4. Setting up ROS Sub-certificates with Permissions

ROS allows a firm to allocate subcerts with certain permissions to specific personnel to facilitate office controls and authorisations on filing tax returns. Under e-Stamping, these permission options are ‘view’ and ‘file a return’. For example, the subcert issued to certain personnel may allow them to complete all aspects of the on-line stamp duty return process, including filing and paying returns on-line and viewing returns already filed. The subcerts issued to other personnel may limit their permission solely to viewing a return filed already with Revenue by their firm. Either or both permissions can be assigned to individual staff members, as the firm decides.

Where a firm wishes to restrict filing permission to one authorised person but also wishes to allow staff to complete returns and have them reviewed as required, Revenue recommends the use of the e-Stamping off-line facility[1] (accessed through the ROS Offline Application) in combination with the ROS subcerts. The off-line facility can be used by anyone and does not require a subcert. The person completing an off-line return can ensure all aspects of the return are completed, including any review requirements, before submitting it to the subcert holder who has permission to file the return on-line.

To allocate functions under ROS, the ROS administrator (the person who holds the main ROS digicert) allocates subcerts to the people working in the firm. The ROS administrator can also assign permissions to these subcert holders

This means that each person assigned a ROS subcert can perform e-Stamping tasks from his/her own computer as set out in the subcert allocated to him/her.

Detailed instructions on setting up subcerts are set out in the following section.

1. To set up a Sub-certificate holder, login to ROS and select the “Admin Services” option from your firm’s personal services page.

[1] The e-Stamping offline facility offers the identical functionality of the ‘prepare’ permission provided for other taxes in ROS.

