

Load Certificate – Windows

The following steps will help you find and load the most recent version of your certificate:

On the [ROS Login screen](#), click "Manage My Certificates".

The screenshot shows the ROS Secure Login interface. On the left, a white box contains a red 'X' icon and the text: "No certificates are loaded in this browser". Below this, it instructs the user to click "Manage My Certificates" to load a certificate from a backup file or to click a link for help. The "Manage My Certificates" link is highlighted with a red rectangular box. Further down, it says "If you have not yet retrieved your ROS certificate, please complete the ROS registration process:" followed by a "Register for ROS" link. At the bottom of the box, an information icon and text suggest visiting ROS Help if there are problems. On the right, the "Revenue Online Service" header is visible, along with a brief description of ROS and a "Useful Links" section containing several hyperlinks.

Click the "Choose File" or "Browse" button - the label depends on which browser you use.

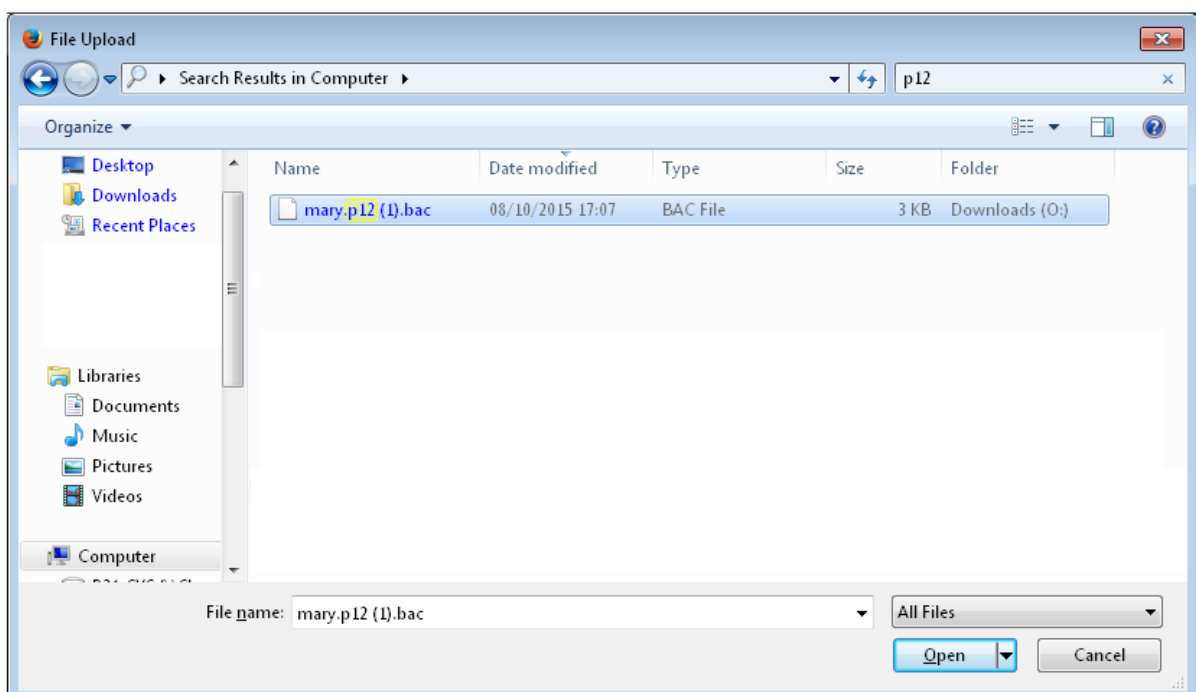
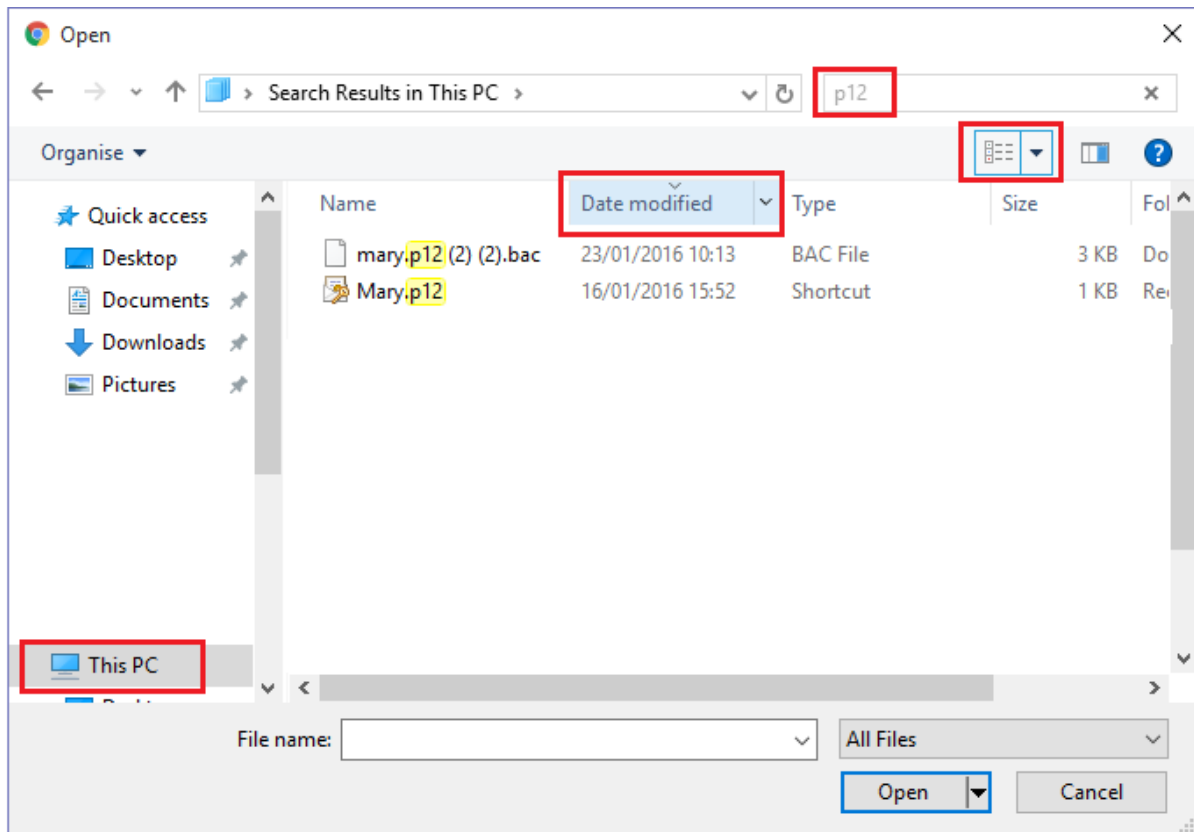
The screenshot displays the "Manage My Certificates" page. The top section, titled "Load Certificates:", includes an information icon and text stating that the latest version of the certificate must be loaded, with a link to "CLICK HERE FOR HELP". Below this, there are two labels: "Choose Certificate" and "Enter Password". The "Choose Certificate" label is positioned above a file selection button labeled "Choose file" (with "No file chosen" to its right), which is highlighted with a red box. The "Enter Password" label is above a text input field. A "Reset Login" link is located to the right of the password field. At the bottom of this section, there are two buttons: "Return to Login" and "Load Certificate". The bottom section, titled "Certificates already loaded in this browser:", features a table with a header row containing "Certificate Name", "Save", and "Remove". Below the table, a message states "You currently have no certificates loaded in your browser." At the very bottom, there is a note with an information icon and a link to the "ROS Help Centre".

