

An Roinn Oideachais
Department of Education



Ms Sarah Cremin
Committee Secretariat
Committee of Public Accounts
Leinster House
Dublin 2

24 December 2021

Your Ref S0659 PAC33

Dear Ms Cremin

I refer to your correspondence of 13th December 2021 in relation to the provision of an electronic payslip for payees paid through the Schools Employee Payroll Service provided by the Department of Education.

The intention is to use the Digital Postbox service which was developed by the Office of the Government Chief Information Officer (OGCIO) to provide a safe and secure way for public bodies to communicate with their customers and at the same time reduce costs and paper waste. The Department of Education plans to use the Digital Postbox to provide electronic versions of payslips to payees in 2022.

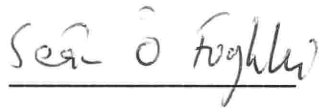
Attached is a copy of an information note prepared by the OGCIO on how to set up a Digital Postbox account. The information note states that registering for a Digital Postbox account is a one-off process. The person will need to have a MyGovID account so that their identity can be verified in order to protect the account.

The Department of Education is putting in place an internal technical solution to produce and transfer PDF versions of a payee's fortnightly payslip to the Digital Postbox for those payees that open an account. If a payee chooses not to open an account then a payslip can continue to be printed and posted.

The Department of Education will begin engaging with stakeholders in quarter 1 of 2022, to promote the uptake of the Digital Postbox as a secure way to access payslips online. The Department intends to use the Digital Postbox for other documentation, once the initial service for payslips is up and running.

In relation to the Committee meeting of the 25th November, my team has reviewed the transcript and I would like to clarify that the postage costs for payslips is in the region of €2 million per annum rather than the €10 million or €14 million referred to at the meeting. We anticipate that savings on postage will start to be realised from 2022, with the use of the Digital Postbox increasing over time.

Yours sincerely

A handwritten signature in black ink that reads "Seán Ó Foghlú". The signature is written in a cursive style and is underlined.

Seán Ó Foghlú
Secretary General



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.

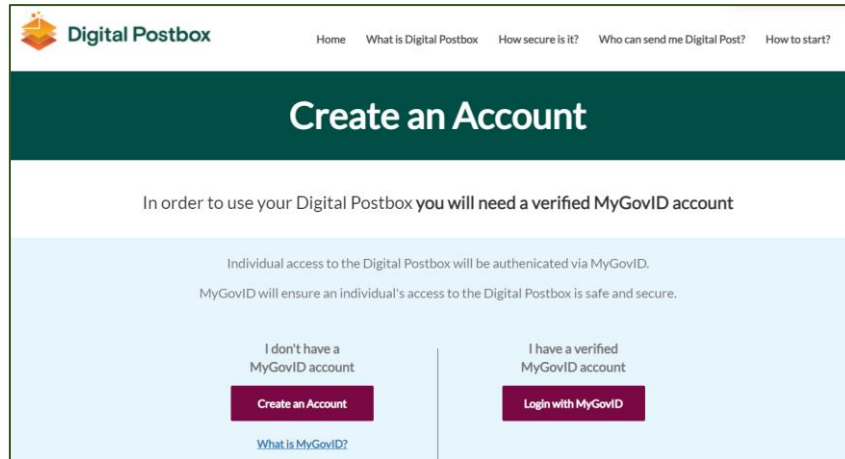
2. Go to the Digital Postbox portal

Open the portal page www.digitalpostbox.ie 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"



