Upload a completed form to ROS Online

Form(s) completed in the ROS Offline Application or compatible third-party software, can be uploaded to ROS.

To do this, login to <u>ROS</u>.

On the My Services page look for the "Upload Form(s) Completed Off-line" section as shown below.

| File a Return | |
|---|---|
| Complete a Form On-line | ~ |
| Upload Form(s) Completed Off-line | ~ |
| File a Return | |
| Complete a Form On-line | ~ |
| Upload Form(s) Completed Off-line Select the type of return from the drop-down list to upload a return completed off-line. | ^ |
| Form 11 · | |
| Upload Return 🔸 | |

Select the return type for the form(s) you wish to upload from the drop-down list provided, e.g. Form 11, and click "**Upload Return**".



Upload Form(s) Completed Off-line

Select the type of return from the drop-down list to upload a return completed off-line.



The Upload File window will then appear. Click on the "Add File(s)" button.

| DS Upload | | |
|---|---|----|
| If you wish to use this facility, For here | m11 Returns must be completed using either the R | 08 |
| | Add File(s) Remove All | |
| You are using certificate: | | |
| Enter your password: * | Cancel Upload File(s) | |
| | | _ |

Once the option to Add file(s) has been selected, navigate to the folder where you ROS Offline files are saved. The default location for this is:

- Windows: C:\ROS\ in a folder for the type of form you are uploading, e.g. C:\ROS\ form11
- MAC OSX: Applications/c/\ros in a folder for the type of form you are uploading, e.g. Applications/c/\ros\form11.

If you saved the form in a different directory/ folder, you will have to select this folder instead.

Windows:

In the window that opens, click on "**Computer**" (this may by "**This PC**" or "**My Computer**" depending on your Operating System type) in the left hand column. In the right hand column, double click on your "**C**:" drive and then double click on the "**ROS**" folder.

Double click on the folder that contains the form for upload - the folder will have a similar name to the form type.

Select the required file and click "Open".

| e | Choose File to U | Jpload | × |
|--|--|---|---|
| | his PC 🔸 Local Disk (C:) 🔸 ros | ✓ C Search ros | Q |
| Organise 🔻 New fold | ler | | := • 🔟 🔞 |
| This PC This PC Desktop Documents Downloads Music Pictures Videos Local Disk (C:) RECOVERY (D:) | Name Ct1 form11 offline RosCerts | Date modified 03/07/2014 12:33 30/09/2013 14:16 18/09/2013 12:07 15/10/2014 16:37 | Type File folder File folder File folder |
| File <u>r</u> | <u>n</u> ame: | ✓ All Files (*.*) <u>Open</u> | ✓ Cancel |

MAC OSX:

In the Finder window that opens, locate your "**Applications**" folder. Open the "**ROS**" folder, and then open the c/\ros folder. Double click on the folder that contains the form for upload. The folder will have a similar name to the form type.

Select the required file and click "**Open**" or "**Choose**" – the label depends on your browser.

| | 🚟 🗸 💽 Applications 🗘 | Q Search | |
|--------------|--------------------------------------|-------------------|--------------|
| Favorites | Name | Date Modified V | Size K |
| All My Files | Microsoft Office 2011 | 21 Feb 2015 10:20 | F |
| | 🔻 🚞 ros | 20 Feb 2015 18:29 | F |
| iCloud Drive | ▶ 📃 logs | 20 Feb 2015 18:34 | F |
| Applications | config | 20 Feb 2015 18:29 | F |
| Desktop | forms.cfg | 20 Feb 2015 18:29 | 105 KB F |
| | images | 20 Feb 2015 18:29 | F |
| Documents | forms | 20 Feb 2015 18:26 | F |
| Downloads | ▶ 🛅 help | 1 Jan 2014 10:26 | F |
| Movies | META-INF | 1 Jan 2014 10:26 | F |
| LI WOVIES | templates | 1 Jan 2014 10:26 | F |
| 🎵 Music | setup.cfg | 4 Sep 2013 19:35 | 330 bytes Fe |
| i Pictures | ROS Offline Application_installation | 4 Sep 2013 19:34 | F |
| | ▶ 🛅 lib | 4 Sep 2013 19:34 | F |
| Media | pdftk | 4 Sep 2013 19:34 | F |
| 🞵 Music | ▼ C/ros | 8 Jul 2013 21:12 | F |
| i Photos | form11 | 25 Oct 2014 10:22 | F |
| E Flotos | employer | 8 Jul 2013 21:12 | F |
| Movies | ▶ 🚞 it38 | 8 Jul 2013 21:03 | F |
| Tage | ▶ 📄 p35l | 8 Jul 2013 21:03 | F |
| Taga | 🕨 🚞 p45 | 8 Jul 2013 21:02 | F |
| | ▶ 📄 p30 | 8 Jul 2013 21:01 | F |
| | 🕨 📄 ct1 | 2 Jun 2013 12:17 | F |
| | | Cancel | Choose |

The selected filename should now be visible, as shown below.

ROS Upload

| here | | |
|----------------------------|----------|---------------------------|
| st.f11 | * | Add File(s) Remove All |
| | | |
| | - | |
| You are using certificate: | | |
| Enter your password: * | | |
| | S Cancel | Upload File(s) 🔶 |
| | 0% | |

Type in your ROS Login password for this digital certificate, then click on the **"Upload File(s)**" button.

The file should upload successfully to 100%.

Unless you are filing a Stamp Duty return, a Form 11 or a CT1, you will be brought to the payment screen.

If no payment is due, please click "File Return Only", otherwise enter the payment method and amount and proceed to Sign and Submit.