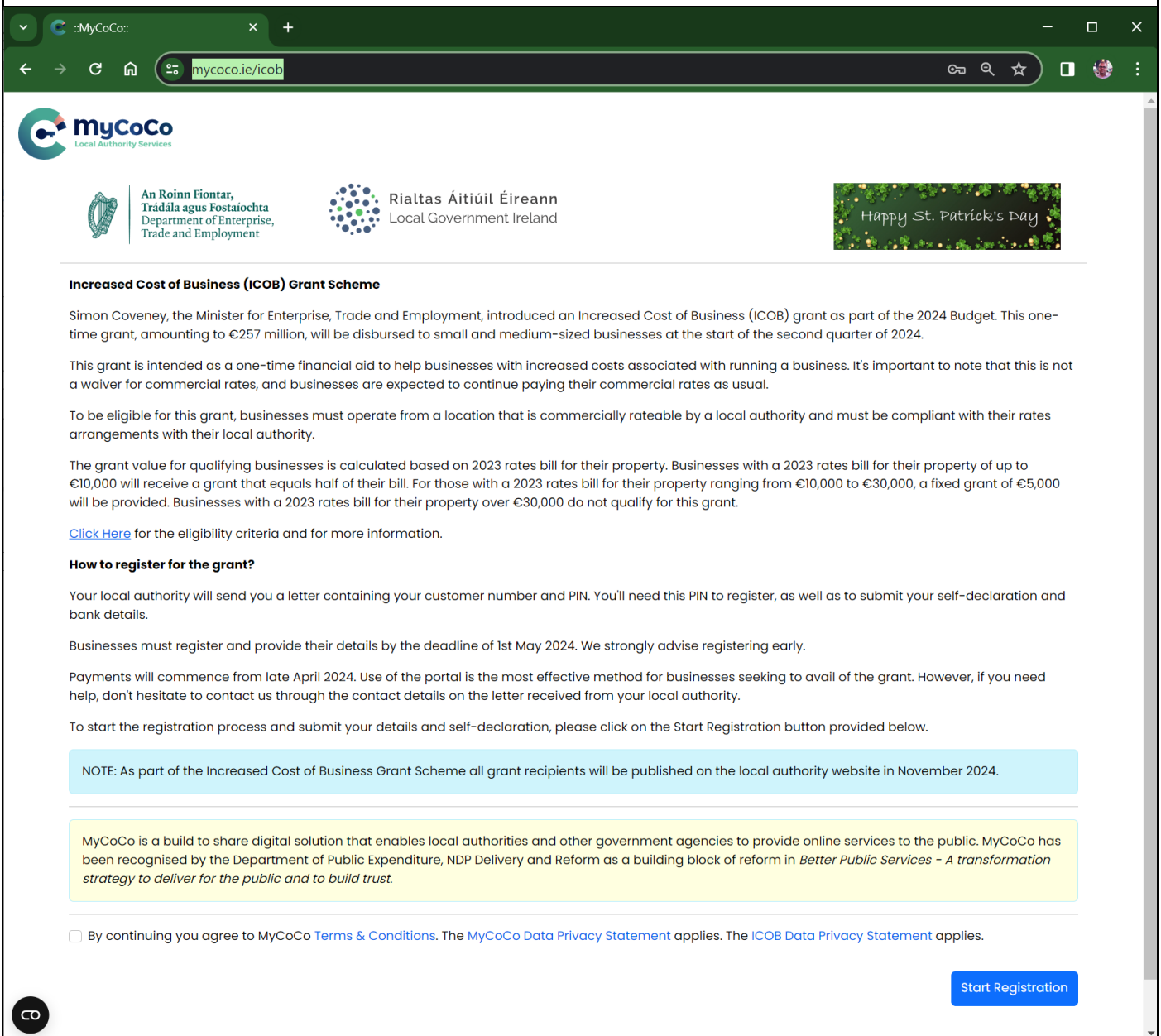


## ICOB Declaration User Guide

Go to [www.icob.ie](http://www.icob.ie). It will redirect you to [www.mycoco.ie/icob](http://www.mycoco.ie/icob).

Scroll to bottom of page and click on **Start Registration**. Ensure to read and understand Terms & Conditions and Data Privacy Statements for MyCoCo and ICOB.



