The first step in making a request for Legitimate Interest Access is to create a pre-approval account

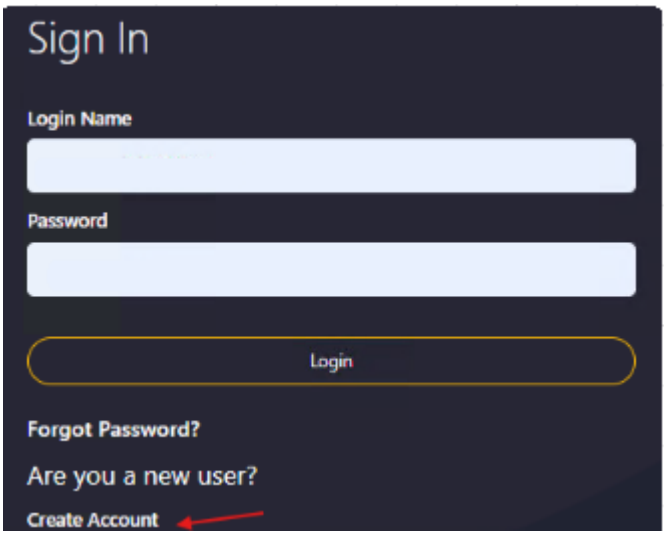
Important to remember

- Always clear your cache to reset your connection to the Portal
- Make note of the username and password you choose when creating the pre-approval account
- Check you junk/spam folder for email notifications. Verification email notifications expire, verify your email address without delay.
- Have proof of identity and documentary evidence / supporting documentation relevant to your application to hand before making a request for LI access

1. Log onto the RBO Website www.rbo.gov.ie
2. On the home page click on Register Login

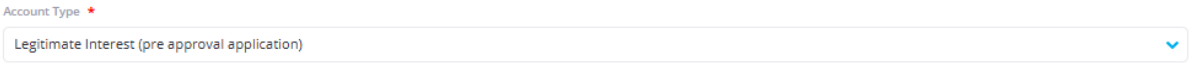


3. Click on 'Create Account'

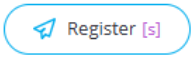


4. Enter all the mandatory information for *User Details* and *Account Details* sections.

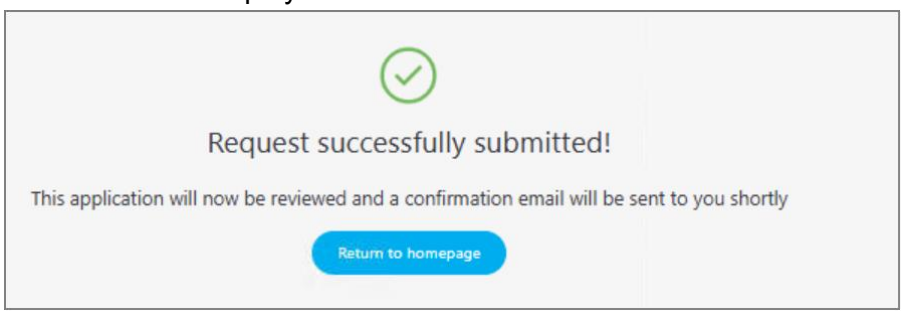
5. Take note of the username and password you choose.
6. Account Type *legitimate Interest (pre- approval application) should be selected*



