

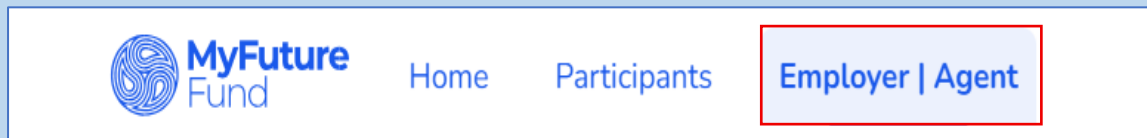
Tairseach Mo Chiste don Todhchaí

Próiseas Cláraithe Fostóra

Treoir Mhearthagartha

Céim 1: Faigh rochtain ar an tairseach

- Téigh chuig <https://myfuturefund.ie/>
- Roghnaigh 'Fostóir/Gníomhaire'



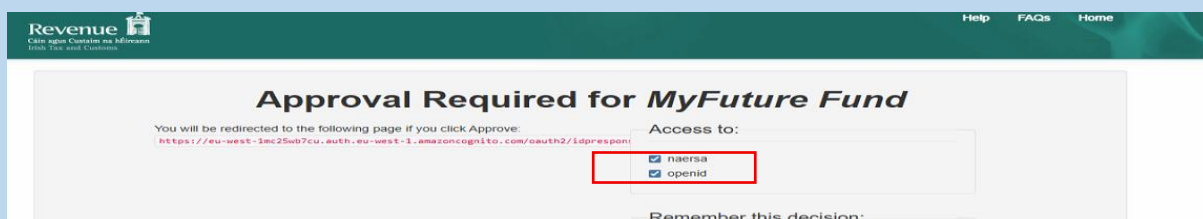
Céim 2: Logáil isteach le Teastas ROS

- Cliceáil 'Logáil isteach le ROS': Beidh ort do dheimhniú ROS a íoslódáil ón ríomhaire ar a bhfuil tú ag clárú
- Roghnaigh do theastas ROS, cuir isteach do phasfhocal agus roghnaigh fíordheimhniú.



