

## 2. Registering for ROS

There are three steps involved in registering for ROS and, because of the strict security requirements, the process usually takes some two to three weeks to complete. Therefore, you are advised to start the process in good time before you plan to use the system and to follow-up actively on each step until registration is complete. Those already registered for ROS will have immediate access to on-line stamping, once they have set up an RDI. Stamp duty will appear as a new option included in the list of tax and duty types for which you can use ROS to file and pay.

**Note for existing ROS users:** *e-Stamping is available for holders of ROS Business digicerts only. You cannot use a TAIN digicert for e-Stamping.*

To begin the registration process, please go to Revenue's ROS registration webpage at [www.revenue.ie](http://www.revenue.ie)

A step-by-step guide on ROS registration follows this text.

- Step one of the process invites you to apply for a Random Access Number (RAN) which will be posted to you after you have entered your business tax registration number and tax type to which it applies, e.g. the firm's VAT registration number. On entering the webpage above, go to "Step 1" and click on "Apply for your RAN" button. You will be presented with two options. Chose "option A" and type in your firm's tax registration number and select the tax type to which the number refers from the drop-down menu in the "tax type" field. Then click on "submit". The system will automatically generate a RAN which you will receive in the post in the following days.
- Step two: After you receive the RAN in the post, you will key in the number on the ROS registration page. Go to the page and click on "Apply for ROS Digital Certificate". Once the RAN is keyed in, you will receive your ROS password which will be sent to you by Revenue, again by post.
- Step three: On receiving your ROS password, you will enter it onto the ROS registration page as part of the process of downloading your ROS digital certificate to your own computer. Go to the ROS link (above) and click on "Retrieve your ROS Digital Certificate". The system prompts you to read and accept the conditions. After clicking "I accept" you should complete section A only of the next screen by entering your tax reference number and tax type. Follow the instructions in the next screen and download the ROS digital certificate to your hard drive. There will be detailed guidance on the page on how to complete the download process. Once the digital certificate is

downloaded, you are registered with ROS and ready to use e-Stamping to file stamp duty returns online.

## ROS Registration

The following is a step-by-step guide to the ROS registration process

1. Login to the ROS website: [www.ros.ie](http://www.ros.ie). This will open the Revenue home page at Figure 1 below. Under the ROS logo click onto the 'Register for ROS' link.

