Chapter 13 – Filing Guidelines for Share Scheme Reporting (SSR)

This document should be read in conjunction with the Share Schemes Manual.

Document updated April 2020
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Introduction
These guidelines are designed to provide information in relation to on-line submission of Share Scheme returns RSS1, KEEP1 and ESS1 via ROS.
1. Customer Registering for SSR - Share Scheme Reporting

1.1 Register – SSR Reporting Obligation
This step can only be completed by customers who are registered for ROS. If you are not registered for ROS, please refer to Appendix I, Section 5.1.

Follow steps 1.1.1 to 1.1.10 to register for SSR – Reporting Obligation.

1.1.1 Log into ROS.

1.1.2 Under the “My Services” tab, select “Manage Reporting Obligations” from the Other Services section.

Figure 1 - Screenshot of ROS login homepage
1.1.3 Select “Register” opposite “Share Schemes Reporting - SSR”.

Figure 2 ROS Screenshot of My Services tab

1.1.4 Enter the registration date in the format DD/MM/YYYY (i.e. Start date of reporting obligation.)

Note: The date entered must not be later than current date.

Figure 3 ROS Screenshot of SSR Registration Date
1.1.5 After registration date has been entered, click on “Add to Your Requests”. The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

1.1.6 Click “Sign and Submit”.

Figure 4 ROS Screenshot of SSR Registration “Add to Requests”

Figure 5 ROS Screenshot of SSR Registration Sign and Submit
1.1.7 You will be redirected to the “Sign & Submit” screen. Enter the ROS Password and click “Sign & Submit”.

If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

Figure 6 ROS Screenshot of Password Request for Sign and Submit
1.1.8 You will receive a ROS Acknowledgement and a Notice Number which you may wish to print for your records. Click “OK”.

Figure 7 ROS Screenshot of Acknowledgement of Receipt

1.1.9 You will receive a new notification in your Revenue Record to confirm that you have been registered for the SSR - Reporting Obligation. Click on the Notice Number for confirmation of the registration.

Figure 8 ROS Screenshot of inbox messages
1.1.10 The following notice will appear which you may wish to print for your records.

![Screenshot of SSR registration confirmation](image)

Figure 9 ROS Screenshot of SSR registration confirmation

- **AFTER COMPLETION OF THIS PROCESS, YOU SHOULD ALLOW UP TO 3 WORKING DAYS FOR THE SSR REPORTING OBLIGATION TO BE REGISTERED.**
2. Agents Registering Clients For SSR

This section is only relevant where the user of the system is an Agent. Otherwise, please refer to Section 1 above.

For queries relating to registering for SSR – Reporting Obligation, please submit your query via MyEnquiries.

2.1 Registering existing Client - SSR Reporting Obligation

To link to an existing Tax Registration for whom you are not the current Agent, please refer to Section 2.2 - Agent linking to new Clients for Reporting Obligations.

Follow steps 2.1.1 to 2.1.16 to register for SSR - Reporting Obligation.

2.1.1 Log into ROS.

2.1.2 Under the “Agent Services” tab, locate the Customer using “View Client List”.

You will be redirected to the “Client Services” tab for the relevant Customer.

Figure 10 ROS Screenshot of Agent Services view client list
2.1.3 Select “Manage Reporting Obligations” from the Other Services section.

![Figure 11 ROS screenshot of “Manage Reporting Obligations” under Other Services section](image)

2.1.4 Click “Select Action” opposite “Share Schemes Reporting - SSR”.

![Figure 12 ROS Screenshot of SSR -Select Action](image)
2.1.5 Select “Add and link to a new registration”. This option is applicable to an Agent wishing to link to a current Customer/Client to manage SSR Reporting Obligation.

Figure 13 ROS Screenshot of “Add and link to a new registration”

2.1.6 The following screen will appear. Select “Confirm”.

Figure 14 ROS screenshot of client services request confirmation
2.1.7 Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation).

**Note:** The date entered must not be later than current date.

After the registration date has been entered, click on “Add to Your Requests”.

![Figure 15 ROS Screenshot of Client Services Registration Date section](image)

2.1.8 The registration request will be added to “Your Requests” on the right-hand side of the screen. Click “Submit”.

![Figure 16 ROS Screenshot of "Your Requests" Section](image)
2.1.9 Select “Generate Client Consent Letter”. This will generate a Consent letter in respect of the registrations input for your client. This will be generated in PDF format. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage.)

