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 ROS.

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.

Form 11 ▼

Upload Return →

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

ROS Upload

If you wish to use this facility, Form11 Returns must be completed using either the ROS Of
here

Add File(s)

Remove All

You are using certificate:

Enter your password: *

⊗ Cancel   Upload File(s) →

0%

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.
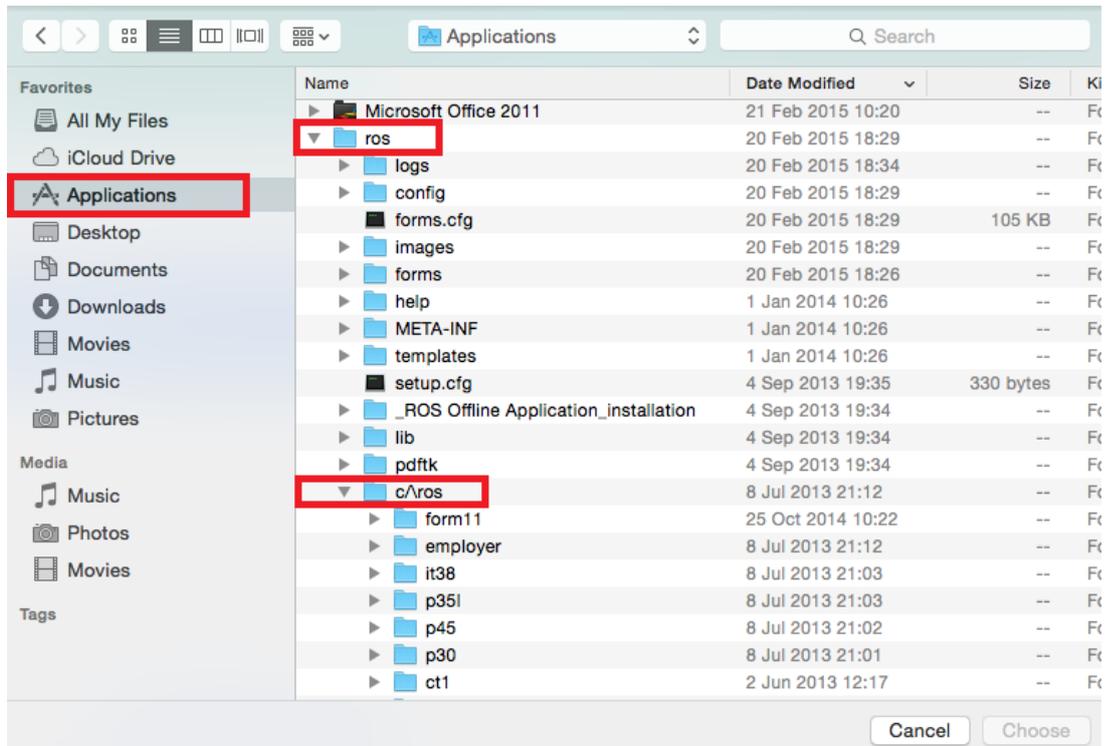

