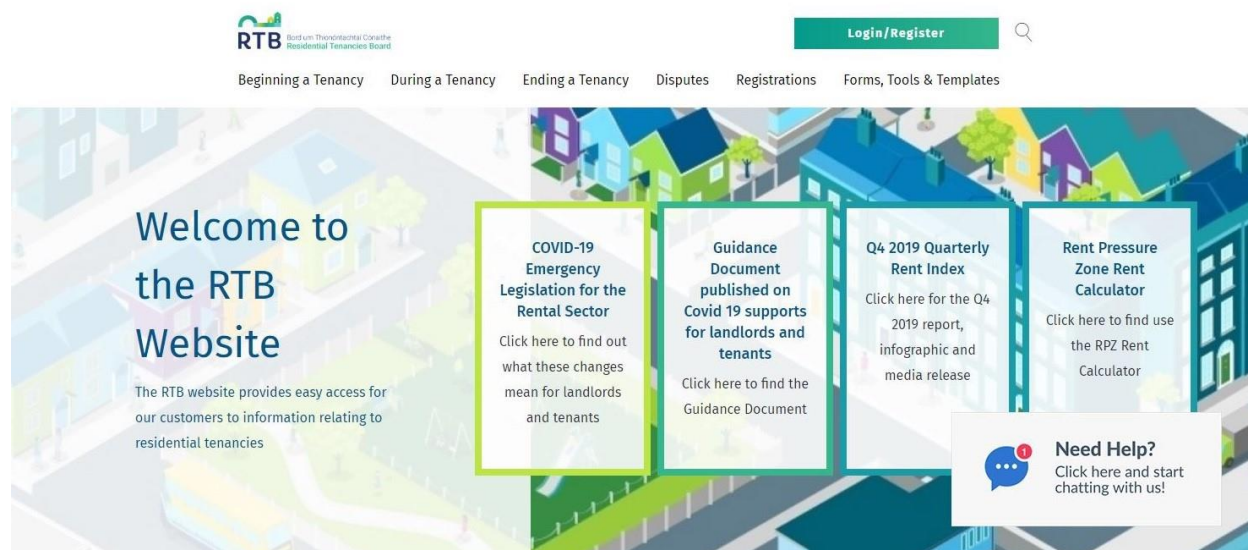


Step-by-Step Guide to Creating an Online Account

Creating an RTB online account is very simple and will allow you convenient access to all the RTB tenancy registration and disputes resolution services.

Below is a step-by-step guide to assist you in creating your account.

1. Go to www.rtb.ie and click “Login/Register”



2. On the RTB portal homepage click “Create Account”

The screenshot shows the RTB portal homepage. At the top left is the RTB logo. To the right are links for 'LOG IN' and 'MAIN SITE'. Below the logo is a navigation bar with 'HOME', 'CREATE ACCOUNT', and 'FAQS'. The main content area is titled 'LOG IN'. It contains a form with fields for 'ACCOUNT NO:', 'PASSWORD:', and 'ENTER YOUR PIN:'. Below the form are buttons for 'LOG IN' and 'CREATE ACCOUNT'. There are also links for 'forgot your password' and 'forgot your pin'. Below the 'LOG IN' section is an 'ABOUT RTB' section with a paragraph of text and a 'VISIT THE RTB SITE' button. On the left side, there is a 'Need Help?' chat button.

3. Complete the New User form with your details, taking note of your password, pin and security question details and click “Create Account”

The screenshot shows the 'NEW USER' registration form on the RTB portal. The form is titled 'NEW USER' and is divided into two sections: 'ACCOUNT DETAILS' and 'SECURITY'. The 'ACCOUNT DETAILS' section includes fields for 'E-MAIL ADDRESS:', 'CONFIRM EMAIL ADDRESS:', 'CHOOSE YOUR PASSWORD:', 'CONFIRM PASSWORD:', 'CHOOSE YOUR PIN:', and 'CONFIRM PIN:'. The 'SECURITY' section includes a dropdown menu for 'CHOOSE YOUR SECRET QUESTION:' and an 'ANSWER:' field. Each field has a question mark icon for help. The form is set against a light blue background with a navigation bar at the top containing 'HOME', 'CREATE ACCOUNT', and 'FAQS'.