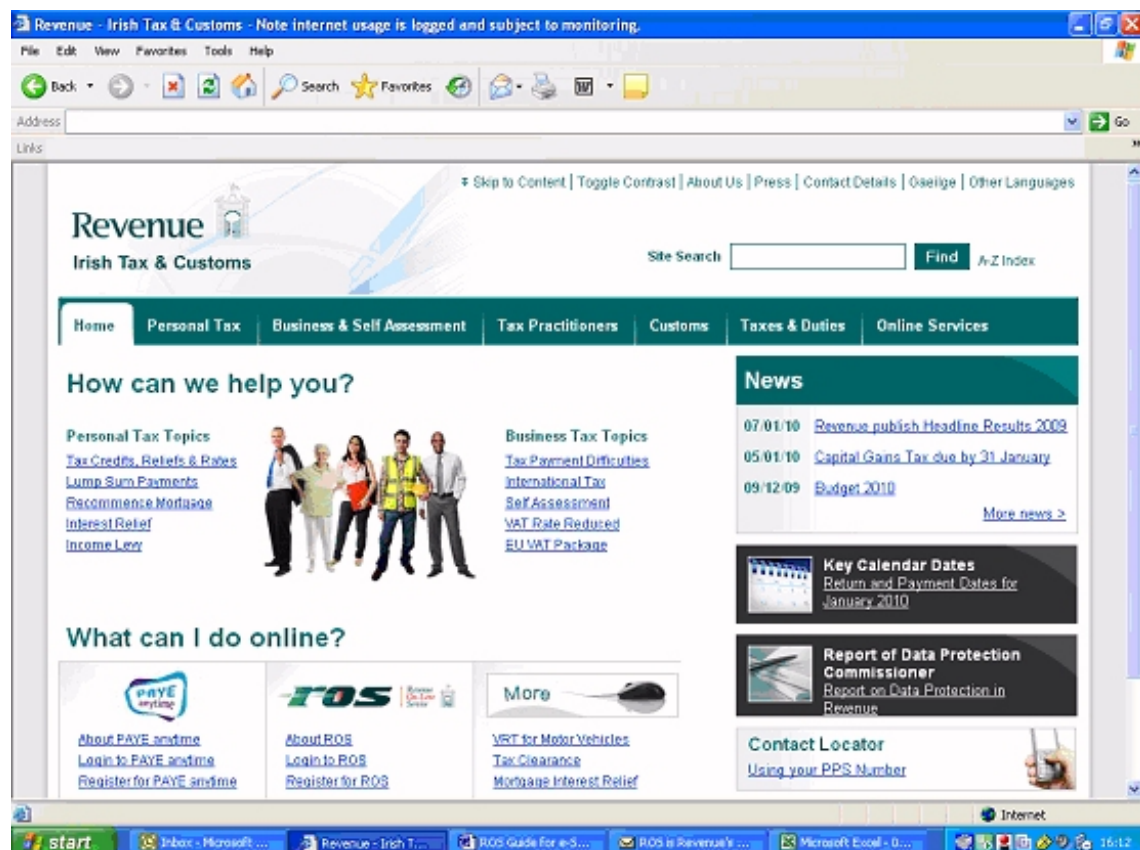
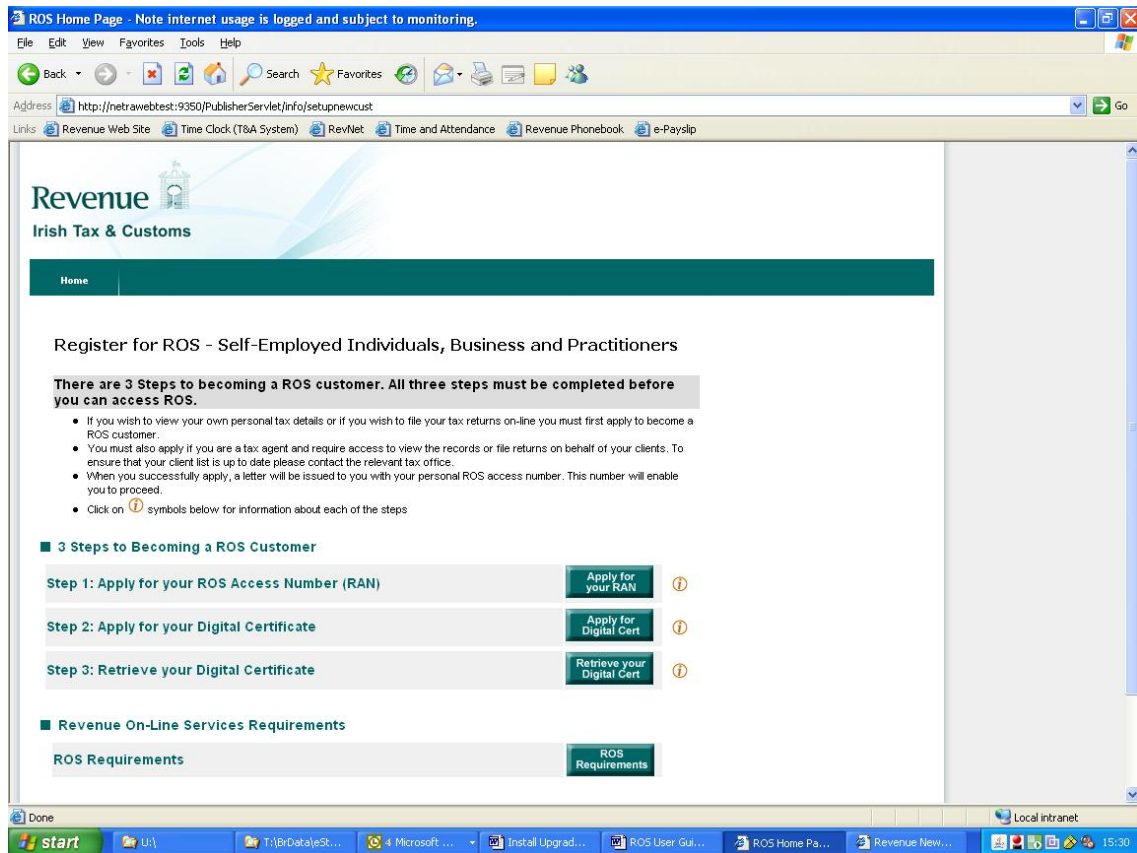


Figure 1: Revenue homepage

- The first Step in registering involves applying for a RAN (ROS Access Number). Click on “Apply for your RAN” button (see Figure 2 below).



