

Seniors Alert Scheme

How to complete the organisation registration form

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Step 1: Sign in to your SAS Online Account

To sign in to your registered organisation account, you will need to:

1. Go to <https://sas.pobal.ie> and the SAS homepage (shown below) will open.
2. Go to the middle of this page and click on [the text](#) (circled in red below), which is highlighted in blue.
3. Enter the email address and password for your organisation (circled in red) on the SAS - sign in homepage (shown below).
4. Click on [Sign In](#) (circled in red) and your SAS online account will open.

Organisation Registration Process:

Organisation registrations under the SAS can be made online. You can save a draft version of your registration prior to submission. We would strongly advise you to save the registration form as you complete it in order to minimise the risk of registration data being lost. Please read over your registration carefully before you submit, as you cannot edit it after this point.

You have three months from the date of the creation of your account with Pobal to complete and submit your registration form for approval to be a registered organisation under the scheme. Organisations that have not completed the registration process fully within the three months will be automatically removed from the SAS online system. Please contact Pobal at onlinesupport@pobal.ie or by phone on 015117222 if you require any assistance.

[Click here to register for or to sign in to your SAS Online Account](#)

In order to assist with your registration please find the following documents which will be of assistance to organisations interested in registering to operate the SAS:

- Seniors Alert Scheme Brochure
- Seniors Alert Scheme Brochure (Gaeilge)
- Terms and Conditions Organisation
- Téarmaí agus Coinníollacha - Eagraíochtaí
- Privacy Policy (Organisations)
- Beartas Priobháideachais - Eagraíochtaí

Seniors Alert Scheme - Sign In

For registered organisations, please enter your email and password and click on 'Sign In'.
If you have forgotten your password, please click on 'Forgot Password'.
For those organisations who wish to register, please click on 'Register'.

Email:

Password:

[Sign In](#) [Forgot Password](#)

[Register](#)

Step 2: Open the Organisation Registration Form

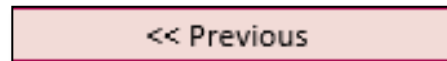
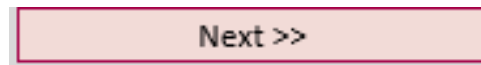
Click on your [organisations registration form](#) (circled in red) and a new screen will open.

Type	Name	Legal Name of Organisation
	wexfordtest_12102017 111224 	wexfordtest

Step 3: How to use the Online Organisation Registration Form

There are 6 sections which need to be completed before your organisation registration form can be submitted.

Click on [Next](#) or [Previous](#) (as shown) at the bottom of the page to move from one section to another.

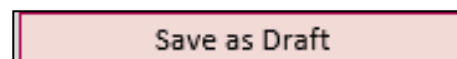


The Quick Navigation menu at the top right corner of the page will help you to move to any section. Click on the [arrow](#) (highlighted in red) and choose the section you wish to view. Click on [Go](#) to move to that particular section.

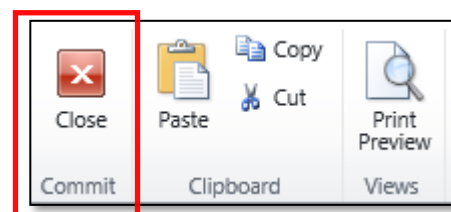


- 1. Organisation Details
- 2. Contact Details for Senior Alert Scheme
- 3. Organisation Bank Account Details
- 4. Proposed Area of Coverage by Organisation
- 5. Organisation - Scheme Criteria
- 6. Print and Submit

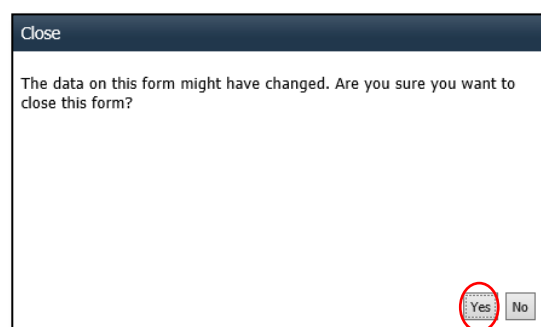
It is recommended that you save your work regularly. Click on [Save as Draft](#) (as shown) at the bottom of the page to avoid losing your information.



To close your form, click on [Close](#) (highlighted in red) at the top left corner of the form. A pop up message will open.



If you are happy that your work has been saved click on [Yes](#) (circled in red) and the form will close.



If not, click on [No](#) and this takes you back to the form and you can go to the bottom of the page to click on [Save as Draft](#).




Step 4: Complete all Sections of the Form

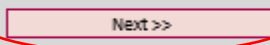
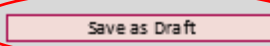
Section 1: You must answer all of the questions with an asterisk (*). Enter the details as requested or click on [the arrow](#) (circled in red) to choose from a list.