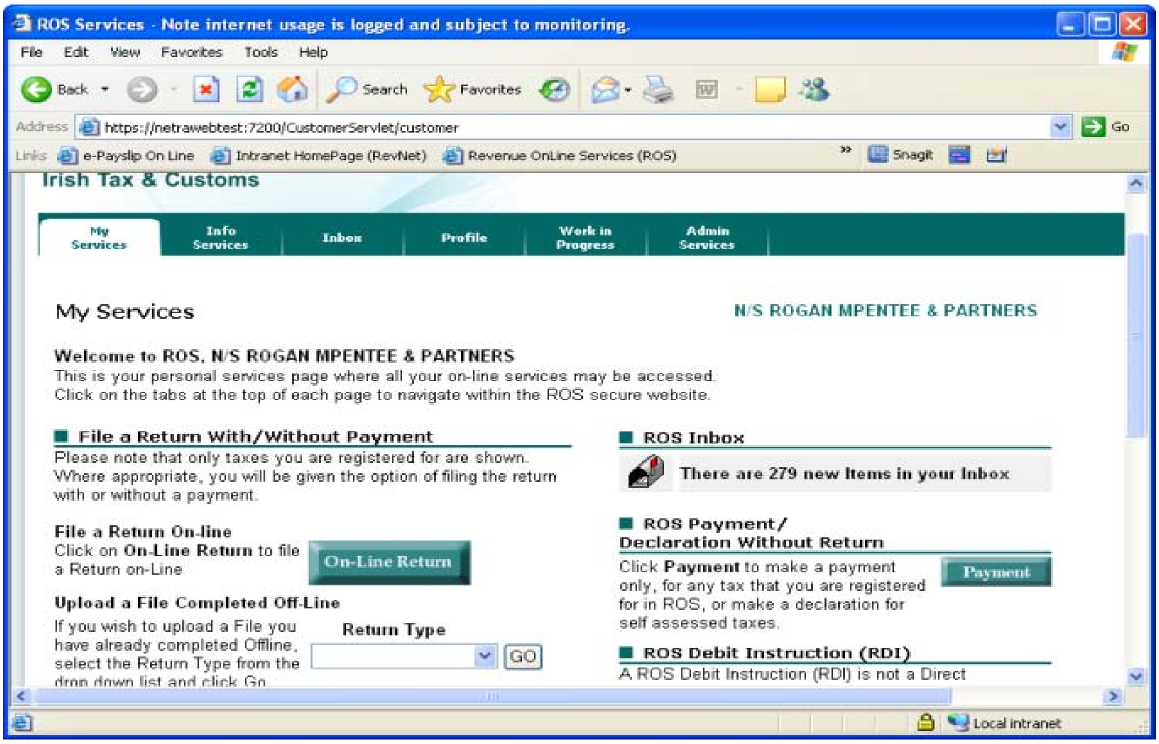

Figure 15: ROS Personal Services Screen

2. Once this screen opens (Figure 16 below) select the “Add New” option

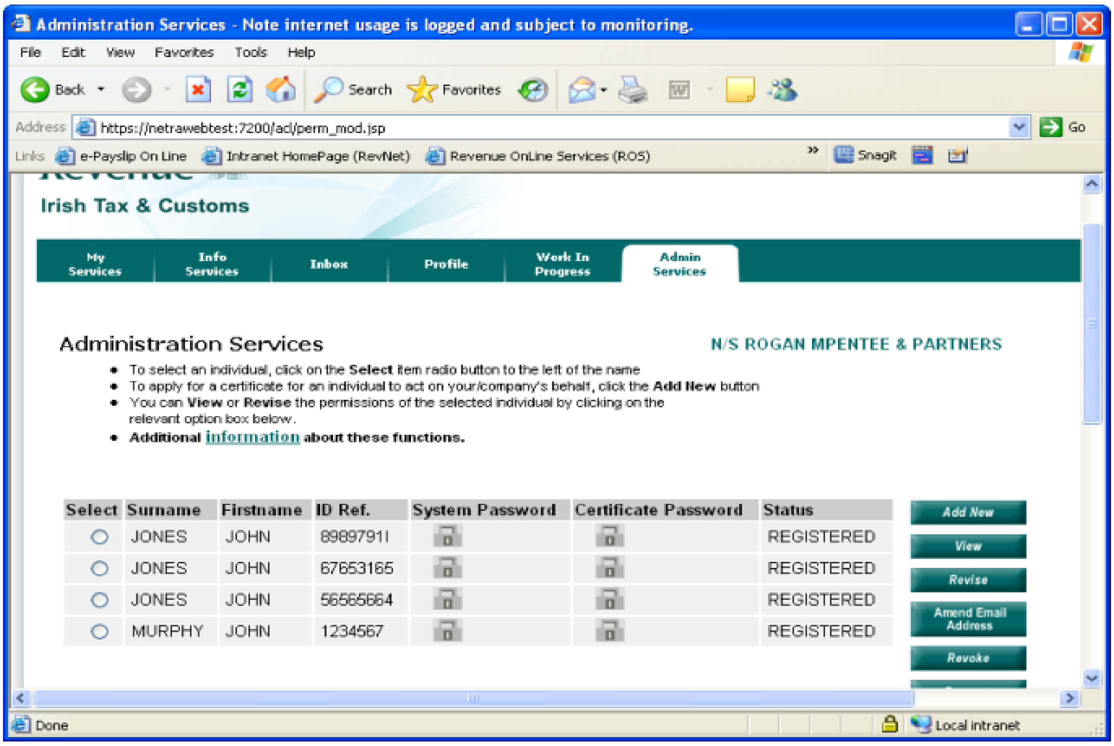

Figure 16: Admin Services Screen

3. Enter the relevant details of the new Sub-certificate holder in the fields provided (Figure 17), including the ID reference assigned by the Firm and email address and click on “Submit” to save.