CONFIRM EMAIL ADDRESS: ?

CHOOSE YOUR PASSWORD: ?

CONFIRM PASSWORD: ?

CHOOSE YOUR PIN: ?

CONFIRM PIN: ?

SECURITY

CHOOSE YOUR SECRET QUESTION:
-- Please Select -- ?

ANSWER: ?

[CREATE ACCOUNT](#)

You will need your password and pin to access your account.

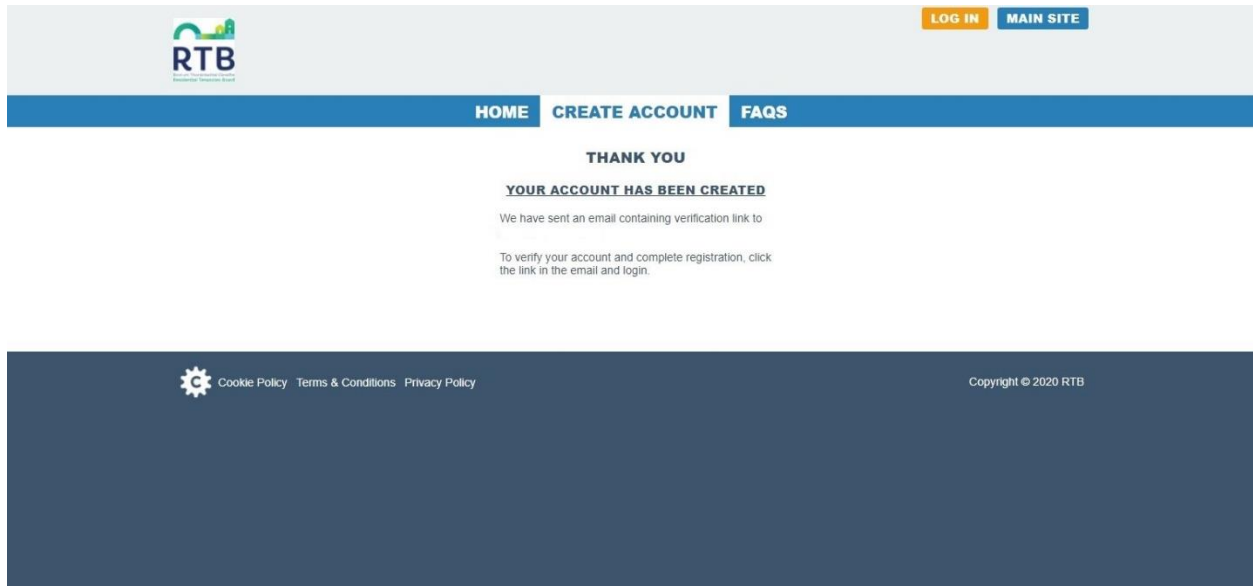
If you change your e-mail address at a future date you should log into your RTB online account and update it.

If you should forget your log in details, you will need access to your registered e-mail account and the details of your security question in order to retrieve access to your RTB online account.

4. An e-mail verification link will be sent to the e-mail address you have provided.

This e-mail will include your assigned Account ID – you will need this number, along with your password and pin, to access your account in future. You should save this e-mail/account ID for future reference.

Once you have opened the e-mail – click on the link to activate your account.