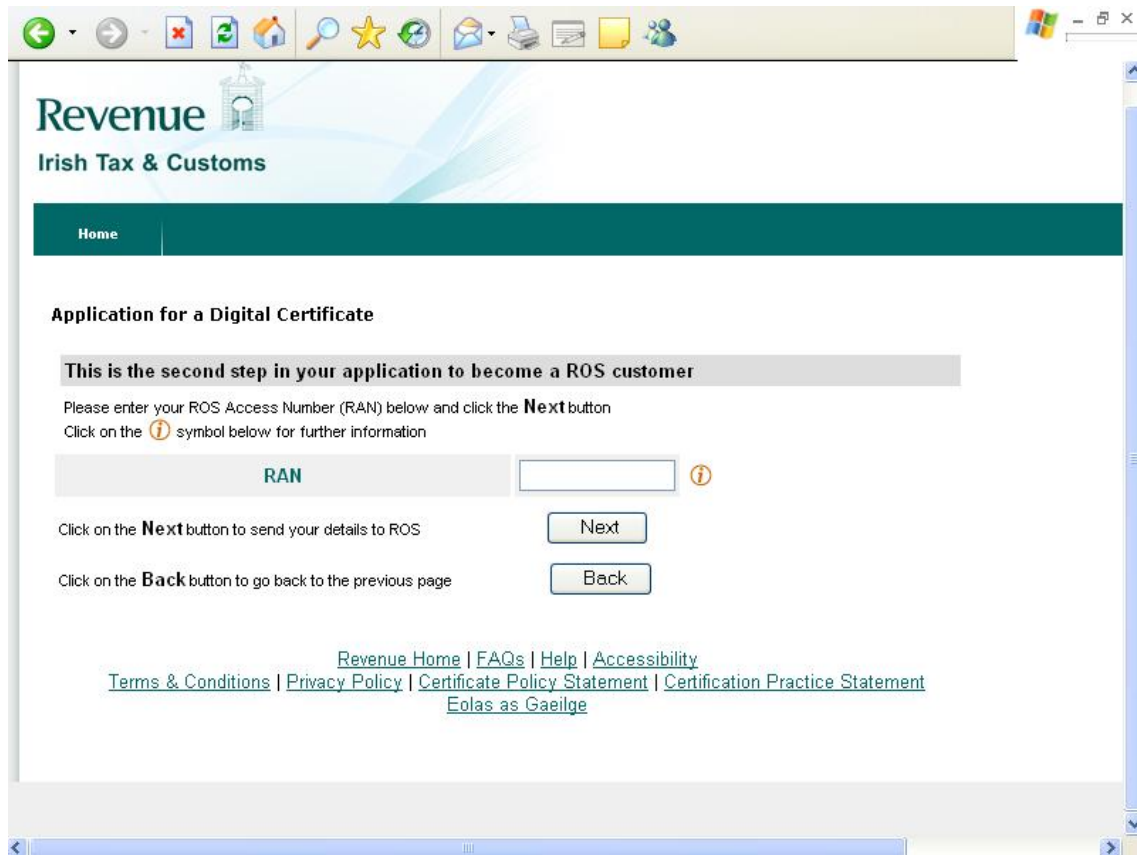
**Figure 2: Three steps to becoming a ROS customer**

- To apply for the RAN the practitioner should register in Section A (see Figure 3). S/he should enter the tax type, e.g. VAT, (note - stamp duty is not a tax type and should not be entered here) and the tax registration number to which it applies. Generally, this will be the firm’s VAT tax reference number. Click . You’ll be prompted for phone contact information and will be shown computer requirements. The user’s RAN number will be generated by the system and posted to the user. This can take up to a week. When the RAN is received, the user opens up the screen at Figure 2 again and clicks on Step 2 “Apply for Digital Cert”.



