

Instructions for ROS Administrator

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



Click "Add new".



Administration Services

TEST TEST

- 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	Certificate Password	Status
<input type="radio"/>	MCNEIL	MCNEIL	00000000			REGISTERED



Enter the sub-user details:

- **Surname:** Surname of the individual that the cert is for (note that if this certificate is required for CRO filing, this must correspond to the details on record with CRO).
- **First Name:** First name of the individual the cert is for (note that if this certificate is required for CRO filing, this must correspond to the details on record with CRO).
- **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.
- **NVDF Cert:** If the certificate is to be used for Motortrans (NVDF) **ONLY** - tick this.
- **DSP Cert:** If the certificate is to be used for Welfarepartners (DSP) **ONLY** - tick this.
- **SEED Number:** If this certificate is for a SEED user, please enter SEED number (Traders Excise Number) in this field. An EMCS user **MUST COMPLETE** the Mandatory and **SEED** Number fields. This subcert can then be used to submit, receive and receipt messages via ROS webservices for customs clearance.
- **EORI Number:** If this certificate is for an ICS Carrier who submits declarations via an agent, please enter their EORI Identifier (customs).

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" value="v"/> ⓘ
E-mail address for the above named	<input checked="" type="checkbox"/>	<input type="text"/>			
SEED Number for the above named		<input type="text"/>			ⓘ
EORI Identifier for the above named		<input type="text"/>			ⓘ

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

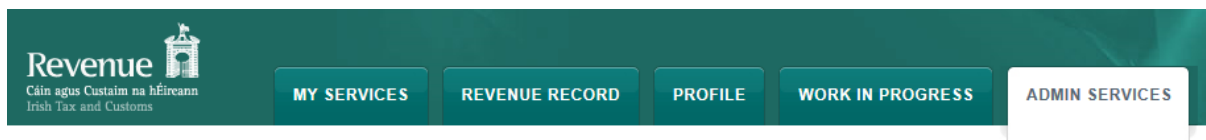
Click on the **Submit** button to send your details to ROS

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.



You have just applied for a new Sub-User Certificate

Your application for a new Certificate for **FIRSTNAME SURNAME** 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 1 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.



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Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input type="radio"/>	SUBCERT6	MARY	SUBCERT6			REGISTERED

Add New

View

Revise