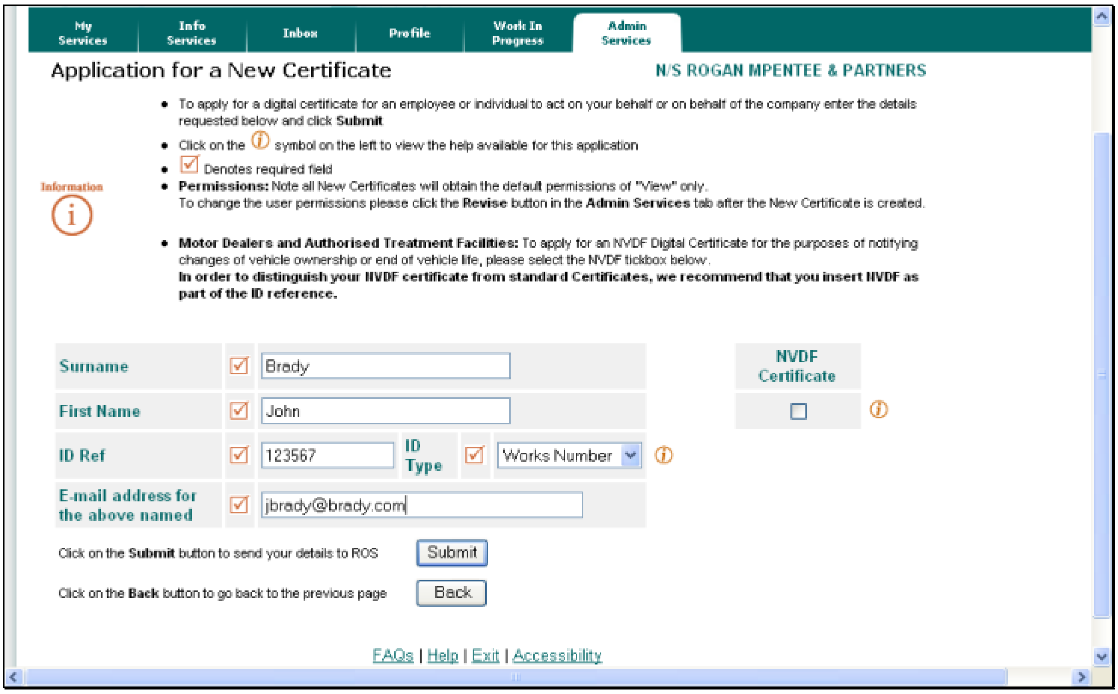

Figure 17: Details of the Sub-certificate holder

4. A confirmation message will display confirming that a new digital certificate has been applied for in respect of that staff member.

