Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem

ORION

User Access Guide

August 2023

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Disclaimer

The guidance in this document is correct as at the date of publication. The Central Bank regularly issues guidance to ensure compliance by regulated firms with their legal and regulatory obligations. Up to date guidance is available on the Central Bank website at the following address: www.centralbank.ie

Introduction

This document describes the process for obtaining access to ORION.

Each Legal Firm will need to appoint two 'ORION Administrators' who will be responsible for managing and maintaining the firm's access to the ORION system, so as to provide cover for annual leaver or other absences.

The Central Bank of Ireland ('The Bank') will process all access requests, which must be submitted by one of the legal firm's ORION Administrators.

All such requests should be emailed to onlineauthorisation@centralbank.ie. This document outlines this process.

1. Responsibilities when using ORION

Every individual who uses the ORION system is assigned a unique name and password. It is their responsibility to keep these secure – Passwords should never be disclosed to anyone for any reason.

Therefore, every individual is ultimately responsible for his or her own use of the system, for any activities carried out under their account. This specifically includes all data entry and modification.

ORION Administrators are responsible for the firm's overall use of the system and in particular for the activities of the other users that they request be created. It is also the responsibility of ORION Administrators to ensure that the access permissions of other users are revoked when they are no longer required.

The Bank is responsible for the overall security of the system and for maintaining the confidentiality of all data submitted by the institutions using the system.

2. Initial Login

Legal Firms are requested to nominate an Administrator and an alternate for the ORION system. Each proposed user must complete the form (as outlined in Appendix 1) and submit it to the legal firm's Administrator, who will then submit it to the Bank.

Upon receipt of this information, the Bank will set up each user on ORION, which will then trigger an automatic ORION access email (see Figure 1) which is sent directly to the user.
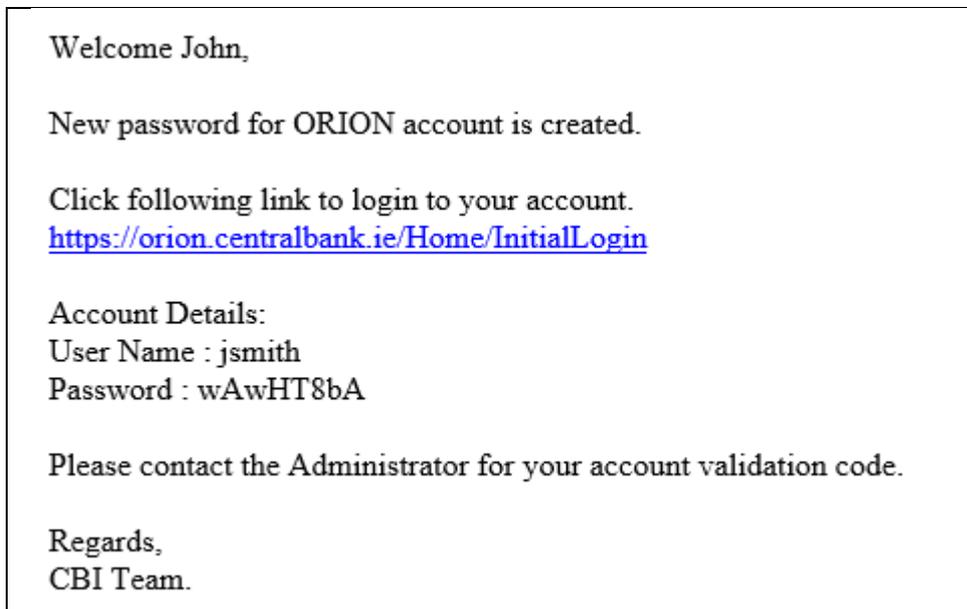
Welcome John,

New password for ORION account is created.

Click following link to login to your account.
https://orion.centralbank.ie/Home/InitialLogin

Account Details:
User Name : jsmith
Password : wAwHT8bA

Please contact the Administrator for your account validation code.

