



Contact the ICCL for assistance:

Tel: 01 224 4955

Fax: 01 894 4614

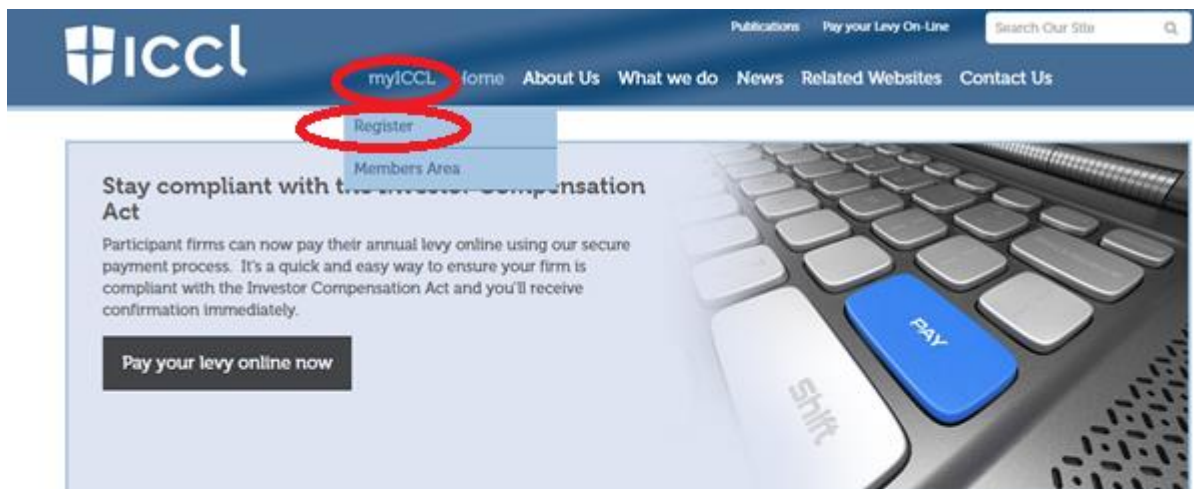
Email: info@investorcompensation.ie

How to sign up for DD/E-invoicing

The ICCL supports the National Payments Plan initiative to phase out the usage of cheques. To promote the move to e-payments, the ICCL are offering a discount of 5% (capped at €25) to participant firms who sign up to Direct Debit online, and a further 5% if they sign up to e-invoicing. Discount of up to a maximum of €25 for each sign up can be saved on your annual ICCL levy.

Participant firms who sign up for **both** can avail of a saving of between €20 and €50 off their statutory ICCL annual fee. Signing up is easy, participant firms should:

1. **Register for a myICCL account** in the myICCL section of the ICCL website www.investorcompensation.ie and follow the screenshots below;



Register

Thank you for choosing to register your details and avail of the self-service area in respect of your ICCL Levy.
Please complete the fields below and submit your details to activate and manage your account.

myICCL

Register

Members Area

* Firm Name

* ICCL Reference Number

* First Name

* Surname

* Your Phone

* Your Email

* Password

* Password Again

☒ I accept the terms & conditions

Note: Please use a general email address, e.g. info@xxxx.com when signing up to avoid log in issues with turnover of staff in the future.

Once registered you can sign up for E-invoicing and Direct Debit.

Welcome

You have successfully logged in.

At present, you can perform four different tasks while logged in:

1. Make your levy pay
2. Register or Edit E-Invoicing Details
3. Register or Edit your Direct Debit Details
4. Edit "myICCL" login and contact details

myICCL

Register

Members Area

Welcome

Make or View Levy Payments

Register for e-Invoicing

Register for SEPA DD

Manage myICCL account details

Log out

2. Register for e-invoicing;

The screenshot shows the myICCL website header with navigation links: Publications, Pay your Levy On-Line, Search Our Site, myICCL, Home, About Us, What we do, News, Related Websites, and Contact Us. The main content area features a 'Register for e-Invoicing' heading and a green button labeled '+ Register for e-Invoicing'. On the right, a sidebar menu lists: myICCL, Register, Members Area, Welcome, Make or View Levy Payments, Register for e-Invoicing (highlighted), Register for SEPA DD, Manage myICCL account details, and Log out.

Please use a general email address when signing up for e-invoicing, e.g. info@xxxx.com

The screenshot shows the 'Add/Edit e-Invoicing Information' form. Fields include Firm Name (K Brennan Associates), ICCL Ref (12345), Email Address1 (info@investorcompensation.ie), and Email Address2. A red circle highlights the email address fields, and a red arrow points down to the instructions. To the right, the 'Terms and Conditions of E-invoicing' are listed.

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.
- 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."

You must provide at least one email address. You can nominate a second address, e.g.

Email Address 1: Compliance Officer/Principal

Email Address 2: Finance Officer/Accounts Payable/Procurement

Register for e-Invoicing

Edit	Delete	Name	Email 1	Email 2
		K Brennan Associates	info@investorcompensation.ie	

myICCL
Register
Members Area
Welcome
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Register for e-Invoicing
Register for SEPA DD
Manage myICCL account details
Log out

You can edit/cancel your e-invoicing details at any point by logging on to your myICCL account.

3. Register for SEPA DD;

Register for SEPA DD

The deadline for making changes to direct debit mandates for collection on 18th September 2015 has now passed. Changes made now will be recorded on your account, however, the direct debit details held on file as of 31 August 2015 will be used to process DD payments on 18th September 2015.

If your bank account requires dual signatories to effect payments, please contact us at 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](#)

myICCL
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N.B. Please check your IBAN and BIC details are correct before saving your details.

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 Limited 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 Limited. 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 ROI Bank account
- ☒ This bank account can accept a direct debit
- ☒ This Bank Account a Sole Account [help](#)

Contact our Payments Team
01-2244955

We will notify you at least
in advance if there is any
in the amount to be debited
the date of presentation of
debits.

[Cancel](#)[Save](#)

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

Benefits of signing up for DD and e-invoicing include:

- Lower your annual ICCL levy costs
- Reduce administration costs and time – An ECB study estimated that a cheque costs around €3.55 when all costs are included. By availing of the DD and E-invoicing initiatives you will eliminate this cost and in conjunction with the discounts available, you can make a saving of between €24.55 and €53.55 on your annual ICCL levy.
- Your ICCL levy is paid on time and you will avoid penalty interest arising from late payment
- You will receive all 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