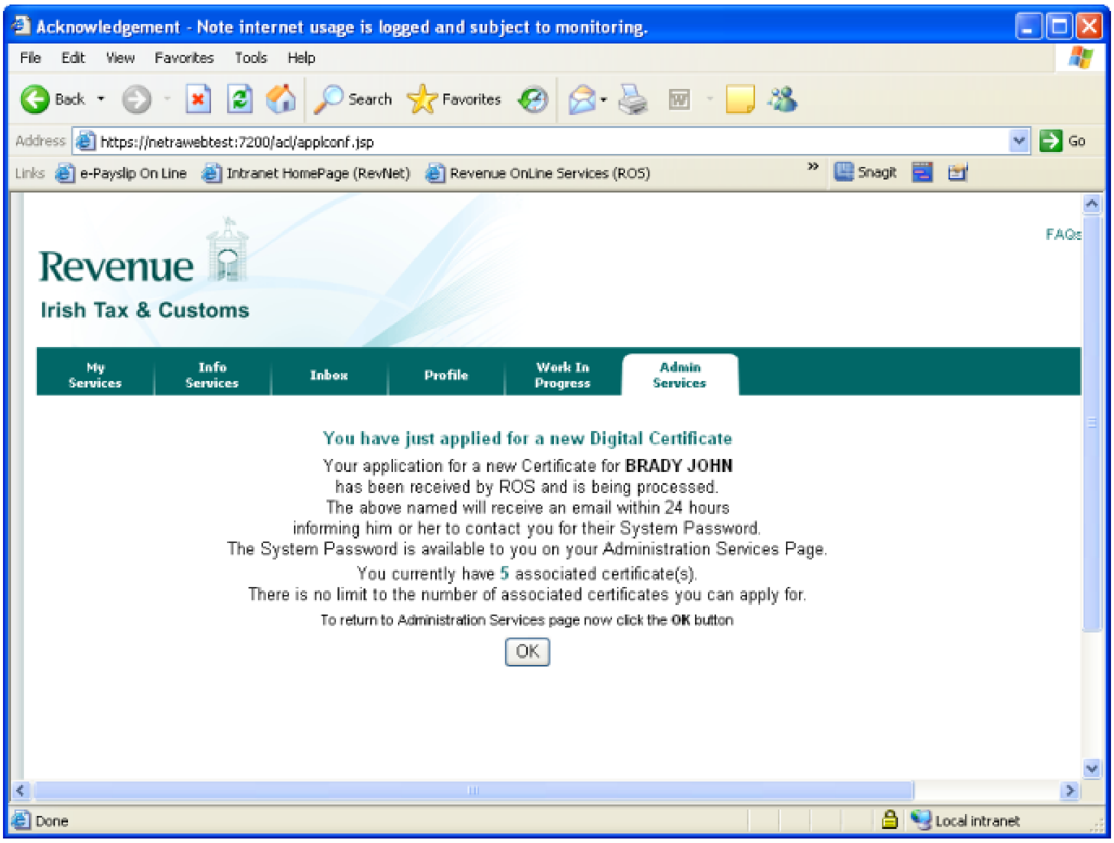

Figure 18: Digital Certificate Confirmation Screen

5. Click OK. The System Password for the subcert holder will be available to the Administrator in their Administration Services Page.

6. The screens illustrated here show what the ROS Administrator will see in setting up subcert permissions for other staff. The new subcert holder will receive an email from ROS in the following 24 hours informing him/her that the firm's ROS Administrator has applied for a subcert on their behalf. S/he should then contact their firm's ROS Administrator to continue the process of retrieving their subcert.
7. On contact, the ROS Administrator logs into ROS and clicks on the Admin Services tab on the 'My Services' page. The ROS Administrator selects the subcert applicant and clicks on the padlock icon under the 'Systems Password' heading. This provides the ROS Administrator with the subcert applicant's system password. (See also Fig.16 on Page 20)
8. The ROS Administrator gives the systems password and ID reference to the subcert applicant who can now begin to download the subcert to his/her own PC.
9. The subcert applicant goes into www.revenue.ie, clicks on 'Register for ROS' and goes to 'Step 3 - Retrieve Your Digital Certificate'. The Subcert applicant then clicks 'I accept' under the terms and conditions section and goes to **Section C** (see Figures 2 and 3 of the section of this guide on Registering for ROS).
10. In Section C, s/he types in his ID reference and clicks 'OK'. The next screen prompts him/her to type in the password provided by the ROS Administrator. On clicking 'OK' s/he is brought to the beginning of the downloading process. This is the same process as for the main certificate downloading process. See Figures 6, 7 and 8 in Section 2 of this guide - Registering for ROS.
11. If the subcert holder experiences any technical problems during the download process, s/he should contact the **ROS Technical Help Desk at LoCall 1890 201106**.

To assign or change permissions for other colleagues in the firm, the ROS administrator enters the ROS homepage, clicks on the Administration tab and follows the instructions set out there.

12. The Administration Services screen (Figure 16) will now list the name of the new associated certificate holder. To grant permissions for that user tick the “Select” option beside the name and click the “Revise” button (Figure 16).