If you are satisfied that all of the necessary information is correct, click on [Next](#) (circled in red) at the bottom of the page. Click on [Save as Draft](#) (circled in red) at the bottom of the page if you wish to save any changes you make to the form.

Please Note: If the Organisation does not have a Tax Reference number (TRN) it can be applied via www.revenue.ie or by contacting your local regional or district tax office. A guidance note is also available in the General Information Library on the SAS online portal.

On receipt of the Organisation TRN a copy must be emailed to sas@pobal.ie for verification purposes.

1. Organisation Details		* indicate mandatory fields
1.01 Previous SAS/CSOP Ref. No. (if applicable)	<input type="text"/>	
1.02 Pobal URN (if applicable)	<input type="text"/>	
1.03 Legal Name of Organisation	<input type="text"/>	*
1.04 Business Name (if different from above)	<input type="text"/>	
1.05 Organisation Address - Line 1	<input type="text"/>	*
1.06 Organisation Address - Line 2	<input type="text"/>	
1.07 Organisation Address - Line 3	<input type="text"/>	
1.08 Town	<input type="text"/>	*
1.09 County	<input type="text"/>	* 
1.10 Eircode	<input type="text"/>	
1.11 Contact Tel. No. for SAS	<input type="text"/>	*
1.12 Tax Reference No.	<input type="text"/>	*
1.13 Company Registration No. (CRD) (if applicable)	<input type="text"/>	
1.14 Please choose the Legal Structure of the Organisation:	<input type="text"/>	* 
1.15 Please choose the nature of the Organisation	<input type="text"/>	* 
If "Other" was chosen, please specify:		<input type="text"/>

Section 2: You must answer all of the questions with an asterix (*). Enter the details as requested or click on [the arrow](#) (circled in red) to choose from a list.

2.1.7 – this defaults automatically to the username (email address) entered in the registration process - this can be amended for communication purposes only once the form has been approved.

If you are satisfied that all of the necessary information is correct, click on [Next](#) (circled in red) at the bottom of the page. Click on [Save as Draft](#) (circled in red) at the bottom of the page if you wish to save any changes you make to the form.

2.1 Contact Details for Seniors Alert Scheme		* indicate mandatory fields
2.1.1 Title	<input type="text"/>	<input type="button" value="v"/>
2.1.2 First Name	<input type="text"/>	*
2.1.3 Surname	<input type="text"/>	*
2.1.4 Position Held	<input type="text"/>	<input type="button" value="v"/>
If "Other" was chosen, please specify		<input type="text"/>
2.1.5 Landline No. (Direct line.). Including Area Code	<input type="text"/>	
2.1.6 Mobile No. Including Area Code	<input type="text"/>	*
2.1.7 E-mail Address	wexfordtest@mailinator.com	

2.2 Contact Details for Seniors Alert Scheme		* indicate mandatory fields
2.2.1 Title	<input type="text"/>	<input type="button" value="v"/>
2.2.2 First Name	<input type="text"/>	*
2.2.3 Surname	<input type="text"/>	*
2.2.4 Position Held	<input type="text"/>	<input type="button" value="v"/>
If "Other" was chosen, please specify		<input type="text"/>
2.2.5 Landline No. (Direct line.). Including Area Code	<input type="text"/>	
2.2.6 Mobile No. Including Area Code	<input type="text"/>	*
2.2.7 E-mail Address	<input type="text"/>	

Section 3: You must answer all of the questions with an asterix (*). Enter the details as requested or click on [the arrow](#) (circled in red) to choose from a list.

If you are satisfied that all of the necessary information is correct, click on [Next](#) (circled in red) at the bottom of the page. Click on [Save as Draft](#) (circled in red) at the bottom of the page if you wish to save any changes you make to the form.


3. Bank Details		* indicate mandatory fields
3.01 Bank Name	<input type="text"/>	<input type="button" value="v"/>
3.02 Bank Branch	<input type="text"/>	*
3.03 Bank Account Name	<input type="text"/>	*
3.04 Bank Account No.	<input type="text"/>	*
3.05 Bank Sort Code	<input type="text"/>	*
3.06 IBAN No.	<input type="text"/>	*
3.07 BIC/SWIFT Code	<input type="text"/>	*

Section 4: You must answer all of the questions with an asterix (*). Enter the details as requested and click on [the arrow](#) (circled in red) to choose the County area that your organisation proposes to cover. You must select at least one County and enter one Town in this section.

To add additional Towns within a County, click on [Insert new Town](#) (circled in red). If needed, you may add additional Counties by clicking on [Insert County](#) (circled in red).

If you are satisfied that all of the necessary information is correct, click on [Next](#) (circled in red) at the bottom of the page. Click on [Save as Draft](#) (circled in red) at the bottom of the page if you wish to save any changes you make to the form.

