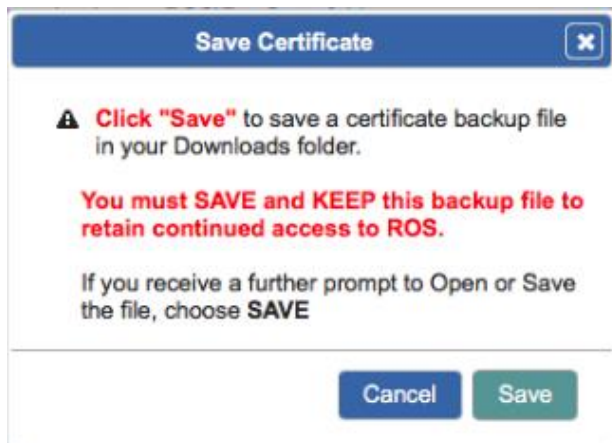


Save Your Digital Certificate – Windows

Your digital certificate will be installed in your browser temporary storage. **You must ensure that you create a backup file copy of your certificate and keep this file**, to ensure access to ROS in the future.

The following instructions outline how to do this.

If you have just downloaded or renewed your digital certificate you will see this screen:



Click **“Save”**

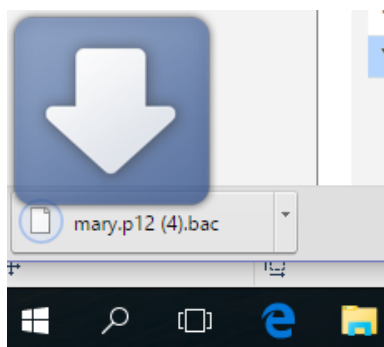
Depending on what browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:

Microsoft Edge



The backup certificate file will save automatically to your Downloads folder

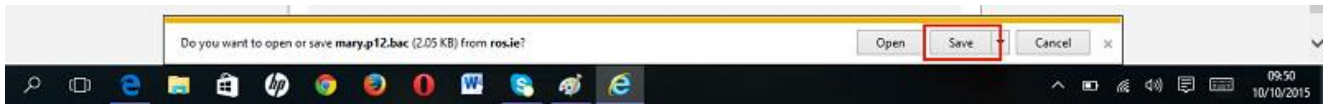
Google Chrome



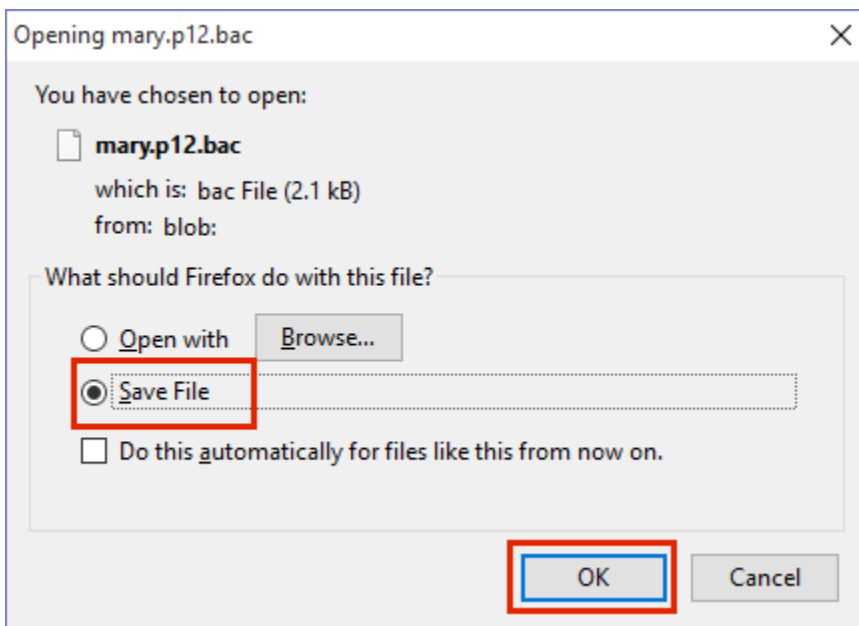
The backup certificate file will save automatically to your Downloads folder:

Internet Explorer

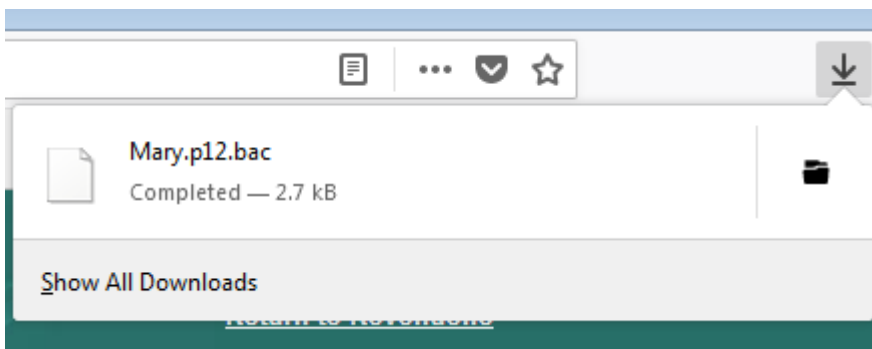
You will be asked whether you want to Open or Save the file – always choose **“Save”** to create the backup certificate file in your Downloads folder



Mozilla Firefox



Click **“Save File”** and **“OK”**.



The backup certificate file will save to your Downloads folder.

You may be given the option of which folder to save the file to – choose a safe location where the file will not be accidentally deleted.

You must keep a copy of the certificate backup file in a safe location to ensure that you can access it in the future.

The certificate backup file has the certificate name followed by .p12.bac.

We recommend moving it to a ROS\RosCerts folder on your computer. Instructions to create this folder and move the file are included in the following section.

Creating a ROS\RosCerts Folder to Keep your Certificates

Information on how to store your Digital Certificates:

1. Create the ROS\RosCerts folder if it does not exist

Windows 8:

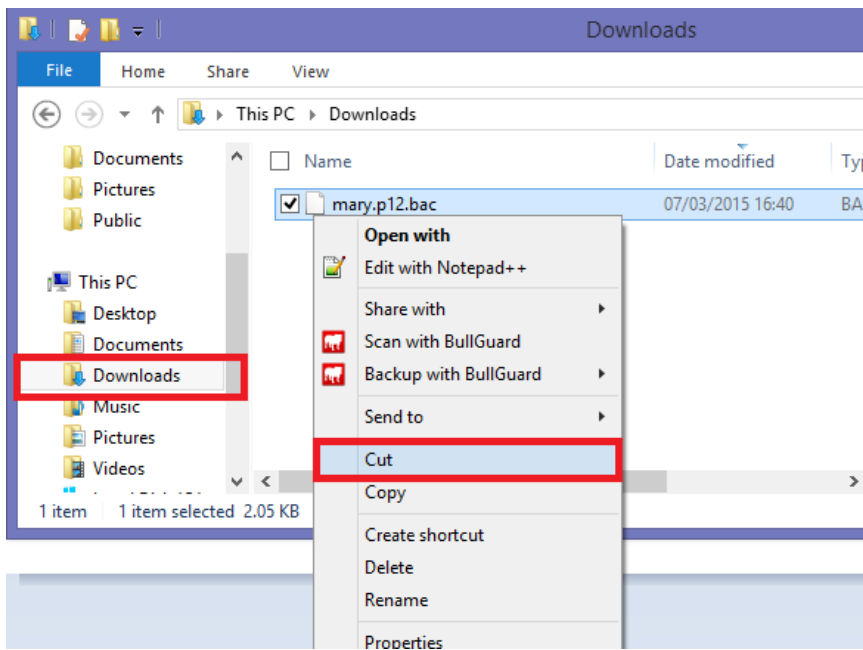
- Open the File Explorer
- Right click on the C: drive (local disk C) and choose New -> Folder
- Name the folder ROS
- Right click into the ROS folder and choose New -> Folder
- Name the folder RosCerts

Windows 7, Vista or XP:

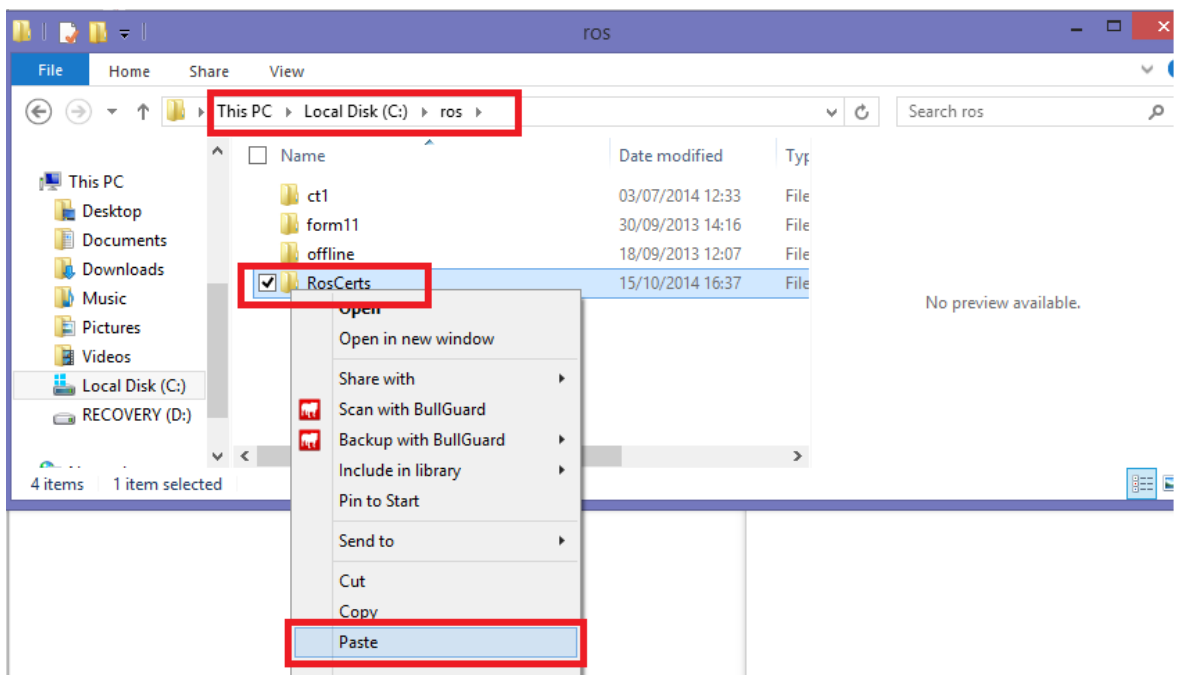
- Go to Start->Computer
- Locate the C: drive and double click to open this
- Right click in the folder on empty space and choose New -> Folder
- Name the folder ROS
- Double click into the ROS folder
- Right click in the folder on empty space and choose New -> Folder
- Name the folder RosCerts

2. Move the backup certificate file

- Locate your Downloads folder
- Right click on most recent copy of the backup certificate file and select “Cut”.



- Locate C:\ROS\
- Right click on the RosCerts folder and select Paste. If you are prompted to replace an existing file, do so.



You can now log in to ROS – click the **“Login”** button at the bottom of the screen – you may have to scroll down to see this.

Certificate Installed

Your Digital Certificate **Certificate1** has been successfully installed into your browser temporary storage.

You should ensure that you have saved a backup copy of your certificate and that you keep this file to ensure continued access to ROS.

The certificate backup file is usually saved in your Downloads folder. It will have your chosen certificate name followed by .p12.bac unless you use the Safari browser which names the file Unknown. If you have used Safari, you should rename the file to your certificate name followed by .p12.bac. We recommend that you move the file from Downloads to a ROSRosCerts folder on your computer to keep it safe.

If your ROS digital certificate is lost, you must contact ros-help@revenue.ie to have the certificate reissued

You are now an approved/authorised person for the purposes of Chapter 6, Part 38 of the Taxes Consolidation Act, 1997

If you are downloading a sub-user certificate for Motortrans or CORE [click here](#) for information on how to enable the certificate for these websites.

Certificates already loaded in this browser:

Certificate Name	Backup	Remove
Certificate1		
company3282034AH		
ind_01015987ga		

Login

Download bar: Certificate1.p12.bac | Show all downloads... x