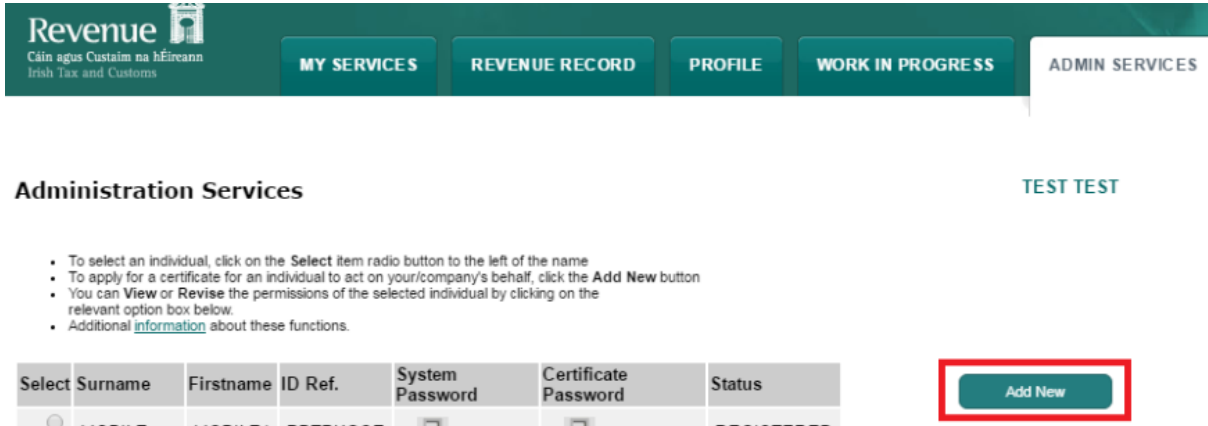


Instructions for ROS Administrator

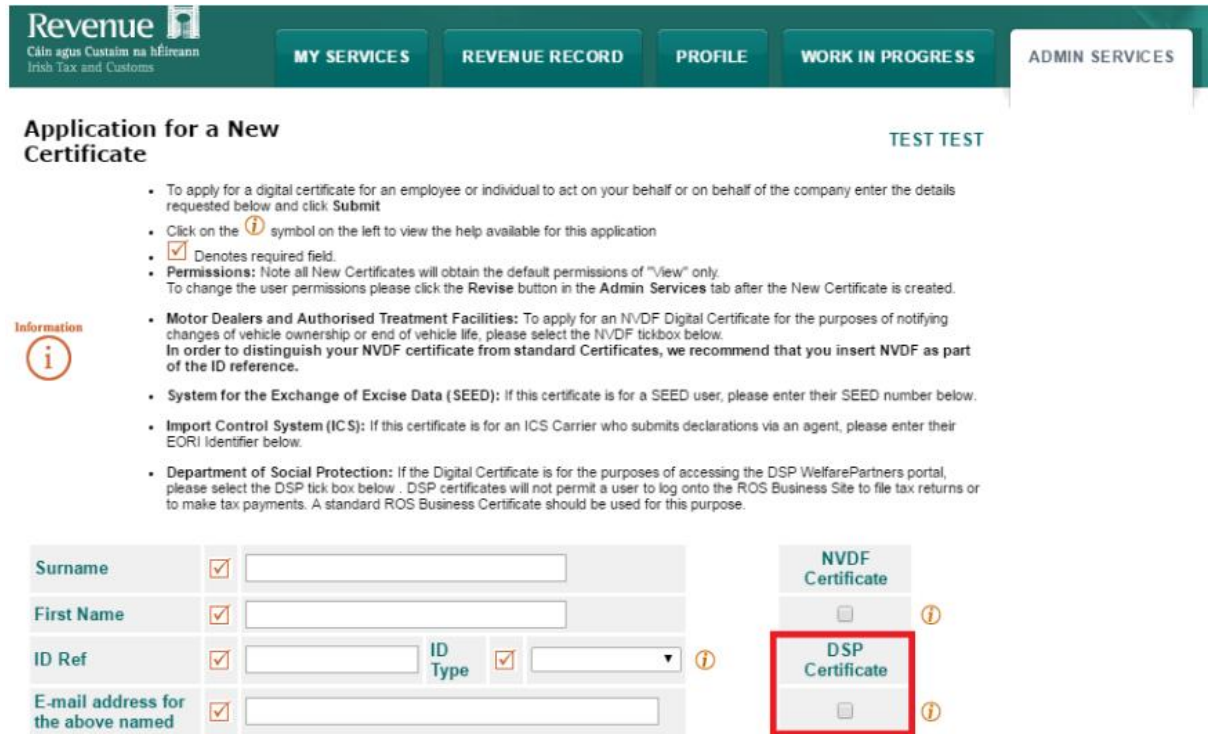
Log into ROS as the ROS Administrator and click on the "Admin Services" tab.



