



EMCS User Guide
For
Revenue Online Service (ROS)
Version 1.4

January 2016

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Economic operators will have to register with **ROS** before they can communicate with Revenue using ROS Web services and will allow external users the ability to send and retrieve data from the EMCS.

To Register for ROS

To download your ROS digital certificate, your Internet Browser must support JavaScript. Compatible browsers are:

Windows

- **Windows 8:** IE11, Chrome (40 or higher), Firefox (36 or higher).
- **Windows 7:** IE10, IE11, Chrome (40 or higher), Firefox (36 or higher).
- **Windows Vista:** Chrome (40 or higher), Firefox (36 or higher).
- **Windows XP (Service Pack 3):** Chrome (40 or higher), Firefox (36 or higher)

MAX OSX:

- **Safari** – version 6.1 or higher
- Google Chrome –recent versions (e.g. 40 or higher)
- Mozilla Firefox – recent versions (e.g. 36 or higher)

To check if you are using a JavaScript compatible browser, click [here](#).

Using your compatible browser, go to www.revenue.ie. Select the heading **Register for ROS**

→ Click on 'Register for ROS'

The screenshot shows the Revenue Self Service website. At the top, there is a navigation bar with links for 'Skip to Content', 'Toggle Contrast', 'About Us', 'Press', 'Contact Details', 'Gaeilge', and 'Other Languages'. The Revenue logo is on the left, and a site search box is on the right. Below the navigation bar is a menu with categories: Home, Personal Tax, Business & Self Assessment, Tax Practitioners, Customs, Taxes & Duties, and Online Services. The main heading is 'Revenue Self Service'. There are four main content blocks: 'myAccount', 'ROS', 'Local Property Tax', and 'More...'. An arrow points from the instruction above to the 'Register for ROS' link in the ROS block.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

Skip to Content | Toggle Contrast | About Us | Press | Contact Details | Gaeilge | Other Languages

Site Search Find A-Z Index

Home Personal Tax Business & Self Assessment Tax Practitioners Customs Taxes & Duties Online Services

Revenue Self Service

myAccount

[myAccount Sign in](#)
[About myAccount](#)
[Register for myAccount](#)

Here you can access:
[PAYE Anytime](#)
[eForm 12](#)
[Home Renovation Incentive \(HRI\)](#)
[Local Property Tax \(LPT\)](#)
[Tax Registrations – Income Tax](#)
[MyEnquiries](#)

ROS

[ROS Login](#)
[About ROS](#)
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[Get Desktop Apps](#)
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Local Property Tax

[LPT Login](#)
[About LPT](#)
[Online Valuation](#)
[Guidance](#)

More...

[MyEnquiries](#)
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[Register for VAT MOSS](#)
[Mortgage Interest Relief](#)
[VRT Calculator](#)

Certificate Application Screen

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Irish Tax and Customs

Return to Revenue.ie

[Gaeilge English](#)

Register for ROS - Self-Employed Individuals, Business and Practitioners

There are 3 Steps to becoming a ROS customer. All three steps must be completed before you can access ROS.

- If you wish to view your own personal tax details or if you wish to file your tax returns on-line you must first apply to become a ROS customer.
- You must also apply if you are a tax agent or receiver and require access to view the records or file returns on behalf of your clients. To ensure that your client list is up to date please contact the relevant tax office.
- When you successfully apply, a letter will be issued to you with your personal ROS access number. This number will enable you to proceed.
- Click on symbols below for information about each of the steps

■ 3 Steps to Becoming a ROS Customer

Step 1: Apply for your ROS Access Number (RAN)	Apply for your RAN
Step 2: Apply for your Digital Certificate	Apply for Digital Cert
Step 3: Retrieve your Digital Certificate	Retrieve your Digital Cert

■ Revenue On-Line Services Requirements

ROS Requirements	ROS Requirements
----------------------------------	----------------------------------

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In order to become a ROS customer the user will need to complete the three steps shown in the above screenshot.