Figure 17 ROS Screenshot of “Generate Client Consent Letter”

2.1.10 Sample “Consent Letter Generated”

Figure 18 ROS Screenshot of sample Agent Consent Letter
This document opens in a separate browser for editing and saving to the Agent network/drive, for subsequent upload.

2.1.11 Once completed, click “Next”.

2.1.12 To upload the completed Agent Link Notification Form on ROS, click “File” and browse to completed Agent Link Notification saved in the Agent network/drive. Tick the box “Share Scheme Reporting” and click “Next” to attach link.

** Standard Agent link notification may also be uploaded**
2.1.13 Click “Sign and Submit”.

Figure 21 ROS screenshot of Agent Link Attachment upload

2.1.14 You will be redirected to the “Sign & Submit” screen. Enter the ROS Password and click “Sign & Submit”.

Figure 22 ROS Screenshot of Sign and Submit password request
You will receive a ROS Acknowledgement and a Notice Number which you may wish to print for your records. Click “OK”.

ROS Acknowledgement

You have just transmitted an Online Registration Return for your client which has been received by ROS.

You can access a copy of this transaction through your client’s ROS Inbox by clicking on the Client Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue.

To view another Return click on Client Services tab.

To return to Agent Services click on Agent Services tab.

Please use the Notice Number below in any future correspondence or inquiry relating to this transaction.

Notice Number 5160017190G

Registration summary:

<table>
<thead>
<tr>
<th>Action</th>
<th>Status</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Register and Link</td>
<td></td>
<td>Success</td>
</tr>
</tbody>
</table>

To return to Agent Services click on Agent Services tab.

Figure 23 ROS Screenshot of ROS Acknowledgement

2.1.15 You will receive a new notification in the Client’s Revenue Record to confirm that the Customer has been registered for SSR Reporting Obligation. Click on the Notice Number for confirmation of the registration.

Figure 24 ROS Screenshot of Agent confirmation of registration for SSR for client
2.1.16 The following notice will appear which you may wish to print for your records.

![Figure 25 ROS Screenshot of Notice confirming SSR Registration](image)

- AFTER COMPLETION OF THIS PROCESS, YOU SHOULD ALLOW UP TO 3 WORKING DAYS FOR THE SSR REPORTING OBLIGATION TO BE REGISTERED.
2.2 Agent linking to new Clients for Reporting Obligations

This section is to be used by Agents who wish to link to a new Client to whom they are not already linked on ROS and to register the Client for SSR Reporting Obligations.

If an Agent wishes to link to an existing Client in order to register them for SSR Reporting Obligations, please refer to Section 2.1.

2.2.1 Log onto ROS and access “Agent Services”.

2.2.2 Go to section “Manage Tax Registrations”.

Figure 26 ROS Screenshot of how to link new customer in Manage Tax Registration Section
2.2.3 If you wish to register an existing Tax Registration for SSR - Reporting Obligation, select “Tax Registrations” radio button, followed by “Tax Type” (choose existing tax type for Company), enter the “Tax Registration Number”, along with the “Name” and select “Manage Reporting Obligations” from the drop-down menu. To complete this step, click “Manage”.

![Figure 27 ROS Screenshot for agents to register existing client for SSR](image)

2.2.4 Under “Registration Options”, click “Select Action” and “Add and link to a new registration”.

This option is applicable to an Agent wishing to link to a Client that they are **not** currently linked to on ROS, in order to manage SSR Reporting Obligation.

![Figure 28 ROS Screenshot of “Add and Link to a new registration”](image)
2.2.5 Click “Submit”.

![Figure 29 ROS Screenshot of "Your Requests" Section with Agent Link for SSR](image)

2.2.6 Enter the registration date in the format DD/MM/YYYY (i.e. start date of reporting obligation).

**Note:** The date entered must not be later than current date.

After the registration date has been entered, click on “Add to Your Requests”.

![Figure 30 ROS Screenshot showing Registration date entry for SSR](image)
2.2.7 Click “Generate Client Consent Letter”; this action generates a letter for signing. Download and save for editing. (This option is not mandatory; a standard Agent Link Notification Form may be uploaded at the next stage.)