Click "Add new".



Click on the "DSP Certificate" tick box.



Enter the sub-user details:

- **Surname** - sub-user's surname
- **First Name** - sub-user's first name
- **ID Ref** - this is an identifier that you make up for the Sub-user. It is a good idea to reference the scheme as part of the ID Ref

The ID Ref will be used to download the certificate and must be unique.

- **ID Type** - select "Other"
- **E-mail address for the above** - this should match the email address used for WelfarePartners (this can be changed later)
- **SEED Number** - leave this blank
- **EORI Identifier** - leave this blank
- **Tax Registration** - select the registration number that you want to use for WelfarePartners.

Only one registration number can be assigned to each certificate.

Click "Submit".

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="button" value="i"/>
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="button" value="i"/>
EORI Identifier for the above named		<input type="text"/>				<input type="button" value="i"/>

NVDF Certificate	<input type="checkbox"/>	<input type="button" value="i"/>
DSP Certificate	<input checked="" type="checkbox"/>	<input type="button" value="i"/>

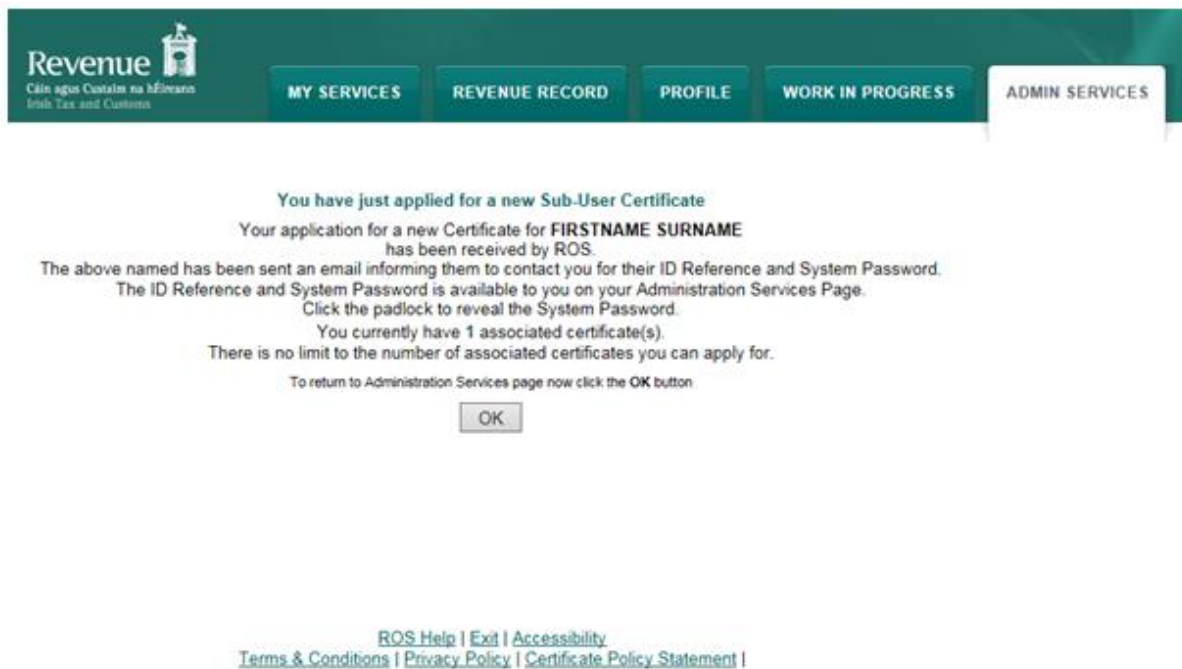
Please select a tax registration for use with this DSP sub cert

Tax Type	Tax Regn./ Trader No.	Enabled
PAYE-EMP	3450630CH	<input type="radio"/>
PAYE-EMP	3450631EH	<input type="radio"/>
PAYE-EMP	6235323WA	<input checked="" type="radio"/>
Income Tax	6235323WA	<input type="radio"/>

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

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

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



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.

