



An Coimisiún um  
**Rialáil Cumarsáide**  
Commission for  
**Communications Regulation**

# Guidance on accessing ComReg's eLicensing system for Radio Licences

**General Document**

**Date:** 22/02/2023

# Content

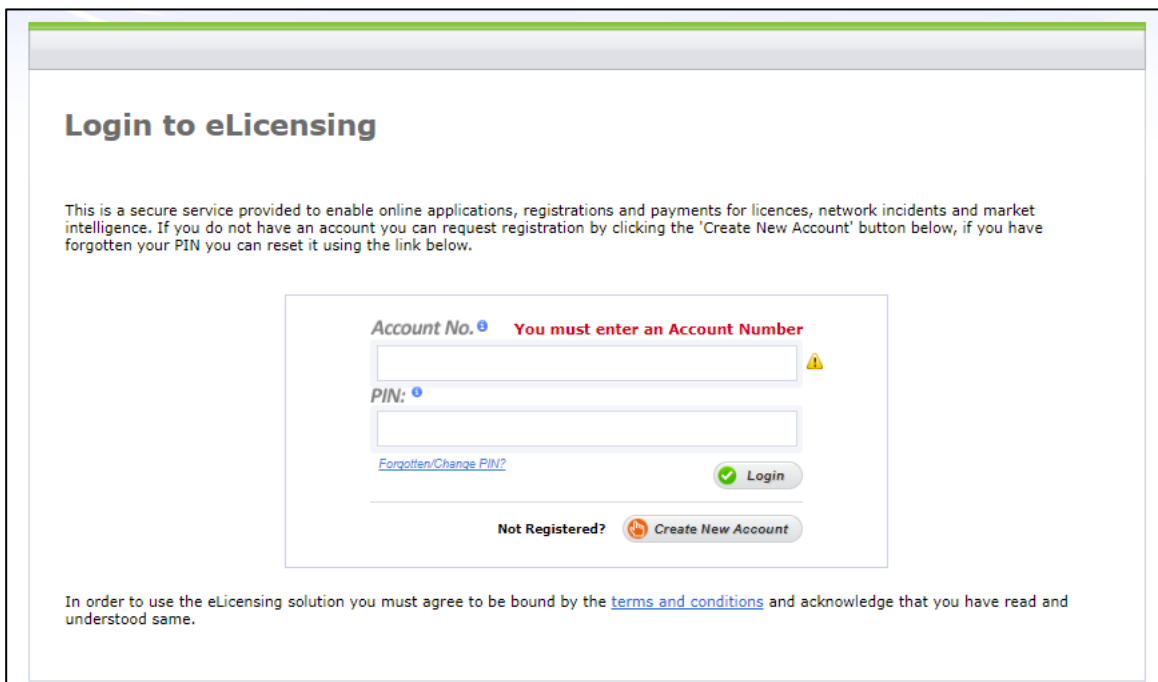
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# 1 Accessing eLicensing

**Please note that this guidance document only relates to Radio Licence accounts and any queries regarding PRS accounts must be sent to [PRS@comreg.ie](mailto:PRS@comreg.ie).**

## 1.1 New account requests

- 1.1 Before applying for any Radio Licence all new licensees will be required to create an eLicensing account. To create an account, go to <https://elicensing.comreg.ie/> and click on the *Create New Account* button



**Login to eLicensing**

This is a secure service provided to enable online applications, registrations and payments for licences, network incidents and market intelligence. If you do not have an account you can request registration by clicking the 'Create New Account' button below, if you have forgotten your PIN you can reset it using the link below.

**Account No.** <sup>?</sup> **You must enter an Account Number**


**PIN:** <sup>?</sup>

[Forgotten/Change PIN?](#)

**Not Registered?**

In order to use the eLicensing solution you must agree to be bound by the [terms and conditions](#) and acknowledge that you have read and understood same.

- 1.2 Select *Radio Spectrum Licensing* and the type of Radio Licence you are applying for. Then click the *Next* button.



## New Account Registration

Account Type

**Account Type**

I want to create an account of the following type:

Premium Rate Services

Radio Spectrum Licensing

Select the licence type(s) you intend to apply for using this account:

Aircraft Radio  Business Radio


Radio Links  Wireless Test and Trial

Programme Making and Special Events (PMSE)  Amateur Station

Satellite  Other

[Next](#)

1.3 You will then be asked to provide general contact details. Please ensure all information is correct before proceeding to the *Confirmation* stage.



## New Account Registration

Account Type **General Details** Confirmation

**General Details**

General information such as name, address etc.