RTB
Rural Tenancies Board

LOG IN MAIN SITE

HOME CREATE ACCOUNT FAQs

THANK YOU

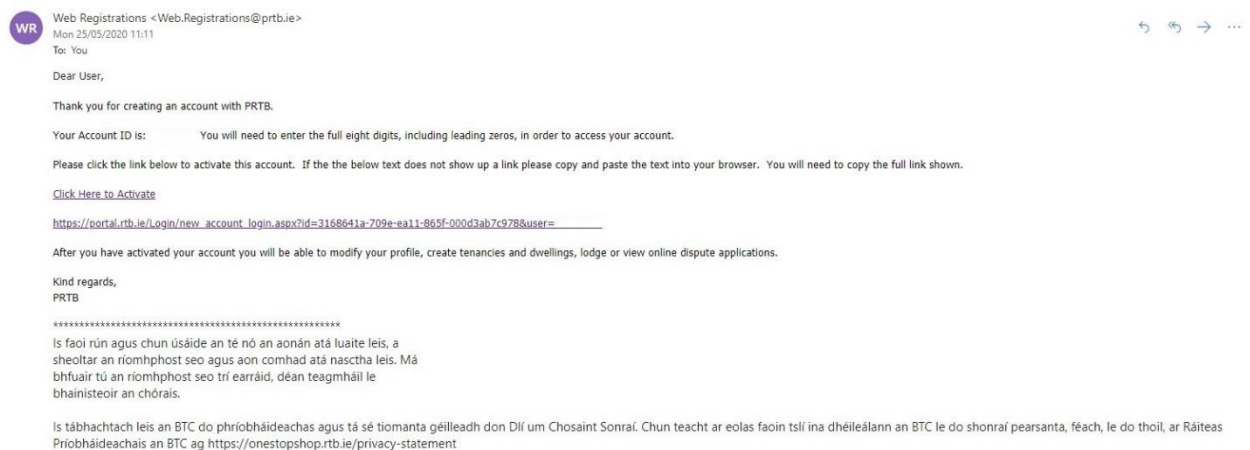
YOUR ACCOUNT HAS BEEN CREATED

We have sent an email containing verification link to [redacted]

To verify your account and complete registration, click the link in the email and login.

Cookie Policy Terms & Conditions Privacy Policy

Copyright © 2020 RTB



WR Web Registrations <Web.Registrations@prtb.ie>
Mon 25/05/2020 11:11
To: You

Dear User,

Thank you for creating an account with PRTB.

Your Account ID is: [redacted] You will need to enter the full eight digits, including leading zeros, in order to access your account.

Please click the link below to activate this account. If the the below text does not show up a link please copy and paste the text into your browser. You will need to copy the full link shown.

[Click Here to Activate](#)

https://portal.rtb.ie/Login/new_account_login.aspx?id=3168641a-7D9e-ea11-865f-000d3ab7c978&user=_____

After you have activated your account you will be able to modify your profile, create tenancies and dwellings, lodge or view online dispute applications.

Kind regards,
PRTB

Is faoi rún agus chun úsáide an té nó an aonán atá luaite leis, a sheoltar an ríomhphost seo agus aon comhad atá nasctha leis. Má bhfuair tú an ríomhphost seo trí earráid, déan teagmháil le bhainisteoir an chórais.

Is tábhachtach leis an BTC do phríobháideachas agus tá sé tiomanta géilleadh don Dlí um Chosaint Sonraí. Chun teacht ar eolas faoin tslí ina dhéileáilann an BTC le do shonraí pearsanta, féach, le do thoil, ar Ráiteas Príobháideachais an BTC ag <https://onestopshop.rtb.ie/privacy-statement>

- Once your account verification has been successful you can enter your Account Number, Password and Pin and click “Log In” to access your new RTB online account

RTB

[LOG IN](#) [MAIN SITE](#)

[HOME](#) [CREATE ACCOUNT](#) [FAQS](#)

LOG IN TO YOUR NEW ACCOUNT

ACCOUNT VERIFICATION SUCCESSFUL

LOG IN

If you are a landlord of student-specific accommodation, please contact the RTB on 08 18 30302710 or 7028 100 for information on how to register as the online facility is currently not available. For further information please click here

ACCOUNT NO:

PASSWORD:

ENTER YOUR PIN:

1 st	2 nd	3 rd	4 th	5 th	6 th
<input type="text"/>	*	<input type="text"/>	*	<input type="text"/>	*

LOG IN

- After you have logged into your account for the first time you will be asked to complete your profile details. You should enter your own personal or business details on the “Manage Profile” page.

If you will be registering tenancies or raising disputes on behalf of someone else, you will enter their details at a later stage.