The following table details the items / information required in order to complete each step in the process: -

Table: Steps Required to Become A ROS Customer

Stage	Next Stage
<p>Step 1 </p> <p>The following is required in order to complete the first step: -</p> <ul style="list-style-type: none"> Valid Tax Registration number of the customer The number must be a valid number from the revenue database. Contact details (name and phone number) 	<p>An acknowledgement screen will be displayed to the customer. The ROS Access Number (RAN) will be posted out to the customer's official address (as held on the Revenue system)</p>
<p>Step 2 </p> <p>The following are required in order to complete this step: -</p> <ul style="list-style-type: none"> RAN number that has been posted following step 1 Tax Registration Number. Email address (es) 	<p>An acknowledgement screen will be displayed to the customer. The ROS System password will be posted out to the customer's official address (as held on the Revenue system)</p>
<p>Step 3 </p> <p>To complete the final step, the user will need to have the following: -</p> <ul style="list-style-type: none"> System Password that has been posted following step 2 Tax Registration Number The user will now need to create a new certificate name and password 	<p>The customer will now be able to download the digital certificate. (see below)</p>

Certificate Location

You should note the following in relation to JavaScript – your digital certificate will be installed in your browser temporary storage so the following is **very** important.

Link to ROS Help- <https://www.ros.ie/helpcentre/help.html?lang=en>

- You must keep an up to date backup file copy of your ROS digital certificate to retain access to ROS.
- Your browser cannot create the folder to store the ROS certificate file(s) automatically. You should manually create C:\ROS\RosCerts for Windows and /Users/Userid/ROS/RosCerts for Mac.
- Your ROS digital certificate will be downloaded to your browser's default download location and *should be backed up from here to the folder you created above.*
- Your certificate is loaded into your browser so that you can log in to ROS and will be **deleted** if you clear your temporary internet files. In this case you will have to load your certificate into your browser again from your backup using "Manage Certificate Location" on the ROS login screen.

If you haven't kept a copy of the cert. and it is deleted by clearing temporary internet files, you will require the ROS helpdesk to revoke your cert and you will have to start the process over again. See details of Back Up at page 15 below.

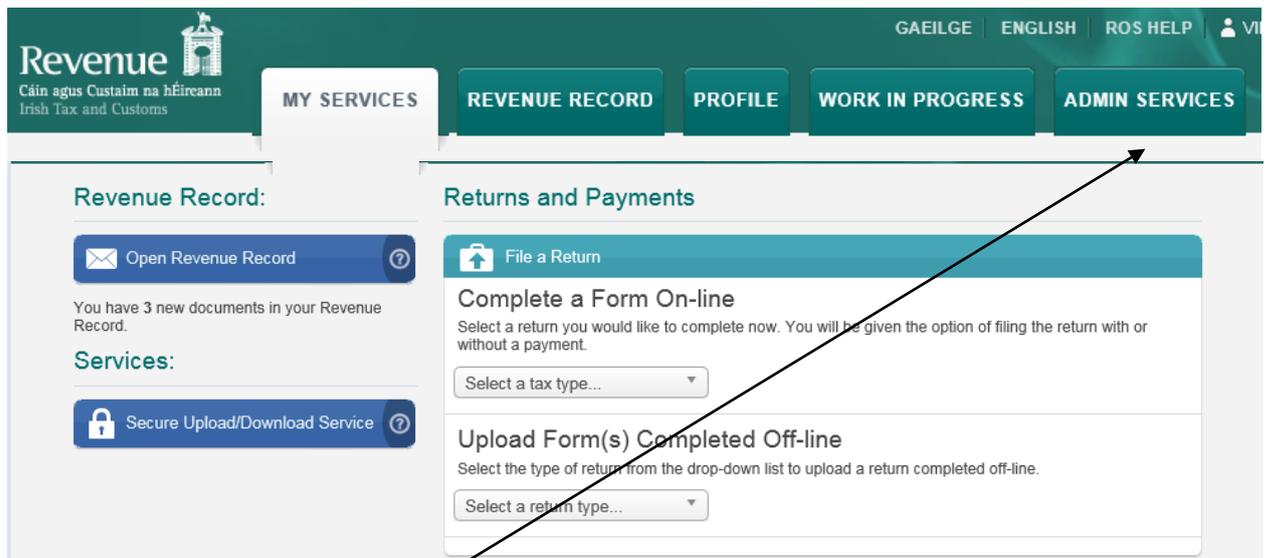
Link to ROS Help- <https://www.ros.ie/helpcentre/help.html?lang=en>

EMCS users should now create a sub-cert, add their SEED number and tick C&E to 'File'

This certificate should be configured into the trader's software. The software can then use this certificate when submitting or receiving messages via ROS web service.

