

Revenue



Cáin agus Custaim na hÉireann
Irish Tax and Customs

Accessing ROS using a Smartphone or Tablet with a Digital Sub Cert

May 2014

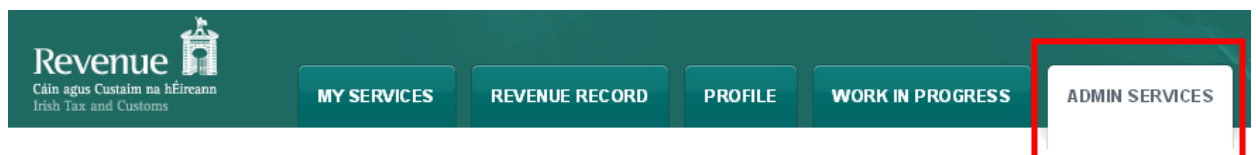
This document provides you with a step by step guide to accessing ROS (Revenue Online Services) using a Smartphone or Tablet by downloading a ROS Digital Sub Cert to your device's browser, generally Safari, Chrome or Firefox.

Applying for a ROS Digital Sub User Certificate

Revenue recommends that you (as the ROS Administrator) create a sub user Digital Certificate to access ROS on a mobile device. If you are a small contractor, you are likely to be the Administrator. The main ROS certificate has permissions to file, amend and view returns for all taxes you are registered for. This certificate also has the ability to create sub certs which allows you to create a sub cert for your mobile device which you can use to access ROS. It is also used to allow other users to access ROS (for example, bookkeeper etc.) with varying permission levels depending on each sub user's requirements.

To create a sub cert to access ROS follow the steps below:

1. The Administrator must login to ROS with the Administrator cert on your PC/Laptop that you normally use to access ROS.
2. Click the tab 'Admin Services'
3. In this screen select the green button 'Add New'



Administration Services

- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button

There are currently no individuals linked to this certificate



Add New

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4. You will be directed to the screen below where your Administrator or you (if you are the Admin) must input the sub certificate holders' details and click 'Submit'. The fields you will have to input include:
- Surname,**
 - First Name,**
 - ID Ref;** this is a unique reference for you to identify the sub cert.
 - ID Type;** select Other in this field.
 - E-mail address;**
- The fields **SEED Number** and **EORI** are **not applicable for HRI**. Leave these blank.

Application for a New Certificate

- 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 symbol 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.
- **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"/>
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

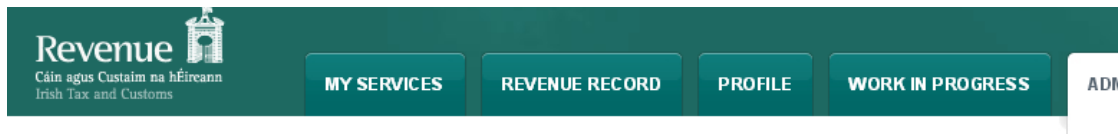
Click on the **Submit** button to send your details to ROS

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

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Take a note of the ID Ref that you have allocated as you will need it when you go to download the sub cert. You will also need to take a note of the System Password associated with the sub cert.

To get the System Password click on the lock icon beside your Cert ID Ref. This will open up a window which will display your System Password.



Administration Services

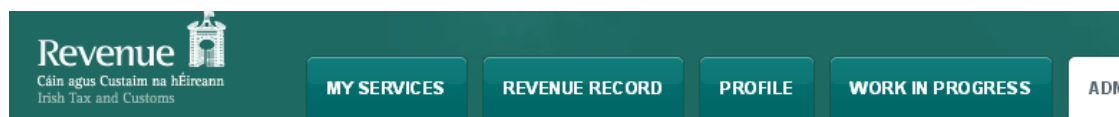
MCNALLY LIVING LTD

- To select an individual, click on the **Select** item radio button to the left of the name
- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button
- You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
- **Additional information** about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status	
<input type="radio"/>	TEST	TEST	MOBILE			REGISTERED	Add New View Revise Amend Email Address Revoke Promote Suspend Restore

5. Once the Administrator has applied for the cert they must change the permissions on the cert. Permissions to file RCT and VAT will allow you to file HRI Works and Payments on your mobile device.

