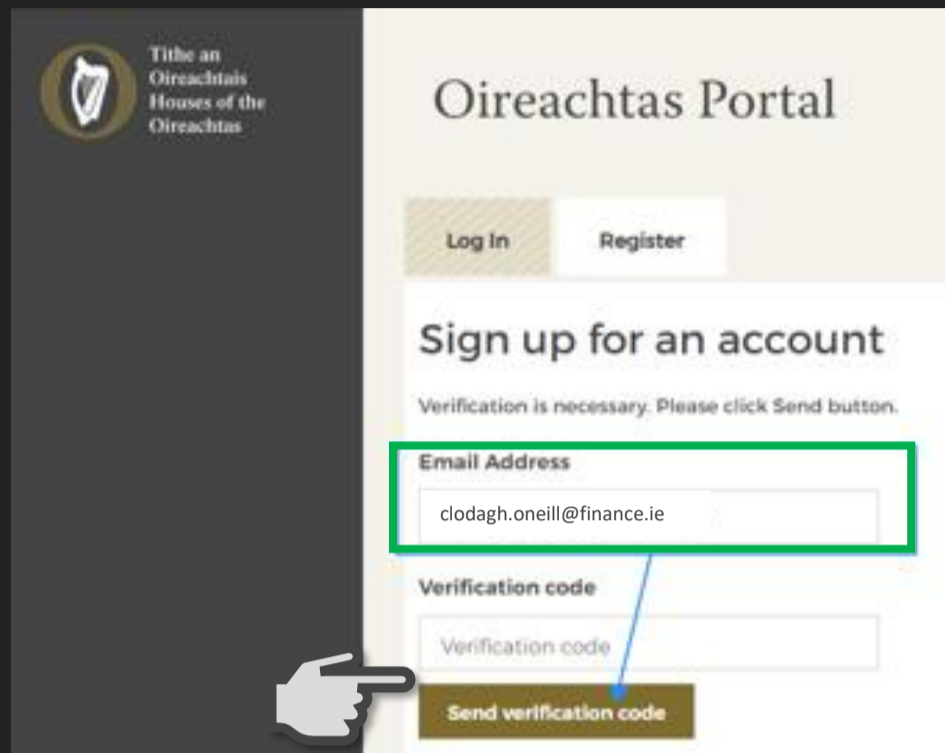
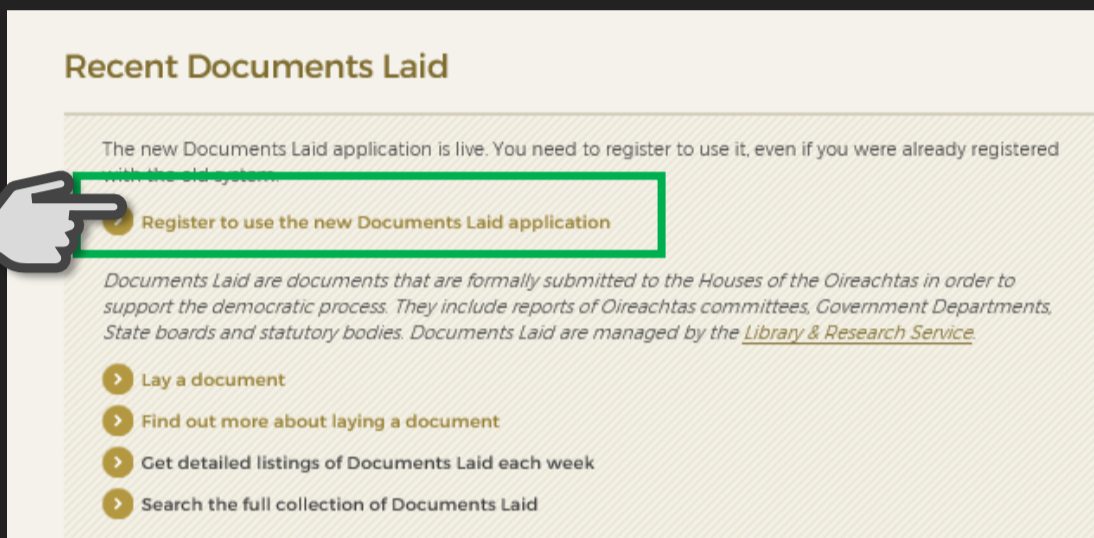