The screenshot shows a web browser window with the URL [mycoco.ie/icob](http://mycoco.ie/icob). The page header includes the MyCoCo logo and logos for the Department of Enterprise, Trade and Employment, and the Local Government Ireland. A banner for "Happy St. Patrick's Day" is visible. The main content area is titled "Increased Cost of Business (ICOB) Grant Scheme" and contains the following text:

Simon Coveney, the Minister for Enterprise, Trade and Employment, introduced an Increased Cost of Business (ICOB) grant as part of the 2024 Budget. This one-time grant, amounting to €257 million, will be disbursed to small and medium-sized businesses at the start of the second quarter of 2024.

This grant is intended as a one-time financial aid to help businesses with increased costs associated with running a business. It's important to note that this is not a waiver for commercial rates, and businesses are expected to continue paying their commercial rates as usual.

To be eligible for this grant, businesses must operate from a location that is commercially rateable by a local authority and must be compliant with their rates arrangements with their local authority.

The grant value for qualifying businesses is calculated based on 2023 rates bill for their property. Businesses with a 2023 rates bill for their property of up to €10,000 will receive a grant that equals half of their bill. For those with a 2023 rates bill for their property ranging from €10,000 to €30,000, a fixed grant of €5,000 will be provided. Businesses with a 2023 rates bill for their property over €30,000 do not qualify for this grant.

[Click Here](#) for the eligibility criteria and for more information.

**How to register for the grant?**

Your local authority will send you a letter containing your customer number and PIN. You'll need this PIN to register, as well as to submit your self-declaration and bank details.

Businesses must register and provide their details by the deadline of 1st May 2024. We strongly advise registering early.

Payments will commence from late April 2024. Use of the portal is the most effective method for businesses seeking to avail of the grant. However, if you need help, don't hesitate to contact us through the contact details on the letter received from your local authority.

To start the registration process and submit your details and self-declaration, please click on the Start Registration button provided below.

**NOTE:** As part of the Increased Cost of Business Grant Scheme all grant recipients will be published on the local authority website in November 2024.

MyCoCo is a build to share digital solution that enables local authorities and other government agencies to provide online services to the public. MyCoCo has been recognised by the Department of Public Expenditure, NDP Delivery and Reform as a building block of reform in *Better Public Services - A transformation strategy to deliver for the public and to build trust*.

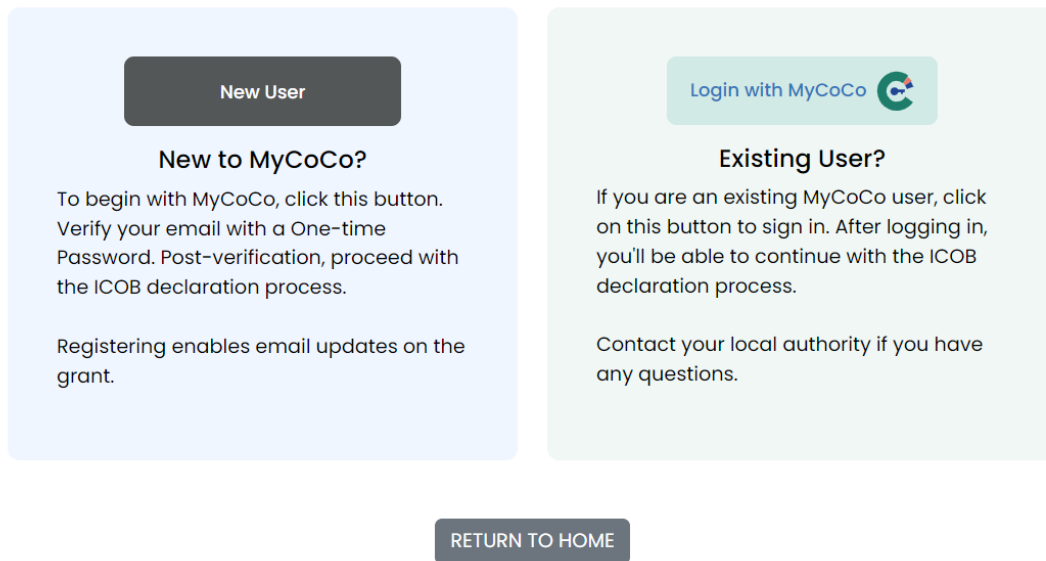
By continuing you agree to MyCoCo [Terms & Conditions](#). The [MyCoCo Data Privacy Statement](#) applies. The [ICOB Data Privacy Statement](#) applies.