Figure 31 ROS Screenshot how to “Generate Client Consent Letter”

2.2.8 Click “Confirm”.

Figure 32 ROS Screenshot of Request Confirmation for Agent Link uploaded
2.2.9 Sample “Consent Letter Generated”.

Figure 33 ROS Screenshot of sample consent letter generated

2.2.10 Once completed, click “Next”.

Figure 34 ROS Screenshot of “Generate Consent Letter”
2.2.11 To upload the completed Agent Link Notification Form on ROS, click “File” and browse to completed Agent Link Notification saved in the Agent network/drive. Tick the box “Share Scheme Reporting” and click “Next” to attach link. ** Standard Agent link notification may also be uploaded**

![Figure 35 ROS Screenshot of upload Agent Link Notification letter]

**Figure 35 ROS Screenshot of upload Agent Link Notification letter**

2.2.12 Click “Sign and Submit”.

![Figure 36 ROS Screenshot showing attachment uploaded, sign and submit.]

**Figure 36 ROS Screenshot showing attachment uploaded, sign and submit.**
2.2.13 You will be redirected to the “Sign & Submit” screen. Enter the ROS Password and click “Sign & Submit”.

Figure 37 ROS Screenshot showing agent directed to sign and submit page

If your transaction is ready to be transmitted, please sign and submit by entering your password below. If you wish to review the details of this transaction click on the button marked Back.

Once your transaction has been successfully transmitted you will be provided with a notice number for the transaction. Please keep a note of this number for your records.

2.2.14 You will receive a ROS Acknowledgement and a Notice Number which you may wish to print for your records. Click “OK”.

Figure 38 ROS Acknowledgement of receipt of Registration and linking for SSR
2.2.15 You will receive a new notification in the Revenue Record to confirm that the Agent link. Click on the Notice Number for confirmation of the registration.

![Figure 39 ROS Screenshot of confirmation of agent link in inbox messages](image)

2.2.16 The following notice will appear which you may wish to print for your records.

![Figure 40 ROS Screenshot of Notice of SSR Registration](image)

- AFTER COMPLETION OF THIS PROCESS, YOU SHOULD ALLOW UP TO 3 WORKING DAYS TO UPDATE.
3. Customer Submitting SSR Returns

The following section details how customers upload SSR returns on ROS. Section 3.1 details the process for uploading RSS1 Returns. Section 3.2 details the process for uploading KEEP1 Returns.

3.1 Customer Submitting RSS1 Return

The RSS1 Return can be downloaded from the following location Form RSS1.

3.1.1 Log on to ROS. Under “File a Return” — “Complete a Form Online”, select Reporting obligations and “SSR” from the drop-down list.

![Figure 41 ROS Screenshot of how to navigate to Reporting Obligations - SSR](image-url)
3.1.2 Select Return Type as RSS1 and “Submit”.

The periods available for selection for RSS1 Returns will be from 2014.

3.1.3 Select the appropriate period for the Return and click on “Submit”.

If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the return from the
Revenue website, complete the details and upload the zip file generated. The RSS1 Return can be downloaded from the following location Form RSS1.

3.1.4 The following screen allows the zip file generated from the completed RSS1 Return to be uploaded by clicking on the below. Browse to location of saved file to upload Return.

3.1.5 Once the appropriate file has been added, tick the declaration box and “Submit”.

Figure 45 ROS Screenshot Upload ZIP file for RSS1

Figure 46 ROS Screenshot of Declaration Box and Submit
3.1.6 Enter Password and click “Sign & Submit”.

![Password Request and “Sign and Submit”](image1)

Figure 47 ROS Screenshot password request and “Sign and Submit”

3.1.7 The following confirmation screen is shown. Click “OK” to return to Revenue Record.

![Confirmation of RSS1 received](image2)

Figure 48 ROS Screenshot Confirmation of RSS1 received
3.1.8 You will receive a new notification in the Revenue Record to confirm that you have submitted the RSS1 Return.

![Figure 49 ROS Screenshot of notification confirming submission of return](image)

3.1.9 Click on the Notice Number for confirmation of the Return submitted.

![Figure 50 ROS Screenshot notice confirming successful upload through ROS](image)
3.2 Customer Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location Form KEEP1.

3.2.1 Log on to ROS. Under “File a Return” and “Complete a Form Online”, select “Reporting Obligations” and “SSR” from the drop-down list.