Creation of Sub-user of a digital Certificate by ROS Administrator

Following successful login, the first screen the Administrator will see is the '**My Services**' Screen, as shown in the following screenshot: -



Click on the Admin Services tab

On the Admin Services screen, a list of the associated sub users is displayed. If there are no sub users, then a message '**There are currently no individuals linked to this certificate**' will be displayed.

Applying for a ROS Digital Sub Cert

To become a ROS sub-user your administrator will need to apply for a ROS digital certificate on your behalf. To create a sub cert to access ROS, follow the steps below.

- The Administrator must login to ROS with the Administrator cert on your PC or Laptop that you normally use to access ROS.
- Click the tab 'Admin Services'
- 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



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[Eolas as Gaeilge](#)

- 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:

Application for a Sub User Digital Certificate.

In the Admin Services screen, click on the "Add New" button.

Sub User Digital Certificate Screen

Application for a New Certificate MR KATRCK SANNOT U

- 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.

Information

- 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.

Surname	<input checked="" type="checkbox"/>	<input type="text" value="Bloggs"/>		
First Name	<input checked="" type="checkbox"/>	<input type="text" value="Joe"/>		
ID Ref	<input checked="" type="checkbox"/>	<input type="text" value="1234"/>	ID Type	<input checked="" type="checkbox"/> Payroll Number
E-mail address for the above named	<input checked="" type="checkbox"/>	<input type="text" value="joe.bloggs@somewhere.com"/>		
SEED Number for the above named		<input type="text" value="11111111"/>		

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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Please complete the following fields

Surname: Please enter the Surname of the individual.

Firstname: Please enter the Name of the individual.

ID Ref. Please enter the individuals ID reference number.

ID Type. Please select the type of ID reference number given from the dropdown menu.

E-Mail Address: Enter the e-mail address for he above named

NVDF Cert. Not applicable

SEED Number. If this certificate is for an **EMCS user**, please enter SEED number in this field.

An **EMCS** user must complete the Mandatory and **SEED Number** fields. Please note that when a tenant warehousekeeper is setting up his subcert the tenant must insert his own SEED no. This subcert can then be used to submit, receive and receipt messages via ROS webservices.

(The administrator may amend an existing sub user's SEED Number or allocate a SEED Number to an existing sub user from this screen).

Click “**Submit**” and “**OK** “ buttons, back to **Admin Services** page

Sub-user must now be given permission to file C&E

Again clicking on **Admin Services** and selecting the sub-user click on **Revise**.

Scroll to **Permissions on Tax / Procedures Services** and tick **C&E to File** and **Confirm**

Permissions on Tax / Procedures Services

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
VAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Transit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrastat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EU Savings Dir	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C&E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excise Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EVR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

All Taxes/Procedures

Remove All

View All

Prepare All

File All

Confirm

The sub-user must now await confirmation email from ROS before downloading cert. The Administrator must provide **ID ref** used to create the sub-cert and the **System Password** (found by clicking on the padlock icon).

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
	TEST	TEST	MOBILE			REGISTERED

Retrieve your Digital Certificate

Within 24 hours the new sub user will receive a computer generated email to inform the sub user to complete Step 3 of How To Become A ROS Customer.

Login to www.revenue.ie

On the home page,

- Locate the '**ROS**' section
- Select the '**Register for ROS**' link

At **Step 3** click the 'Retrieve your Digital Cert' button.

On the Terms & Conditions screen, scroll to & click the "**I accept**" button.

Retrieve your Digital Certificate screen

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="checkbox"/>	ⓘ
<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"/>	ⓘ
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OR

C To retrieve a digital certificate acting as a receiver, please enter your Receiver No. here:

Receiver No. (only for receivers)	<input type="text"/>	ⓘ
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D **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"/>	ⓘ
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Click on the **Next** button to send your details to ROS

Next

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

Back

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At the Retrieve your Digital Certificate screen, complete **part D** by inserting the ID Reference (supplied by the administrator). Click the **“Next”** button.