Regards,
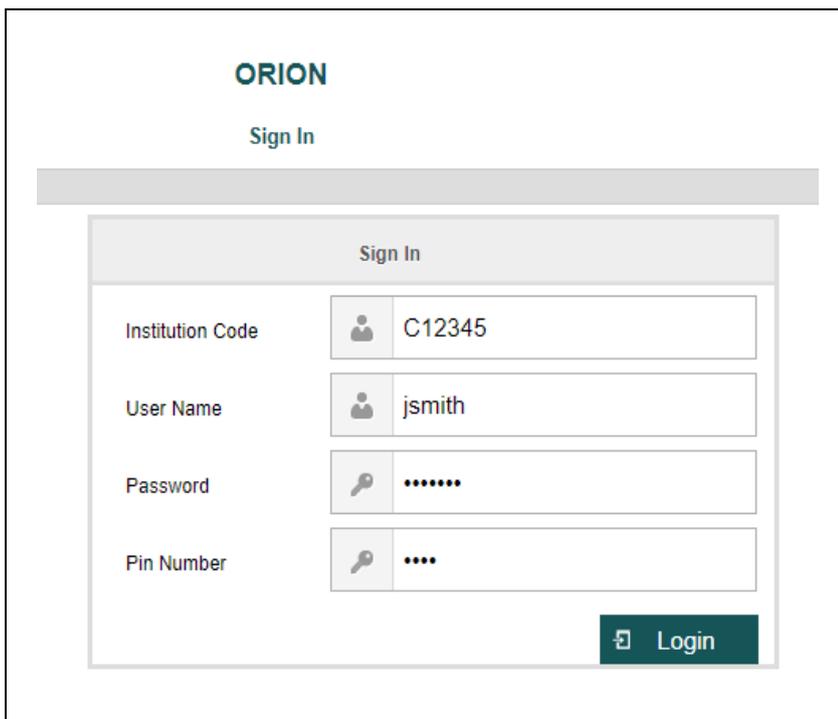CBI Team.

Figure 1. – ORION Access Email

Users should click on the link in the email (Figure 1) and then enter the required login details in the login screen (see Figure 2).

Institution Code – Login code for reporting legal firm – Users should contact their Administrator if they are unsure of this code.

User Name – As set out in email (See above)

Password – As set out in email (See above)

Pin – Required just for the initial login. Pin numbers for each user are retained by the Bank and will be provided directly to the user as part of the user set up process.

Figure 2. – Initial Login

The user should then hit 'Login' to progress to the next screen (Figure 3) where the user must change their password to one of their own choosing. Note – 'Old Password' refers to the auto-generated password provided in the email, as seen in Figure 1.

Figure 3. – Change Password

Next, the user is then taken to the homepage of the ORION site as shown in Figure 4 below.

Figure 4. – ORION Home Page

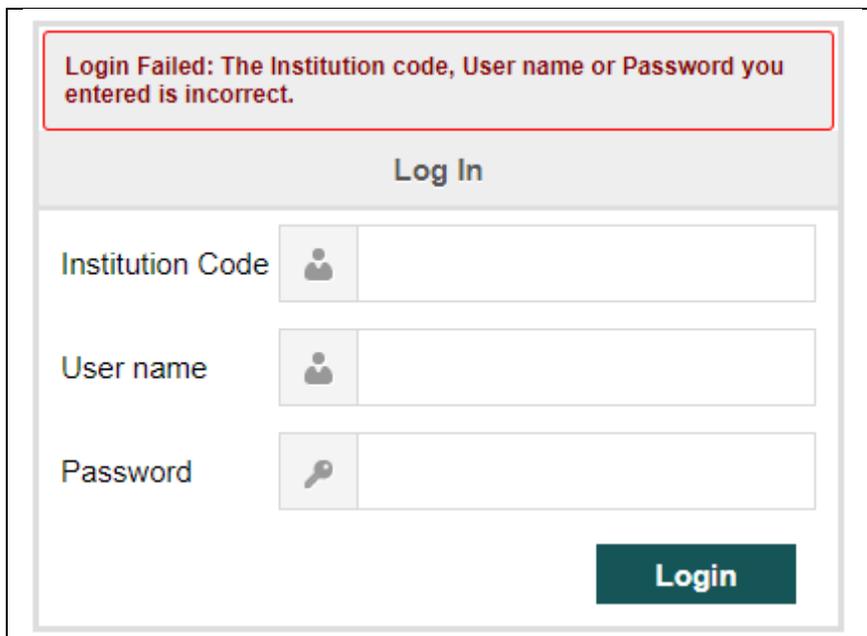## 3. Requests to Set Up New Users

Requests to set up new users of ORION should be emailed to onlineauthorisation@centralbank.ie by the Legal Firm's ORION Administrators. The same process for initial user set up will be followed.

4. Forgotten Password

Where a user forgets his/her password, then a password reset by the Bank is required. All password reset requests should be submitted via email to onlineauthorisation@centralbank.ie. Once rest by the Bank, the same process outlined in Section 3 for the initial login applies.
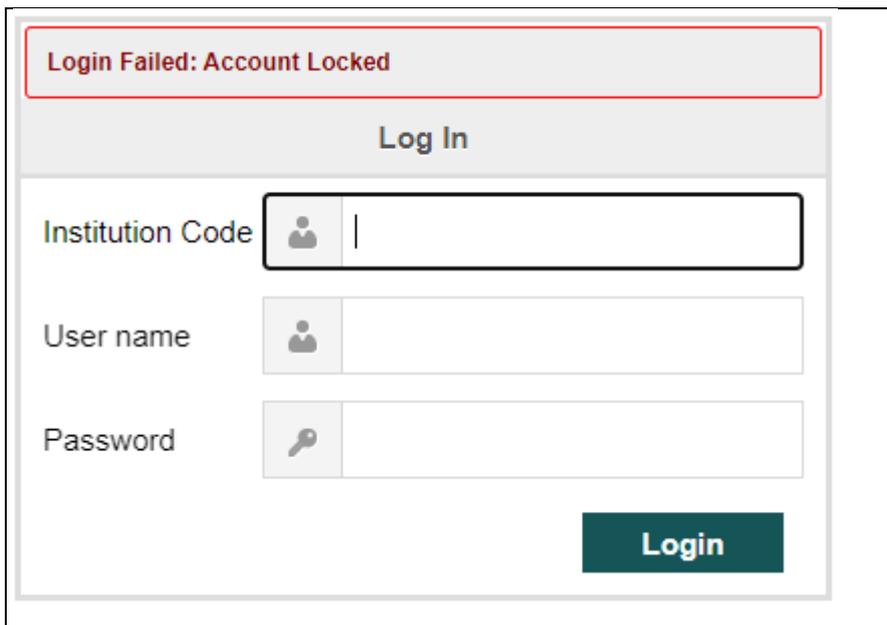
5. Unlock User Account

