

Select Supplier Type

From the dropdown choose:

- **Industry / Media Professional** select if you are an existing supplier or currently working within the industry.
 - **Member of the Public** select if you are a member of the public and wish to find out more about sending ideas to RTÉ.
-
- Initial registration is on behalf of your company.
 - Once registered you will be able to add other “users” within your company.
 - All registered users can submit programme proposals to RTÉ.

The screenshot displays the 'RTÉ eCommissioning Registration Request' form. At the top, there is a progress indicator with three steps: 1. Account (Account details), 2. Contact (Contact details), and 3. Company (Company profile). The current step is 'Account Details', which is titled 'RTÉ eCommissioning account request.' Below this, the 'Supplier Type' dropdown menu is open, showing two options: 'Industry / Media Professional' and 'Member of the Public'. Two orange arrows point from the text in the left-hand column to these two options. Below the dropdown are input fields for 'Full Name', 'Job Title', 'Company Name', and 'Company Website'. A blue 'Next' button is located at the bottom right of the form.

Account Details

- Provide details of your own name **(required field)**.
- Provide job title **(required field)**.
- Provide details of your company name – or your name if not a registered company **(required field)**.
- Provide company website **(optional field)**.

1 Account → 2 Contact → 3 Company

Account Details
RTÉ eCommissioning account request.

Supplier Type
Industry / Media Professional

Full Name
Jane Dempsey

Job Title
Producer

Company Name
JD Pics

Company Website
www.jdpics.ie

Next →

RTÉ
eCommissioning
Registration Request

Contact Details

- Provide details of your company's contact telephone numbers **(required field)**.
- Provide and re-confirm details of your company's email address - all notifications in relation to your account will be sent to this email address and this address cannot be changed at a later date **(required field)**.
- Provide details of your company address **(required field)**.
- Provide details of the main contact people in your company. This should include details of their roles and mobile phone numbers **(required field)**.

Account → **2 Contact** → 3 Company

Contact Details
Please supply full contact details.

Phone Number 01 5555555 **Mobile Number** 087 5555555
Please include area code

Email janedempseypics@gmail.com **Please confirm your email address** janedempseypics@gmail.com
This e-mail will be used to communicate with you about your account

Address New Road, Donnybrook, Dublin, D04 KC99, Ireland

Contact List
Jane Dempsey 087 5555555
John Byrne (P. acct) 087 5551234
Ant Smith (Producer) 087 55545467
Please include individual mobile numbers

< Previous Next >

Company Profile

- This section requires you to give a brief company profile including relevant history and experience, which you can update over time (required field).
- Finally, tick this box to confirm your acceptance of our terms and conditions which are available for you to download and view.

Account ✓ Account details > Contact ✓ Contact details > 3 Company Company profile

Company Details

Submit your completed form to request an account.

Company Profile

JD Pics has been producing programs for RTÉ since the beginning of 1994 when it produced the award winning series "The A to Z of Science".

We have been commissioned by RTÉ to produce over 100 hours of programming, primarily in the documentary and lifestyle genres.

Please supply us with a short company profile including relevant history and experience. Max 2000 words