[Start Registration](#)

If you are new to MyCoCo, click on **New User**. Your MyCoCo account will be created at the end of the ICOB Declaration.

If you already have a MyCoCo account, click on **Login with MyCoCo**.

If you are a new user and submitting multiple ICOB declarations for different customer numbers, you need to click **New User** only for the first declaration. For subsequent declarations, click on **Login with MyCoCo** and use your email and password (a temporary password is emailed after you submit your first declaration as a new user).



The screenshot shows a user selection interface with two main options: 'New User' and 'Login with MyCoCo'. The 'New User' option is highlighted in a light blue box and includes instructions on how to begin, verify email, and proceed with the ICOB declaration process. The 'Login with MyCoCo' option is highlighted in a light green box and includes instructions on how to sign in and contact local authority if needed. A 'RETURN TO HOME' button is located at the bottom center.

**New User**

**New to MyCoCo?**

To begin with MyCoCo, click this button. Verify your email with a One-time Password. Post-verification, proceed with the ICOB declaration process.

Registering enables email updates on the grant.

**Login with MyCoCo**

**Existing User?**

If you are an existing MyCoCo user, click on this button to sign in. After logging in, you'll be able to continue with the ICOB declaration process.

Contact your local authority if you have any questions.

RETURN TO HOME

If you are new to MyCoCo, go to page 3.

If you are an existing MyCoCo user, go to page 4.

## New User

Select your local authority and enter customer number and PIN. Click on **NEXT** to continue.

**NOTE: If you enter incorrect PIN too many times, it will be locked for up to 120-minutes. Contact your local authority if you did not receive the ICOB letter.**

### Step 1. Enter Customer Number and PIN

Select the local authority and enter your customer number and PIN as mentioned on the ICOB letter. If you do not have a customer number and PIN, please contact your local authority.

Local Authority: \*

Note: This is test agency.

Customer Number: \*

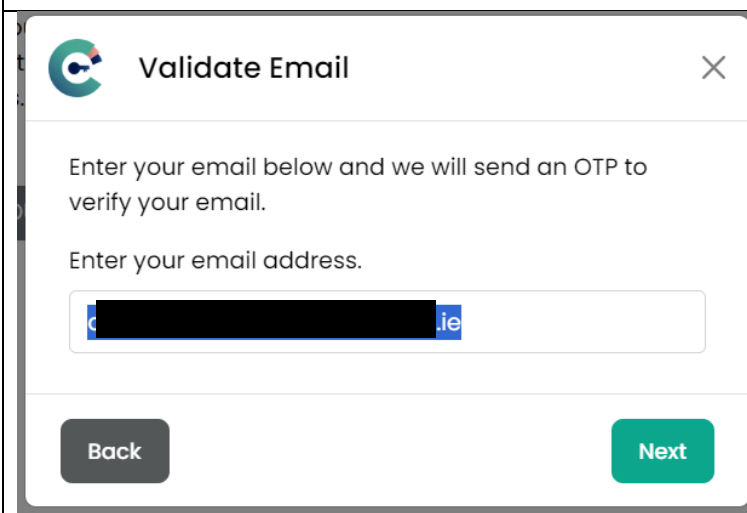
PIN: \*

**Note:** Your customer number and PIN should be entered exactly as mentioned in the letter. If you enter incorrect PIN 5 times, it will be blocked for up to 120 minutes.

PREVIOUS

NEXT

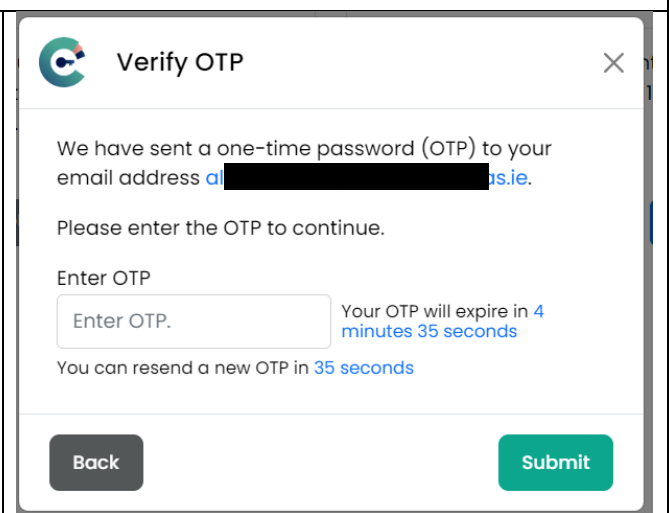
If you entered correct customer number and PIN, you will be asked for your email address. Enter a valid email address and validate using a one-time password sent to the email.



