



## User Id & Password

You will receive 3 separate emails from [Expadmin@experian.com](mailto:Expadmin@experian.com) which will contain the secure link to the website, your **User Id** and instructions on how to create your **password**.



### Email 1

#### New Product Assigned



Expadmin@experian.com

To

[new.user@email.com](mailto:new.user@email.com)

Hello there,

We are pleased to confirm that Business Information Ireland -Production has been added to your Experian account [new.user@email.com](mailto:new.user@email.com)

Please log in at <https://bi.experian.ie/ExperianIE/Login/> to begin using Business Information Ireland -Production

Thank you for using Experian. If you experience any problems, please call us.

Kind regards,  
Experian Service Support Desk

Email reference - new product

Please do not reply to this message as this email address isn't monitored.



**Email 2**

New Account User ID for New User

 Expadmin@experian.com  
To new.user@email.com

Hello there,

Welcome to Experian and thank you for creating a new account with us.

Here is your new and unique user ID:

[new.user@email.com](mailto:new.user@email.com)

To complete the registration please access the link you will receive in a separate email.

If you do not receive this link, please call us.

Thank you for using Experian.  
Kind regards,  
Experian Service Support Desk  
+ 353 (1) 846 9200

Email reference - new user

Please do not reply to this message as this email address isn't monitored



**Email 3**

New Account access for New User

 Expadmin@experian.com  
To new.user@email.com

Hello there,

To complete the registration for your new user account, please follow this link:

[https://sso.uk.experian.com/securecontrol/enrollUser.html?token=yhtrvqopkgAjcsx90-aiKkT3AlgidI9\\_e71osDO4y8L3FatwWRfFOOVUkLUXrcIrEt9TWbA\\_fGrjotj77oeSlv\\_jWSZeJd3lkp-T3g4f-rWuFqK2fum6LshTvJKMW29fncpnspYGo-hkKdO0IQFWPJzAxo1YkdHjygBTKP3HJKLM1wodRzt2IpFpWlf6w2UA](https://sso.uk.experian.com/securecontrol/enrollUser.html?token=yhtrvqopkgAjcsx90-aiKkT3AlgidI9_e71osDO4y8L3FatwWRfFOOVUkLUXrcIrEt9TWbA_fGrjotj77oeSlv_jWSZeJd3lkp-T3g4f-rWuFqK2fum6LshTvJKMW29fncpnspYGo-hkKdO0IQFWPJzAxo1YkdHjygBTKP3HJKLM1wodRzt2IpFpWlf6w2UA)

Here you will be able to set up new security details, allowing you to log on and easily re-set your password should you forget it.

**Important information**

Please do not write your password or security details down on paper or share this data with anyone!

This link will expire within 24 hours of receipt. If you do not access it within this time, the system will allow you to generate a new link using your User ID and email address.

You will receive your User ID in a separate e-mail message. If you do not receive this message, please call us.

Thank you for using Experian.

Kind regards,  
Experian Service Support Desk  
+ 353 (1) 8469 200  
Email reference - new account access

Please do not reply to this message as this email address isn't monitored.



## Logging in to the website

<https://bi.experian.ie/ExperianIE/Login/> (Link contained in Email 1)



## Experian Ireland Credit Search Services

[Log in](#)

Clicking on the above Log-in will bring you to the following screen, where you will use your User ID and newly created password to access the system.

## Log-In Screen

The screenshot shows a web browser window with the URL [experian-eub.okta-emea.com](https://experian-eub.okta-emea.com). The page features the Experian logo at the top. Below it is a 'Sign In' section with the following elements:

- User ID input field
- Password input field
- Remember me checkbox
- Sign In button
- Need help signing in? link

At the bottom of the page, there is a 'Powered by Okta' logo on the left and a 'Privacy Policy' link on the right. A 'Saved to this PC' notification is visible at the bottom center.



### Additional Security

There is an additional security step once the User Id and Password has been entered (below). This security step will ask for one of the answers that you provided when setting up your password and security questions.

**\*\*Please Note\*\*** By clicking on the 'Do not challenge me on this device again' this security step can be avoided when logging in again on the same device.



### Security Question

Where did you meet your spouse/significant other?

Do not challenge me on this device again



After you log in, you will see the below screen, which has 8 tabs across the top of the screen, they are:

- Limited/ Non-Limited Business Reports
- Individual
- International
- Gazette
- Monitoring
- Risk Audit
- My Subjects
- My Account

To move to a different tab on the screen, simply click on the tab you wish to use

The screenshot shows the Experian Business Information search interface. At the top left is the Experian logo. At the top right, it says "Business Information" and "Logged in as niallr for Experian Ireland Ltd". Below this is a navigation bar with 8 tabs: "Limited/Non-limited Business Reports", "Individual", "International", "Gazette", "Monitoring", "Risk Audit", "My Subjects", and "My Account". The "Business Search" tab is active. Below the tabs is a "Business Search" section with a "Hide Search" button. The search area contains the following fields and options:

- Registered Number:
- or a combination of
- Business Name:
- Address:
- Country: Ireland  UK and NI
- Include non-limited companies in this search  Use Keyword search

A "Business Search" button is located to the right of the search fields.