



How to register your organisation for the Child Sexual Exploitation and Abuse Industry Reporting Portal

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Who can use the CSEA-IRP?

The Child Sexual Exploitation and Abuse Industry Reporting Portal (CSEA-IRP) can only be used by user-to-user services in-scope of the Online Safety Act, or third parties reporting suspected child sexual abuse and exploitation (CSEA) content on behalf of an in-scope user-to-user organisation. The [Online Safety Act](#) details which organisations are in-scope and what reporting duties apply. Ofcom's [Online Safety Act compliance guide for providers of online services](#) provides information on how to comply.

You can check whether your organisation is in scope of the OSA by using [Ofcom's Online Safety Regulations Checker](#).

Please note: if your organisation is currently reporting UK-linked CSAE to [The National Centre for Missing and Exploited Children \(NCMEC\)](#), you should continue to do so. The CSEA-IRP will not replace NCMEC reporting and you should not submit duplicate reports.

The CSEA-IRP is not designed for reports from members of the general public. If you are a member of the public who needs to report a crime, please contact your local police force by calling 101 or 999 in an emergency. If you have come across child sexual abuse material online, you can also report this to the [Internet Watch Foundation](#).



Using this guide

This guide is for employees of a user-to-user service who are required to use the Child Sexual Exploitation and Abuse Industry Reporting Portal (CSEA-IRP) to report child sexual exploitation and abuse (CSEA) to the National Crime Agency (NCA) under the [Online Safety Act](#).

This guide will help you understand how to register your organisation to use the CSEA-IRP, the role of the Organisation Administrator, and provide you with an overview of the type of questions you will be asked when registering.

Please note: organisation registration requests are reviewed and processed during working hours (Monday – Friday 07:00-17:00 GMT, excluding weekends and UK bank holidays).

Questions on how to report through the CSEA-IRP?

If your organisation has registered and you require guidance on how to use the portal itself, please refer to the “How to use the CSEA-IRP” guidance document. Your Organisation Administrator would have been provided with this guidance document when your organisation registered to use the CSEA-IRP.



Important

If your organisation has not yet registered to use the CSEA-IRP and has identified a current or imminent risk to an individual, read the Emergency reports section.

! Emergency reports: unregistered organisations

If your organisation has not yet registered to use the portal and has identified a current or imminent risk to an individual (priority 1 report) you must dial 999 to report it to the appropriate police force:

- If you know the location of the victim(s), dial 999 to report the priority 1 directly to the local police force.
- If you do not know the location of the victim(s), dial 999 to report the priority 1 to your organisation's local police force.

Once you have made the urgent report to the police force, register your organisation to use the portal and once your registration request has been accepted, submit the full report via the CSEA-IRP. Guidance on how to do this will be provided to the Organisation Administrator once your organisation's registration request has been accepted.

Priority 1: Current or imminent risk to an individual:

This should be selected when there is an identified real and immediate threat to a loss of life or to cause serious harm or injury, which includes serious sexual assault and rape. This also includes where a child has been identified as needing immediate safeguarding as the abuse is currently taking place or there is imminent risk of abuse.



If you have a postcode, street address, town or area of where the abuse is taking place, you can find out which police force you need to contact on the [police.uk website](https://www.police.uk).



Reporting Regulations

The [Online Safety \(CSEA Content Reporting by Regulated User-to-User Service Providers\) Regulations 2026](#) (Reporting Regulations) outline the information an in-scope user-to-user service must provide when reporting CSEA to the NCA. The Reporting Regulations also outline the information required from providers when registering to use the CSEA-IRP and information on data retention.

Mandatory data fields as part of the registration process are marked with an asterisk “*” on the portal.

Important: A registration request cannot be submitted unless the mandatory data fields are completed.

Role of the first registrant – Organisation Administrator (1)

Multi-user organisations must nominate a person within the organisation to be the **Organisation Administrator**. This must be a senior manager or another individual whom the organisation considers has the appropriate role to register the organisation to use the Child Sexual Exploitation and Abuse Industry Reporting Portal (CSEA-IRP).

The person who registers the organisation to use the CSEA-IRP will be automatically assigned as the Organisation Administrator for the organisation.