Tick to confirm acceptance of our terms and conditions

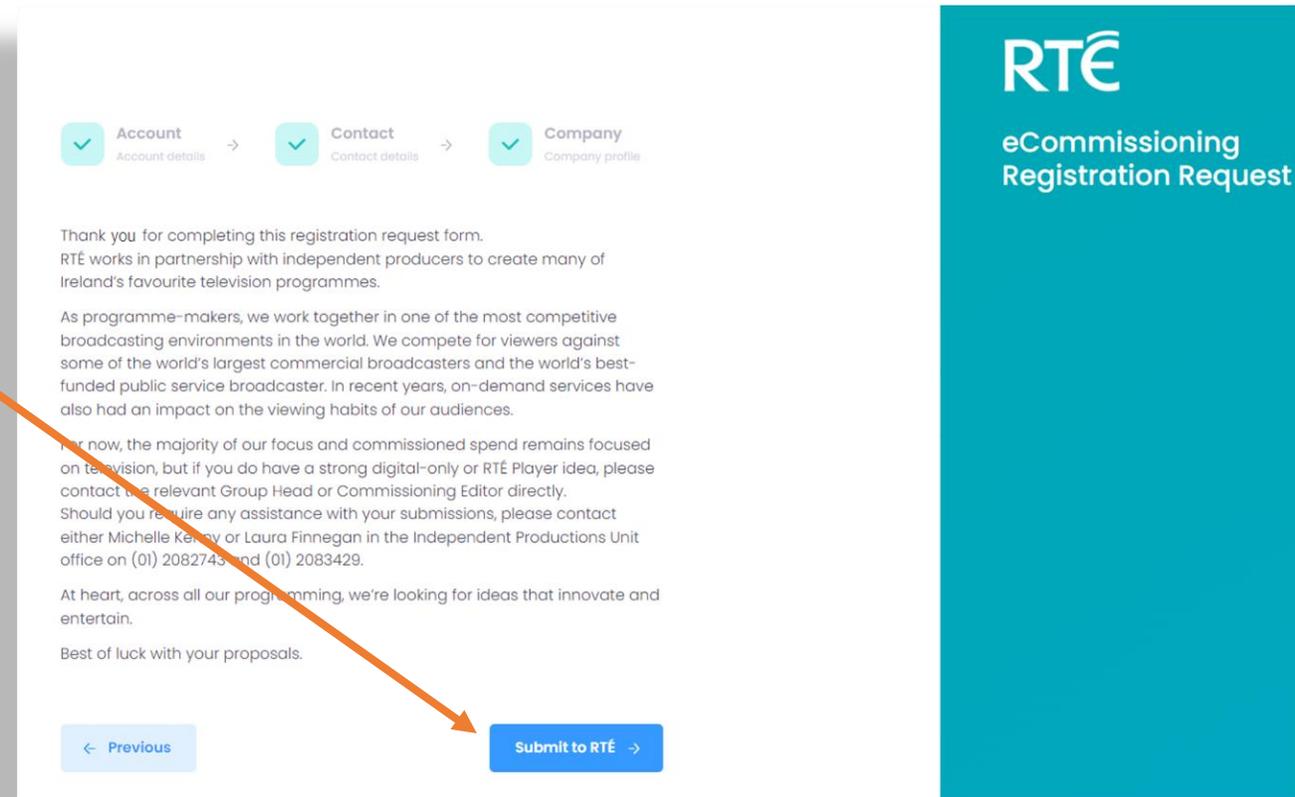
< Previous Next >

What happens to your request to register?

When you click **Submit to RTÉ**, your request to register with RTÉ eCommissioning will be received by RTÉ.

RTÉ will validate your request to register and also ensure that the same company hasn't been registered previously.

If your request to register with RTÉ eCommissioning is denied, you will be advised of the reasons why by email.



If your request is approved

For security purposes you will receive two separate emails.

eCommissioning Registration

Thank you for your registration request to the RTÉ eCommissioning System.

Your username is janedempseypics@gmail.com

Your access token will follow in a separate email and you will be required to set your password the first time you login.

Kind regards,
The RTÉ eCommissioning Team.

This email has been sent from a send-only RTÉ email address - please do not reply to this message.

RTÉ eCommissioning

The first email will confirm your username.

The second email will contain your access token - **click on the link**. You will be required to set your password the first time you login and setup the Google Authenticator App.

eCommissioning Registration

Thank you for your registration request to the RTÉ eCommissioning System.

You will be required to change your password the first time you login.

Here is your access token:

<https://ecommissioning.rtegroup.ie/password-reset.php?token=63beb3>

Note that the password you choose must be considered strong, a minimum of 7 characters including a number or symbol is recommended.

The RTÉ eCommissioning portal uses the free Google Authenticator App to enhance security.

The app can be downloaded for most mobile devices including ios and android.

Kind regards,
The RTÉ eCommissioning Team.

This email has been sent from a send-only RTÉ email address - please do not reply to this message.

RTÉ eCommissioning

First time logging on to RTÉ's eCommissioning system

You must set your password. Note that the password you choose must be considered strong, a minimum of 7 characters including a number or symbol is recommended.

The RTÉ eCommissioning portal uses the free **Google Authenticator** App to enhance security.

Head to the App Store on iOS devices or Google Play on Android to get the Google Authenticator App.

Once installed simply open the App and use the in App camera to scan your personal QR code from your browser (process is explained on next page).

Once the password and Google Authenticator App are setup, select **Update my account**.

