

Restricting Sub-user's 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

The screenshot shows the Revenue ROS Admin Services interface. At the top, there are navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. The ADMIN SERVICES tab is selected. Below the tabs, there is a section titled 'Administration Services' for 'TEST COMPANY'. It contains instructions on how to select an individual and apply for a certificate. Below the instructions is a table with columns: Select, Surname, Firstname, ID Ref., System Password, and Status. The first row has a selected radio button (circled in red), Surname: SURNAME, Firstname: FIRST NAME, ID Ref.: TEST1, System Password: [lock icon], and Status: REGISTERED. The second row has an unselected radio button, Surname: TEST, Firstname: TEST, ID Ref.: TEST, System Password: [lock icon], and Status: REGISTERED. To the right of the table are four buttons: Add New, View, Revise (circled in red), and MyEnquiries Permissions.

The screenshot shows the 'Permissions on Tax/Procedures Services' section. It includes two bullet points: 'View: lookup information, Prepare: enter details on a form, File: sign and submit form to Revenue' and 'View for CAT and Stamp Duty: lookup information and view inbox documents'. Below the text is a table with columns: Taxes/Procedures, No Permissions, View, Prepare, and File. The rows are: PAYE-Emp, Income Tax, Capital Gains Tax, C&E, and CAT. The 'View' column has checked boxes for all rows. The 'No Permissions' column has unchecked boxes for all rows. The 'Prepare' and 'File' columns have unchecked boxes for all rows. To the right of the table are two buttons: 'Restrictions' (circled in red) and 'Restrict PAYE-EMP Forms'.

- 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

TEST TEST

You have selected :

ID Ref:

◀ Back

- 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		TEST TEST	<input type="checkbox"/>
PAYE-Emp		TEST TEST	<input type="checkbox"/>

Confirm

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

All No All Yes

Confirm

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