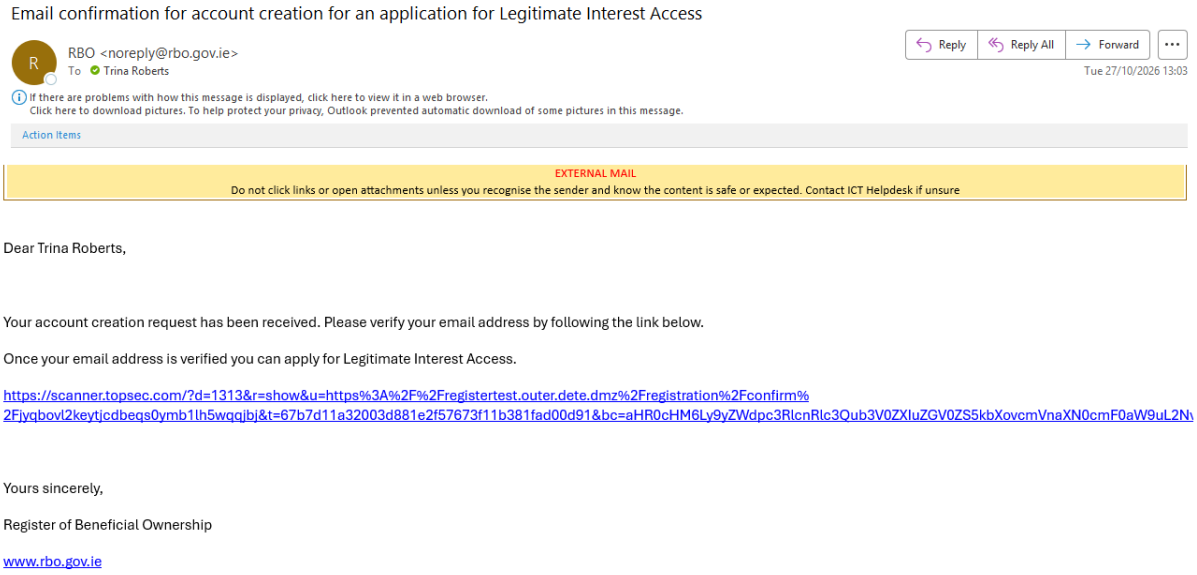
7. Click on 'Register' button



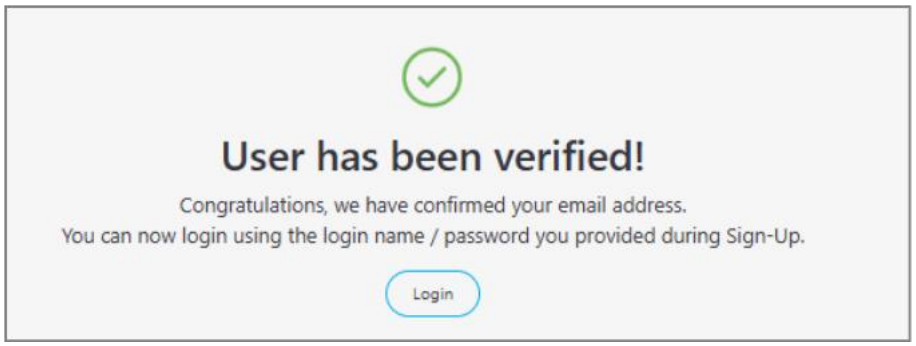
8. Confirmation is displayed



9. You must now verify your email address by following the link in the email you will receive. You may need to check your junk/spam folder for this email.