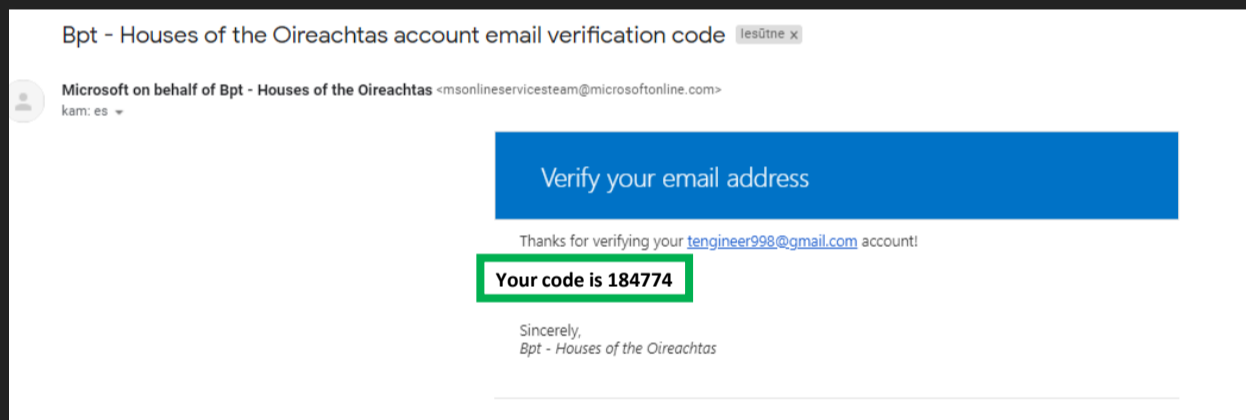
## How to Register to use the new DocsLaid application

1. Click [here](#) to register for the new DocsLaid application.
2. You can also access the registration form from the [DocsLaid page](#) on the Oireachtas website.

3. Insert your email address and press "Send verification code".

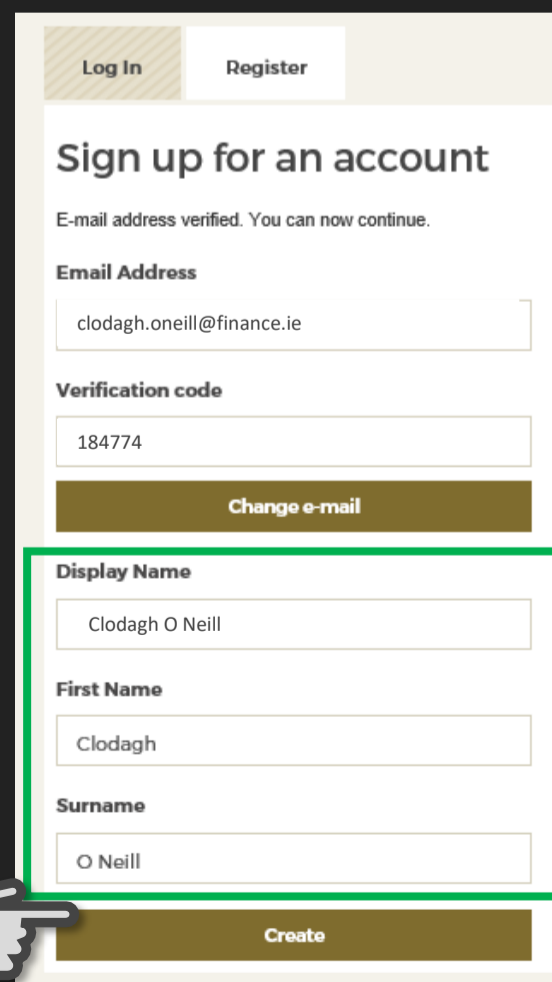
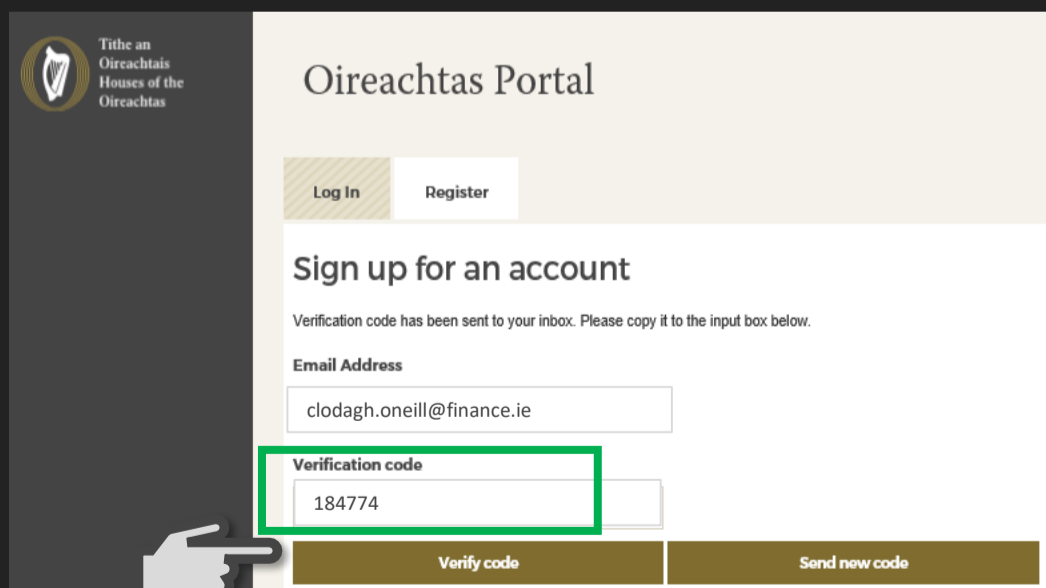