Retrieve your Digital Certificate screen

Application for a Digital Certificate - Note internet usage is logged and subject to monitoring.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Stop

Address <https://www.ros.ie/FunctionalityServlet/validIdNum.jsp> Go

Links [e-Payslip On Line](#) [Intranet HomePage \(RevNet\)](#) [Revenue OnLine Services \(ROS\)](#) [Revenue Phonebook \(Search\)](#) [Revenue Web Site](#) [Time and Attendance System](#)

Revenue **Revenue On-Line Service**

Home

ROS
Revenue On-Line Service

Retrieve your Digital Certificate

This is the final step to retrieving your ROS Digital Certificate

Please enter your System Password below and click the **Submit** button
Click on symbol below for further information

Enter your System Password

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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Done

start | Inbox - Microsoft Out... | C:\Documents and Se... | 5 Internet Explorer | 13:34

Enter the System password as provided by the administrator & click the “**Submit**” button.

Request your Digital Certificate screen using Java Script

Application for a Digital Certificate

To download your certificate please complete the details below and click **Request Certificate**

Your ROS digital certificate will be installed in your browser temporary storage.

You will be prompted to save a backup file copy of your certificate. You must save the file to ensure continued access to ROS

If you require any assistance requesting your certificate, [click here](#).

Certificate Name

Enter Password

Confirm Password

ROS Registration Step 3

Assign a name for your Digital Certificate (no more than 8 characters and cannot be the same as any certificate you already have). Create a password (between 8 and 20 characters, including one upper and confirm password).

Click the **“Request Certificate”** button.

Your Digital Certificate will be installed in your **browser temporary storage**

You will be prompted to save a backup file copy of your certificate.

You must save the file to ensure continued access to ROS

Your Digital Certificate **Certificate1** has been successfully installed into your browser temporary storage.

You should ensure that you have saved a backup copy of your certificate and that you keep this file to ensure continued access to ROS.

The certificate backup file is usually saved in your Downloads folder. It will have your chosen certificate name followed by .p12.bac unless you use the Safari browser. Safari names the file Unknown. If you have used Safari, you should rename the file to your certificate name followed by .p12. We recommend that you move the file from the Downloads folder to a safe location to keep it safe.

If your ROS digital certificate is not working, you may need to reissue the certificate. You can reissue the certificate by clicking the 'Reissue' button. We recommend that you keep a backup copy of the certificate to ensure continued access to ROS.

You are now an approved user. You can now access the ROS system. For more information on how to use the ROS system, click the 'Help' button.

If you are downloading a file, you will be prompted to Open or Save the file. If you choose to Save the file, you will be prompted to choose a location to save the file. If you choose to Open the file, you will be prompted to choose a program to open the file.

Backup Certificate

⚠ Click "Backup" to save a certificate backup file in your Downloads folder. You must save and keep this backup file to retain continued access to ROS.

If you receive a further prompt to Open or Save the file, choose **SAVE**

Cancel Backup

Certificate Name	Backup	Remove
Certificate1	↻	🗑
company32	↻	🗑

DO NOT CLICK ON CANCEL

Depending on what browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:

- The backup certificate file will save automatically to your Downloads folder, OR
- You will be asked whether you want to Open or Save the file – always choose SAVE to create the backup certificate file in your Downloads folder
- You may be given the option of which folder to save the file to – choose a safe location where the file will not be accidentally deleted.

The certificate backup file has the certificate name followed by .p12.bac unless you use the Safari browser. Safari names the file Unknown. If you have used Safari, you should rename the file to your certificate name followed by .p12.

Please check your Downloads folder before closing your browser, to ensure that your certificate file has been saved. You must keep a copy of the certificate backup file in a safe location to ensure that you can access it in the future. We recommend moving it to a ROS\RosCerts folder on your computer. Instructions to create this folder and move the file are included in the next heading "Creating the ROS\RosCerts folder and Moving the Backup Certificate File"

Link to ROS Help- <https://www.ros.ie/helpcentre/help.html?lang=en>

You can now log in to ROS – click the Login button.

Sub-cert should now be located in saved location (ie. C/ROS/ROScerts) and forwarded to Software provider.

(Example of ROS cert. - vima.p12.bac)

This certificate should be configured into the trader's software. The software can then use this certificate when submitting or receiving messages via ROS web service

For further information contact:

ROS: roshelp@revenue.ie 1890 201106

EMCS: emcsnsd@revenue.ie 042 9353302

NOTES