RTÉ eCommissioning

Welcome Jane Dempsey

New Password

Retype Password

Google Authenticator QRCode

Scan the QR code with your phone

Google Authenticator App: Backup Codes:

	167207
	248975
	681414
	889824
	756287

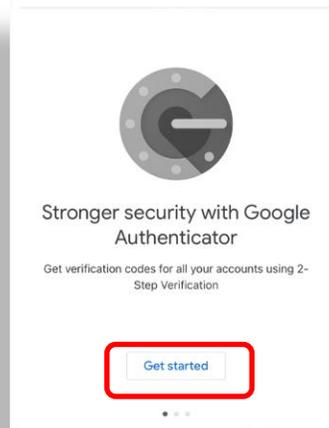
Update my account

[Guidelines](#) [eCommissioning](#) [Contact Us](#)

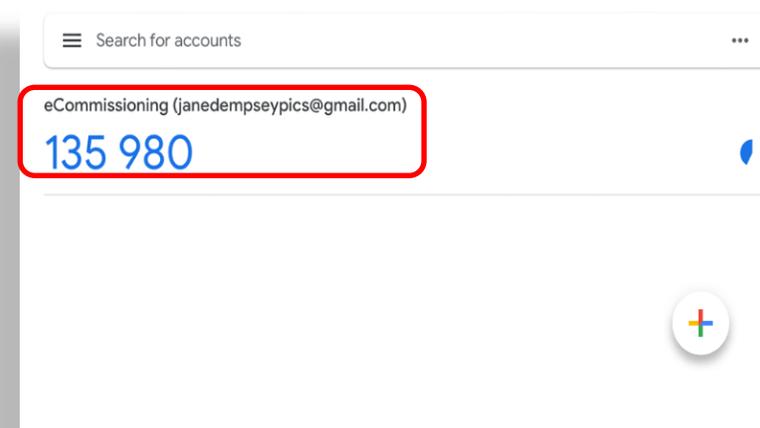
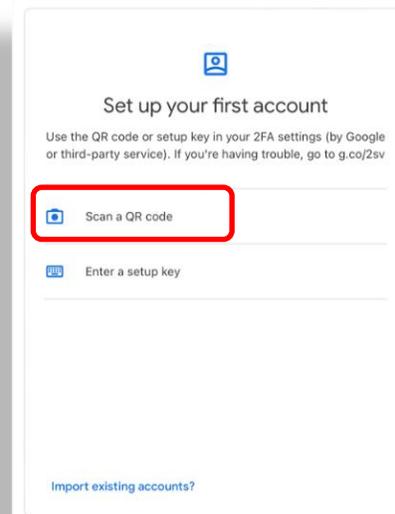
Setting up Google Authenticator

RTÉ have enabled 2-Step Verification, which adds an extra layer of security to your account. This means you sign in with something you know (your password) and something you have (a code sent to your phone). Each user of the system will need to download and set up the Google Authenticator App on their mobile device.

- In the Google Authenticator App select **Scan a QR code** (or click on the  icon) and point your camera at the QR code presented in your browser. A 6 digit code will now be available for your eCommissioning account – this code changes every 30 seconds.
- You will need to enter a new code each time you login to the eCommissioning system.



v1.0



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Login to RTÉ's eCommissioning system

The eCommissioning system is accessed via your browser at

<https://ecommissioning.rtegroup.ie/>

- Enter your username (this was confirmed via email).
- Enter your password.
- Select **Sign in**.

The screenshot shows a web browser window with the URL `ecommissioning.rtegroup.ie/login.php`. The page features the RTÉ logo and a login form titled "Login to your account". The form contains the following elements:

- Username:** A text input field containing the email address `janedempseypics@gmail.com`.
- Password:** A password input field with masked characters (dots).
- forgot password?:** A small, light blue link located below the password field.
- Sign in:** A prominent blue button at the bottom of the form.

Three orange arrows originate from the list on the left and point to the Username field, the Password field, and the Sign in button, respectively.

Enter Two Factor Authentication code

Enter the 6 digit number as displayed in your Google Authenticator App.

Remember, this number changes every 30 seconds.

Select **Sign in**.



The screenshot shows a web browser window with the URL `ecommissioning.rtegroup.ie/login.php`. The page features the RTE logo at the top center. Below the logo is a white box titled "Two Factor Authentication" with the instruction "Please enter your one-time password." A text input field contains the number "921876". Below the input field is a "Google Authenticator" logo and a blue "Sign in" button. Two orange arrows point from the text on the left to the input field and the "Sign in" button.

Congratulations, you have successfully logged on

You now have access to RTÉ's eCommissioning system.

