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

CONTENTS

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**'

Certificate Application Screen

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
<u>Step 1</u> Apply for your RAN The following is required in order to complete the first step: - • Valid Tax Registration number of the customer The number must be a valid number from the revenue database. • Contact details (name and phone number)	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)
<u>Step 2</u> Apply for Digital Cert The following are required in order to complete this step: - • RAN number that has been posted following **step 1** • Tax Registration Number. • Email address (es)	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)
<u>Step 3</u> Retrieve your Digital Cert To complete the final step, the user will need to have the following: - • 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	The customer will now be able to download the digital certificate. (see below)

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: -
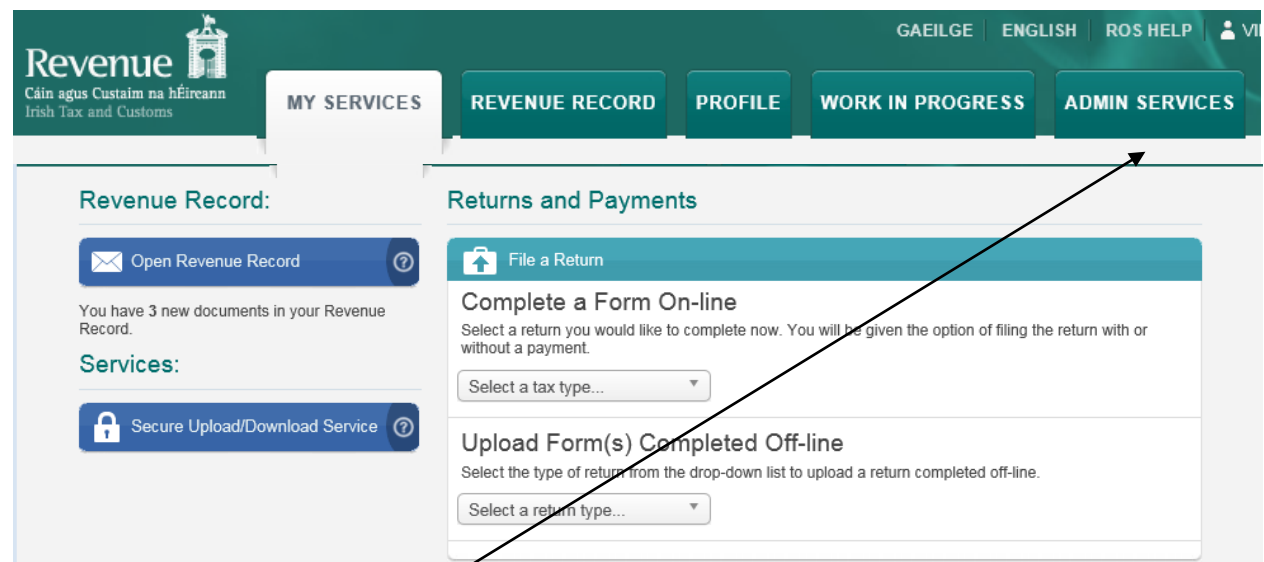
Click on the Admin Services tab

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.

<u>**Applying for a ROS Digital Sub Cert**</u>

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**

- 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

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	☑	☐	☐	☐
CAT	☑	☐		☐
Transit	☑	☐	☐	☐
Intrastat	☑	☐	☐	☐
VIES	☑	☐	☐	☐
EU Savings Dir	☑	☐	☐	☐
C&E	☐	☐	☐	☑
Excise Licence	☑	☐		☐
EVR	☑	☐	☐	☐
Stamp Duty	☑	☐		☐

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.		
▼		☑	ⓘ

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)		ⓘ

OR

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

Receiver No. (only for receivers)		ⓘ

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		ⓘ

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]

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

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

Request your Digital Certificate screen using Java Script


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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
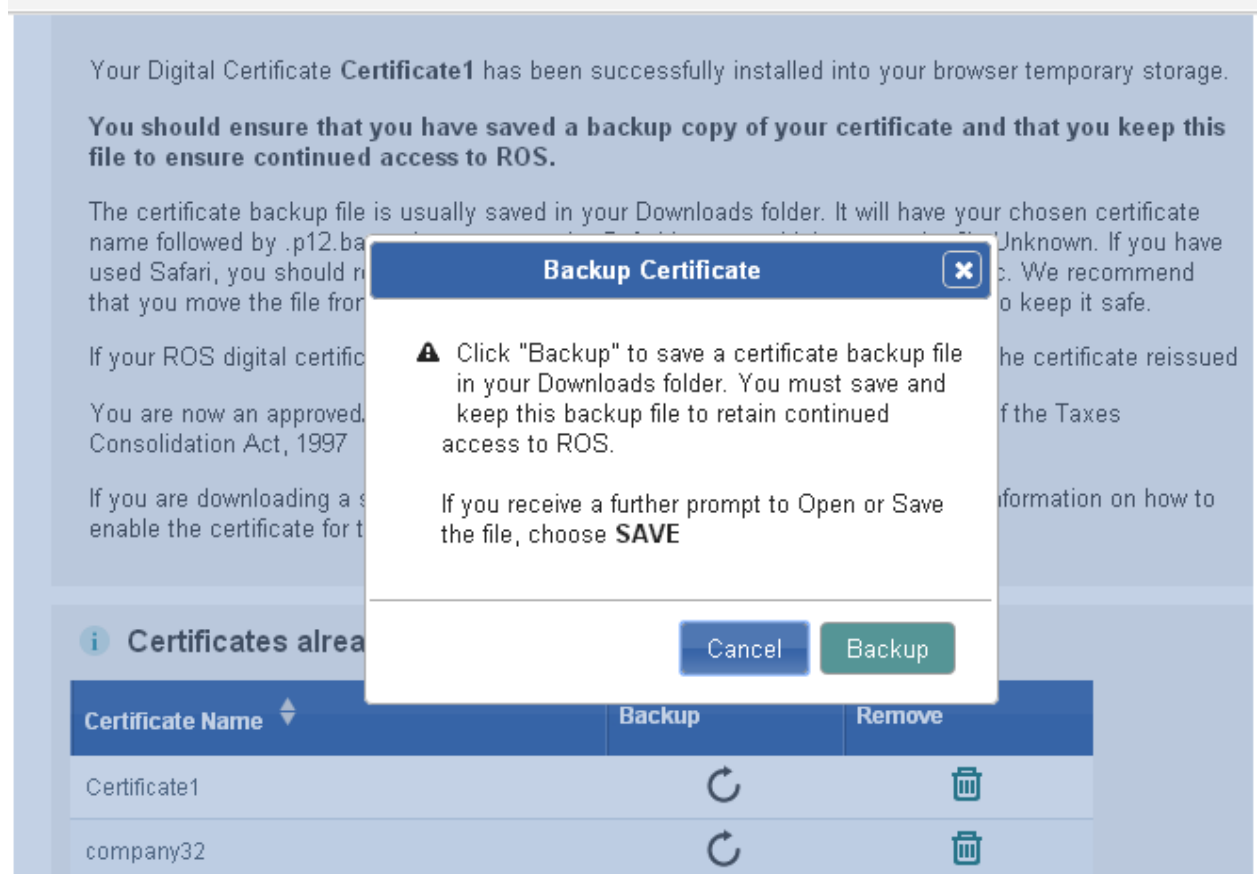
DO NOT CLICK ON CANCEL

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 your 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