Organisation Administrator responsibilities:

- registers the organisation
- registers users within the organisation to use the CSEA-IRP
- acts as the main point of contact for the organisation

Role of the first registrant – Organisation Administrator (2)

Before registering you will need:

1. Confirmation on whether your organisation is already registered on the CSEA-IRP – if your organisation is already registered, you do not need to register through this process. You should ask your organisation's administrator user to invite you to register as a user to use the CSEA-IRP.
2. Details about you, as the Organisation Administrator, including:
 - name
 - work email address
 - phone number
 - job title
3. Details about your organisation, including:
 - organisation name
 - names of platforms owned by the organisation and their website addresses
 - company registration number
 - country your organisation is based in
 - email address of a shared mailbox to send emails in your absence
 - details of an emergency contact, including full name, telephone number and email address

How to register your organisation (1)

To register your organisation, select “Register your organisation” on the portal homepage as shown in the screenshot below.

Child Sexual Exploitation and Abuse Industry Reporting Portal

Use this service to report Child Sexual Exploitation and Abuse (CSEA) content detected on your organisation's platform to the National Crime Agency (NCA).

[Sign in >](#)

Before you start

If you have not used this service before, you must [register your organisation](#) to set up an account.

Once your account is set up, you can sign in to report CSEA content and [set up accounts for new users in your organisation](#) to use this service.

Report content detected using an API

You can use the CSEA reporting API to report the content detected. [Find more about the API and how to use it.](#)

If you cannot sign in to your account

Get help if you're having [problems signing in to your account](#).

Help

- [How do I use the CSEA Industry Reporting Portal?](#)
- [Do I need to use this service?](#)
- [What files can I upload?](#)
- [More](#)

You will then be directed to this page



Once you have read the information, you can proceed with your registration by clicking “Register your organisation” as shown in the screenshot below.

Register your organisation to use the Child Sexual Exploitation and Abuse Industry Reporting Portal

You'll need to register your organisation if you have not used this service before.

Once you've done this, we'll check the information and contact you to confirm:

- the outcome of your registration
- your sign in details, if your registration is successful

When you have an account, it will be the administrator account for your organisation. You can use it to:

- report Child Sexual Exploitation and Abuse (CSEA) content detected on your organisation's platform
- create accounts for new users in your organisation to report CSEA content

[Register your organisation](#)

If you've already registered and have an account you can [sign in to report CSEA content](#).

Help

- [How do I use the CSEA Industry Reporting Portal?](#)
- [Do I need to use this service?](#)
- [What files can I upload?](#)
- [More](#)



How to register your organisation (2)

You will then need to input the relevant organisation information and your details as the designated Organisation Administrator.

GOV.UK CSEA Industry Reporting Portal Registration

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Register your organisation

Required fields are marked with an asterisk (*).

Organisation name*

Company registration number (CRN)
This is your Companies House number which is 8 numbers, or 2 letters followed by 6 numbers.

Your full name*

Your role in the organisation

Email address*

Telephone number

REMEMBER:

- Only use this option if you are the first member of your organisation registering to use the portal.
- Please confirm with your organisation that this will be the first registration for the organisation. If your organisation has already registered, contact your Organisation Administrator to add you as a user.
- Use your organisation email address.