To do this select the sub cert you have just created and click 'Revise'.



Administration Services

- To select an individual, click on the **Select** item radio button to the left of the name
- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button
- You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.
- **Additional information** about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status	
<input type="radio"/>	TEST	TEST	MOBILE			REGISTERED	Add New View Revise Amend Email Address Revoke Promote Suspend Restore

You will then be directed to the screen below; here you must change the permissions accordingly then click 'Confirm' at the bottom of that screen.

Permissions on Tax/Procedures Services

- **View:** lookup information, **Prepare:** enter details on a form, **File:** sign and submit form to Revenue
- **View for CAT and Stamp Duty:** lookup information and view inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File
PAYE-Emp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RCT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Corporation Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DWT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Transit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrastat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIES	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EU Savings Dir	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C&E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Excise Licence	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
EVR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>
Pension Schemes Levy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Restrict PAYE-EMP Forms

All Taxes/Procedures

Remove All

View All

Prepare All

File All

6. You now have a sub cert ready for download to your mobile device. The steps to carry out this download process are outlined in the section below.

Downloading a Digital Sub Cert to Your Smartphone or Tablet

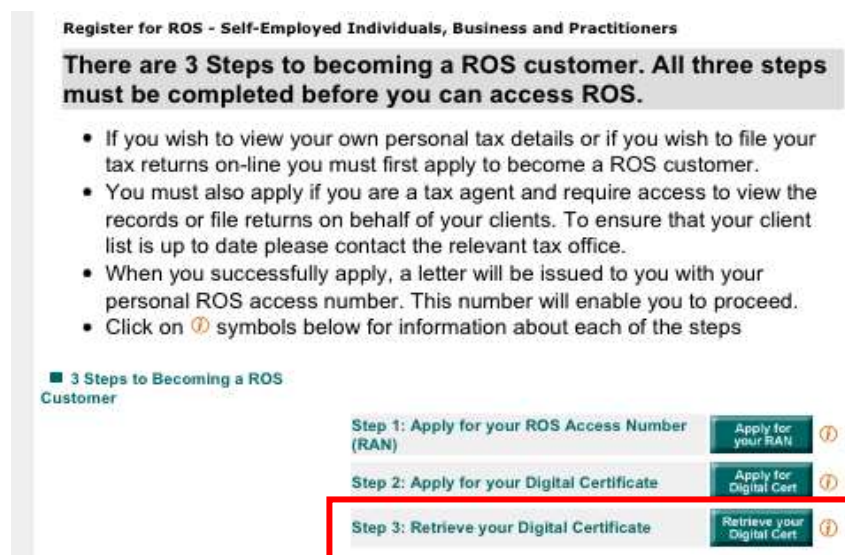
Once you (as the Administrator) have created the sub cert you will receive an email within 24 hours advising that a certificate has been applied for on your behalf.

You will need both the ID Ref and System Password to complete the steps below.

- Using the mobile device you wish to access ROS on, navigate to www.revenue.ie and click on the Register for ROS link under the "What can I do online" heading.



- You will be presented with the three steps to register for ROS. As a sub user you only need to complete Step 3. Click on the **Retrieve Your Digital Certificate** button.



- You must read the Terms & Conditions. If you agree with these click 'I Accept'.

- Under Section C: **Linked Certificate Application** enter the ID Ref provided by your ROS Administrator and click Next.

Retrieve your Digital Certificate

This is the penultimate step to retrieving your ROS Digital Certificate. Please enter your details in either A OR B OR C below and click Next.

Click on ⓘ symbols below for information about the part of the form on which they appear

- A To retrieve a digital certificate on behalf of yourself or your business, please enter your details here:**

For EU Savings Directive filers, please select VAT, PAYE-Emp, Income Tax or Corporation Tax as your tax type and enter relevant number.

