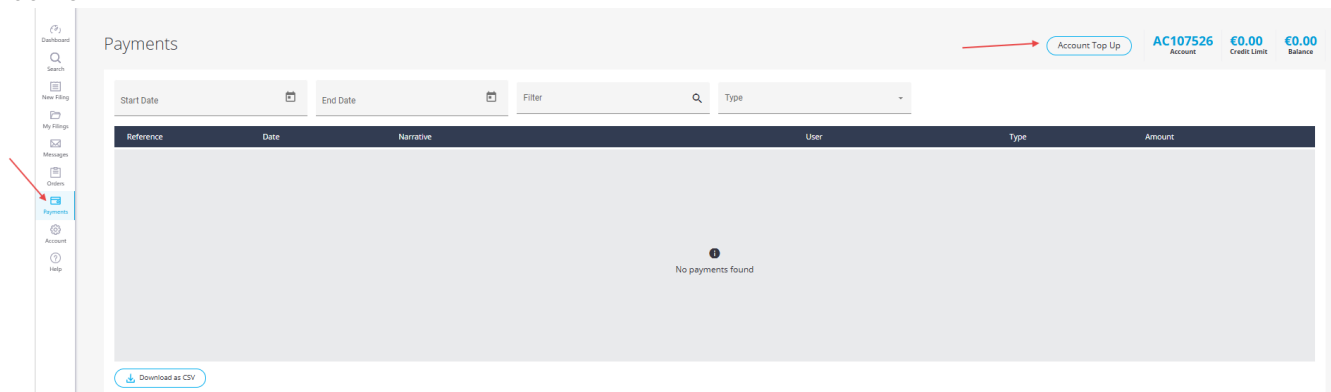


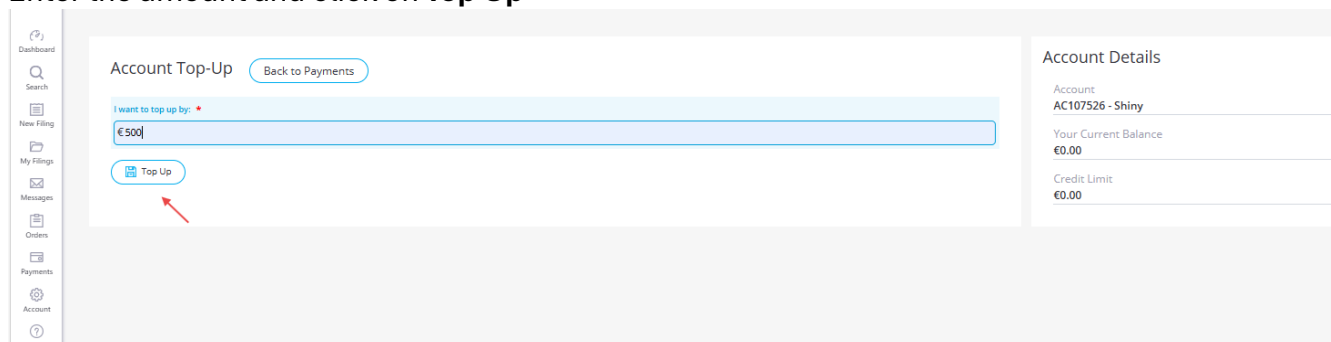
How to top up your Designated Person (DP) Account

Important to remember

- Check that you are logged into your Designated Persons (Registered) account
 - You may need to clear your cache to reset your connection to the Portal
 - Avoid using symbols or special characters in the name and/or address fields
 - Ensure the payment address entered on the portal aligns with the address on the card
 - Check the Country Code aligns with your phone number
 - We regret that payment by American Express is not possible at this time
1. Login to the main RBO portal page as a user with Designated Persons (Registered) account type
 2. Click on **Payments** icon on the left-hand side tool bar and click on **Account Top Up** button



3. Enter the amount and click on **Top Up**



4. Enter Credit Card billing address details and click **Continue to payment**

Account Top-Up

Back to Payments

Your account will be topped up by **€500.00**

Please enter your credit card billing address below:

Phone

+353 09878987987

Email

yana.papchenko@cro.ie

Address 1

124 Rime RD

Address 2

Address 2

Address 3

Address 3

City

Dublin

Postal Code

D09 AUSV

Country

Ireland

Continue to payment

Account Details

Account

AC107526 - Shiny

Your Current Balance

€0.00

Credit Limit

€0.00

5. Enter Credit Card details and click **PAY NOW**

Account Top-Up

Back to Payments

Your account will be topped up by **€500.00**

Payment Details

Card Number

Card Number

Expiry

MM/YY

Security Code

Security Code

Cardholder Name

Cardholder Name

PAY NOW

256-bit SSL encrypted

Security processed by Global Payments

Account Details

Account

AC107526 - Shiny

Your Current Balance

€0.00

Credit Limit

€0.00

6. Confirmation is displayed

Account Top-Up

Back to Payments

Your account has been successfully topped up by **€500.00**

Download Receipt

Top-Up Again

Account Details

Account

AC107526 - Shiny

Your Current Balance

€500.00

Credit Limit

€0.00

7. Navigate to **Payments** screen where **Balance** amount has been updated and payment record created with Narrative = *Money added to your account balance*

Dashboard

Search

New Filing

My Filings

Messages

Tools

Payments

Account

Help

Payments

Account Top Up

AC107526
Account

€0.00
Credit Limit

€500.00
Balance

Start Date

End Date

Filter

Type

Reference	Date	Narrative	User	Type	Amount
TRB1261396	15/04/2025	Money added to your account balance	Jacky Smith	Credit/Debit Card	€500.00

Download as CSV

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