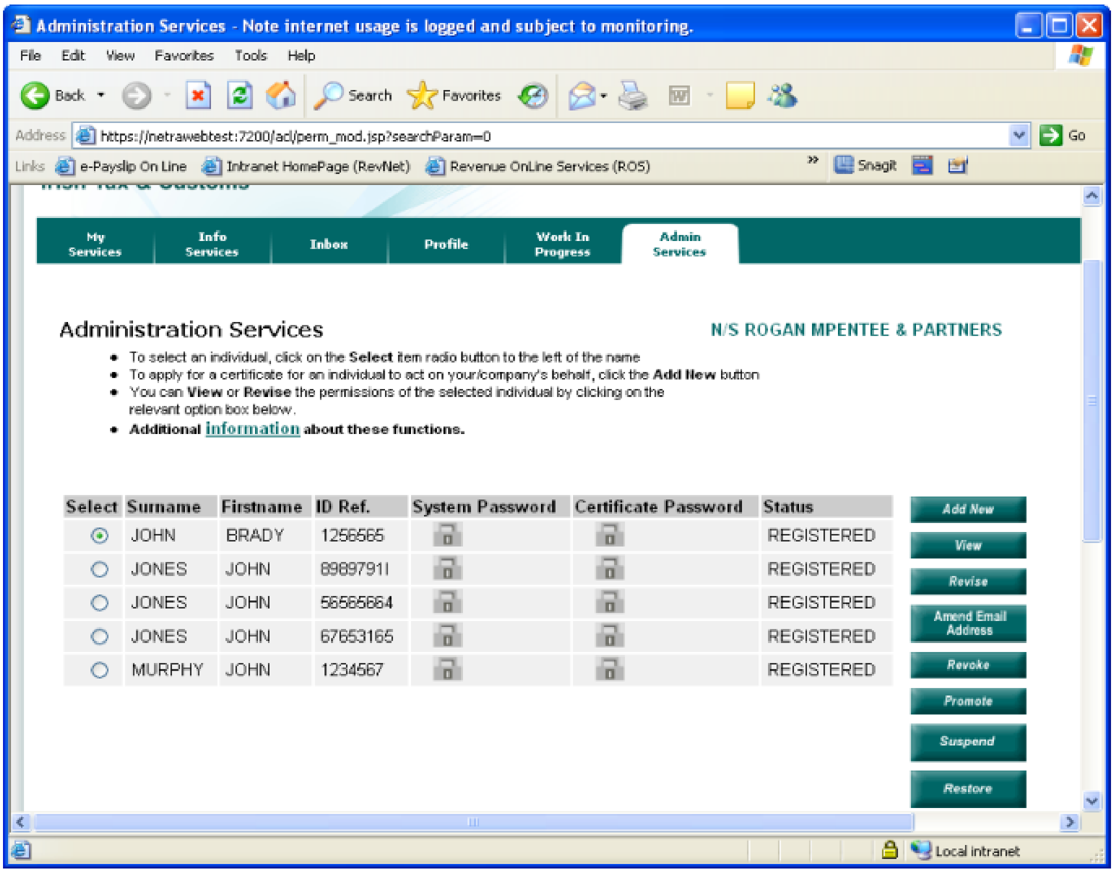

Figure 19: Applying Subcert Permissions

13. The permissions associated with the subcert user will be presented (Figure 20 below). A new subcert holder will be allocated ‘view’ permissions only as a default setting. The administrator can grant the new user various other permissions on separate tax heads, or will vary the permissions of an existing subcert holder, by ticking the corresponding boxes.