For INTRASTAT and VIES Traders, please select VAT as your tax type and enter relevant VAT No.

For VRT Traders, please enter relevant VAT No. or PAYE-Emp No.

Tax Type/Approval No.	Regn No./ID No.
<input type="text"/>	<input type="text"/>

OR

- B To retrieve a digital certificate on behalf of your accountancy or tax practice, please enter your TAIN here:**

TAIN Number (only for agents)
<input type="text"/>

- C Linked Certificate Application: To retrieve a Certificate requested on your behalf by the ROS Administrator in your organisation, please enter your ID Reference here:**

ID Reference provided by your ROS Administrator
<input type="text"/>

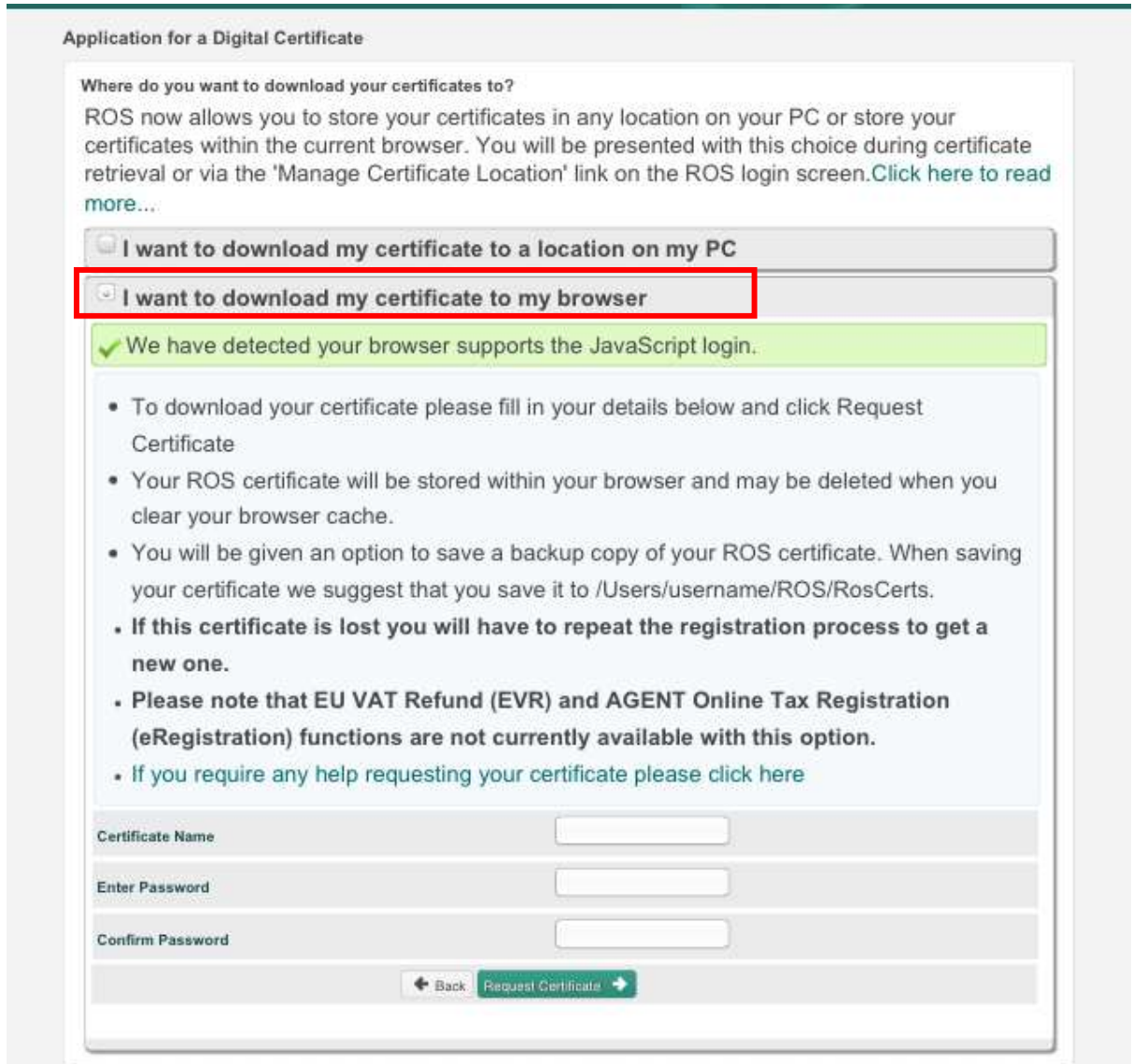
Click on the **Next** button to send your details to ROS