**Validate Email**

Enter your email below and we will send an OTP to verify your email.

Enter your email address.



**Verify OTP**

We have sent a one-time password (OTP) to your email address [\[redacted\]@\[redacted\].ie](mailto:[redacted]@[redacted].ie).

Please enter the OTP to continue.

Enter OTP

Your OTP will expire in **4 minutes 35 seconds**

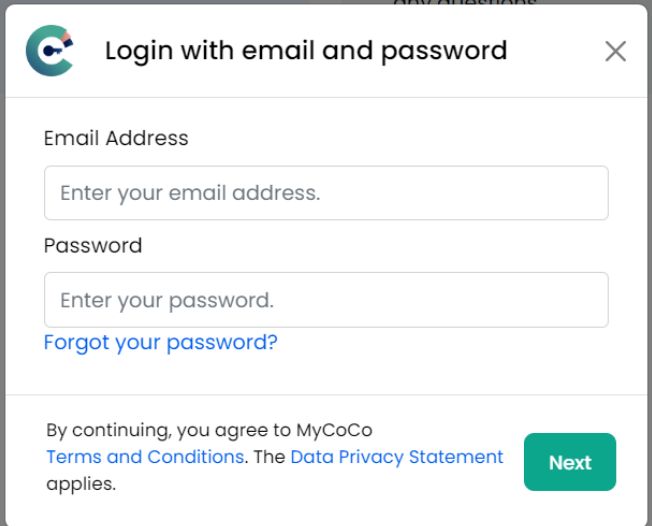
You can resend a new OTP in **35 seconds**

**Skip to Page 5**

### Existing MyCoCo User

Enter your email address and password and verify OTP to continue.

**NOTE:** If you enter incorrect password or OTP too many times, your account will be locked. If you forgot your password, use [Forgot Your Password](#) option or contact your local authority for help.



**Login with email and password**

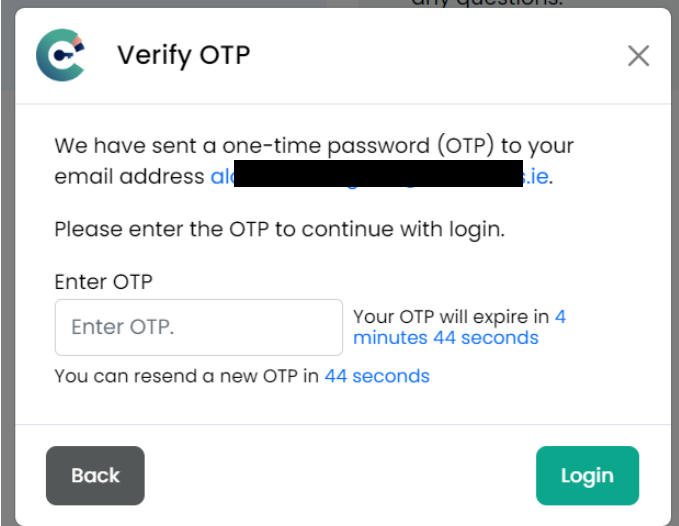
Email Address

Password

[Forgot your password?](#)

By continuing, you agree to MyCoCo [Terms and Conditions](#). The [Data Privacy Statement](#) applies.

**Next**



**Verify OTP**

We have sent a one-time password (OTP) to your email address [al\[REDACTED\].ie](#).

Please enter the OTP to continue with login.

Enter OTP

Your OTP will expire in **4 minutes 44 seconds**

You can resend a new OTP in **44 seconds**

**Back** **Login**

Select your local authority and enter customer number and PIN. Click on **NEXT** to continue.

**NOTE:** If you enter incorrect PIN too many times, it will be locked for up to 120-minutes. Contact your local authority if you did not receive the ICOB letter.

#### Step 1. Enter Customer Number and PIN

Email Address: [al\[REDACTED\].ie](#)

Select the local authority and enter your customer number and PIN as mentioned on the ICOB letter. If you do not have a customer number and PIN, please contact your local authority.

Local Authority: \*

Customer Number: \*

PIN: \*

**Note:** Your customer number and PIN should be entered exactly as mentioned in the letter. If you enter incorrect PIN 5 times, it will be blocked for up to 120 minutes.