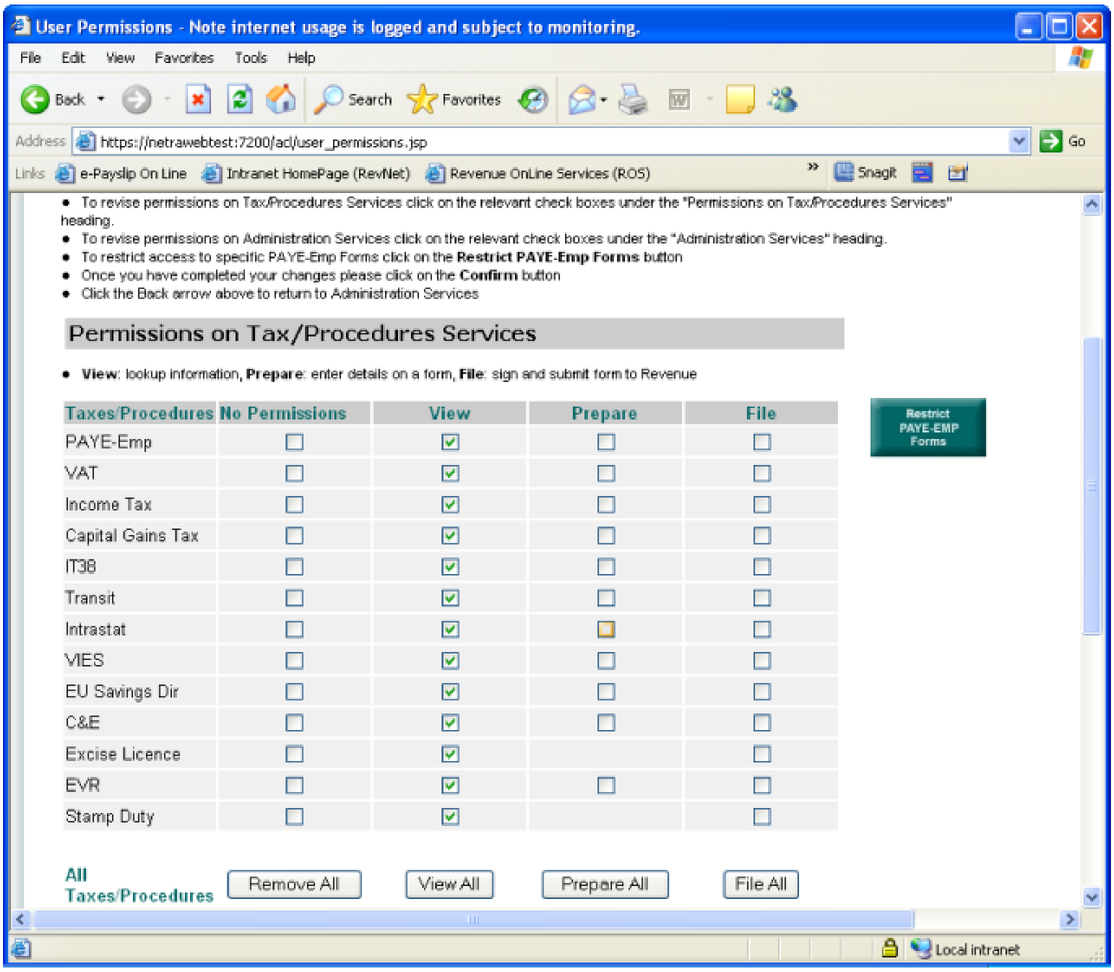

Figure 20: Permissions Associated with the Subcert User

14. Scroll further down the screen to allocate Administration Services permissions (i.e. Inbox Administration). In the example shown (above) the user has viewing permissions for all taxes, but no administration permissions (Figure 21). These permissions can be turned off or on at the discretion of the Administrator.
15. Under this ‘Permissions on Administration Services’ screen, a new permission ‘View Customer Balance’ will be available shortly for administrators to allocate to subcert holders. This will allow administrators to restrict the view of the firm’s overall customer balance to certain subcert holders.