**Figure 3: Applying for a RAN**

4. In Step 2, when the user clicks on “Apply for Digital Cert” button (Figure 2), the screen at Figure 4 opens. The User should key the RAN number into the screen at Figure 4 and click the **Next** button.. The system then generates a ROS password and posts it to the user. This can also take up to one week. As part of this Step, you’ll be asked for an official email address



**Figure 4: Apply for Digital Certificate**

5. In Step 3 of the process, the user receives his/her ROS password in the post and then s/he logs back onto ROS and clicks on Step 3 “Retrieve Your Digital Cert” (see Figure 2).
6. In the next screen, the user should read and accept the terms and conditions. On clicking ‘I accept’ the system continues to the screen at Figure 5 to retrieve the ROS digital certificate. For e-Stamping purposes, the user should complete **Section A only** in this screen.

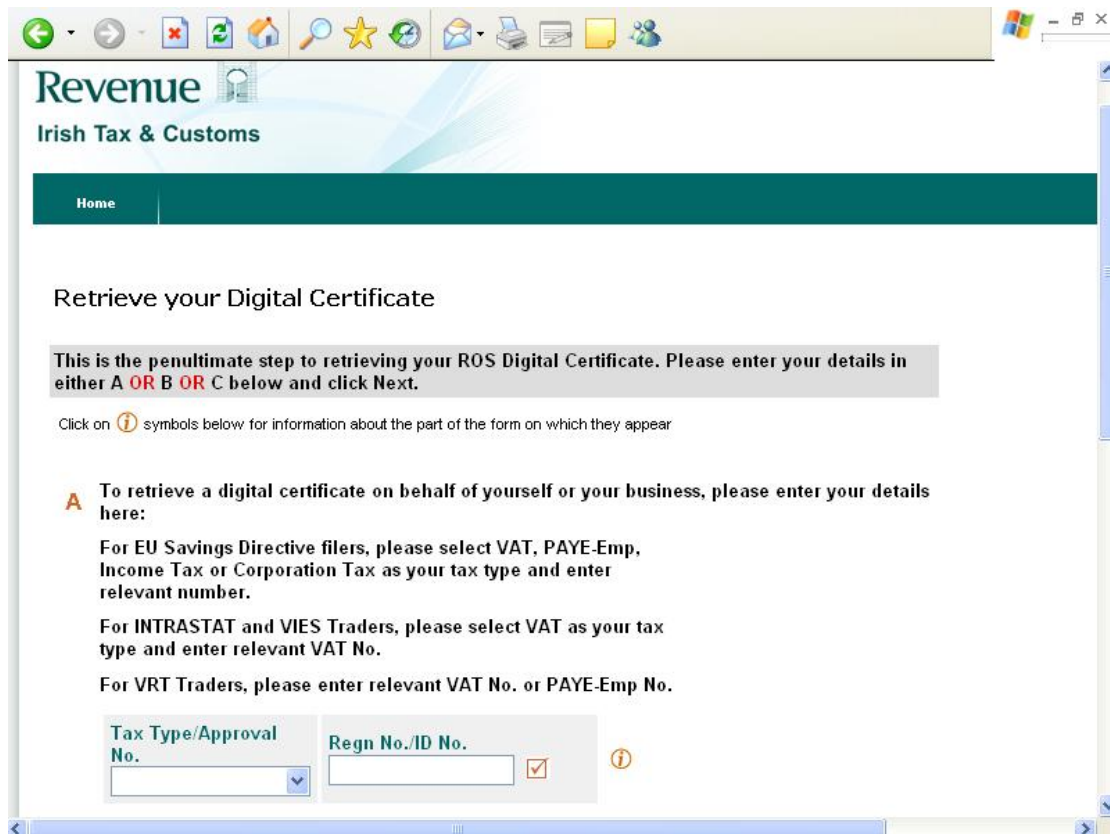
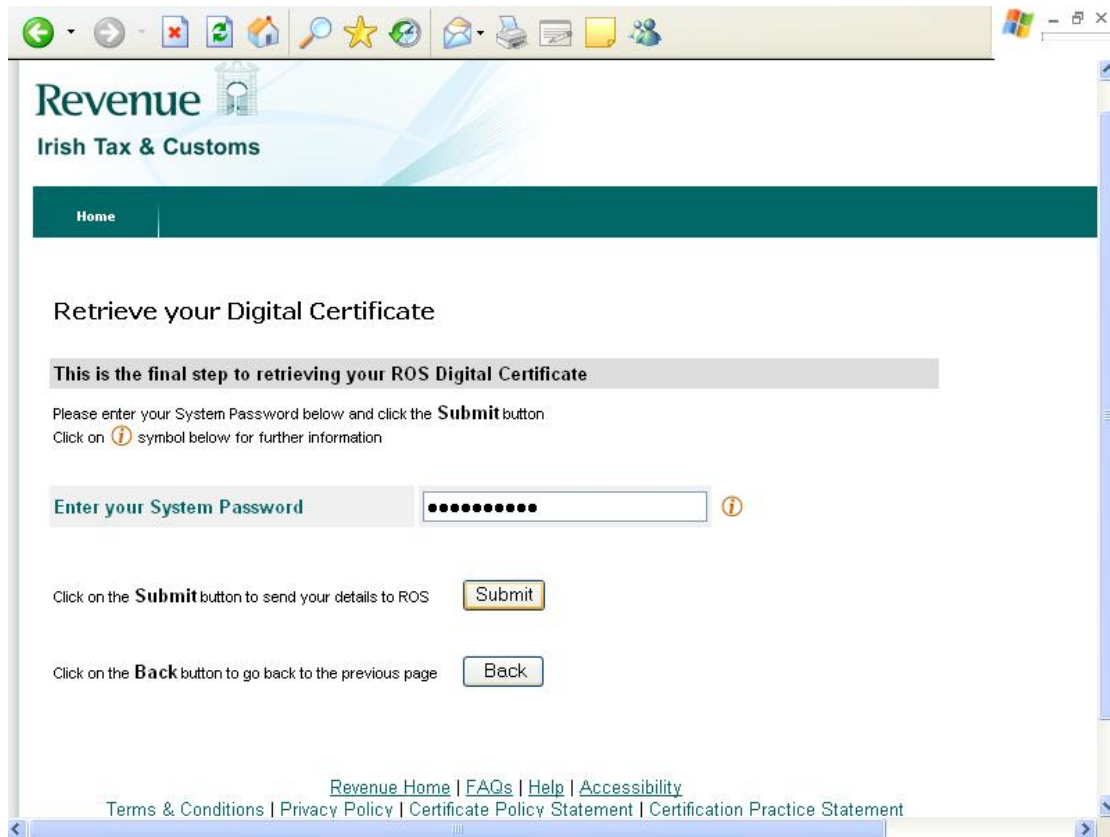


