

## Instructions for Sub-user

The ROS Administrator should provide the Sub-user with the ID Ref and System Password from the Admin Services tab.

Once you have the above information, go to [Register for ROS](#).

Under Step 3, click on “**Download and Save your Digital Certificate**”.

The screenshot shows the 'ROS Registration' page with the following content:

- Register for ROS - Business Customers and Practitioners**
- Who can apply to become a ROS Customer?
  - ✓ Any individual or entity with an Irish tax registration number already registered for a business tax e.g. Income Tax, VAT or Employers PAYE. Individuals who are registered for PAYE or LPT only should register for myAccount
  - ✓ Tax practitioners with a valid TAIN number
  - ✓ LPT Receivers with a valid Receiver number
- Click on the steps below to start or continue the registration process
- 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**  
Download and Save your Digital Certificate  
[Download and Save your Digital Certificate →](#)

Under the Terms and Conditions, click "**I Accept**" to proceed.

contracted by Revenue solely for the purpose of transacting business with Revenue.

**1.4** Revenue reserves the right to make changes to the information, design and services provided in the ROS website without notice and without liability. Every effort will be made to advise of changes in advance.

**1.5** Revenue reserves the right to add, amend or vary the terms of this

Click **I Accept** to proceed with retrieving your digital certificate

[I Accept](#)

Click **I Decline** if you do not wish to accept these Terms & Conditions

[I Decline](#)

Select **"A Sub User"** and enter the ID Ref provided by your ROS Administrator.

Click **"Next"**.



### Download and Save your Digital Certificate

Are you applying in your capacity as:

- An Individual or Company
- A Tax Agent
- A Receiver
- A Sub User

**Linked Certificate Application: To retrieve a Sub-user Certificate requested on your behalf by the ROS Administrator, please enter your ID Reference here:**

ID Reference provided by your ROS Administrator \* [What is this?](#)

Next →

Enter the System Password given to you by the ROS Administrator (either upper case or lower case letters may be used).

Click **"Next"** to proceed.

### Download and Save your Digital Certificate

Please enter your System Password below and click the **Next** button  
The \* symbol beside a field denotes that this field is required

Enter your System Password \*

Next →

Make up a name for your certificate – this will appear on the login screen and should contain DSP or CE or another identifier so that you know that this is a WelfarePartners only certificate. The name cannot be changed later.

The certificate name may not include spaces, accented characters or symbols.

Create a password – this is the password that you will use to log in to WelfarePartners.

The password must have at least 8 characters, including at least one UPPER case character, one lower case character and 1 digit and may not contain any part of the certificate name. If you forget your password, your ROS Administrator can check it for you.

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

**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](#).

**i Certificate Name**

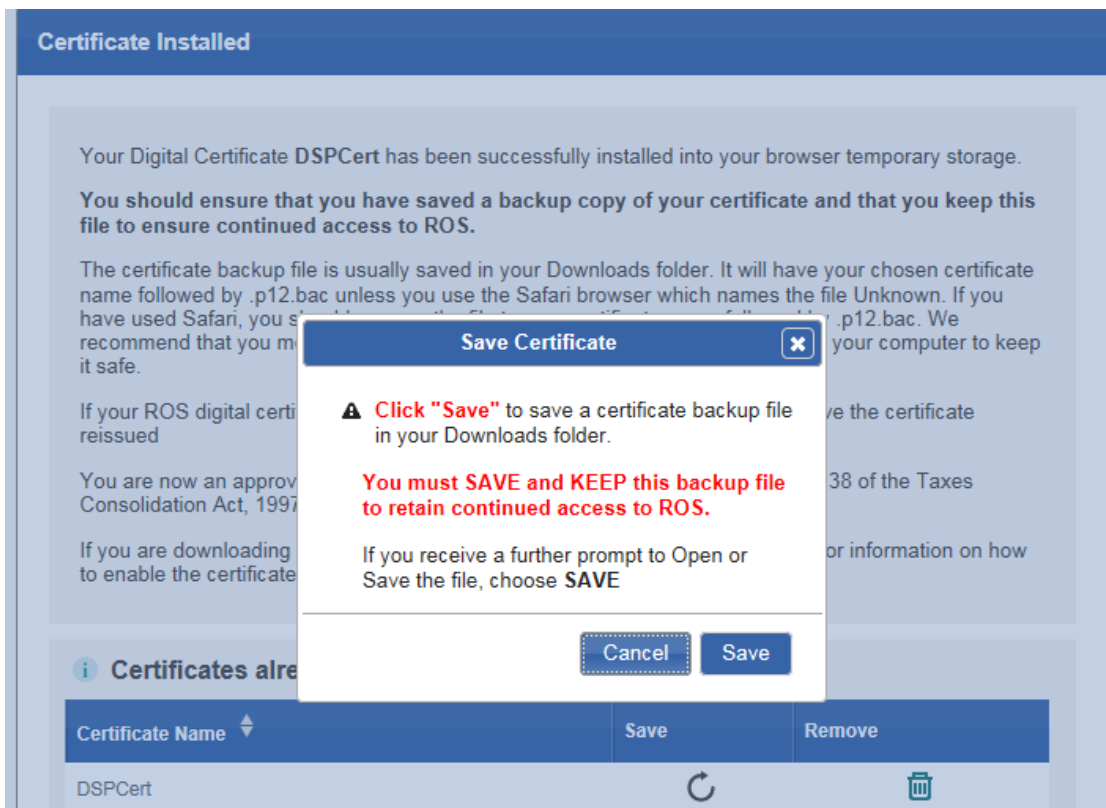
**i Enter Password**

**i Confirm Password**

**Downloading and installing certificate.**  
*This can take up to 3 minutes on iOS.*

**Back** **Request Certificate**

Click the **“Save”** button.



Depending on which web browser you use, you may need to click on **“Save”** again on the bottom of the screen. The certificate will now have been saved to your Downloads folder.

If you lose your sub-user certificate, your ROS Administrator will have to issue a new one, so make sure to save the certificate on your computer.

More information on how to save your digital certificate is available in the Getting Started on ROS Help section – under the Registering for ROS heading.

You should now go to [WelfarePartners](#) and try to log in.

Make sure that the correct certificate is appearing on the WelfarePartners login screen.

If the correct certificate is not loaded for WelfarePartners, please load it by following the instructions in the Getting Started on ROS Help section – under the Logging into ROS heading.