**PREVIOUS** **NEXT**

In Step 2, enter property details and click on **NEXT**.

**NOTE:** If you have multiple properties linked to the customer number entered in Step 1, click on **Add Another Property** after completing details of the first property.

## Step 2. Add Property

Local Authority: Test Agency (DO NOT SELECT)  
Customer Number: 999120038  
Email Address: alo[REDACTED]@e

Enter Property Details. Test Agency (DO NOT SELECT) will validate the property details.

Property Id (LA Id): *	Tax Registration Number: *	
<input type="text" value="123456"/>	<input type="text" value="IE1234567W"/>	
LA ID is available on your rates bill		
Business Legal Name: *	Total Employees: **	
<input type="text" value="Test Business"/>	<input type="text" value="5"/>	
In the case of sole trader, enter the sole trader name		
Business Type: **		
<input type="text" value="ACCOMMODATION &amp; FOOD SERVICE ACTIVITIES"/>		
Address 1: *	Address 2:	
<input type="text" value="1, Irish Street"/>	<input type="text" value="Address 2 (Optional)"/>	
Town/City: *	County: *	Eircode: *
<input type="text" value="Irish Town"/>	<input type="text" value="Meath"/>	<input type="text" value="A65 F4E2"/>
I confirm that:		
<input checked="" type="checkbox"/> The property for which I am registering the grant is not vacant.		
<input checked="" type="checkbox"/> The business seeking this grant complies with all tax obligations.		
<input checked="" type="checkbox"/> The business has been trading at this property since February 1, 2024.		
<input checked="" type="checkbox"/> The business intends to trade for at least 3 months following registration and submission of self-declaration.		

[+ Add Another Property](#) Under Test Agency (DO NOT SELECT)

**Note:** For properties under different local authorities, please submit separate declarations via ICOB to these other local authorities.

\*\* These fields are for statistical purpose only and will not be used to determine the grant eligibility.

Ensure that you have added all properties associated with this customer number before clicking NEXT.

RETURN TO HOME

NEXT

Provide your contact details in Step 3 and click on **NEXT**.

### Step 3. Contact Information

Local Authority: Test Agency (DO NOT SELECT)  
Customer Number: 999120038  
Email Address: alo[REDACTED]s.ie

Enter your contact details. Test Agency (DO NOT SELECT) may contact you regarding your ICOB declaration. This information will also be saved in your MyCoCo profile.

First Name: \*

John

Middle Name:

Middle Name (Optional)

Last Name: \*

Doe

Phone Number: \*

0199999

Extension:

(Optional)

Mobile Number: \*

0869999999

Either a phone number or a mobile number is required.

**Note:** You may be contacted through this phone/mobile number to validate your bank account details

PREVIOUS

NEXT

Submit bank account details in Step 4 and click on **NEXT**.

## Step 4. Bank Account Details

Local Authority: Test Agency (DO NOT SELECT)  
Customer Number: 999120038  
Email Address: alok[REDACTED].ie

Enter your bank account details carefully. ICOB grant if approved will be paid to this account. The account details will be retained by Test Agency (DO NOT SELECT) in accordance with their Data Retention Policy.

Bank Name: \*

Bank of Ireland

Bank Account Owner Name: \*

John Doe

Sort Code: \*

123456

Bank Account Number: \*

10000

BIC/SWIFT Code: \*

AAAA-BB-CC-XXX

IBAN: \*

IE12 ABCD 1234 5678 9123 45

If you have a bank account outside Ireland and UK, please contact Test Agency (DO NOT SELECT) for assistance.

Sample PDF.pdf



### + Add Bank Header

- A statement showing your bank account details, company or individual name, and date within the last three months.
- Maximum two files are allowed - 1. Bank Header which is mandatory and 2. additional documentation if requested by the local authority.
- Following file formats are allowed: jpg, jpeg, png, tiff, tif, pdf.
- Maximum file size allowed is 5 MB.
- Make sure that the bank header is readable to avoid processing delays.

PREVIOUS

NEXT

Verify all information on review page. To make changes, add another property, click on **PREVIOUS**.  
If all information is correct, tick the consent checkbox and click on **SUBMIT**.

## Step 5. Review Declaration

Review all details and click on **SUBMIT** at the bottom of this page to send this declaration to Test Agency (**DO NOT SELECT**).

To make changes, click on **PREVIOUS**.

