



# Digital Postbox

---

**How do I set up an account?**

---

## Overview

---

Digital Postbox is easy to setup and easy to use. Start up now and unlock all the benefits of having your own individual postbox account for your Government communications.

## How to works

---

Registering for a Digital Postbox account is a once-off process. To start you will need a MyGovID account, this ensures your identity can be verified, in turn protecting your account. If you don't have a MyGovID account please visit <https://www.mygovid.ie/en-IE/HowDoISignUp> for more information.

Once logged in to the Digital Postbox you will be asked to accept our terms and conditions allowing all Public Service Bodies to send your messages to your Digital Postbox account. And now that you are setup you will be able to start receiving your letters, messages and statements instantly into your Digital Postbox.

## Steps to Starting up

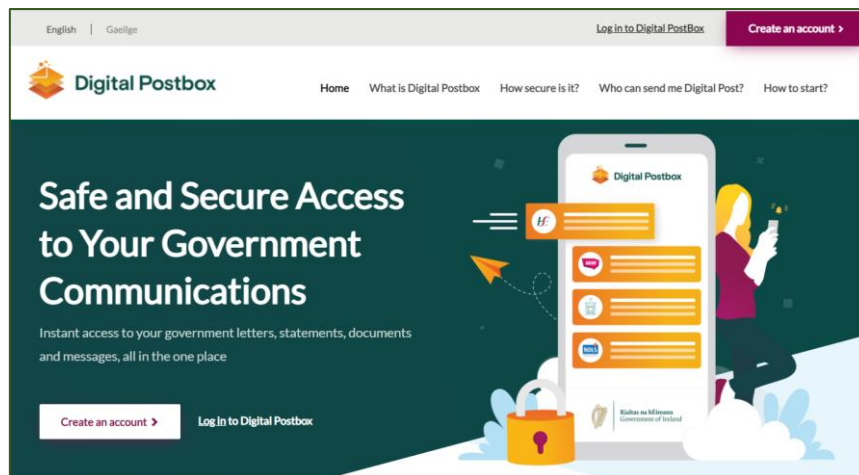
---

**1. Ensure that you have a MyGovID account**

If you don't have a MyGovID account please visit <https://www.mygovid.ie/en-IE/HowDoISignUp> for more information.

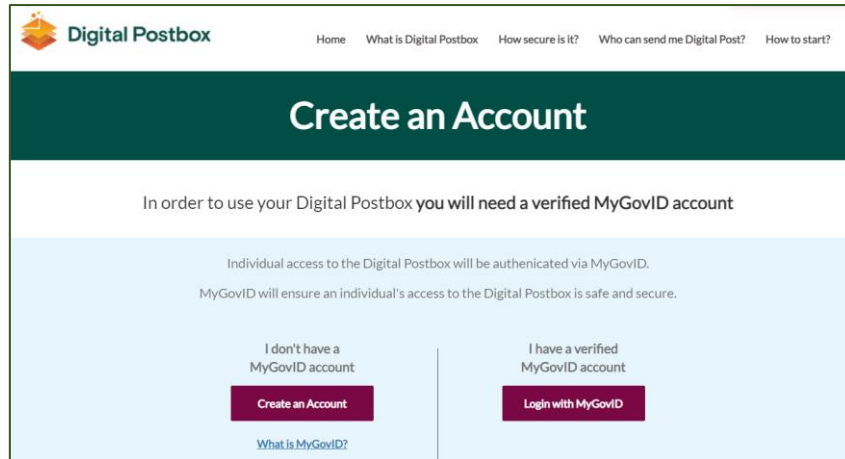
**2. Go to the Digital Postbox portal**

Open the portal page [www.digitalpostbox.ie](http://www.digitalpostbox.ie) preferably using a Chrome browser and click on "Create an Account" in the top right hand corner