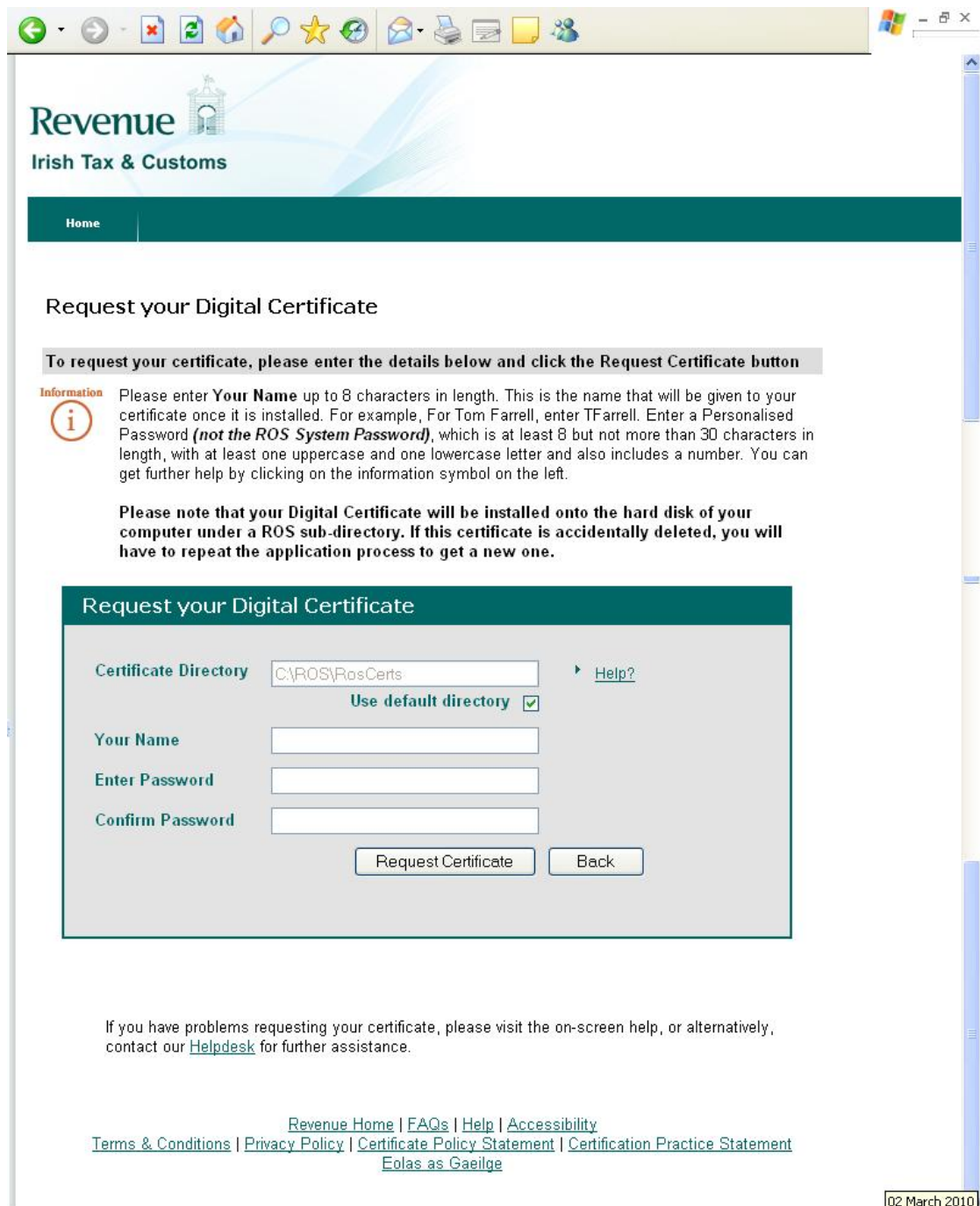
Figure 5: Retrieve your Digital Certificate