Country your organisation is based in*

Platform name
For example Facebook or Instagram

Website address
For example, www.gov.uk/example

☐ Add additional platform names and website addresses

Email address of a shared mailbox to send emails to in your absence

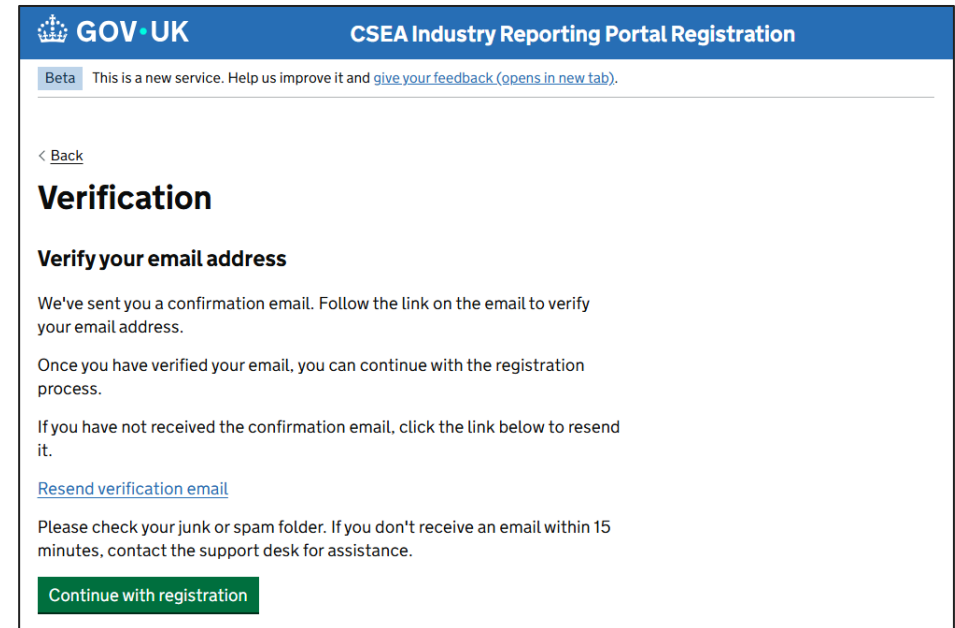
Continue

How to register your organisation (3)

Once you have completed the “Register your organisation” page, a verification email will be sent to the email address you provided. Please click on the link within the email to verify your email (example below).



Once you have clicked on the link to verify your email address, go back to the portal and select “Continue with registration”.



Please note: You will not be able to continue with your registration until you have verified your email address. Organisations must ensure their IT Firewalls do not block emails from the Notification Service Gov UK.



How to register your organisation (4)

CSEA Industry Reporting Portal Registration

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Additional information

We need more information about your organisation.

Address

Address line 1*

Address line 2

City or town*

County or state

Postcode or zip code*

Other

VAT registration number

This is 9 numbers, sometimes with 'GB' at the start, for example 123456789 or GB123456789. You can find it on your organisation's VAT registration certificate.

Continue

Once you have verified your email address, submit your organisation's headquarters address and an emergency contact for your organisation.

Emergency contact: this should be an individual within your organisation the NCA can contact to address significant issues related to reporting at a broader scale in a timely manner. This individual should be someone who can facilitate discussions effectively on behalf of your organisation. If you have provided these details on the previous page, please enter them again.

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Emergency contact

This should be an individual within your organisation the NCA can contact to address significant issues related to reporting at a broader scale in a timely manner. This individual should be someone who can facilitate discussions effectively on behalf of your organisation. If these details are the same as those provided on the previous page, please enter them again.

Full name*

Telephone number*

Email address*

Continue

How to register your organisation (5)

You will now have the opportunity to review your answers before submitting your registration.

Once you have submitted, you will be presented with confirmation that the application has been submitted along with a reference number.



GOV.UK CSEA Industry Reporting Portal Registration

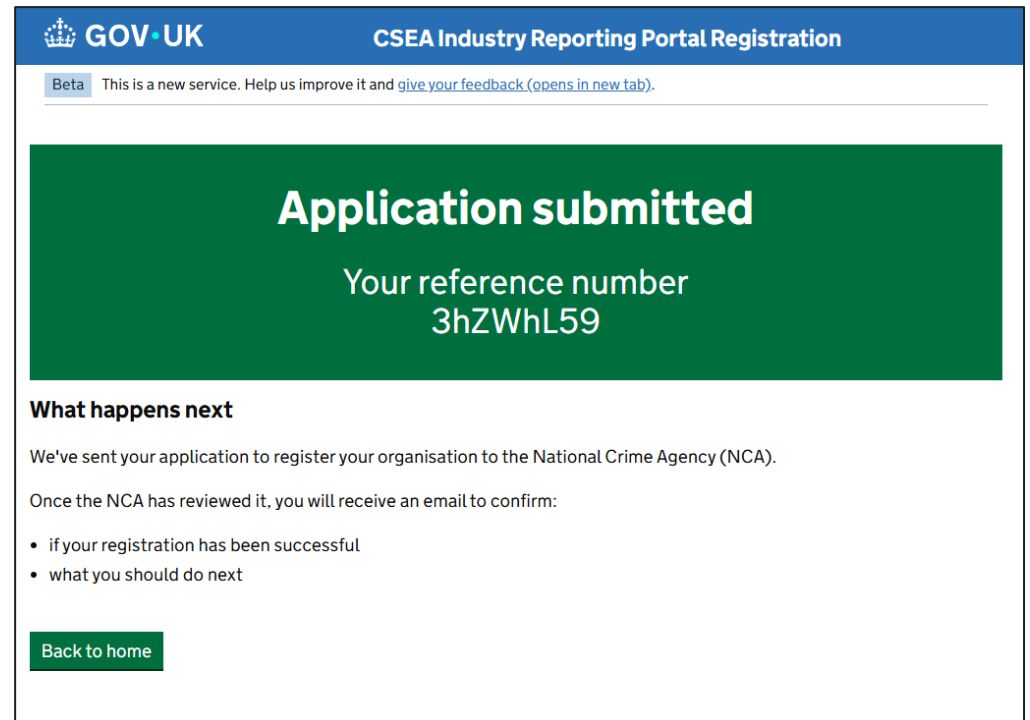
Beta This is a new service. Help us improve it and [give your feedback \(opens in new tab\)](#).