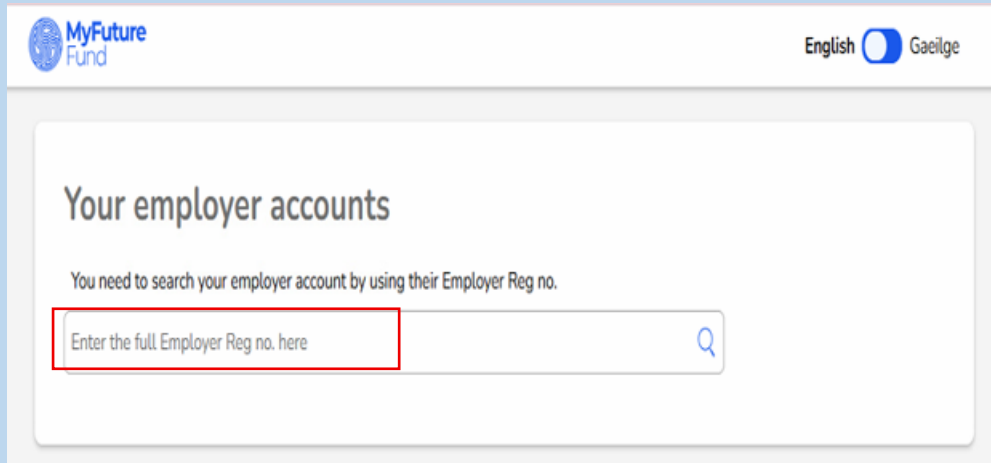
Céim 3: Údaraigh an Rochtain

- Don chéad logáil isteach beidh ort rochtain a údarú > Cliceáil Údarú



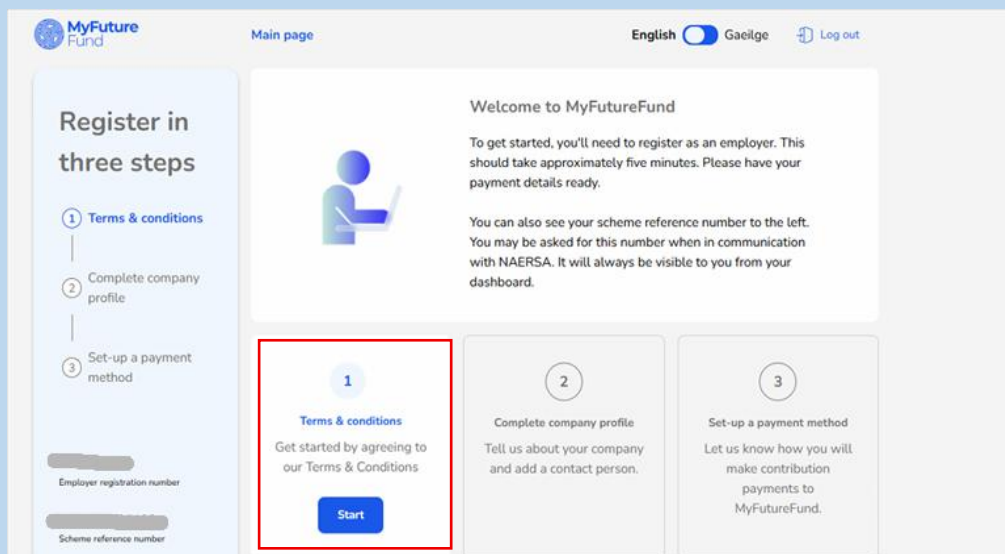
Céim 4: Cuir isteach Uimhir Chláraithe an Fhostóra

- Is féidir an uimhir seo a fháil i do bhogearraí párolla nó ar ROS



Céim 5: Glac leis na Téarmaí agus Coinníollacha

- Roghnaigh 'Tosaigh' faoi Théarmaí & Coinníollacha



- Deimhnigh an comhaontú agus lean ar aghaidh



Review terms & conditions

To get started with MyFutureFund, please agree to the terms & conditions by selecting the box below.

I have read and agreed to the [Terms of use](#) and [Privacy policy](#)

Céim 6: Comhlánaigh Próifíl na Cuideachta

Roghnaigh 'Lean ar aghaidh' faoi 'Comhlánaigh próifíl na cuideachta' agus cuir isteach na sonraí ábhartha:

- Ainm na cuideachta: Ainm na scoile faoi ainm na cuideachta
- Earnáil ghnó: Roghnaigh Oideachas

Complete company profile

⏪ Add company details

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

- Líon na bhfostóirí: Roghnaigh an banda a léiríonn líon na bhfostaithe a íoctar ar phárolla na scoile.

Number of employees i

Small 10 - 49 ^

Micro <10 employees

Small 10 - 49

Medium 50 - 249

Large 250+

Céim 7: Cuir isteach an tÉirchód le seoladh na scoile a thabhairt aníos agus roghnaigh 'lean ar aghaidh'.

Add company address

Enter address manually

Search address

Search address or Eircode



Continue

Céim 8: Cuir duine teagmhála leis

- Ba cheart gurb é seo an duine a bhfuil an párolla á oibriú aige agus gur féidir le NAERSA teagmháil a dhéanamh leis más gá. Cuir isteach sonraí agus roghnaigh 'Sábháil agus lean ar aghaidh'

Complete company profile

⌵ Add company details

⌶ Add contact person

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

First name

Enter first name

Middle name (Optional)

Enter middle name

! First name is required

Family name

Enter family name

Phone number

+353 Enter number

Email address

Enter email address

Céim 9: Socraigh Modh Íocaíochta

- Roghnaigh 'Dochar Díreach'
- Roghnaigh 'Níl' le haghaidh 'An tusa an sealbhóir cuntais agus an t-aon sínitheoir....',
- Clliceáil 'Sábháil agus Lean ar aghaidh'

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

Céim 10: Íoslódáil agus Seol Ar Ais an Sainordú Bainc

- Íoslódáil an sainordú
- Cinntigh go síníonn beirt sínitheoirí bainc údaraithe é de réir an tsainordaithe bainc
- Seol chuig an seoladh atá léirithe ar an bhfoirm é
- Clliceáil 'Sábháil agus Cuir Isteach'

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:

