



Introduction

The IAA is developing a new digital platform known as MySRS (My Safety Regulatory System). This platform will allow you to transact on-line with the IAA Safety Regulation Division. You will need to register yourself on this new platform by creating an account and verifying your identity. When you are verified, you can then register as a key person on behalf of your organisation which will allow you to carry out transactions with respect to your organisation approval.

Part 1 – Creating an Account with MySRS

1. Using 'Google Chrome' or 'Edge' or 'Mozilla' – create an account (**DO NOT USE** Internet Explorer).
2. After selecting the mysrs link below, Select “*Don't have an account? Sign up now*”.
3. Enter your email address.
4. Create a password.
5. Scroll down to read through the data privacy notice in full and tick the consent box.
6. To activate your account, please use the link **sent** to your **email inbox**.

Please watch this video which summarises Part 1

<https://vimeo.com/510487819>

Please use this link to create your MySRS account: <https://iaa.mysrs.ie/auth/sign-up>

Part 2 – Your Account is Setup – Verify your Identity

1. When logged into your account select the button “verify your identity”.
2. You will need to enter personal details.
3. You need to enter your address. If you hold an IAA licence you should use the address as stated on your licence and upload a copy of your passport. If you enter your Eircode the address fields will automatically update.
4. To upload a copy of your passport - you can upload an Adobe file containing your identity document or a Picture file (for example jpeg file).

Please watch this video which summarises Part 2

<https://vimeo.com/510488114>



Part 3 – Your Identity is Verified – Setup Two Factor Authentication (2FA)

1. Two Factor Authentication (2FA) is required - you need to download one of the following apps on your smart phone: 'Google Authenticator' or 'Authy' or 'Microsoft Authenticator' or 'FreeOTP'.
2. When your identity is verified using the link **sent** to your **email** sign into your account and then you will need to setup two factor authentication by using the app you have downloaded (step 1).
3. When setting up two factor authentication you will be shown a QR code to scan using the app on your phone.
4. You will be presented 5 password recovery keys – **take a photo and save them somewhere safe** – they will no longer be available once your 2FA is set-up.

Please watch this video which summarises Part 3

<https://vimeo.com/510487926>

Part 4 – Your Identity is Verified – Setup your Signature

1. When your identity is verified it is recommended to upload your signature this makes signing applications faster.

Please watch this video which explains how to upload your signature.

<https://vimeo.com/528250169>

All videos are also available on Vimeo.

<https://vimeo.com/user132914115>