MANAGE PROFILE

PLEASE ONLY ENTER YOUR OWN PERSONAL DETAILS ON THIS PAGE. IF YOU ARE REGISTERING TENANCIES ON BEHALF OF ANOTHER PARTY, PLEASE ENTER THEIR DETAILS AT TENANCY REGISTRATION STAGE



IF YOU ARE A LANDLORD OF STUDENT-SPECIFIC ACCOMMODATION, PLEASE CONTACT THE RTB ON 0818 303037/01-7028100 FOR INFORMATION ON HOW TO REGISTER AS THE ONLINE FACILITY IS CURRENTLY NOT AVAILABLE. FOR FURTHER INFORMATION PLEASE CLICK [HERE](#)

BELOW ARE THE DETAILS OF YOUR PROFILE

ACCOUNT TYPE*

Registrations and Disputes  

USER ACCOUNT TYPE*



Landlord  

IS THE CONTACT A:*


- COMPANY
- INDIVIDUAL
- APPROVED HOUSING BODY

PERSONAL DETAILS


TITLE


 

FIRST NAME*




SURNAME*





PPS NUMBER* 

DATE OF BIRTH

DD/MM/YYYY 

ACCOUNT OPTIONS

PREFERRED LANGUAGE*



- ENGLISH
- IRISH

It will be necessary to issue certain correspondence to you by post


PREFERRED METHOD OF CONTACT




- LETTER
- EMAIL

CONTACT DETAILS


EMAIL*

sarahswalsh@outlook.ie 


TELEPHONE:



MOBILE:*



HOME PHONE



ADDRESS LINE 1* ?

ADDRESS LINE 2 ?

ADDRESS LINE 3 ?

ADDRESS LINE 4 ?

ADDRESS LINE 5 ?

COUNTRY* ?

EIRCODE ?

COUNTRY* ?
Ireland

7. Once you have completed your details click “Submit” to save your details to your profile

If you change your e-mail address in future, you should make sure to update your details on your profile.

If you forget any of your log in details to access your account, you will need to have access to the e-mail address registered to your account in order to recover access to your online account.

 LOGGED IN AS:

[HOME](#) [MY PROFILE](#) [TENANCIES](#) [DISPUTES](#) [SUBMIT A QUERY](#) [FAQS](#)

MANAGE PROFILE

PROFILE UPDATED

Your changes have been saved. Thank you for updating your profile.

8. Your online RTB account is now ready to use – from the homepage you can edit your profile details, change your password, submit a query and link back to www.rtb.ie if you need additional information

From the Tenancies page you can manage your tenancy registrations – register a tenancy, link to an existing tenancy, and renew a tenancy registration.

LOGGED IN AS: LOGOUT MAIN SITE

HOME MY PROFILE TENANCIES DISPUTES SUBMIT A QUERY FAQS

TENANCIES

- REGISTER A TENANCY**
It's quick and easy to register your tenancy online!
- MANAGE MY TENANCIES**
Close Update or Renew your existing tenancies
- SUBMIT QUERY**
Have a question for us on the Registration Process?
- FAQS**
Click here to see a list of frequently asked questions
- WHAT ARE MY OBLIGATIONS?**
Click here to see your obligations as a Landlord
- NEWS**
See latest news from the RTB

GO TO DISPUTES

VISIT THE RTB SITE

9. From the Disputes page you can raise a new dispute case, view existing disputes and access additional information relating to the RTB dispute resolution services.

LOGGED IN AS: LOGOUT MAIN SITE

HOME MY PROFILE TENANCIES DISPUTES SUBMIT A QUERY FAQS

DISPUTES

- SUBMIT A DISPUTE**
Apply for dispute resolution online
- VIEW EXISTING DISPUTES**
Complete an application, submit and view documentation for your case or submit an appeal
- REQUEST DISPUTE ACCESS**
Receive online access to a dispute you are a party to
- FAQS**
Please see our FAQs on registrations, disputes and enforcements
- WHAT SHOULD I DO BEFORE SUBMITTING A DISPUTE**
General information on making a dispute resolution
- NEWS**
Keep up to date with our news

GO TO TENANCIES

ABOUT RTB

The Residential Tenancies Board (RTB) was established in 2004 to operate a national tenancy registration system and to resolve disputes between landlords and tenants. It also provides policy advice to the Government on the private rented sector and its dispute resolution service replaces the courts in relation to the majority of landlord and tenant disputes.