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Check your answers before submitting your registration

- ▶ [Organisation details](#)
- ▶ [Address information](#)
- ▶ [Emergency contact details](#)

[Submit](#)



GOV.UK CSEA Industry Reporting Portal Registration

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Application submitted

Your reference number
3hZWhL59

What happens next

We've sent your application to register your organisation to the National Crime Agency (NCA).

Once the NCA has reviewed it, you will receive an email to confirm:

- if your registration has been successful
- what you should do next

[Back to home](#)

☰ What happens after registering an organisation

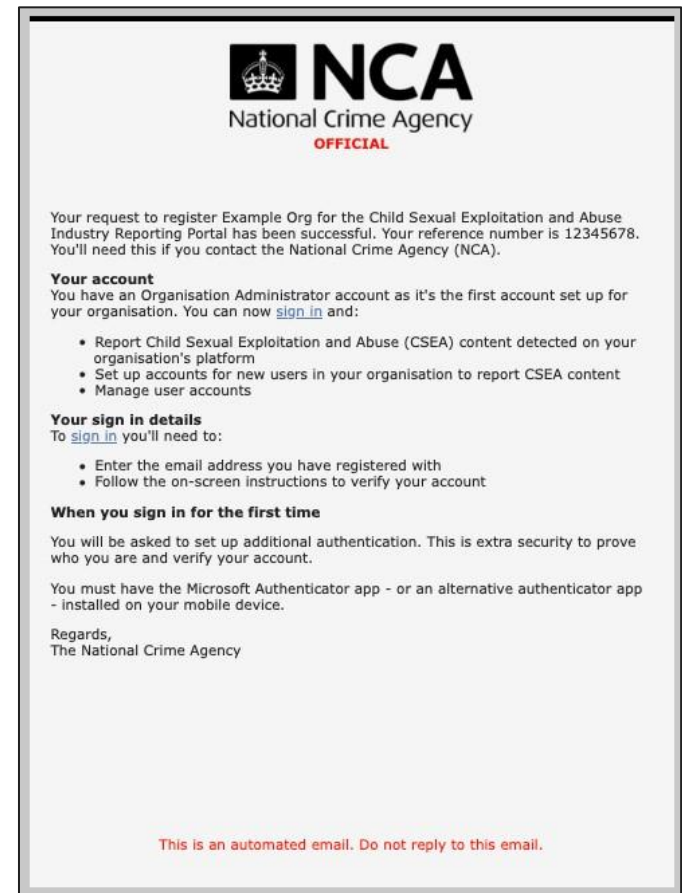
The Child Sexual Exploitation Referral Bureau (CSERB) in the NCA will review each registration application. The Organisation Administrator will then receive an email you to advising whether the registration has been approved or rejected (example shown on the right).

Once your registration request has been accepted, the Organisation Administrator will be able to:

- report child sexual exploitation and abuse (CSEA) via the portal
- register and approve accounts on the portal for individual users within your organisation

Once your registration has been approved, the Organisation Administrator will receive an email from CSERB which will include useful documents including guidance documents on how to use the portal. The email will also discuss scheduling an introductory call with the Organisation Administrator and CSERB.

Please note: do not wait for the introductory call to begin using the portal to submit reports or register users.



? FAQs

When will my organisation registration request be reviewed?

The NCA will review and process organisation registration during working hours only (Monday – Friday 07:00-17:00, excluding weekends and UK bank holidays). If your organisation has not yet registered to use the CSEA-IRP and has identified a current or imminent risk to an individual, read the Emergency reports section.

What to do if I have not received the verification email?

You will not be able to continue with your registration until you have verified your email address. Organisations must ensure their IT Firewalls do not block emails from the Notification Service Gov UK.