7. Enter the tax type and tax registration number in Section A (Figure 5), skip Sections B and C and click  at the bottom of the screen. This will bring up a screen asking you to type in your ROS password.



**Figure 6: Entering your System Password**

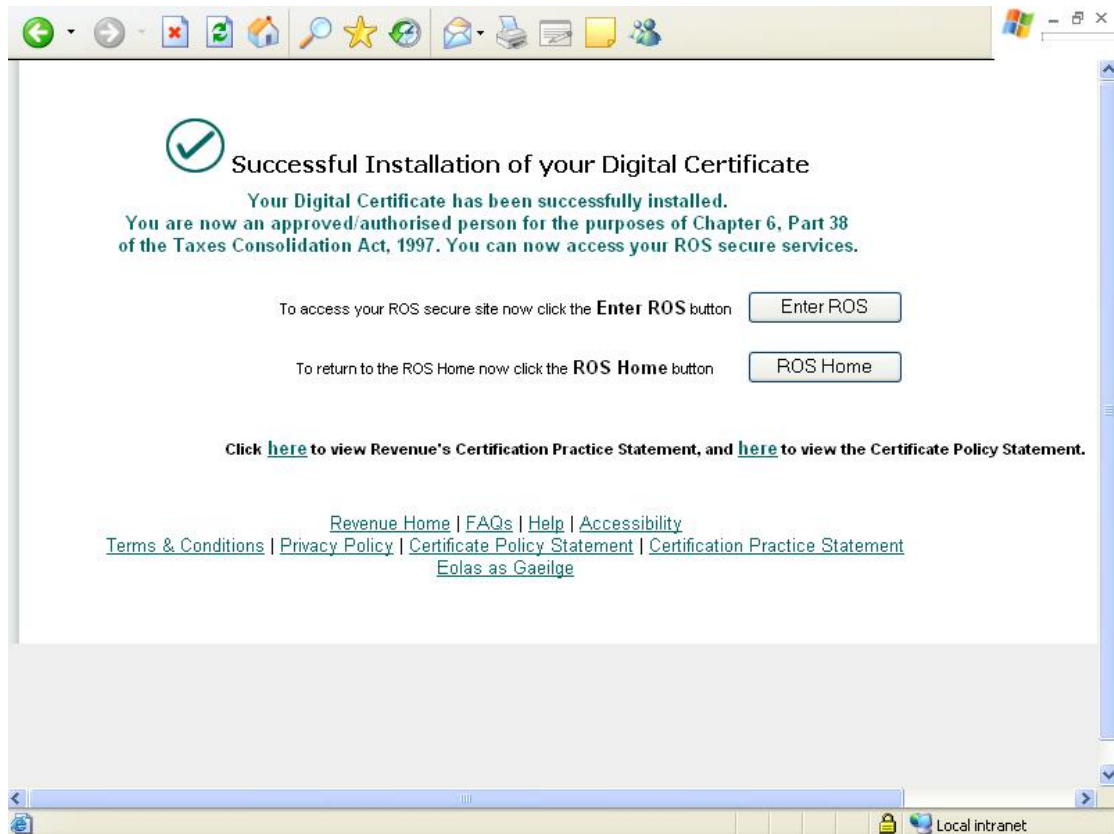
8. Once you have entered the system password received in the post (Figure 6) you will be prompted to download your ROS certificate. The download process will automatically create a ROS folder on your C drive where your digicert will be saved.