<b>Test Agency (DO NOT SELECT)</b>	▼
<b>Property Id 123456</b>	▼
<b>Contact Information</b>	▼
<b>Bank Account Details</b>	▲
Bank Name:	Bank of Ireland
Bank Account Owner Name:	John Doe
Sort Code:	123456
Bank Account Number:	10000
BIC/SWIFT Code:	AAAA-BB-CC-XXX
IBAN:	IE12 ABCD 1234 5678 9123 45
Bank Header:	Sample PDF.pdf

- Please be aware that your local authority reserves the right to reclaim any grant payment found to be incorrect later. This includes cases of error by the recipient business or the local authority making the payment, or where a business provides false eligibility declarations.

- The ICOB grant is provided under the European Commission Regulation on 'De Minimis' aid (De Minimis Regulation (EU) 2023/2831 of 13 December 2023) and your business have obligations in relation to de minimis state aid.

I consent to the supplied data being used for the purpose of the grant, including for verification of tax compliance with the Revenue Commissioners.

**PREVIOUS**

**SUBMIT**



This confirmation message will pop-up. To make changes, click on **RETURN TO REVIEW**.  
To send the declaration to your local authority, click on **SUBMIT DECLARATION**.

## Submit Declaration? X

**Customer Number:** 999120038

**Local Authority:** Test Agency (DO NOT SELECT)

Have you added all the properties associated with this customer number and ensured that all information is accurate and complete?

**RETURN TO REVIEW** - Click on this button to go back to review screen. On the review screen, use PREVIOUS button to add/edit properties and other information.

**SUBMIT DECLARATION** - Click on this button to complete your declaration. Once submitted you will not be able make any changes to the declaration.

RETURN TO REVIEW

SUBMIT DECLARATION

where a business provides false eligibility declarations.

Note your declaration number from the submission success page. You will also receive an email acknowledging your declaration and another email with your MyCoCo temporary password.

## Declaration Submission Successful

Thank you for submitting your declaration. **Your Declaration ID is 1281**. For future correspondence, please refer to this ID when communicating with Test Agency (DO NOT SELECT).

A confirmation email will be sent shortly to your registered address: al[REDACTED].ie.

### MyCoCo Login Information

You will receive a separate email containing a temporary password for your MyCoCo account. You will be asked to change your password during your initial login at MyCoCo.

### Submitting Additional Declarations

To submit an additional ICOB declaration with a different customer number and PIN, please follow these steps:

1. Visit the [ICOB homepage](#).
2. Select "Start Declaration."
3. Click on the "Login with MyCoCo" button.
4. Enter your email address and password to proceed.

