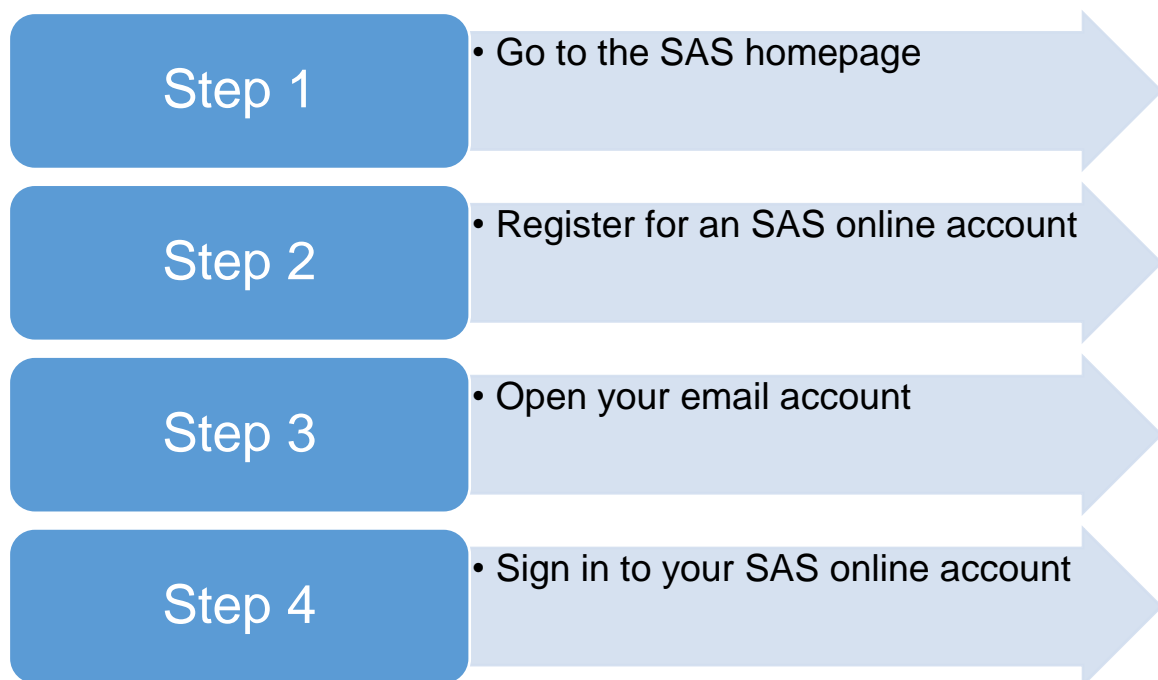


## Seniors Alert Scheme

### How to create a draft Organisation registration form



## Step 1: Go to the SAS Homepage

Go to <https://sas.pobal.ie> and the SAS homepage as shown below will open. Go to the middle of the page and click on [the text](#) (circled in red below), which is highlighted in blue. This will open a new screen.







### 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](mailto:onlinesupport@pobal.ie) or by phone on 01 5117222 if you require any assistance.

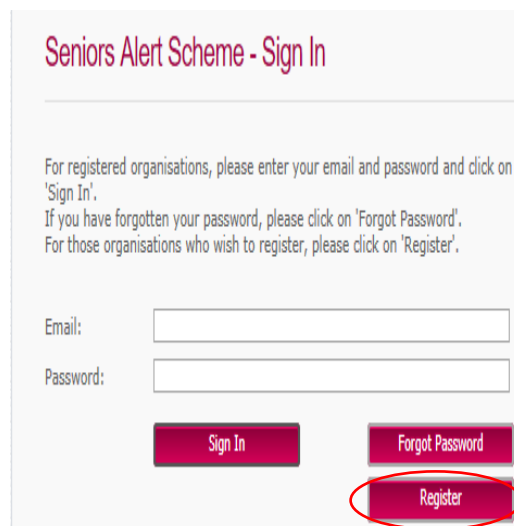
[Click here to register for or to sign in to your SAS Online Account](#)

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 Príobháideachais - Eagraíochtaí](#)

## Step 2: Register for an SAS Online Account

Click on [Register](#) (circled in red), to create an online account for your organisation. This will open a new screen.



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:

You must answer all of the questions on this form by entering the details as requested.

We recommend that you use a general email address for your organisation as this is the username for logging in to the SAS online portal, you will be unable to change the username once registration has been completed. For example, [info@abc.ie](mailto:info@abc.ie) instead of a personal address such as [john@abc.ie](mailto:john@abc.ie)

*You should keep a record of your email address (username) and password as you will need this each time you sign in to the SAS online portal*

Note – the email address for correspondence is that entered in 2.1.7. of your Organisation form – this defaults automatically to the username entered during registration. This can be amended for communication purposes only once the form has been approved.

Once all of the details are completed, click on [Register](#) (circled in red).

## Seniors Alert Scheme - Register Organisation

For organisations wishing to register under the SAS, please click on 'Register'.

First Name: \*

Last Name: \*

Organisation: \*

Please use your Organisation Name, include your location if part of a National Organisation or use the name you registered with the department.

E-mail Address: \*

Enter Password: \*

Passwords must be at least 8 characters long and must contain:  
- one number  
- one symbol such as: ? = . @ , ! \$  
- one upper case/capital letter

Strong password example: Pa\$sw0rd

Confirm Password: \*

When your account has been created successfully, click on [OK](#) (circled in red) on the message that appears.

Your account has been created successfully.

An email has been sent to johndoe@gmail.com with instructions how to activate your account.

Please allow up to 5 minutes for email delivery. If you have not received an email please check your "Spam" or "Junk" folders.

For Technical Support please contact [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie) or 01 5117222

### Step 3: Open your Email Account

You should receive an email from Pobal within 30 minutes. Go to your organisations email account and open the email from Pobal SAS as shown in the example below. Click on [the link](#) (circled in red) in the email and a new screen will open.

We've received a request to create an account with the following email: [kca@mailinator.com](mailto:kca@mailinator.com)

~~In order to complete your registration and verify your email address please click the following link:~~  
<https://sas-ga.pobal.ie/login/extranetlogin.aspx?UserName=kca@mailinator.com&VerificationCode=J726WY>

This link takes you to a secure page where you should insert the verification code **J726WY**

**Didn't request this account?**  
If you didn't request a new account please let us know immediately.

### Step 4: Sign in to your SAS Online Account

Enter your full email address, the code from the email you received and your password on to the form. To complete your registration for an online account, click on [Sign In](#) (circled in red).

### 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:

Verification Code:

Password:

You now need to complete a registration form with your organisations details and submit it to Pobal for review. For more information, refer to the guide on how to complete the organisation registration form. **Please Note:** If a completed organisation registration form is not submitted to Pobal within 3 months of your account being created your login details will automatically be de-activated.

Please contact Pobal at [onlinesupport@pobal.ie](mailto:onlinesupport@pobal.ie) or by phone on 01 5117222 if you require any assistance.