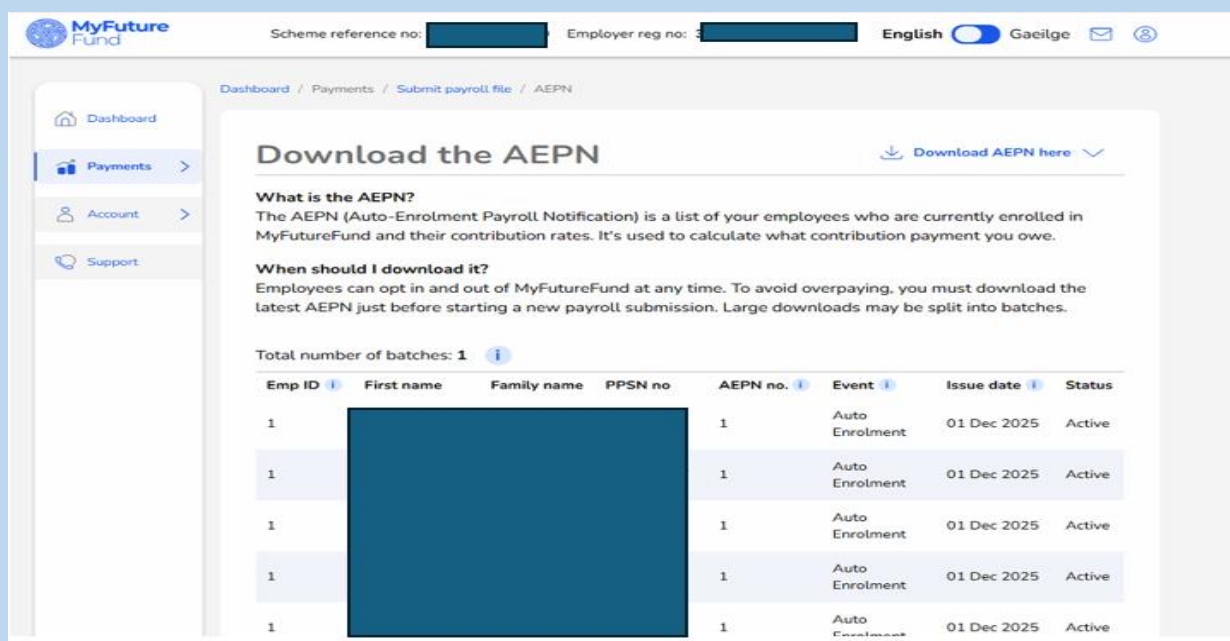
[Finish](#)

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](https://www.myfuturefund.ie).
- Call on 01 568 9555, Monday-Friday, 9am to 6pm (excluding public and bank holidays).