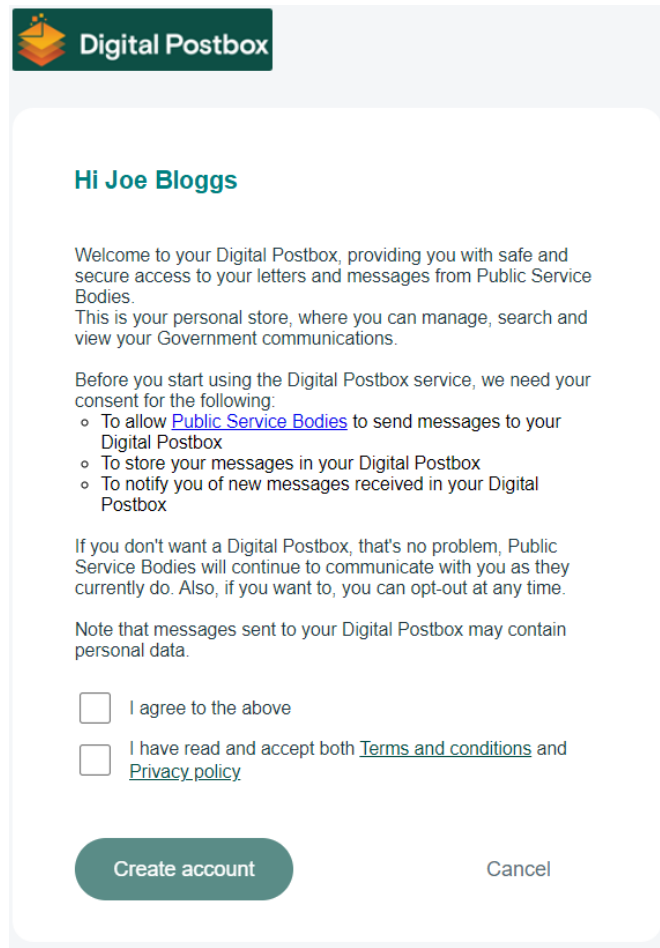
4. Login using your MyGovID

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.

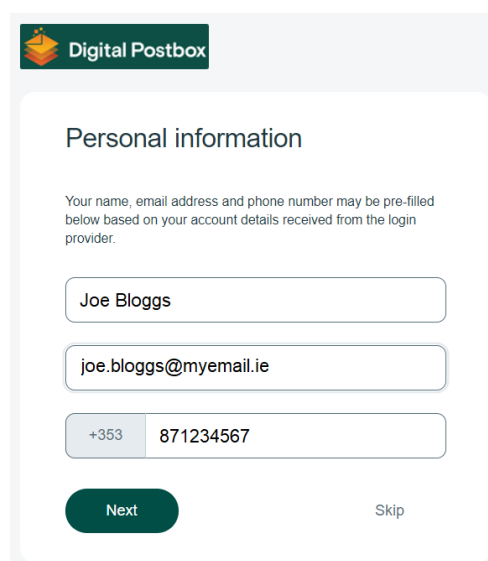
Note that messages sent to your Digital Postbox may contain personal data.

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.

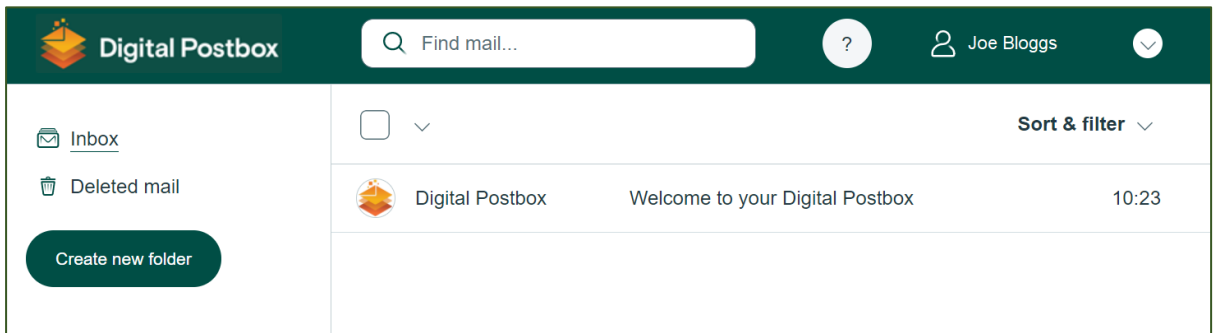
Joe Bloggs

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 help icon (?), and a user profile icon for "Joe Bloggs". Below the header, the interface is split into two main sections. On the left is a sidebar with "Inbox" (selected), "Deleted mail", and a "Create new folder" button. On the right is the main content area, which includes 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".