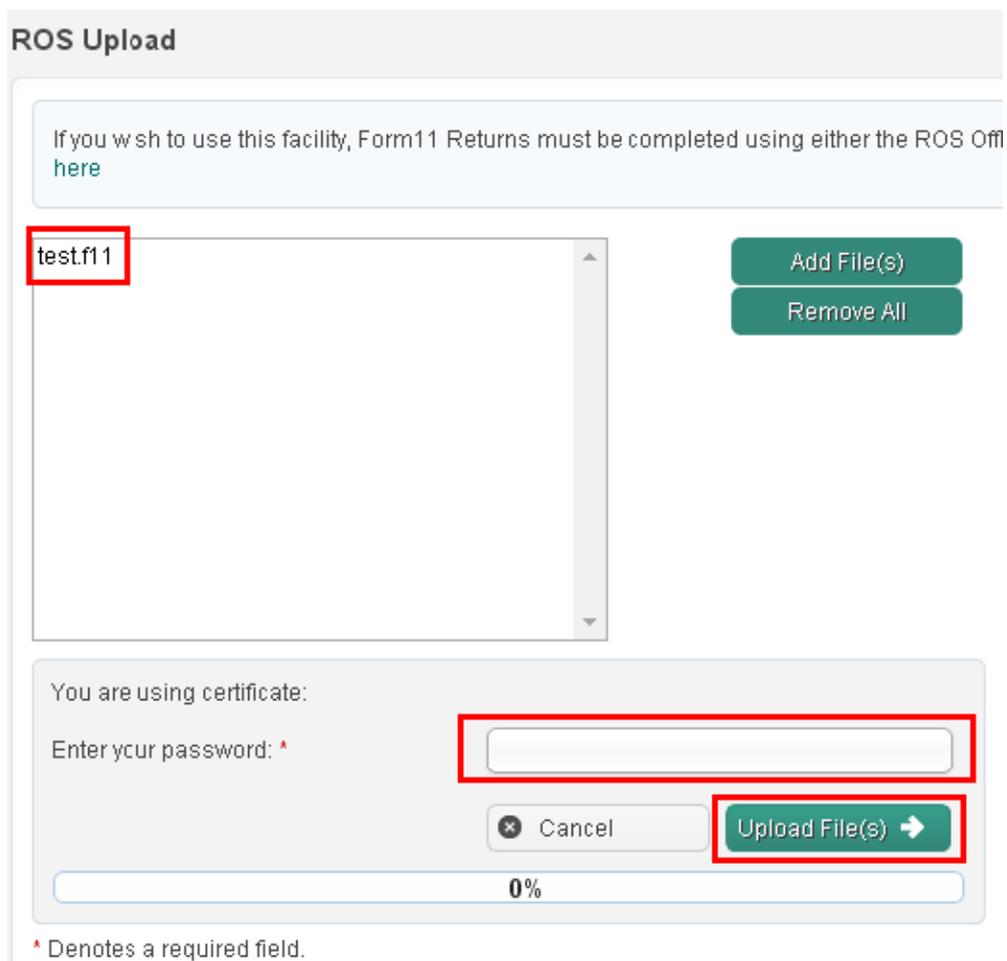Select the required file and click "**Open**".
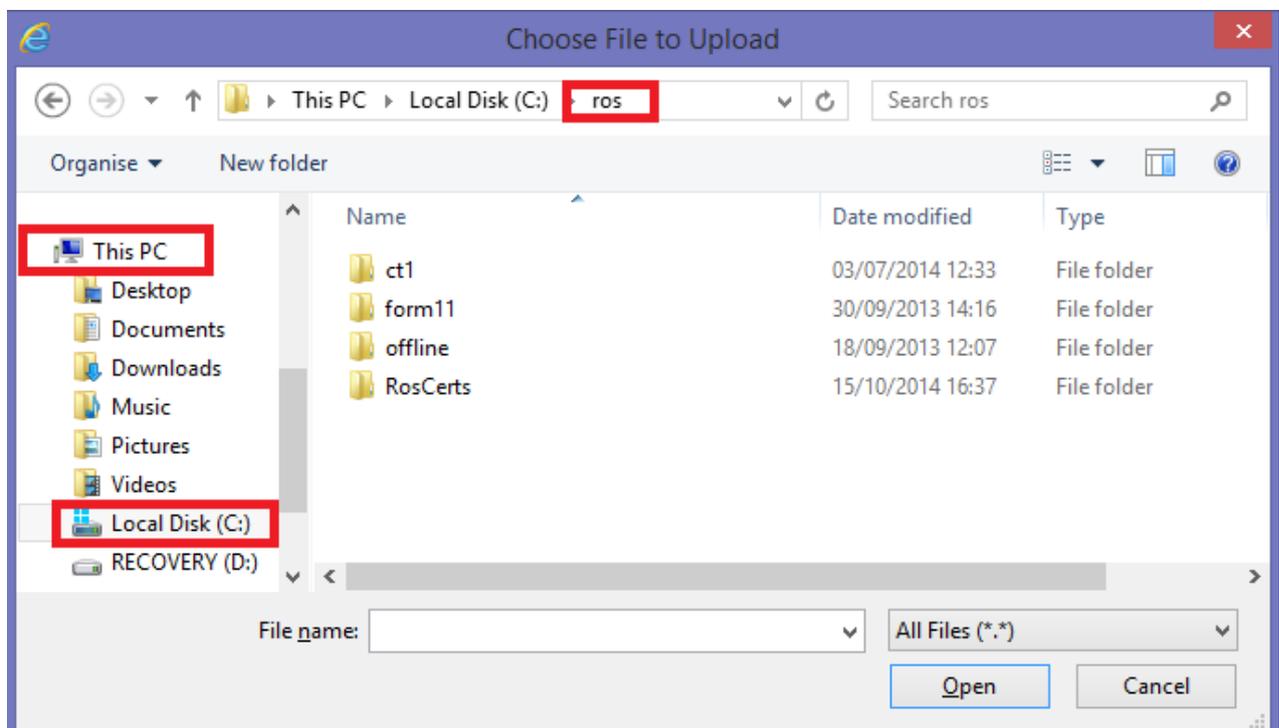
MAC OSX:

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.

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

ROS Upload

If you wish to use this facility, Form11 Returns must be completed using either the ROS Off
here

test.f11

Add File(s)

Remove All

You are using certificate:

Enter your password: *

Cancel   Upload File(s) ➜

0%

* Denotes a required field.

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.