4. Proposed Area of Coverage		* indicate mandatory fields
4.01 Please classify the County area the Organisation proposes to cover	<input type="text"/>	<input type="button" value="v"/>
Please classify the Town the Organisation proposes to cover	<input type="text"/>	*
If the area of coverage is specific within a Town please name (e.g. name of Estate, Parish)	<input type="text"/>	
<input type="button" value="Insert new Town"/>		
<input type="button" value="Insert County"/>		

Section 5 – Scheme Criteria: You must answer all of the questions with an red asterix (*), or marked in red 

5. Scheme Criteria		* indicate mandatory fields
5.01 Describe the aims and objectives of the Organisation which are related to Social Inclusion		
5.02 Describe the current activities of the Organisation with specific reference to services provided for older people		
5.03 We can confirm that our organisation has considered the requirements of the Garda Vetting legislation and have put in place a procedure and policy where applicable.	<input type="checkbox"/>	

Section 5 – Declaration: You must answer all of the questions in this section by either clicking on [the box](#) as shown or entering the details as requested. To view the documents that are circled in red below, simply click on their names. Click on [the calendar](#) (circled in red below) to choose the date of the Board Meeting that it was agreed to sign up to Seniors Alert Scheme and the Terms and Conditions were read and signed.

Enter name and date this online form is completed.

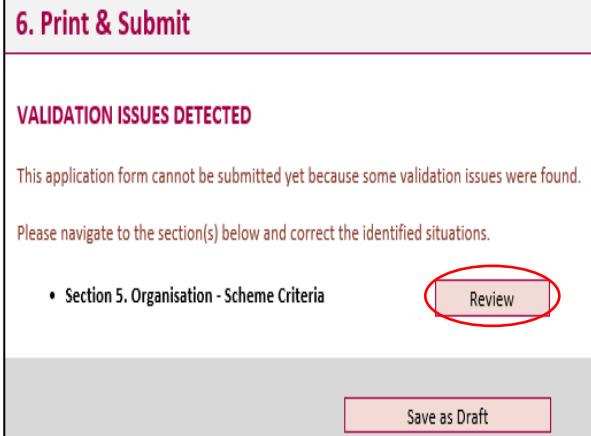
If you are satisfied that all of the necessary information is correct, click on [Next](#) (circled in red) at the bottom of the page. Click on [Save as Draft](#) (circled in red) at the bottom of the page if you wish to save any changes you make to the form.

5.04 Declaration:	
We have been authorised to act on behalf of	Smith Community alert
Chairperson	<input type="text"/>
Authorised Member	Cannot be empty.
Date of Board Meeting	<input type="text"/>
We have read and agree to abide by the Terms and Conditions for Registration & Operation of the Scheme.	<input type="checkbox"/> ←
Terms and Conditions	
We have read and understand the Pobal Privacy Policy.	<input type="checkbox"/> ←
Privacy Policy	
I confirm that I have been authorised to complete and submit this online registration form on behalf of the named organisation. I confirm that the board minutes approving this application and submission are on file for review.	
Name	<input type="text"/>
Date	<input type="text"/>

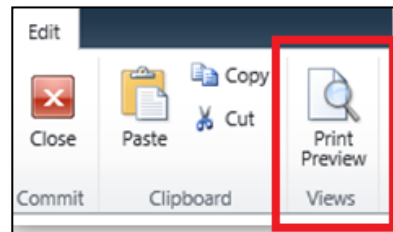
Step 6: Review and Print a Copy of your Form

If you have forgotten to complete any important information you will see this message.

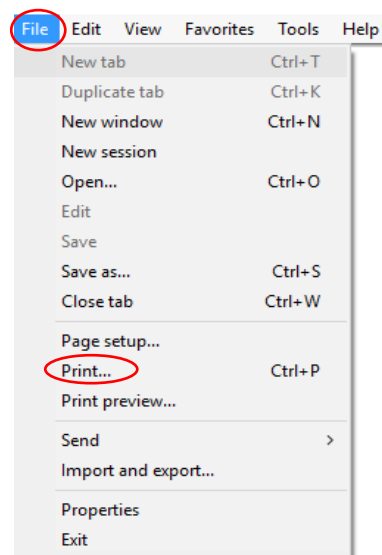
Click on [Review](#) (circled in red) and the section which needs to be completed will open. The information you need to complete will be highlighted with an asterix (*).



Click on [Print Preview](#) (highlighted in red) at the top left of your screen and a new screen will open.



Click on [File](#) (circled in red) at the top left of this screen and a menu will open as shown. Click on [Print...](#) (circled in red) to print a copy of your application.



Step 7: Submit your Form

Click on [Submit to Pobal](#) (circled in red) if you have completed all of your form.

Please Note: Once this form has been submitted to Pobal, no further changes can be made to the information at this time.



A pop up message will appear as shown - click on [Exit](#) (circled in red) and you will be returned to the main screen.

You will receive an email to confirm your registration form has been received. Pobal will review the application form and contact you by e-mail with a decision.

