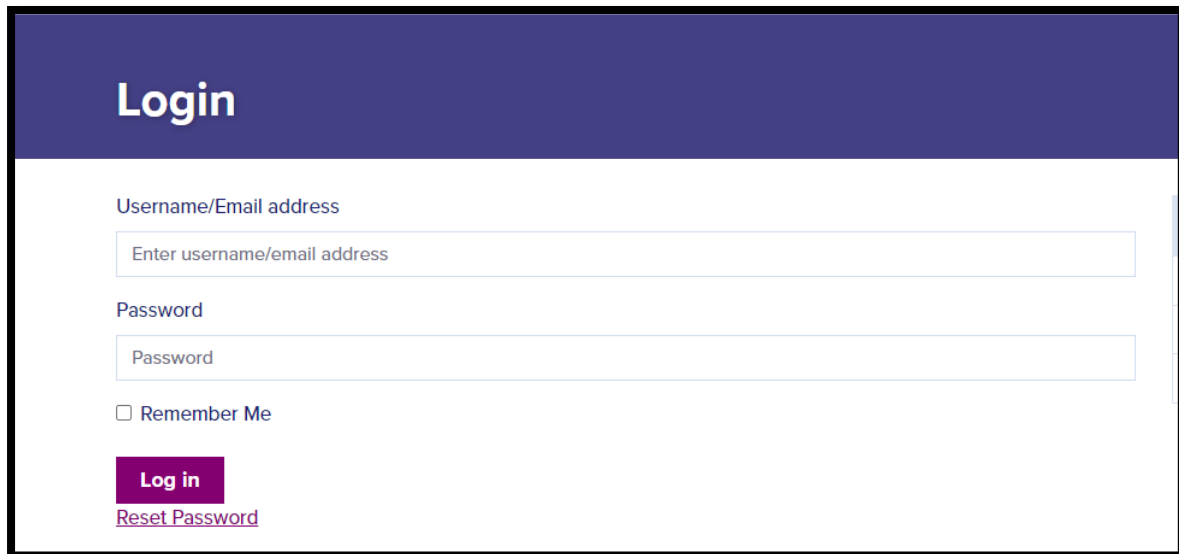
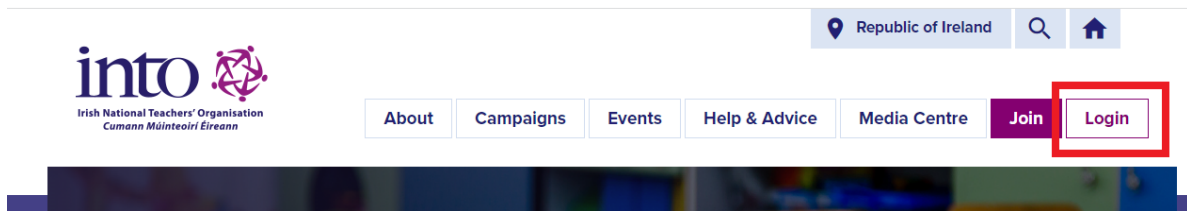


1) Log into the INTO Portal

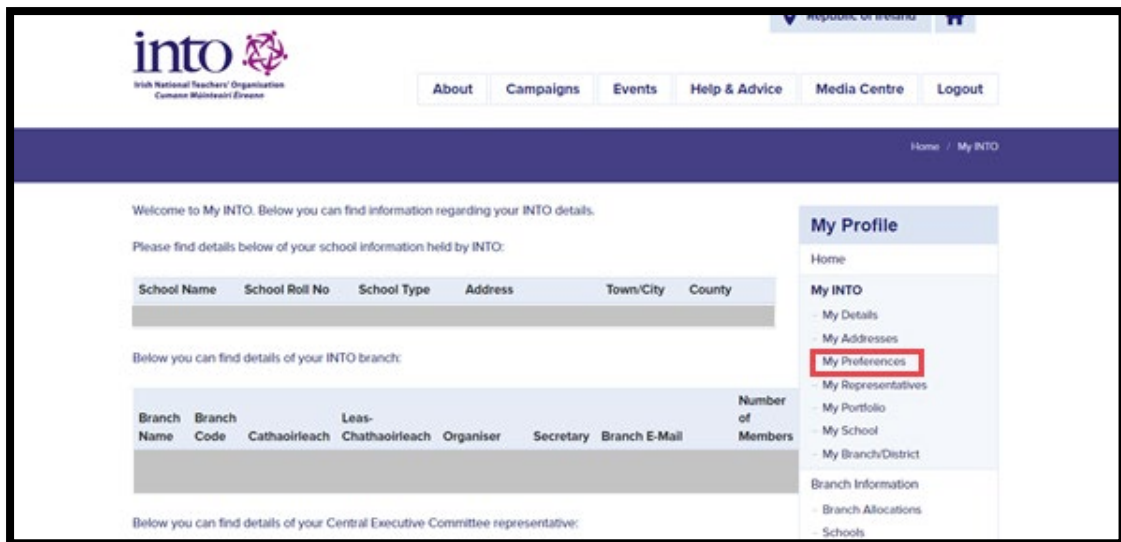
(If you have not already registered for the portal, please contact portal@into.ie to request your unique link. Please include your name and payroll number when you email us)