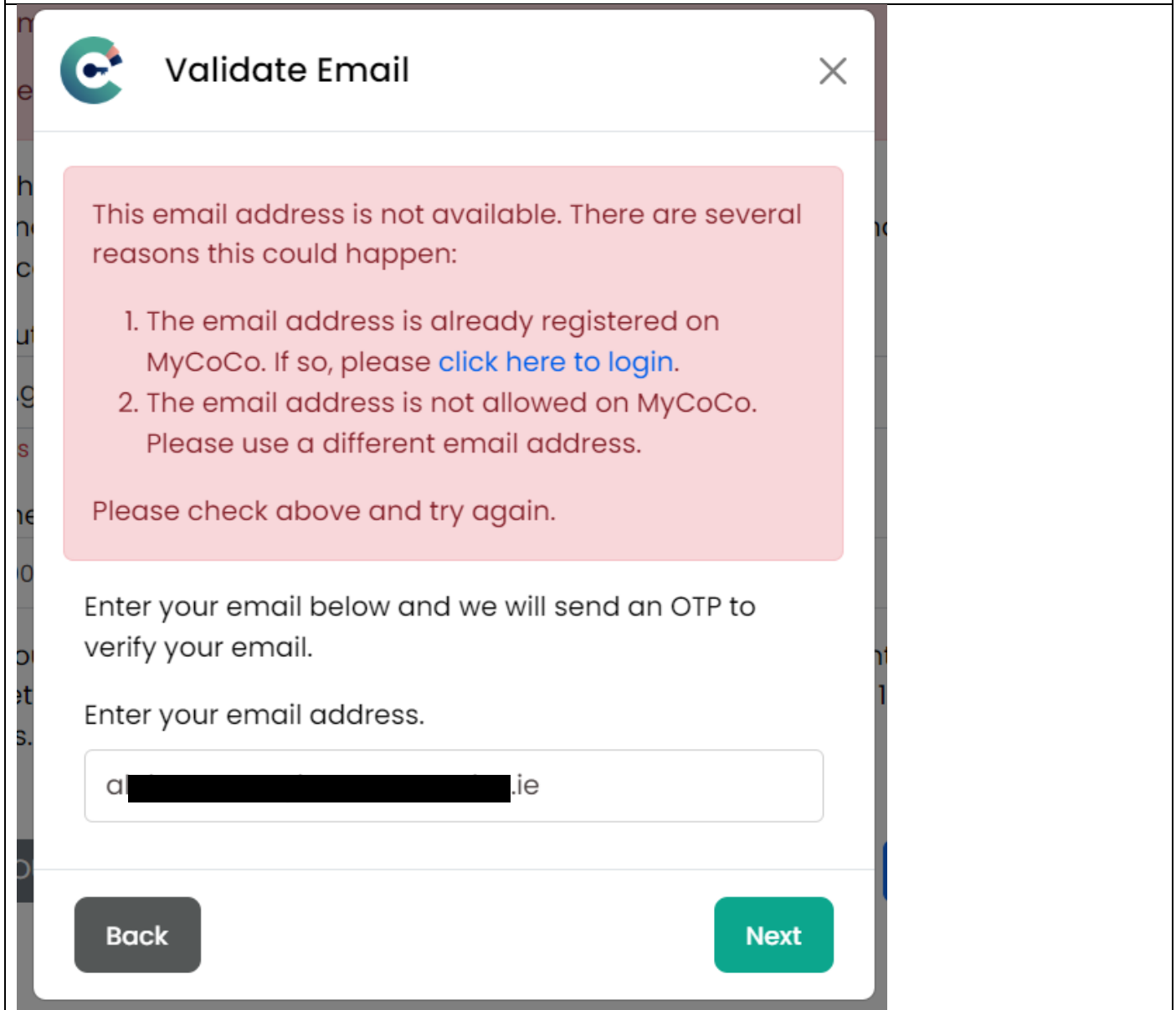
[Return to MyCoCo](#)

[Submit Another Declaration](#)

## Error Message after entering Email (New Users)

This error message indicates that you may have used an account that is already in use on MyCoCo. If so, click on the blue link [click here to login](#).

MyCoCo is not accepting your email address for security reasons – restricted or invalid domain. Please use a different email address that you can access and verify with an one-time password.



The screenshot shows a 'Validate Email' dialog box with a red error message. The message states that the email address is not available and lists two reasons: 1. The email address is already registered on MyCoCo, with a link to login. 2. The email address is not allowed on MyCoCo. Below the message is a text input field with the text 'a [redacted].ie'. At the bottom of the dialog are 'Back' and 'Next' buttons.

**Validate Email** [Close]

This email address is not available. There are several reasons this could happen:

1. The email address is already registered on MyCoCo. If so, please [click here to login](#).
2. The email address is not allowed on MyCoCo. Please use a different email address.

Please check above and try again.

Enter your email below and we will send an OTP to verify your email.

Enter your email address.

a [redacted].ie

**Back** **Next**

## Error Message after entering customer number and PIN

If you get an error message after entering customer number and PIN, read all 5-points carefully and retry accordingly.

Customer number and PIN verification failed. Did you select correct local authority? There are several reason this could happen:

1. You have selected incorrect local authority or entered wrong Customer Number or PIN.
2. You have attempted incorrect PIN too many times and the Customer Number is blocked for up to 120 minutes. If so, wait for up to 120 minutes since your last attempt and try again.
3. Online declaration is disabled because you blocked the Customer Number too many times. If so, contact your local authority to enable the customer number and get a new PIN.
4. Your PIN has already been used to submit a declaration. Contact your local authority if you have any questions.
5. This Customer Number is linked to an existing MyCoCo Account. [Login to MyCoCo](#) to continue. You will be logged-off from current session if you are already logged in.

Please check above and try again.

Select the local authority and enter your customer number and PIN as mentioned on the ICOB letter. If you do not have a customer number and PIN, please contact your local authority.

Local Authority: \*

Monaghan County Council

Customer Number: \*

123456

PIN: \*

.....

**Note:** Your customer number and PIN should be entered exactly as mentioned in the letter. If you enter incorrect PIN 5 times, it will be blocked for up to 120 minutes.

PREVIOUS

NEXT