

## Restricting Sub-users from an Employer Registration Number

Note: If you have only one PAYE-EMP tax registration number these instructions do not apply.

### Restricting PREM registration within sub-cert

- Login to ROS and click on the 'Admin Services' tab
- Select the sub-cert and click on the 'Revise' button on the right-hand side

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status	
<input type="radio"/>	TEST	TEST	TEST	🔒	🔒	REGISTERED	<div style="text-align: right;"> <div style="margin-bottom: 5px;"><a href="#">Add New</a></div> <div style="margin-bottom: 5px;"><a href="#">View</a></div> <div style="border: 2px solid red; padding: 2px;"><a href="#">Revise</a></div> </div>

### Permissions on Tax/Procedures Services

- **View:** lookup information, **Prepare:** enter details on a form, **File:** sign and submit form to Revenue
- **View for CAT and Stamp Duty:** lookup information and view inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File	
PAYE-Emp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<div style="text-align: right;"> <div style="border: 2px solid red; padding: 2px; margin-bottom: 5px;"><a href="#">Restrictions</a></div> <div style="background-color: #006666; color: white; padding: 5px; text-align: center;"><a href="#">Restrict PAYE-EMP Forms</a></div> </div>
Income Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Capital Gains Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C&E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

- Click the box under the heading 'Restrict' of the PAYE-EMP tax registration number that you do **NOT** want the sub-user to have access to. Then click the 'Confirm' button.

### Restriction List

6TEST TEST

You have selected :

ID Ref:

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- If you wish to restrict access to all taxes or remove all restrictions applied click the **Restrict All/Enable All** button
- To apply or lift access to specific Registration/trader numbers click the check box beside the registration number
- Once you have completed your changes please click on the Confirm button

[Restrict All](#) [Enable All](#)

Tax Type	Tax Regn./ Trader No.	Name	Restrict	
PAYE-Emp	000000PH	6TEST TEST	<input type="checkbox"/>	<a href="#">Confirm</a>
PAYE-Emp	8554000TA	6TEST TEST	<input type="checkbox"/>	

Please note, if a sub-user has 'Inbox Administrator' permissions, they will have access to all documents in the Revenue Record, regardless if they have been restricted from that PAYE-EMP employer number by the Administrator.

### Permissions on Administration Services

• **No:** Permission not available, **Yes:** Permission available

Service	No	Yes
Add New	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revise	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Amend Email Addresses	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Revoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Set Signature Requirements	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Inbox Administration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Submit Registration	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access Direct Debit Instruction	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access Electronic Funds Transfer	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Access Secure Upload	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**All Administration Services**           

For PAYE Modernisation, output will not be sent to the Revenue Record, however P35L filings will be available in the Revenue Record indefinitely.