4. You will then receive an email with a verification code.



5. Enter the code in the Verification code box. Press "Verify code".

6. Fill in the Display Name, Given Name and Surname fields and press "Create".





## How to Register to use the new DocsLaid application

7. Your organisation type (Department or Agency) and your Department or Agency name will be prepopulated based on your email domain.

External User Profile

First Name: Clodagh  
Last Name: O'Neill  
Phone:  
Email: clodagh.oneill@finance.ie

Access

**Documents Laid**  
The Documents Laid application allows you to lay documents before the Houses of the Oireachtas in a secure online environment.

Organisation Type  
Department

Department Name  
Finance

Request

8. Enter your work phone number in the required format (see red text), and press "Update Profile".

9. When *all* information has been entered press "Request".

External User Profile

First Name: Clodagh  
Last Name: O'Neill  
Phone: +3536181234  
Email: JoeBloggs@agriculture.gov.ie

Invalid office phone number format: one space required after country code (+353). To include an extension start with 'x'. E.g. +353 16181234 (fixed line), +353 1618000x1234 (as extension), or +353 871234567 (mobile).

Update Profile  
Cancel

Update Profile  
Cancel

Access

**Documents Laid**  
The Documents Laid application allows you to lay documents before the Houses of the Oireachtas in a secure online environment.

Pending

Organisation Type  
Department

External User Profile

First Name: Clodagh  
Last Name: O'Neill  
Access

**Documents Laid**  
The Documents Laid application allows you to lay documents before the Houses of the Oireachtas in a secure online environment.

Organisation Type  
Department

Department Name  
Foreign Affairs

Request

10. Your registration request is then sent to the DocsLaid Team. This will be attended to within a \*24-hour period. Your request will display as "Pending" until approved.

11. Once your registration has been approved you will receive a Registration email with a link. Click on this link to access the application. Alternatively, you can go to the [DocsLaid page](#) on Oireachtas.ie and select 'Lay a Document').

External User Profile

First Name: Clodagh  
Last Name: O'Neill  
Phone: +353 868888888  
Email: clodagh.oneill@finance.ie

Access

**Documents Laid**  
The Documents Laid application allows you to lay documents before the Houses of the Oireachtas in a secure online environment.

Pending

Organisation Type  
Department

Department Name  
Finance

Oireachtas Portal

Log In Register

Sign in with your existing account

Email Sign In

\*If you need to register and lay a document URGENTLY please contact the DocsLaid Team.