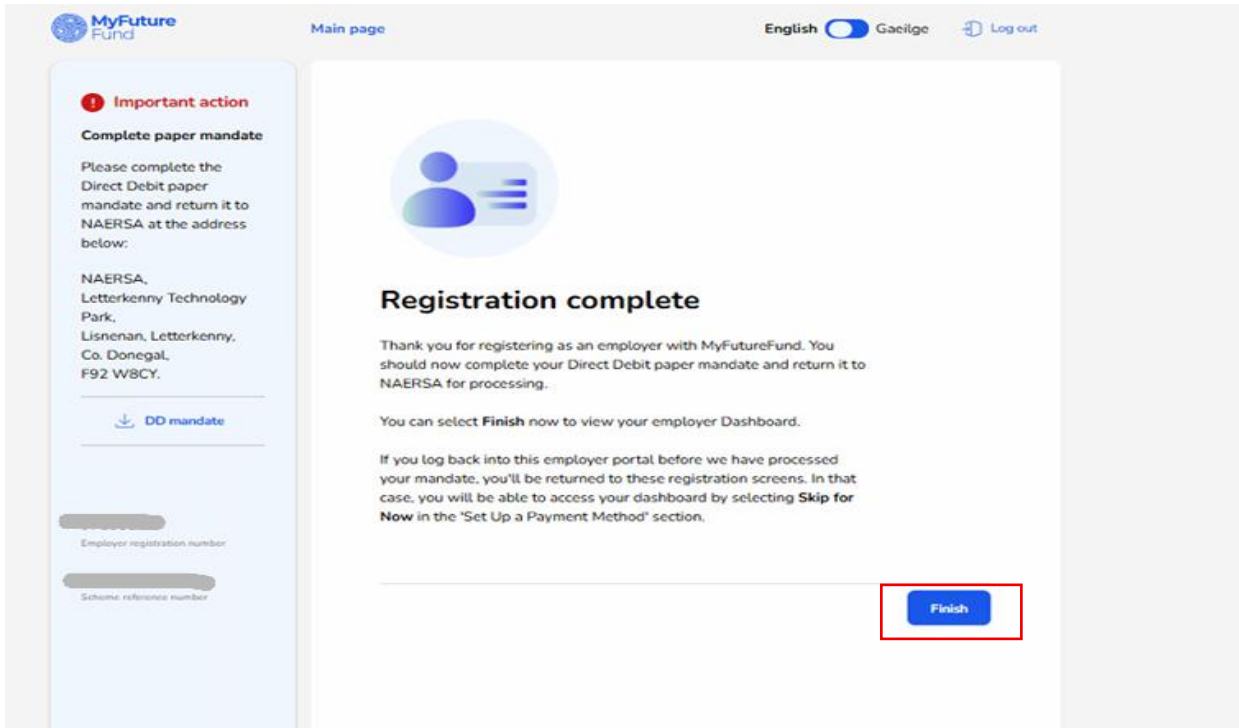
NAERSA,
Letterkenny Technology Park,
Lisnenan, Letterkenny,
Co. Donegal, F92 W8CY.

