

Getting a digital certificate for ICS testing


1. Contact eCustoms Branch (ecustomshelp@revenue.ie) first to request digital cert for testing
2. If you do not have an Irish tax number we will register you for C&E (Customs & Excise) and link your non-Irish EORI number to the C&E number. If you are a non-EU trader and do not have an EORI number we will register you in Ireland.
3. The test environment will be updated with new user data each weekend and eCustoms Branch will advise the trader that the Admin cert can be downloaded on Monday afternoon. Sub-certs can then be generated and subsequently downloaded on Tuesday. Instructions on how to do this are on the next page.

Generating sub-certs in ROS for ICS testing

1. Log in to ROS PIT on the Admin cert. (<https://rospublictest.ros.ie/>)
2. Click into Admin Services.
3. Click on 'Add New'.
4. Fill in name and email address in spaces provided.
5. Fill in ID Ref, select ID Type (e.g. other) and enter an EORI Number.
6. Submit and 'OK' back to Admin Services.
7. Click on System Password icon beside name to reveal the password. (Password will also be sent to email address provided above)
8. Note this along with ID Reference.
9. Click into 'Select' and click on 'Revise'.
10. Set the permissions with regard to filing and administration rights for C&E.
11. Wait 24 hours then proceed to step 12.
12. On the computer that the new user will be using,
Go to <https://rospublictest.ros.ie/PublisherServlet/info/setupnewcust>
13. Complete Step 3 by filling in Part C using the ID ref and the system password.

Application for a New Certificate




MR LWENL URENCV W

- To apply for a digital certificate for an employee or individual to act on your behalf or on behalf of the company enter the details requested below and click **Submit**
- Click on the  nbold on the left to view the help available for this application
- Denotes required field
- Permissions:** Note all New Certificates will obtain the default permissions of "View" only. To change the user permissions please click the **Revise** button in the **Admin Services** tab after the New Certificate is created.

Information



- Motor Dealers and Authorised Treatment Facilities:** To apply for an NVDF Digital Certificate for the purposes of notifying changes of vehicle ownership or end of vehicle life, please select the NVDF tickbox below. In order to distinguish your NVDF certificate from standard Certificates, we recommend that you insert NVDF as part of the ID reference.
- System for the Exchange of Excise Data (SEED):** If this certificate is for a SEED user, please enter their SEED number below.
- Import Control System (ICS):** If this certificate is for an ICS Carrier who submits declarations via an agent, please enter their EORI Identifier below.

Surname	<input checked="" type="checkbox"/>	<input type="text"/>		
First Name	<input checked="" type="checkbox"/>	<input type="text"/>		
ID Ref	<input checked="" type="checkbox"/>	<input type="text"/>	ID Type	<input checked="" type="checkbox"/> <input type="text" value="v"/> 
E-mail address for the above named	<input checked="" type="checkbox"/>	<input type="text"/>		
SEED Number for the above named		<input type="text"/>		
EORI Identifier for the above named		<input type="text"/>		

NVDF Certificate	<input type="checkbox"/>	
------------------	--------------------------	---

Click on the **Submit** button to send your details to ROS

Submit

Click on the **Back** button to go back to the previous page

Back

Application for a New Certificate Screen