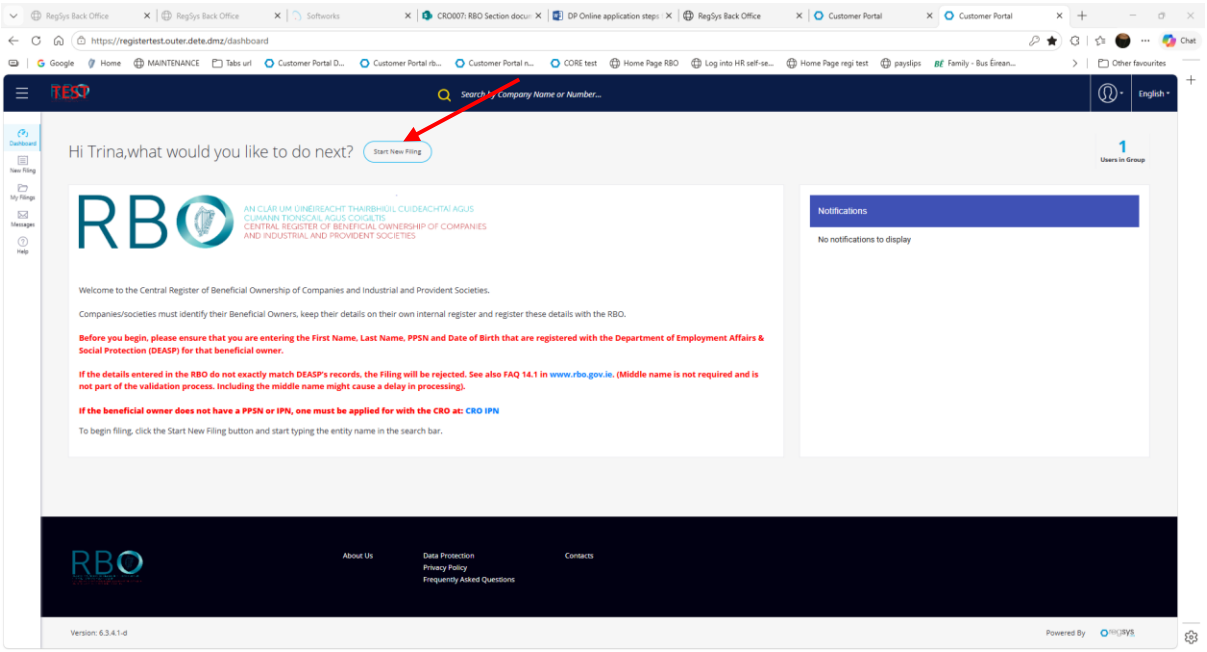


10. Once verified you will receive the following notification

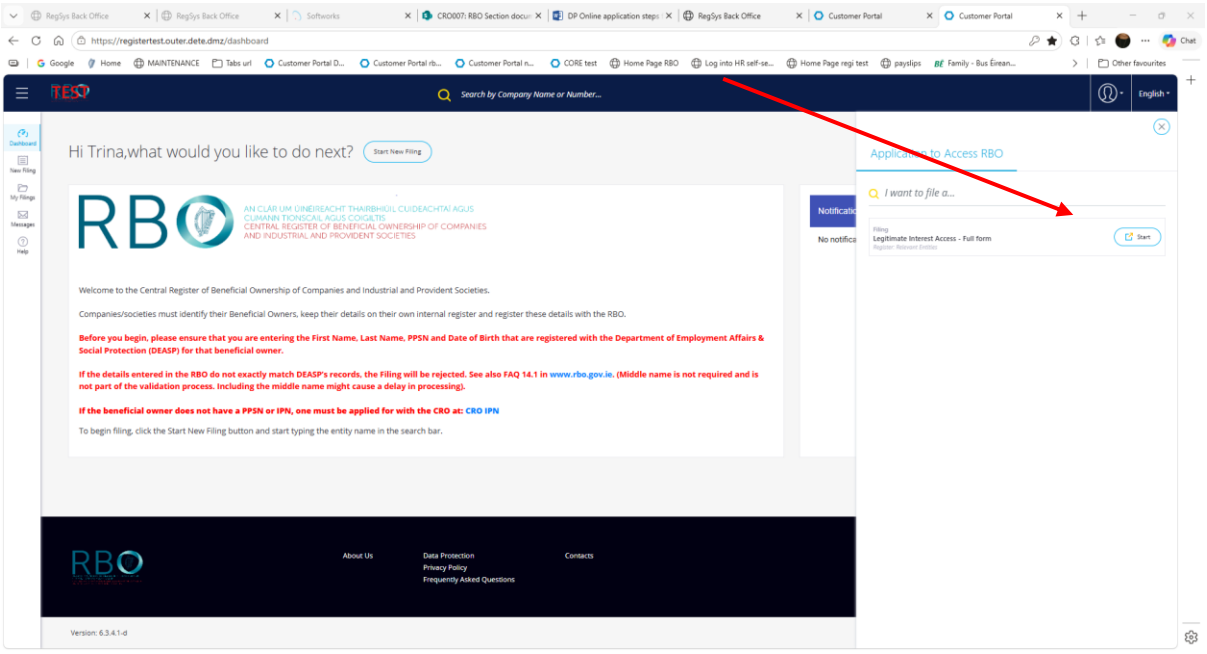


11. You must now proceed to make your request for Legitimate Interest Access.

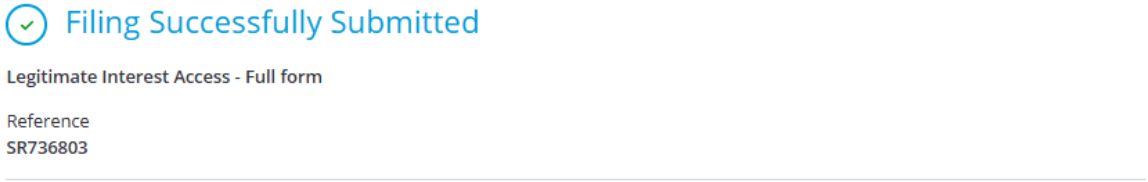
12. Login to the main RBO Customer Portal with the username and password chosen during the Legitimate Interest Access (pre-approval application) account creation stage.
13. Navigate to Dashboard and select ‘Start New Filing’ button



14. *Application to Access RBO – Legitimate Interest Access - Full Form* – Click on *Start*



15. Enter the necessary information on each screen. Click *Next* to proceed to the next screen and *Previous* to go back.
16. Submit the form.
17. Filing confirmation is displayed



18. Your request will be reviewed by a member of the RBO and you will be notified of the next steps by email.