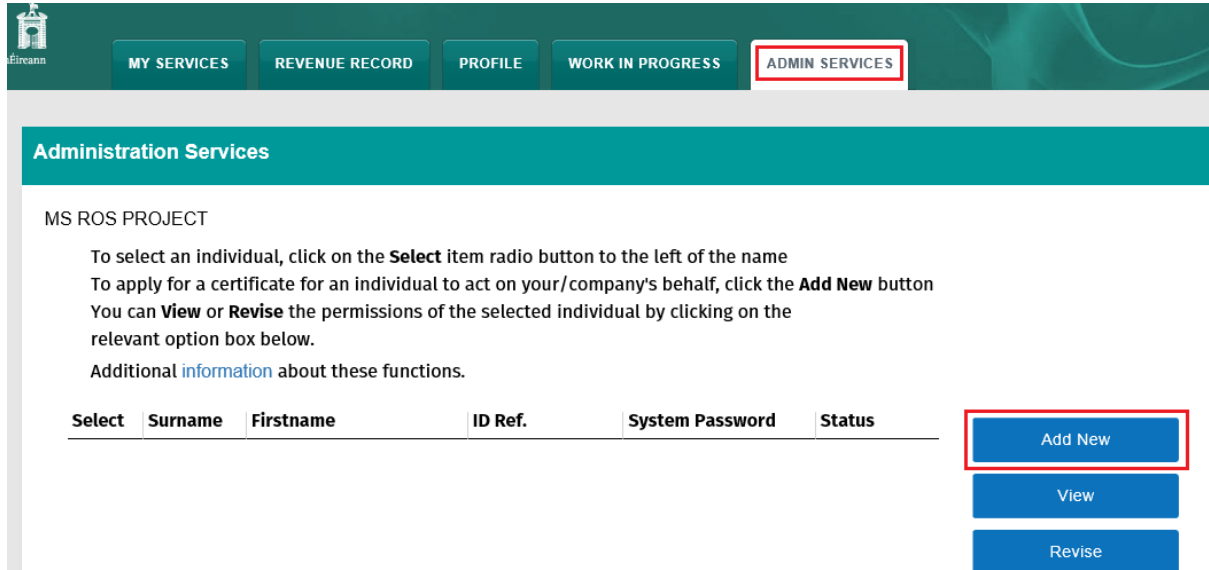


## How to setup a Sub-user for Employer Services

Log into ROS as the ROS Administrator and click on the "Admin Services" tab.

Click "Add new".



The screenshot shows the ROS Admin Services interface. At the top, there is a navigation bar with tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The ADMIN SERVICES tab is highlighted with a red box. Below the navigation bar, there is a section titled "Administration Services" with a teal header. Underneath, it says "MS ROS PROJECT" and provides instructions: "To select an individual, click on the **Select** item radio button to the left of the name. To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button. You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below. Additional [information](#) about these functions." Below the instructions is a table with columns: Select, Surname, Firstname, ID Ref., System Password, and Status. To the right of the table are three buttons: Add New, View, and Revise. The Add New button is highlighted with a red box.

Enter only the following details:

- **Surname:** Surname of the individual that the cert is for.
- **First Name:** First name of the individual the cert is for.
- **ID Ref:** This is an identifier that you make up - e.g. staff number, or other identifier.  
The ID Ref will be used to download the certificate and must be unique.
- **ID Type:** The type of ID reference number given from the dropdown menu - e.g. Other.
- **E-Mail Address:** Contact e-mail address for the above named. Reminders to renew the certificate will be sent to this email address.

Click "Submit".

## Application for a New Certificate

Surname	<input checked="" type="checkbox"/>	<input type="text"/>				
First Name	<input checked="" type="checkbox"/>	<input type="text"/>				
ID Ref	<input checked="" type="checkbox"/>	<input type="text"/>	ID Type	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>
E-mail address for the above named	<input checked="" type="checkbox"/>	<input type="text"/>				
SEED Number for the above named		<input type="text"/>				<input type="text"/>
EORI Identifier for the above named		<input type="text"/>				<input type="text"/>

NVDF Certificate	<input type="checkbox"/>	<input type="text"/>
DSP Certificate	<input type="checkbox"/>	<input type="text"/>

Click on the **Submit** button to send your details to ROS

**Submit**

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

**Back**

You should receive confirmation that a new Certificate has been requested.

Revenue  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

**MY SERVICES**   **REVENUE RECORD**   **PROFILE**   **WORK IN PROGRESS**   **ADMIN SERVICES**

**You have just applied for a new Sub-User Certificate**  
Your application for a new Certificate for [redacted] has been received by ROS.  
The above named has been sent an email informing them to contact you for their ID Reference and System Password.  
The ID Reference and System Password is available to you on your Administration Services Page.  
Click the padlock to reveal the System Password.  
You currently have 7 associated certificate(s).  
There is no limit to the number of associated certificates you can apply for.  
To return to Administration Services page now click the OK button

**OK**

Click the “**System Password**” padlock icon for the new sub-user and note the system password; you should also note the “**ID Ref**” you created as they will be needed to download the certificate.

You must notify the sub-user of the “**ID Ref**” and “**System Password**” for the certificate so that they can complete Step 3 of Register for ROS. It should be immediately available for download.

Once the sub-cert is downloaded, the Status column will change to Active.

## Administration Services

### MS ROS PROJECT

To select an individual, click on the **Select** item radio button to the left of the name

To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button

You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.

Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status
<input type="radio"/>	TESTER	TEST	TEST01		REGISTERED

To give the sub-cert permissions, select the sub-user, then click on **“Revise”** on the right.

## Administration Services

### MS ROS PROJECT

To select an individual, click on the **Select** item radio button to the left of the name

To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button

You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.

Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status	
<input type="radio"/>	TESTER	TEST	TEST01		REGISTERED	<input type="button" value="Add New"/>
						<input type="button" value="View"/>
						<input type="button" value="Revise"/>

Select **“File”** on the PAYE-Emp line, then scroll down to the very bottom of the page and click on **“Confirm”**.

## 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	Restrictions
PAYE-Emp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Restrict PAYE-EMP Forms
Income Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capital Gains Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C&E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please note that **File** permissions will give the sub-user access to all employer services and inbox items.

Sub-users with **Prepare** permissions will have access to RPN services only.

Sub-users with **View** permissions will have no access to Employer Services.

Dual Signatures and second signatures do not apply to the new Employer Services.