Entity Type \*  Company  Person

Salutation \*

Email address \*

First name \*

Phone \*

Last name \*

Mobile

Address Line 1 \*

Document Preferences  Electronic  Paper

Address Line 2

English  Irish

Address Line 3

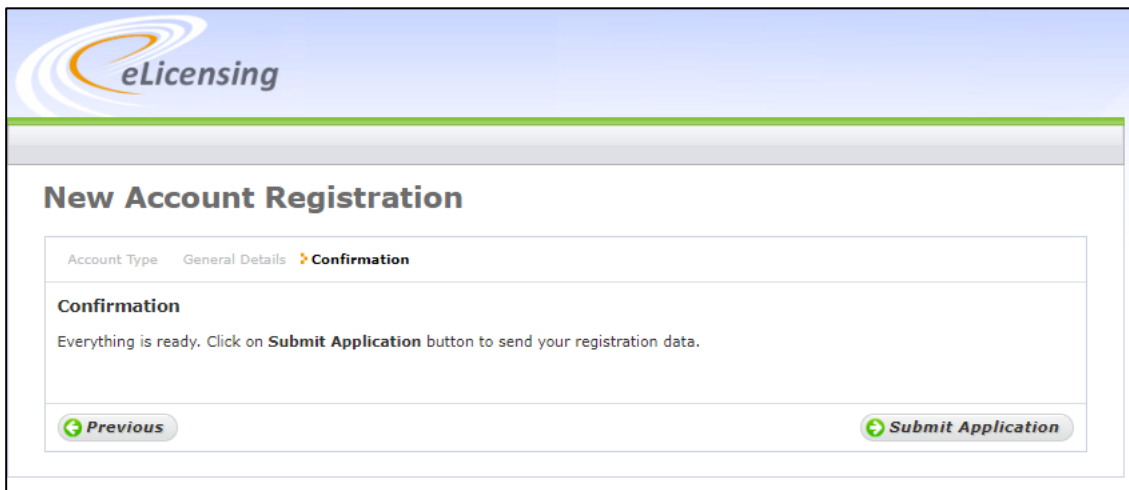
Address Line 4

Postcode

County \*

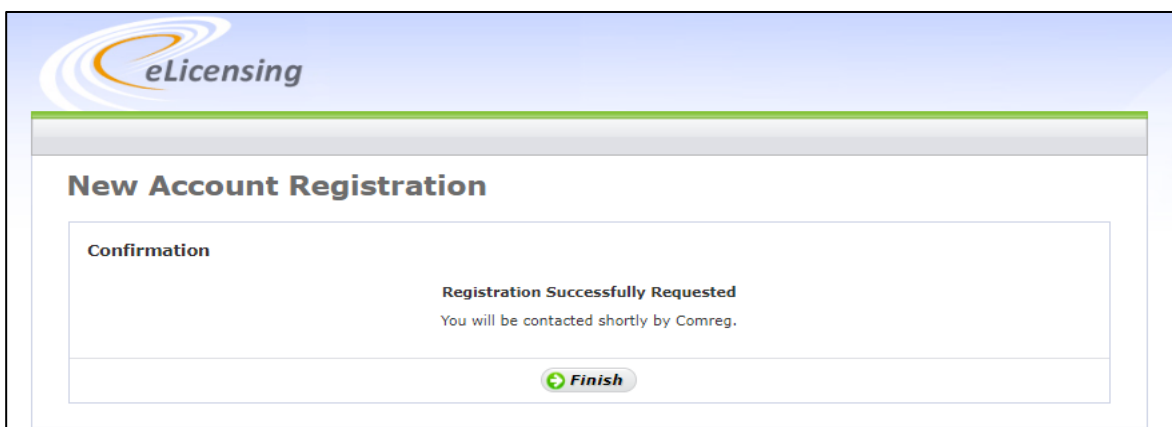
Country \*

[Previous](#) [Next](#)



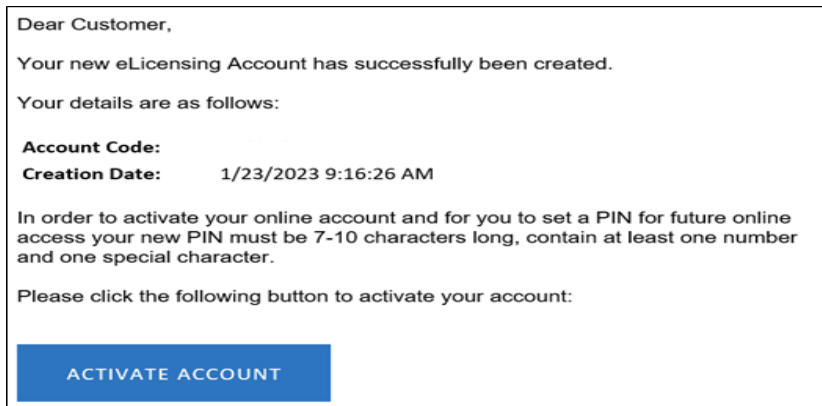
The screenshot shows the 'eLicensing' logo at the top left. Below it is a navigation bar with three tabs: 'Account Type', 'General Details', and 'Confirmation' (which is highlighted with an orange arrow). The main content area is titled 'New Account Registration' and contains a 'Confirmation' section. The text in this section reads: 'Confirmation' followed by 'Everything is ready. Click on **Submit Application** button to send your registration data.' At the bottom of the form, there are two buttons: a 'Previous' button on the left and a 'Submit Application' button on the right.