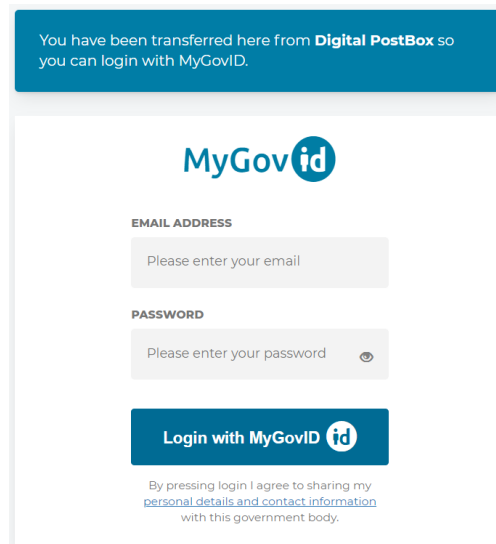
**3. Create an Account**

Click "Login with MyGovID"

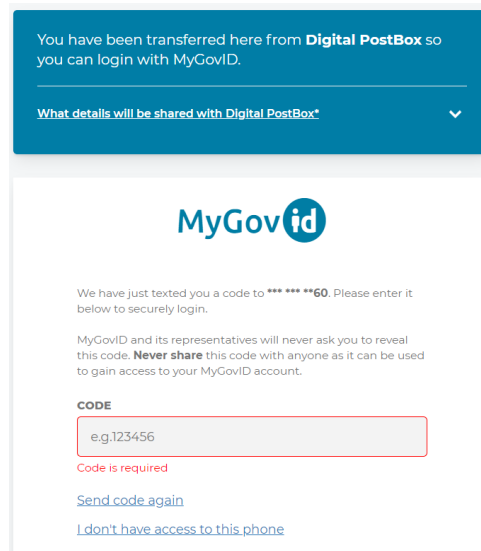


#### 4. Login using your MyGovID

Enter your email address and password and click “Login with MyGovID”

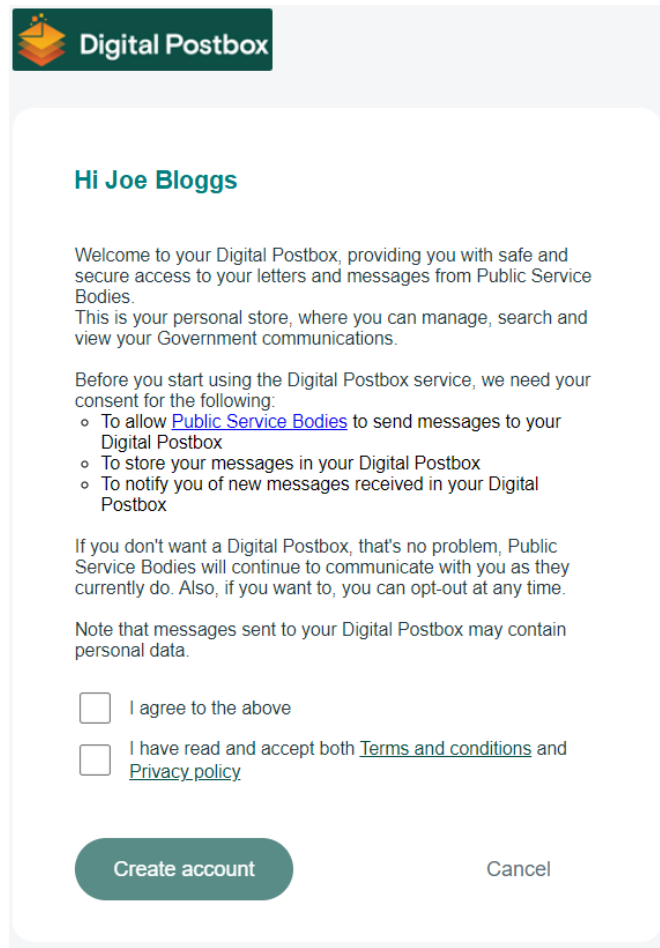


Enter the code texted to your mobile number



## 5. Accept Terms and Conditions

Once you have read the information on screen, the Terms and Conditions and the Privacy Policy, select box tick boxes and click “Create Account”



**Digital Postbox**

### Hi Joe Bloggs

Welcome to your Digital Postbox, providing you with safe and secure access to your letters and messages from Public Service Bodies.  
This is your personal store, where you can manage, search and view your Government communications.

