



NISRA Business Surveys Portal Registration Process – Step by Step Guide

This guide has been designed to help you register for the NISRA Business Portal. This registration process only needs to be completed once and is straightforward. However, should you have any problems please contact us by telephone on 0300 200 7832 (Option 1) or by email at gbshelp@finance-ni.gov.uk

1. Click on the link or copy and paste it to your browser

<https://businesssurveys.nisra.gov.uk/outreach/>

2. Select “Register As New User”



Please log on to the NISRA Surveys system:

Email Address

Password

Log On

[Forgotten Your Password?](#)



[Register As New User](#)

3. Enter your business email address used for this survey, as well as your name and the Captcha registration check.

Your Details

[Accessibility Help](#)

Thank you for deciding to start a new account. We just need a few extra details before proceeding.

* Please enter your business email address (which will be your User Name)

* Please enter a Display Name

Registration Check

* Type the characters you see in this picture

4 x 9 L G M B 2

OK

Cancel

4. An email will be sent from no-reply-outreach@nisra.gov.uk to the email address entered, along with a link to a temporary password.

New NISRA Survey User Registration



no-reply-outreach@nisra.gov.uk

To Example@email.address

Message From NISRA Electronic Surveys

New NISRA Survey User Registration

Dear

Thank you for registering for NISRA Survey forms. Please use the link below to retrieve your password.

User Name = Example@email.address

Link to Password =

<https://businesssurveys.nisra.gov.uk/outreach/RecoverPassword.ofm?IssueID=HTV1NJQB>

This user account allows you to access the business surveys for which you are responsible.

Should you wish to change the details you have been registered with you can do so by clicking on your Details link (to the left of Accessibility Help) once you have logged in.

Thank you for using NISRA Electronic Surveys.

5. Follow the link in the email and click on the 'Retrieve Password' button to access your temporary password.

Retrieve Password

[Accessibility Help](#)

Retrieve Password

Cancel

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.



Password Issued

Your new password is 12pXYWyFCG@f

6. Return to the NISRA Business Survey Portal <https://BusinessSurveys.nisra.gov.uk/outreach> and log on using your email address and the retrieved temporary password.



Please log on to the NISRA Surveys system:

Email Address

qbshelp@finance-ni.gov.uk

Password

12pXYWyFCG@f

Log On

[Forgotten Your Password?](#)

[Register As New User](#)

7. Once logged on, you will be prompted to change the temporary password.

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.



My Surveys

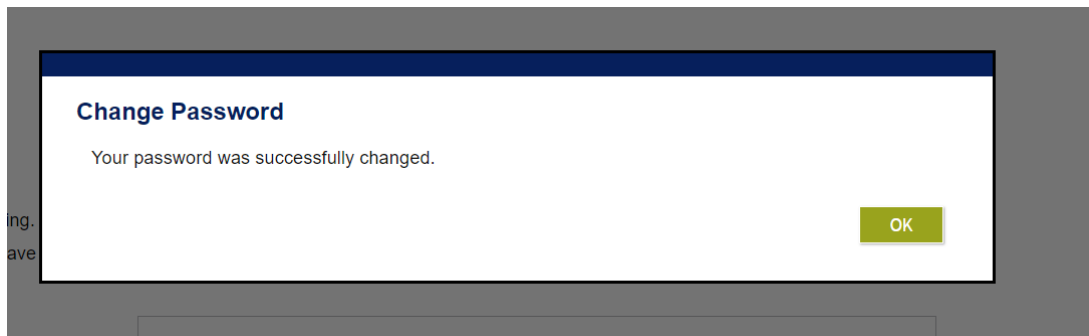
Password Change Required

Please supply a new password before proceeding.

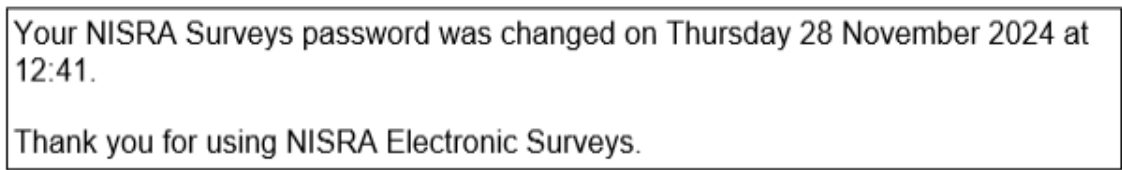
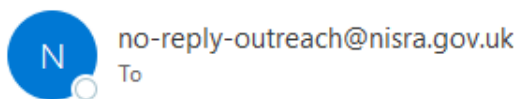
Your password must be at least 8 characters, have upper and lower case letters, at least one number and at least one special character.

Current Password	<input type="password"/>
New Password	<input type="password"/>
Repeat New Password	<input type="password"/>
	<input type="button" value="Log On"/>

8. Change the temporary password as an extra security measure.



9. You will receive a confirmation email that your password has changed.



10. You can now log on and complete your outstanding survey.

Notice is given under Article 5 of The Statistics of Trade and Employment (Northern Ireland) Order 1988.



My Surveys

[QBS Help Details](#) | [Accessibility Help](#) | [Tel](#)

[Refresh View](#) [Logout](#)

Survey Name	Survey Status	RU Reference	Document No	Date Last Updated/Accessed
Quarterly Business Survey - 9999/Q3	Not Started	499000	3470895	