



Advance Planning with the Decision Support Service – Start your Enduring Power of Attorney (EPA) Journey

Why you need to plan ahead – and how to get started



Lions Club Portlaoise invite you to

Public Information Evening

This is an information evening with the Director of the Decision Support Service (DSS) who will introduce the key reforms under the Assisted Decision-making (Capacity) Act 2015, the guiding principles, the new support framework, the tools for advance planning and the functions of the DSS.

When: Tuesday 8 April 2025

Where: Killeshin Hotel, Portlaoise [The Killeshin Hotel & Leisure Club](#)

Time: 6–7pm

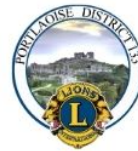
Partners: Lions Club Portlaoise

Booking

To book ring Freephone [\(01\) 211 9750](tel:012119750) and ask for the EPA Helpdesk or email EPAhelpdesk@decisionsupportservice.ie and indicate your preferred location

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Brought to you by:



Lions Club Portlaoise invite you to

One-to-one EPA Helpdesk

DSS team invites members of the public to meet us one-to-one to support them to set up a DSS account and to start their own individual enduring power of attorney application. This is a practical walkthrough where each person can bring their documentation and book their own appointment. For more information on things, you need to consider to start your application with us, and what to bring on the day read below.

When: Wednesday 9 April 2025

Where: Killeshin Hotel, Portlaoise [The Killeshin Hotel & Leisure Club](#)

Time: 10.30am to 6pm (last appointment at 5.10)

Partners: Lions Club Portlaoise

**Appointments last 40 minutes.
Spaces are limited so book early to avoid
disappointment.**

One to One EPA Helpdesk - Appointment Booking Form



Book the helpdesk

What you need to think about and bring with you

The Information Services and Registration teams will be on hand to show applicants how to register with the DSS online and to start your own individual EPA application.

Our teams will support anyone who wishes to create a MyDSS account and start their application on the day.

Just bring along your MyGovID login details **or**, if you do not have a verified MyGovID account, the DSS can verify your identity manually. Please bring the following required support documents:

- One photo ID (current and in date)
- Two proofs of address (dated within the last six months)

We will assist you to create a verified MyDSS account and provide you a complete introduction to the portal.

Should you wish further information on which support documents to bring to verify your identity manually, our [Identity Verification form](#) present on our Website will provides you with a list of accepted documents and the criteria these documents must meet.

In preparation for starting your own EPA application, you will need to consider some important questions and have some information with you on the day.

Please click on the link [Checklist](#) to make you EPA ready.

You are welcome to bring your own laptop if you wish and our teams will guide you how to access the MyDSS portal on your own device.

EPA step-by-step videos

You can also follow our 10 step-by-step video series to create your EPA on the MyDSS portal through the following links:

[The Complete Guide to an EPA: Video 1-10](#)

- [Video 1: Starting an EPA on the MyDSS Portal](#)
- [Video 2: Generating your documents](#)
- [Video 3: Completing your documents – Legal Practitioner Statement](#)
- [Video 4: Completing your documents – Signing and Witnessing your EPA](#)
- [Video 5: Your statement of capacity](#)
- [Video 6: Giving notice](#)
- [Video 7: Uploading your documents to the MyDSS Portal](#)
- [Video 8: Witness details, notice parties and payment](#)
- [Video 9: Attorney approval, DSS review and objection period](#)
- [Video 10: Activating your EPA](#)

DSS news updates – sign up to our newsletter.

To learn more about the DSS, visit www.decisionsupportservice.ie

We will have more events, so please keep in touch!

Decision Support Service

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You are receiving this email because you have signed up to join our mailing list which provides information on the MHC and the DSS.

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