

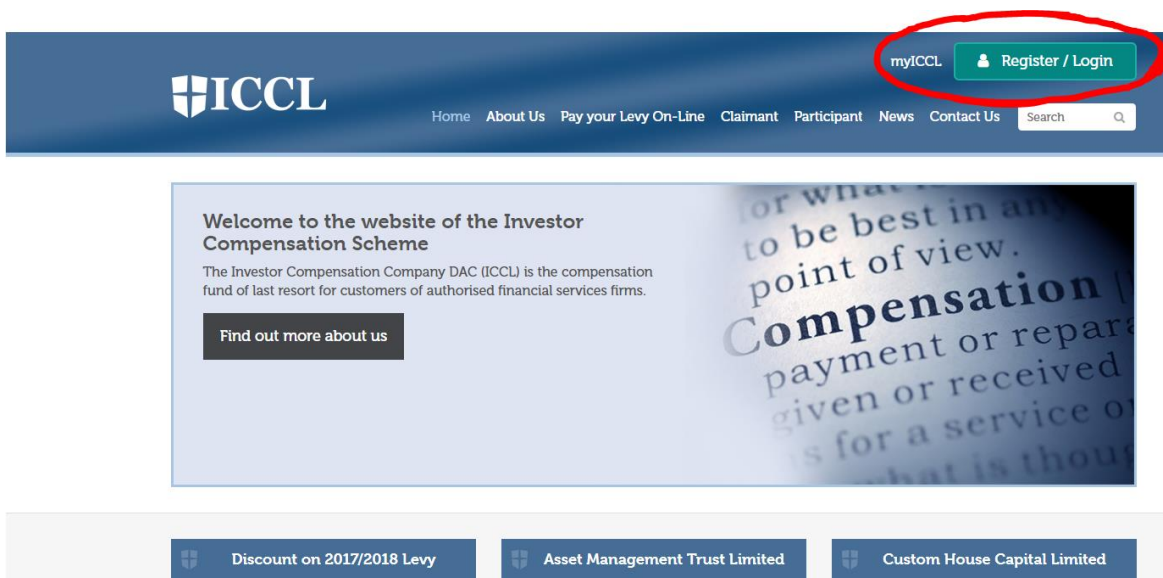


Contact the ICCL for assistance:  
Tel: 01 224 4955  
Email: [info@investorcompensation.ie](mailto:info@investorcompensation.ie)

## How to sign up for Direct Debit & e-Invoicing

### 1. Register for or Login to a myICCL account

Go to the myICCL section of the ICCL website [www.investorcompensation.ie](http://www.investorcompensation.ie) and click on the Register / Login button as highlighted in the below screenshot:-



**New Users** – insert your ICCL Reference number and click Search which will bring you to the Registration page below.

**Existing Users** – sign into your myICCL using your ICCL Reference number and your account password.

## myICCL

Welcome to the self-service area of the Investor Compensation Company DAC ("ICCL") website for Participant Firms.

### Register as a new user

In order to use this area, Participant Firms must first complete the simple Registration process. Once registered, you can:

1. Pay Your Annual Levy On-line
2. Sign-up for and manage Direct Debit details
3. Manage your Account details

\* ICCL Reference



### Existing Users

ICCL Reference

\* Password

[Forgot password?](#)

For new users, complete the registration form below and submit to create your myICCL account.

## myICCL

Welcome to the self-service area of the Investor Compensation Company DAC ("ICCL") website for Participant Firms.

### Register as a new user

Thank you for choosing to register your details and avail of the self-service area in respect of your ICCL Levy.

For a [step by step guide](#) to registering and signing up for DD, please click here (please note that E-Invoicing is not available at this time).

Please complete the fields below and submit your details to activate and manage your account.

\* Firm Name

\* ICCL Reference Number

\* First Name

\* Surname

\* Your Phone

\* Your Email

\* Password

\* Password Again

I accept the terms & conditions

### Existing Users

ICCL Reference

Password

[Forgot password?](#)

After you have registered, you will receive a validation email to the registered email address in order to activate your myICCL account. Once activated you will receive an email confirming your registration and myICCL account details.

Once you are logged into your myICCL account, you can sign up for e-Invoicing and Direct Debit:-

## 2. Register for e-Invoicing

The screenshot shows the myICCL website interface. At the top, there is a navigation bar with the myICCL logo and links for Home, About Us, Pay your Levy On-Line, Claimant, Participant, News, and Contact Us. A search bar is also present. Below the navigation bar, there is a section for "Register for e-Invoicing" with a dropdown menu set to "Inner template" and a "Set" button. A prominent green button labeled "+ Register for e-Invoicing" is circled in red. To the right, a "Register / Login" sidebar menu lists options: Welcome, Make or View Levy Payments, Pay your levy online, Register for e-Invoicing (highlighted), Register for SEPA DD, Manage myICCL account details, Request Account Information, and Log out.

Input your preferred email address for email correspondence and click Save. Please note, it is best to use a generic email address when signing up for e-invoicing, e.g. [info@xxxx.ie](mailto:info@xxxx.ie)

Please also note that different email addresses will be needed if completing the e-Invoicing for connected participant firms.

### Add/Edit e-Invoicing Information (InActive)

**\* Firm Name**  
Enter Firm Name

**\* ICCL Ref**  
Enter ICCLRef

**\* Email Address1**  
Enter Email Address 1

**Email Address2**  
Enter Email Address 2

I am authorised to register the above named participant firm for e-invoicing with the ICCL, and I agree to the Terms and Conditions of e-invoicing.