Next

- You are now required to enter your System Password and click **'Submit'**.

- You will then be directed to a screen that allows you to choose where you want to download your certificate to. Ensure that you select **'I want to download my certificate to my browser'** (this will be the default). This is the browser on your mobile device you are downloading the sub cert to, generally Safari, Chrome or Firefox.

Enter your Certificate Name and choose the Password you wish to have for your cert. Then click **'Request Certificate'**.



Application for a Digital Certificate

Where do you want to download your certificates to?

ROS now allows you to store your certificates in any location on your PC or store your certificates within the current browser. You will be presented with this choice during certificate retrieval or via the 'Manage Certificate Location' link on the ROS login screen. [Click here to read more...](#)

I want to download my certificate to a location on my PC

I want to download my certificate to my browser

✓ We have detected your browser supports the JavaScript login.

- To download your certificate please fill in your details below and click Request Certificate
- Your ROS certificate will be stored within your browser and may be deleted when you clear your browser cache.
- You will be given an option to save a backup copy of your ROS certificate. When saving your certificate we suggest that you save it to /Users/username/ROS/RosCerts.
- If this certificate is lost you will have to repeat the registration process to get a new one.**
- Please note that EU VAT Refund (EVR) and AGENT Online Tax Registration (eRegistration) functions are not currently available with this option.**
- [If you require any help requesting your certificate please click here](#)

Certificate Name

Enter Password

Confirm Password

- You will receive onscreen confirmation that your certificate has downloaded successfully. You will now be able to login to ROS.

Adding an Icon to your Home Screen

You may want to add a shortcut to the ROS login page on your device's home screen. The following outlines the steps you need to do to create this icon.

Safari:

- Go to the revenue home page www.revenue.ie and click on the Login to ROS link under the "What can I do online" heading. Once you are presented with the login screen follow the below steps.
- On the bottom of your screen there is an icon with an arrow, select this.



- Select the option 'Add to Home Screen'. This will create an icon on your home screen that will bring you directly to the ROS Login Page.

Chrome:

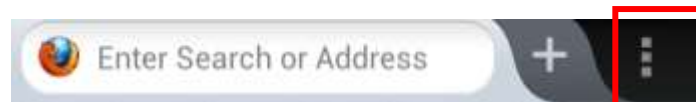
- Go to the revenue home page www.revenue.ie and click on the Login to ROS link under the "What can I do online" heading. Once you are presented with the login screen follow the below steps.
- Select the settings button – three vertical dots, located in the top right of the screen.



- Select 'Add to Home Screen'. This will create an icon on your home screen that will bring you directly to the ROS Login Page.

Firefox:

- Go to the revenue home page www.revenue.ie and click on the Login to ROS link under the "What can I do online" heading. Once you are presented with the login screen follow the below steps.
- Select the settings button – three vertical dots, located in the top right of the screen.



- Select the star to create the link as a bookmark.
- Click into your browser's address bar and swipe across to your bookmarks.
- Hold down on the bookmark you have just created and select 'Add to Home Screen' on the menu that appears. This will create an icon on your home screen that will bring you directly to the ROS Login Page.