

:: My Companies

:: My Events

:: My Accounts

:: My Profile

:: My Submissions

:: My Workspace

:: Create Submission

:: PIN Maintenance

:: Administration

:: Group Profile

:: Group Users

:: Group Events

:: Group Workspace

:: Group Portfolio

:: Logout

## Online Services Portal Overview

### Online services portal user

Once you have been registered as a user for the online services portal you will be able to make a number of electronic submissions. However, you will require either a Registered Entity PIN or Registered Person PIN to make these submissions.

Registered Person/Entity PINS are requested by going to 'create submission' and clicking on **Registered Person ( Director, Guardian, Councillor ) PIN** or **Entity PIN Request**.

---

**Registered Entity PINS** are requested and allocated to Registered Entities.

They are used to authenticate submissions filed by an Entity (e.g. a company). The PIN will need to be used in conjunction with the Registered Entity's registration number.

The PIN is used by the entity when making on-line submissions where the onus is on the entity to submit.

A Registered Entity PIN can also be issued to overseas registered entities that will be acting as corporate directors to Guernsey registered entities.

The PIN will be delivered, by post, to the entity's registered office address.

It is recommended that the PIN is held by the company secretary or person/s responsible for making the filings on behalf of an entity.

---

**Registered Person PINS** are requested by entity officials and are to be used when individuals need to update their personal details held by the Guernsey Registry.

The PIN will need to be used in conjunction with the Registered Persons 6 digit ID number.

The PIN will be delivered, by post, to the registered person's residential address as recorded at the Guernsey Registry.