![Figure 51 ROS Screenshot - How to navigate to Reporting Obligations for SSR]
3.2.2 Select Return Type as KEEP1 and “Submit”.

Figure 52 ROS Screenshot of select KEEP1 from dropdown menu

The period(s) available for selection for KEEP1 Returns will be from 2018.

Figure 53 ROS Screenshot showing available Tax Period to file for KEEP1 Return
3.2.3 Select the appropriate period for the Return and click on “Submit”.

Figure 54 ROS Screenshot select appropriate year from dropdown and submit

If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The KEEP1 Return can be downloaded from the following location Form KEEP1

3.2.4 The following screen allows the zip file generated from completed KEEP1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

Figure 55 ROS Screenshot of Zip file upload function
3.2.5 Once the appropriate file has been added, tick the declaration box and “Submit”.

![Figure 56 ROS Screenshot of declaration box and submit](image)

3.2.6 Enter Password and click “Sign & Submit”.

![Figure 57 ROS Screenshot password request and sign and submit](image)

3.2.7 The following confirmation screen is shown. Click “OK” to return to Revenue Record.
Thank you.
You have just transmitted your KEEP1 return which has been received by ROS.

You can access a copy of this Return through your ROS inbox in the Revenue Record Section on the My Services page by clicking Open Revenue Record.

To return to the My Services page please click the OK button.

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Figure 58 ROS Screenshot confirmation of KEEP1 received
3.2.8 You will receive a new notification in the Revenue Record to confirm that you have submitted the KEEP1 Return.

Figure 59  ROS Screenshot notification confirming submission of return

3.2.9 Click on the Notice Number for confirmation of the Return submitted.

Figure 60 ROS Screenshot confirming upload through ROS
3.3 Customer Submitting ESS1 Return

The ESS1 Return can be downloaded from the following location Form-ESS1.

Log on to ROS. Under “File a Return” – “Complete a Form Online”, select Reporting obligations and “SSR” from the drop-down list.

3.3.1 Select Return Type as ESS1 and “Submit”.

The period(s) available for selection for ESS1 Returns will be from 2019.
3.3.3 Online Form ESS1 Explanatory notes

Figure 64 ROS Screenshot select appropriate Tax Period and Submit

Figure 65 ROS Screenshot ESS1 Explanatory Notes Return Details
3.3.4 Nil Return details for ESS1

If you are filing a nil return, then tick the Nil Return Box. You are not required to fill in other screens and can submit the screen below only.

Figure 66 ROS Screenshot Nil Return details for ESS1
3.3.5 Return Details for ESS1

Figure 67 ROS Screenshot Return details for ESS1
3.3.6 Return Details - Add a Participating Company

Figure 68 ROS Screenshot - Add a Participating Company
3.3.7 Return Details Participating Company added

Figure 69 ROS Screenshot Participating Company detail
3.3.8 Return Details Part A

Figure 70 ROS Screenshot Return Details Part A
3.3.9 Return Details Part B

Figure 71 ROS Screenshot Return Details Part B
If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The ESS1 Return can be downloaded from the following location Form ESS1.

3.3.10 The following screen allows the zip file generated from completed ESS1 Return to be uploaded by clicking on the below. Browse to location of saved file to upload Return.

![Figure 72 ROS Screenshot Add ESS1 Zip File for Upload](image-url)
3.3.11 Once the appropriate file has been added, tick the declaration box and “Submit”

Figure 73 ROS Screenshot of Zip file upload - Tick declaration box and submit
3.3.12 Enter Password and click “Sign and Submit”

Figure 74 ROS Screenshot - Password sign & submit

3.3.13 The following confirmation screen is shown. Click “OK to return to Revenue Record.

Figure 75 ROS Screenshot confirmation of upload received
3.3.14 You will receive a new notification in the Revenue Record to confirm that you have submitted the ESS1 Return. Click on the Notice Number for confirmation of the return submitted.

Figure 76 ROS Screenshot of notification confirming submission of return
4. Agent Submitting SSR Returns

The following section details how Agents upload SSR returns on ROS.

Section 4.1 details the process for uploading RSS1 Returns.

Section 4.2 details the process for uploading KEEP1 Returns.

4.1 Agent Submitting RSS1 Return

The RSS1 Return can be downloaded from the following location Form RSS1.

