## **My Account - ROS Administrator**

If you are an individual who has registered for myAccount or PAYE Anytime in the past, you may use myAccount to access ROS. If you have forgotten your password, click the Forgot Password link on the myAccount sign in screen.

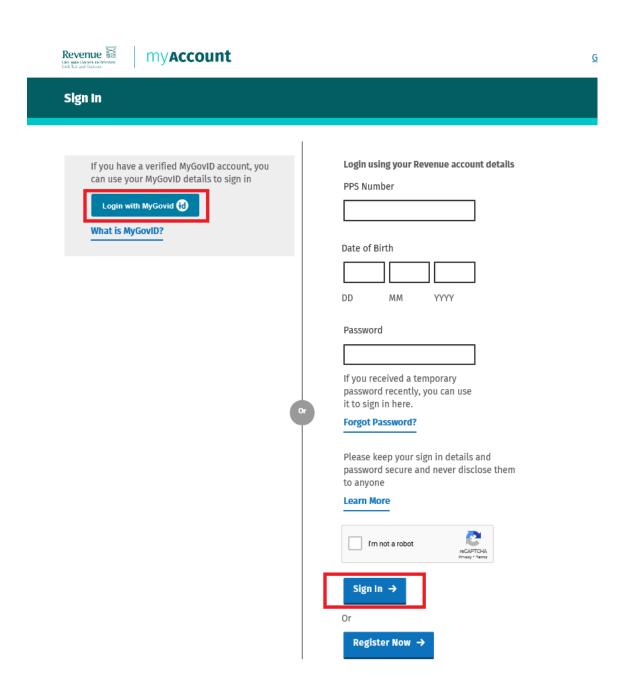
If you have set up a Verified MyGovID account with the Department of Social Protection, you may use this to access myAccount.

To register for ROS, you must have an active registration for Income Tax, Capital Acquisitions Tax or a business tax such as VAT.

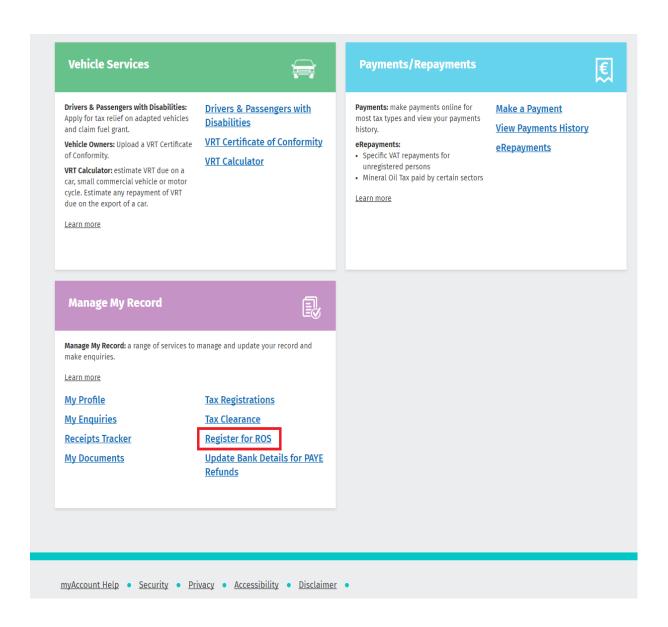
If you have never had a ROS digital certificate before, you should see the Register for ROS option in the "Manage My Record" card in myAccount. If you were registered for ROS before, you should see a ROS card in myAccount.

The following steps describe the ROS registration process when accessed via myAccount.

Sign into myAccount using either your MyGovID credentials or your myAccount password.



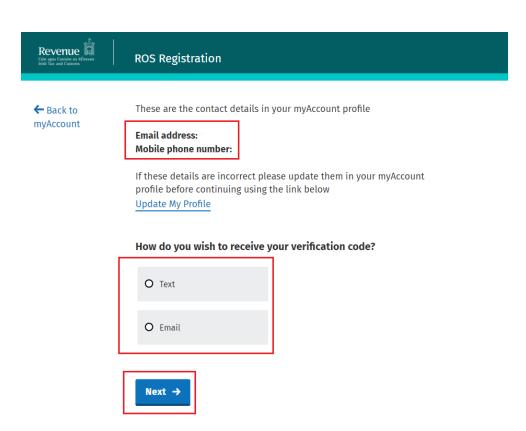
## Click on "Register for ROS"



Check that your contact details are up to date and update your profile if necessary.

Select how you want to receive your verification code. Please note that only Irish and UK mobile numbers may be used to receive a text message.

Click "Next"



Your verification code will issue by email or text as selected and will be valid for one hour.

If the verification code expires, please start the registration process in myAccount again.

Then follow the instructions from the Registering for ROS Help section – under the ROS Administrator heading: Step 3 – Download and Save your digital certificate