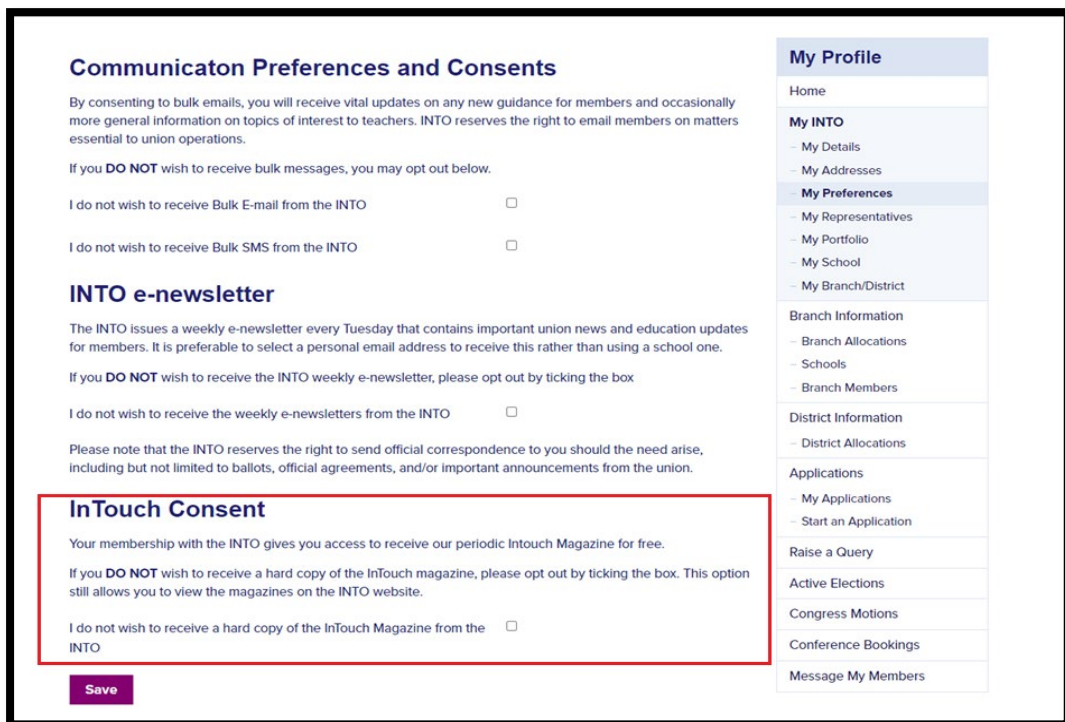
2) Select 'My Profile'



3) On the 'My Profile' page, Select 'My Preferences'



4) On the 'My Preferences' page, the InTouch Consent is located on the bottom



- 5) Tick the box to state you do not want to receive an Intouch Magazine hard copy. Once the box is ticked, select save

InTouch Consent

Your membership with the INTO gives you access to receive our periodic Intouch Magazine for free.

If you **DO NOT** wish to receive a hard copy of the InTouch magazine, please opt out by ticking the box. This option still allows you to view the magazines on the INTO website.

I do not wish to receive a hard copy of the InTouch Magazine from the INTO

If you have any queries in relation to accessing the member portal please contact INTO at portal@into.ie for assistance.

February 2022