Where a user enters incorrect login credentials, the message in Figure 5 is displayed:

Figure 5. – Password Error

The user should check that they have the correct credentials. If so, they should attempt to log in again. If a user fails to logon to the ORION system after more than four attempts, then their account will be locked automatically (see message in Figure 6) – and they will not be able to log in again until their account has been unlocked.

Figure 6. – User Account Locked

When this occurs, users should request their account to be unlocked by sending an email to onlineauthorisation@centralbank.ie. The Bank will then unlock the account and reset the user's password. Users should then follow the initial login process as outlined in Section 3.

6. Delete User

In order to ensure that data is kept secure, ORION Administrators should contact the Bank immediately after a user has left their firm, so that their access may be removed. Note that this is permanent – The user account cannot be restored. Requests to delete a user

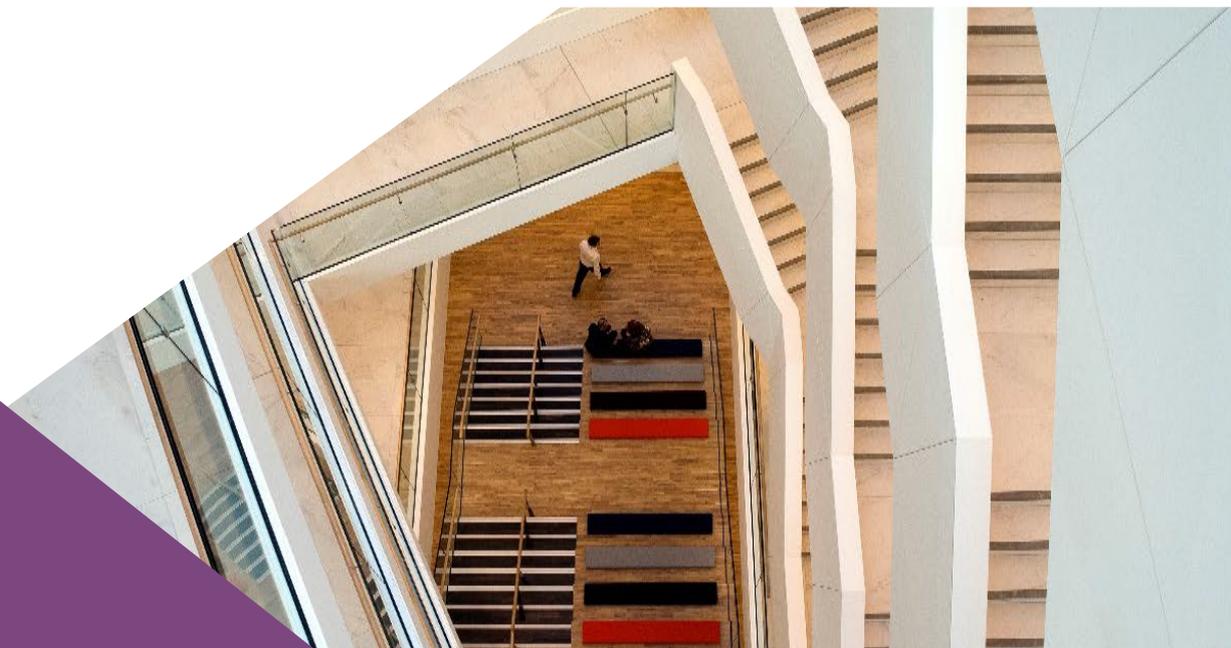should be submitted to onlineauthorisation@centralbank.ie.

Appendix 1

7. ORION User Access Application Form

Please complete all section of this form

First Name	
Surname	
Date of Birth	
Email Address	
Work Phone	
Mobile Phone	

I give (Name of Law Firm) permission to apply to the Central Bank of Ireland for access to the ORION System. I declare that the information I have given above is full and correct.

Signature _____

Banc Ceannais na hÉireann
Central Bank of Ireland

Eurosystem