Download the Direct Debit mandate

Back Save & submit

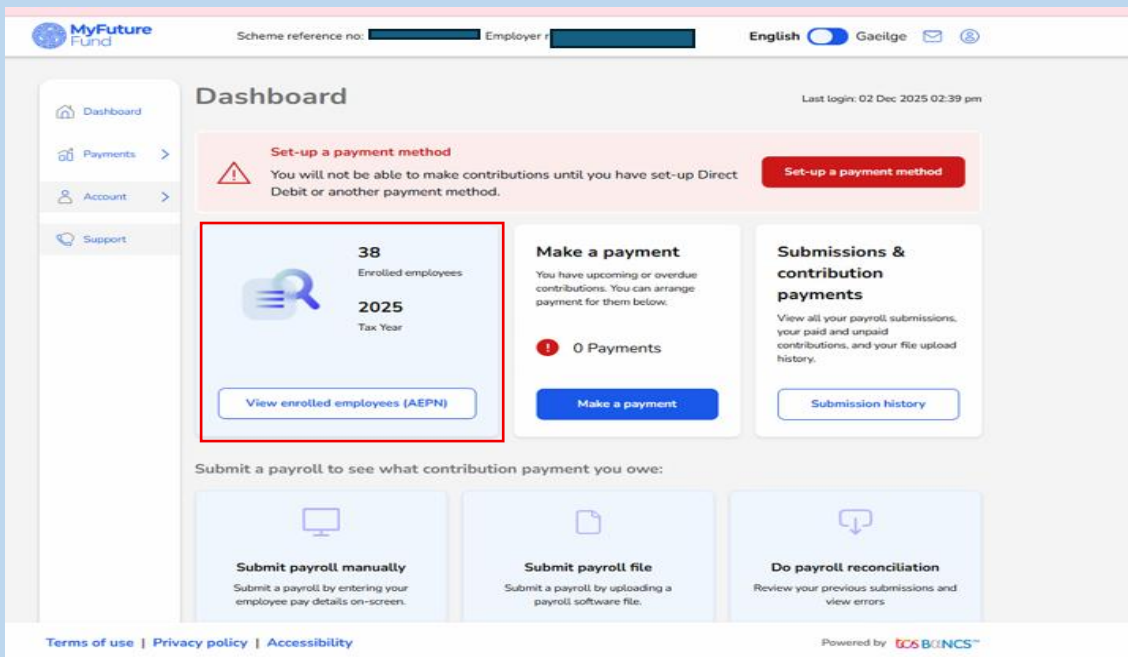
Céim 11: Clárú Críochnaithe

- Roghnaigh 'Críochnaigh' chun filleadh ar Dheais na bhFostóirí



Céim 12: Déan athbhreithniú ar Liosta na bhFostaithe

- Ar dheais an fhostóra is féidir leat cliceáil ar 'Féach ar fhostaithe cláraithe (AEPN)' leis na fostaithe atá cláraithe sa scéim a fheiceáil.



- Is féidir leat athbhreithniú a dhéanamh ar liosta na bhfostaithe dóibh siúd atá cláraithe agus dóibh siúd atá díolmhaithe faoi láthair.
- Má tá iar-fhostaithe liostaithe nach bhfuil á n-íoc agat a thuilleadh, is féidir leat a gcuid fostaíochta a scor ar do phacáiste párolla, agus déanfar an córas a nuashonrú leis seo tar éis do chéad rith párolla eile. Mar sin

féin, ní fadhb í seo i gcás uathchláraithe óir mura bhfuil tú ag íoc na ndaoine sin, ní bheidh aon ranníocaíochtaí uathchláraithe dlite.

MyFuture Fund

Scheme reference no: [redacted] Employer reg no: [redacted] English Gaeilge

Dashboard / Payments / Submit payroll file / AEPN

Download the AEPN

[Download AEPN here](#)

What is the AEPN?
The AEPN (Auto-Enrolment Payroll Notification) is a list of your employees who are currently enrolled in MyFutureFund and their contribution rates. It's used to calculate what contribution payment you owe.

When should I download it?
Employees can opt in and out of MyFutureFund at any time. To avoid overpaying, you must download the latest AEPN just before starting a new payroll submission. Large downloads may be split into batches.

Total number of batches: 1

Emp ID	First name	Family name	PPSN no	AEPN no.	Event	Issue date	Status
1	[redacted]	[redacted]	[redacted]	1	Auto Enrolment	01 Dec 2025	Active
1	[redacted]	[redacted]	[redacted]	1	Auto Enrolment	01 Dec 2025	Active
1	[redacted]	[redacted]	[redacted]	1	Auto Enrolment	01 Dec 2025	Active
1	[redacted]	[redacted]	[redacted]	1	Auto Enrolment	01 Dec 2025	Active
1	[redacted]	[redacted]	[redacted]	1	Auto Enrolment	01 Dec 2025	Active

Fiosruithe

Is féidir aon cheisteanna, soiléirithe nó fadhbanna leis an tairseach a chur chuig:

- Déan comhrá le seirbhís comhrá gréasáin Mo Chiste Don Todhchaí ar a suíomh Gréasáin [MyFutureFund.ie](https://www.myfuturefund.ie).
- Cuir glaoch ar 01 568 9555, Luan-Aoine, 9am go 6pm (gan laethanta saoire poiblí ná laethanta saoire bainc san áireamh).