#### Terms and Conditions of E-invoicing

- E-invoicing is available to ICCL participant firms who hold an active authorisation. By choosing E-invoicing from the ICCL, the participant firm agrees that it will receive all communications from the ICCL by email and it will no longer receive, in the ordinary course, paper communications from the ICCL.
- The onus is on the participant firm to ensure that contact details are correct.
- In order to register, amend, or, de-register for E-invoicing, the participant firm must notify the ICCL through the "myICCL" section of the ICCL website.
- While your details will be updated immediately, some existing system correspondence may crossover with changes requested and you should therefore allow up to 20 days for your change to be updated on our back-end systems.
- The participant firm must provide the ICCL with an up-to-date email address at all times when registered for e-invoicing. If you need to update your email address you can do this at any time simply accessing your "myICCL" account and selecting the "Edit E-invoicing details" option.
- As an "E-invoicing" participant firm you are still subject to the ICCL's standard terms and conditions.
- By agreeing to E-invoicing, you are not required to pay your levy on-line, you can continue to make payments by your chosen means. The ICCL encourages firms to avail of the on-line or direct debit payment methods.
- The "E-invoicing" service may be withdrawn by the ICCL at any time. We will notify you if this is the case. ICCL may suspend any or all of the E-invoicing service at any time for such reasons as we may consider necessary to allow us to inspect, maintain, review, repair or revise its website, systems or processes.
- The ICCL reserves the right to remove a participant firm from "E-invoicing" at any time if it does not adhere to the terms and conditions of E-invoicing."

The Investor Compensation Company DAC


tel: +353 1 224 4955 email: [info@investorcompensation.ie](mailto:info@investorcompensation.ie)

c/o Central Bank of Ireland, PO Box 11517, Spencer Dock, North Wall Quay, Dublin 1, Ireland

Registered in Ireland No. 293240

Once registered you will receive an email confirming that e-Invoicing has been set-up. You can edit/cancel your e-Invoicing details at any point by logging into your myICCL account.

### 3. Register for SEPA Direct Debit



Select Template:

## Register for SEPA DD

If your bank account requires dual signatories to effect payments, please contact us at [info@investorcompensation.ie](mailto:info@investorcompensation.ie) and request a SEPA paper mandate for your company. Online sign-up is not permitted for accounts with dual signatory requirements.

+ Sign up for Direct Debit

#### Register / Login

- Members Area
- Welcome
- Make or View Levy Payments
- Pay your levy online
- Register for e-Invoicing
- Register for SEPA DD
- Manage myICCL account details
- Request Account Information
- Log out

The Investor Compensation Company DAC

tel: +353 1 224 4955 email: [info@investorcompensation.ie](mailto:info@investorcompensation.ie)

c/o Central Bank of Ireland, PO Box 11517, Spencer Dock, North Wall Quay, Dublin 1, Ireland

Registered in Ireland No. 293240

Complete the Direct Debit Registration form below and click Save.

#### Add/Edit Direct Debit

**ICCL Reference Number**

**Firm Details**

**Firm Name**

**Email**

**Account Holder's Details**

**Account Holder Name(s)**

**Account Holder Address1**

**Account Holder Address2**

**Account Holder Address3**

**Account Holder Address4**

**Account Holder Address5**

**BIC**

**IBAN**

**Authorised Signatory Name**

#### Terms & conditions

By signing this mandate form, you authorise (A) Investor Compensation Company DAC to send instructions to your bank to debit your account and (B) your bank to debit your account in accordance with the instruction from Investor Compensation Company DAC. The onus is on the participant firm to ensure bank details provided are correct. Should a direct debit be returned unpaid due to an error by the participant firm, you accept responsibility for any bank charges incurred by the ICCL. This amount may be added to the outstanding balance on the account. As part of your rights, you are entitled to a refund from your bank under the terms and conditions of your agreement with your bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Your rights are explained in a statement that you can obtain from your bank.

- This is an **NOT** Bank account
- This bank account can accept a direct debit
- This Bank Account a Sole Account [Help on this](#)

#### Originator details

Originator ID: E24ZZZ302143  
Investor Compensation Company DAC  
c/o Central Bank of Ireland  
PO Box 11517  
Spencer Dock  
North Wall Quay  
Dublin 1

Contact our Payments Team on 01-224-4955  
We will notify you at least 7 days in advance if there is any change to the amount to be debited or the date of presentation of such debits.

The Investor Compensation Company DAC

tel: +353 1 224 4955 email: [info@investorcompensation.ie](mailto:info@investorcompensation.ie)

c/o Central Bank of Ireland, PO Box 11517, Spencer Dock, North Wall Quay, Dublin 1, Ireland

Registered in Ireland No. 293240

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**N.B.** Please check your details are correct and validate your IBAN before saving your details. You can edit/cancel your direct debit details at any point by logging into your myICCL account.

Once you have registered for Direct Debit you will receive an email confirming the set-up and details of your SEPA Direct Debit.

The ICCL will issue your e-invoice 35 days in advance of the Direct Debit being collected. At any stage, you can cancel/amend your email or direct debit details either through your myICCL account or by notifying your Bank and/or the ICCL in the case of your Direct Debit.

## **Benefits of Direct Debit and e-Invoicing**

- Lower your annual ICCL levy costs;
- Your ICCL levy is paid on time and you will avoid penalty interest (15% p.a.) arising from late payment;
- Reduce administration costs and time;
- You will receive all ICCL correspondence direct to your email;
- Your firm will be compliant with the Investor Compensation Act, 1998;
- You can control how you make payment and receive correspondence;
- E-invoicing is environmentally friendly