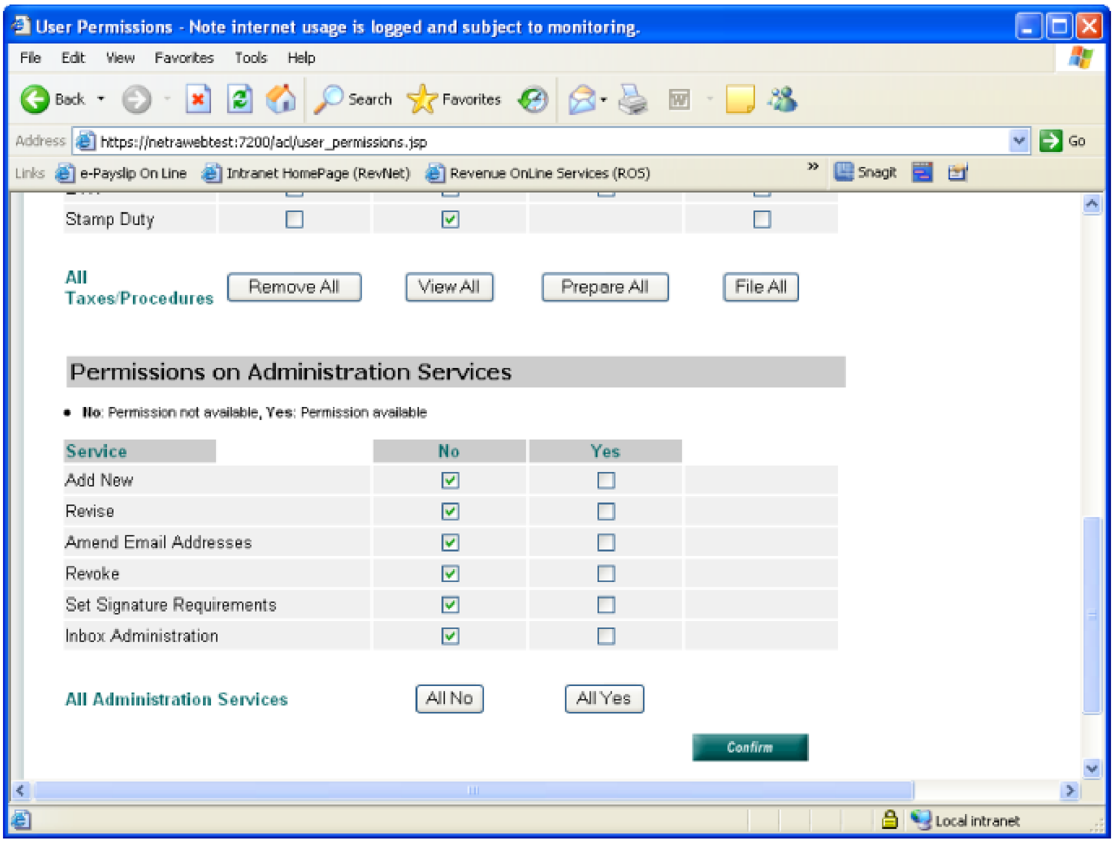

Figure 21: ROS Inbox Administration

16. Click "confirm" and then "OK" on the next screen (Figure 22) to return to the "Administrative Services" screen.

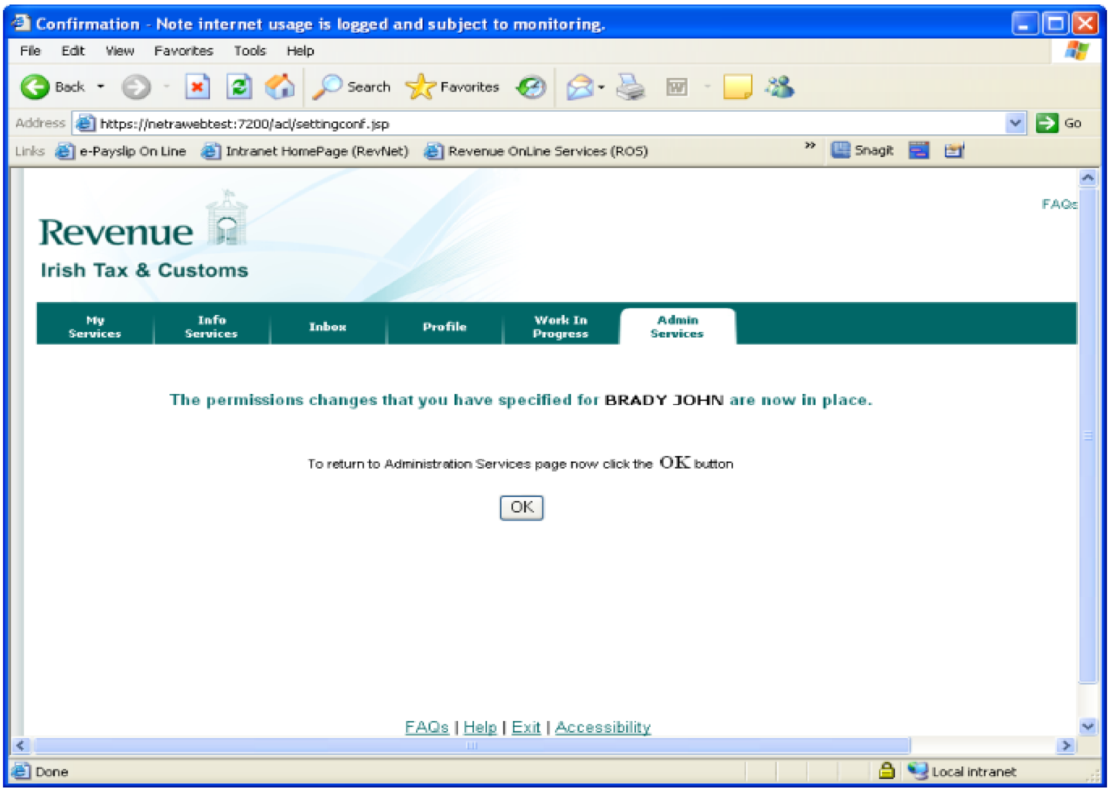

Figure 22: Confirmation and Return to Main Admin Services Screen