

## Step 1 – ROS Administrator

To commence the ROS registration process, go to [www.revenue.ie](http://www.revenue.ie) and click "ROS" on the top right. Click on "Register for ROS" where you will see the three registration steps.

Click on "Apply for your RAN".

### 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
- ✓ Solicitor with a valid TAIN 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 →](#)

Select "**An Individual or Company**" if you are an individual or registering on behalf of a company, partnership or other organisation.

Select "**A Tax Agent**" if you are a Tax practitioner with a valid TAIN number e.g. an Accountant.

Select "**An LPT Receiver**" if you are an LPT Receiver with a valid Receiver number.

Select "**A Solicitor TAIN**" if you are a solicitor with a TAIN number e.g. a solicitor filing CGT returns on behalf of a client.

**Are you applying in your capacity as:**

An Individual or Company

A Tax Agent

An LPT Receiver

A Solicitor TAIN

**To apply for a RAN, please enter your appropriate tax registration details here:**

Tax Type \* [What is this?](#)

Please select



Registration Number \* [What is this?](#)

**Next** →

**Tax Type:** Click the dropdown box and select a tax type that the individual or entity has been registered for. Any other tax types that you are registered for will be included automatically.

Please note that PAYE-Emp refers to employers only.

**Registration Number:** Enter the tax registration number for the individual or entity that you are registering for. For individuals, this is often the same as PPS number.

Tax practitioners, Solicitors with a TAIN and Receivers will be prompted to enter their **TAIN** or **Receiver Number** instead.

Click "**Next**" to proceed.

Enter the contact details of the ROS Administrator - the person who will download this ROS digital certificate.

These contact details will be used to complete the ROS registration process, so ensure that the email address and mobile phone number are entered correctly.

Click "**Submit**" to complete Step 1.

The screenshot shows the 'ROS Registration' page for Step 1: 'Apply for RAN'. At the top, there is a progress bar with three steps: Step 1 (Apply for RAN), Step 2 (Apply for your Digital Certificate (Input RAN)), and Step 3 (Download and Save your Digital Certificate). Step 1 is currently active. Below the progress bar, the form is titled 'ROS Contact Information' and asks the user to enter their contact information. It includes fields for First Name, Surname, Email address (with a link 'What is this used for?'), Confirm email address, Mobile number (with an example: 0871234567 or +447123456789), and Confirm mobile number. There is also a field for Landline number, split into Prefix and Number. A 'Submit' button is located at the bottom of the form.

A ROS Access Number (RAN) will be issued by post to the business address on our records. The RAN is valid for three months from the date of application.

The letter may take up to five working days to arrive to Irish addresses and longer to address outside Ireland. If you do not receive the RAN within this time, please notify the [ROS Technical Helpdesk](#) and include the registration number that you completed Step 1 for.