**Figure 7: Requesting your Digital Certificate**

9. The digital certificate will be saved on your computer in a default ROS sub-directory as in figure 7. If you wish to change this you should 'untick' the 'Use default directory' box and enter an alternative.
10. In the box "Your Name" you should enter the name you wish to use to identify your digital certificate once installed. The name can have a maximum of eight digits.
11. In the box 'Enter Password' insert the **personalised** password (NOT the password entered at Figure 6) that you have chosen to secure access to your

digital certificate. The screen provides advice on the form the password should take. The password should contain at least 8 characters with at least one upper case letter and one digit. On confirming your password you should click the box 'Request Certificate'. The certificate will be downloaded and installed as directed by you at Figure 7 and you will see a screen confirming installation. (Figure 7a).



12. To use ROS for stamp duty, (including filing a stamp duty return, making payment, setting up an RDI, etc) the user should login to ROS using the ROS login screen below (Figure 8). The user selects the digital certificate and types in their **personalised** password.

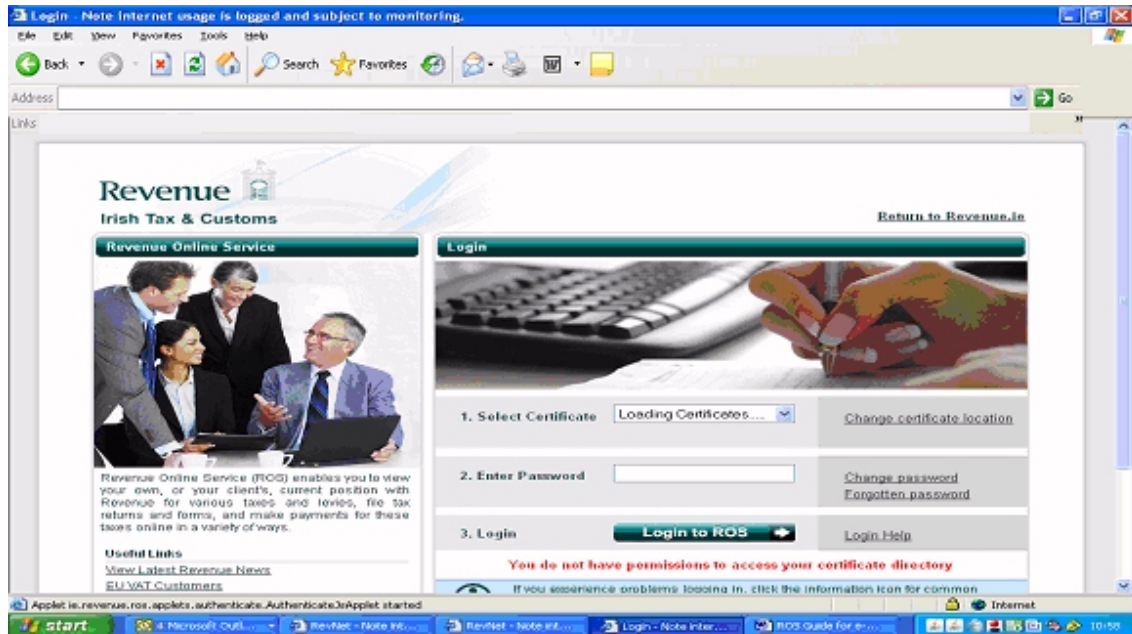


Figure 8: Logging into ROS to file a return

13. The user will be brought to the 'My Services' screen where they will be presented with options to 'File and Pay on line, to set up payment instructions, etc. If you wish to file a stamp duty return, select 'File Return' and choose stamp duty from the menu presented.