Before you start using the Digital Postbox service, we need your consent for the following:

- To allow [Public Service Bodies](#) to send messages to your Digital Postbox
- To store your messages in your Digital Postbox
- To notify you of new messages received in your Digital Postbox

If you don't want a Digital Postbox, that's no problem, Public Service Bodies will continue to communicate with you as they currently do. Also, if you want to, you can opt-out at any time.

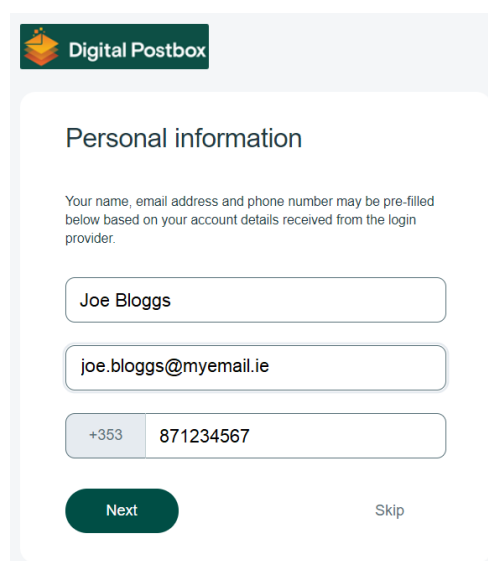
Note that messages sent to your Digital Postbox may contain personal data.

I agree to the above

I have read and accept both [Terms and conditions](#) and [Privacy policy](#).

**Create account** Cancel

Confirm your name, email address and mobile phone number and click “Next” or “Skip”



**Digital Postbox**

### Personal information

Your name, email address and phone number may be pre-filled below based on your account details received from the login provider.

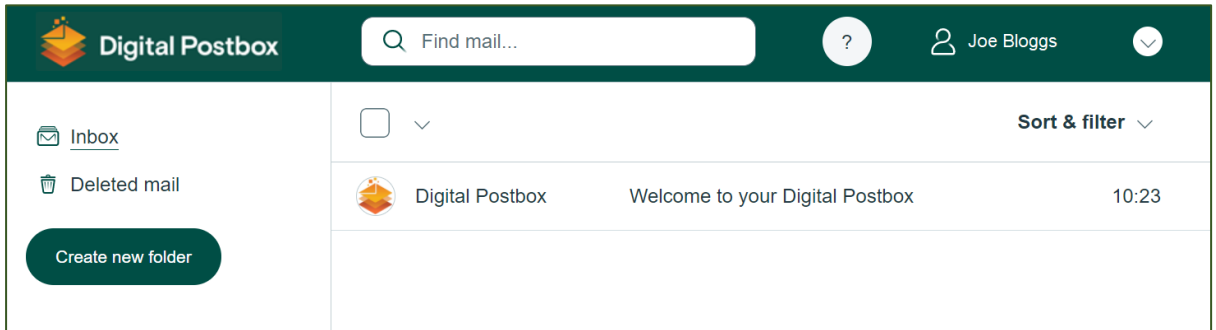
Joe Bloggs

joe.bloggs@myemail.ie

+353 871234567

**Next** Skip

Your account is now created and you are now able to start receiving your letters, messages and statements into your Digital Postbox from Public Service Bodies.



The screenshot shows the Digital Postbox interface. At the top, there is a dark green header with the Digital Postbox logo, a search bar labeled "Find mail...", a user profile icon for "Joe Bloggs", and a help icon. Below the header, the main content area is divided into two sections. On the left is a sidebar with "Inbox" (selected), "Deleted mail", and a "Create new folder" button. On the right is the main inbox area, which shows a "Sort & filter" dropdown and a single email entry from "Digital Postbox" with the subject "Welcome to your Digital Postbox" and a timestamp of "10:23".