From the popup window select **“Computer”** or **“This PC”** in the left hand column. Then in the search box in the top right, type in **p12**

When the search is complete, identify the most recent file for your certificate from the Date Modified – it will be either a .p12 file or a .p12.bac file.

(To view the date modified, select **“Details”** from the View Options. Click on the column heading to sort by date.)

Double click on this file.



The certificate file name should now be displayed beside the “Browse” or “Choose File” button. Type your ROS login password into the password box and click the “Load Certificate” button.

Manage My Certificates

Load Certificates:

Choose Certificate

Enter Password

[Reset Login](#)

Certificates already loaded in this browser:

Certificate Name	Save	Remove
You currently have no certificates loaded in your browser.		

For more information please click on the [i](#) buttons or go to the [ROS Help Centre](#)

You should now see the message "Certificate details have been imported successfully from file" displayed on your screen.

Click the "Return to Login" button.

Manage My Certificates

i Load Certificates:

You must load the latest version of your certificate: [CLICK HERE FOR HELP](#)

Choose Certificate No file chosen

Enter Password

[Reset Login](#)

Certificate details have been imported successfully from file.

[Return to Login](#) [Load Certificate](#)

i Certificates already loaded in this browser:

Certificate Name	Save	Remove
paula		

For more information please click on the **i** buttons or go to the [ROS Help Centre](#)

Your certificate name should now be displayed and you are ready to login to ROS.

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

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ROS Secure Login

1. Select Certificate
mary
[Manage My Certificates](#)

2. Enter Password

[Change password](#) [Reset Login](#)

3. Login
[Login to ROS](#) [ROS Help](#)

Revenue Online Service

Revenue Online Service (ROS) enables you to view your own, or your client's, current position with Revenue for various taxes and levies, file tax returns and forms, and make payments for these taxes online in a variety of ways.

Useful Links

- [View Latest Revenue News](#)
- [EU VAT Customers](#)
- [ROS Offline Application](#)