- 1.4 Once you have submitted your information it may take a day or two for ComReg to assess the request and approve the request. ComReg staff will contact you if there are questions regarding the request.
- 1.5 If you previously registered an account with ComReg, your new request for a new account will not be approved. If you have forgotten your PIN, please see Section 1.3 below for instructions on how to reset your PIN.



The screenshot shows the 'eLicensing' logo at the top left. Below it is a navigation bar with three tabs: 'Account Type', 'General Details', and 'Confirmation' (which is highlighted with an orange arrow). The main content area is titled 'New Account Registration' and contains a 'Confirmation' section. The text in this section reads: 'Confirmation' followed by 'Registration Successfully Requested' and 'You will be contacted shortly by Comreg.' At the bottom of the form, there is a 'Finish' button.

- 1.6 Once ComReg has approved the request, you will receive a confirmation email requesting that you activate your account and set a PIN for future access:



Your PIN **must** be 7-10 characters long and contain:

- (i) at least **one** number [0 – 9]; and
- (ii) **one** of the following special characters **#?!@ \$%^ &\* -**

- 1.7 Once the PIN has been set up, you must log into the Account (using your Account No. and PIN) to complete the Account Activation process.

## 1.2 Existing accounts

- 1.8 All existing Licensees already have an account.
- 1.9 If you are unsure of your account number please send an email to [licensing@comreg.ie](mailto:licensing@comreg.ie) and include the email address used when the account was registered.


## 1.3 Forgotten PIN

- 1.10 If you have forgotten your PIN (or wish to change your PIN), click the *Forgotten/Change PIN?* button.


terms and conditions and acknowledge that you have read and understood same.'" data-bbox="84 85 813 340"/>


**Login to eLicensing**

This is a secure service provided to enable online applications, registrations and payments for licences, network incidents and market intelligence. If you do not have an account you can request registration by clicking the 'Create New Account' button below, if you have forgotten your PIN you can reset it using the link below.

Account No. <sup>?</sup> **You must enter an Account Number** 

PIN: <sup>?</sup>

[Forgotten/Change PIN?](#) 

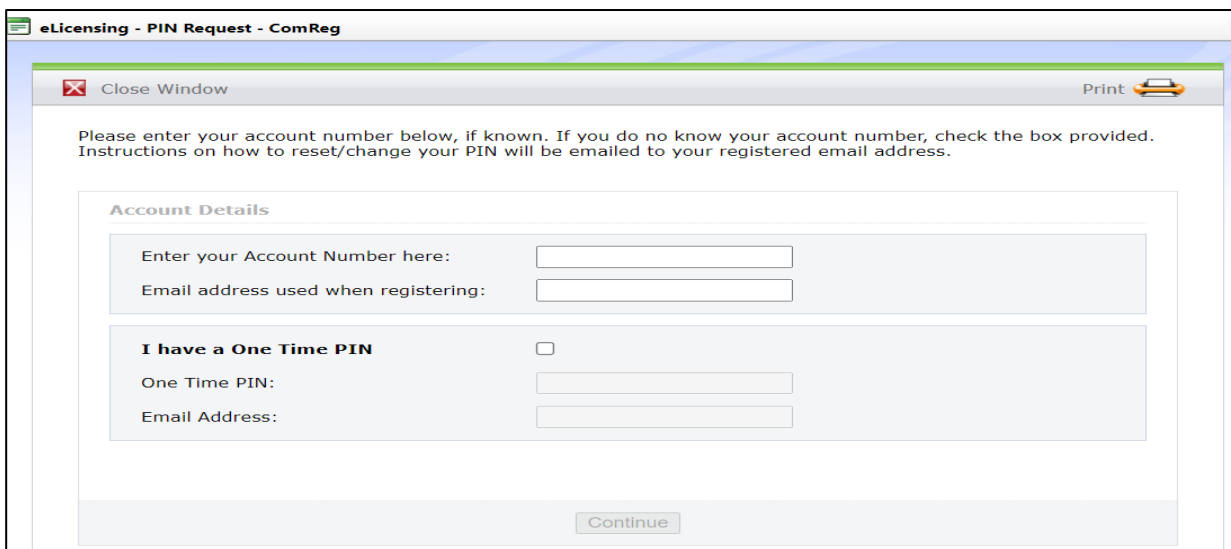
[Not Registered?](#) 

In order to use the eLicensing solution you must agree to be bound by the [terms and conditions](#) and acknowledge that you have read and understood same.


1.11 On the screen below, enter your account number and the email address used to register your account.

**Do not select the option for the One Time PIN**

1.12 Then click continue and you will receive an email with a link to reset your PIN:



eLicensing - PIN Request - ComReg

Close Window Print 

Please enter your account number below, if known. If you do not know your account number, check the box provided. Instructions on how to reset/change your PIN will be emailed to your registered email address.

**Account Details**

Enter your Account Number here:

Email address used when registering:

**I have a One Time PIN**

One Time PIN:

Email Address:

1.13 Your PIN **must** be 7-10 characters long and contain:

- (i) at least **one** number [0 – 9]; and
- (ii) **one** of the following special characters **# ? ! @ \$ % ^ & \* -**

**END/**