4.1.1 Log on to ROS, search for Client using Client Search or Client List.

![Figure 77 ROS Screenshot Agent navigating to Client Services]
4.1.2 From ‘Client Services’, select “File a Return” – “Complete a Form Online”, select Reporting Obligations and “SSR” from the drop-down list.

4.1.3 Select Return Type as RSS1 and Submit.
4.1.4 The periods available for selection for RSS1 Returns will be from 2014.

![Image of ROS Screenshot select Tax Period to file](image-url)

Figure 80 ROS Screenshot select Tax Period to file

4.1.5 Select the appropriate period for the return and click on “Submit”.

![Image of ROS Screenshot Tax Period submit](image-url)

Figure 81 ROS Screenshot Tax Period submit

If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the return from the Revenue website, complete the details and upload the zip file generated. The RSS1 Return can be downloaded from the following location Form RSS1.
4.1.6 The following screen allows the zip file generated from the completed RSS1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

Figure 82 ROS Screenshot Upload zip file return for RSS1
4.1.7 Once the appropriate file has been added, tick the declaration box and “Submit”.

**RSS1 Return**

**Return Details**

**RSS1 Return Details for the accounting period 01/01/2017 - 31/12/2017**

Note: If you filed your RSS1 return for this period prior to 15th of June 2019, it will not be presented below for download.

If you need to amend your RSS1 return for this period, please download the latest version of spreadsheet from the Revenue website, complete details and upload zip file generated once completed.

Please upload the zip file generated from your completed RSS1 spreadsheet

![Attachment](attachment.png)

Number of line items in spreadsheet uploaded: 1

I declare that the information that I have provided for the purposes of filing this return is true and correct to the best of my knowledge and belief

Please tick this box if the declaration is correct

![Declaration](declaration.png)

Figure 83 ROS Screenshot declaration box and submit

4.1.8 Enter Password and click “Sign & Submit”.

**Sign & Submit**

Enter Password: *********

Sign & Submit

Figure 84 ROS Screenshot password request and sign and submit
4.1.9 The following confirmation screen is shown. Click “OK” to return to Client Services page.

![Figure 85 ROS Screenshot confirmation of return received in ROS](image)

4.1.10 You will receive a new notification in the Client Revenue Record to confirm that you have submitted a RSS1 Return.

![Figure 86 ROS Screenshot notification confirming submission of return](image)
4.1.11 Click on the Notice Number for confirmation of the return submitted.

Figure 87 ROS Screenshot confirming upload through ROS
4.2 Agent Submitting KEEP1 Return

The KEEP1 Return can be downloaded from the following location Form KEEP1.

4.2.1 Log on to ROS, search for Client using Client Search or Client List.

![Image](figure88.png)

Figure 88 ROS Screenshot Agent navigating to Client Services

4.2.2 From ‘Client Services’, select “File a Return” – “Complete a Form Online”, select Reporting obligations and “SSR” from the drop-down list.

![Image](figure89.png)

Figure 89 ROS Screenshot Agent navigating to SSR Dropdown Menu
4.2.3 Select Return Type as KEEP1 and “Submit”.

Figure 90 ROS Screenshot select KEEP1 from dropdown menu

The periods available for selection for KEEP1 Returns will be from 2018.

Figure 91 ROS Screenshot of Tax Periods available to file
4.2.4 Select the appropriate period for the Return and click on “Submit”.

** If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The KEEP1 Return can be downloaded from the following location Form KEEP1

4.2.5 The following screen allows the zip file generated from the completed KEEP1 Return to be uploaded by clicking on the Add button below. Browse to location of saved file to upload Return.
Once the appropriate file has been added, tick the declaration box and “Submit”.

Figure 94 ROS Screenshot declaration box and submit

4.2.6 Enter Password and click “Sign & Submit”.

Figure 95 ROS Screenshot password request and sign and submit
4.2.7 The following confirmation screen is shown. Click “OK” to return to Revenue Record.

Figure 96 ROS Screenshot confirmation of KEEP1 received by ROS

4.2.8 You will receive a new notification in the Client Revenue Record to confirm that you have submitted a KEEP1 Return.

Figure 97 ROS Screenshot notification confirming submission of return
4.2.9 Click on the Notice Number for confirmation of the return submitted.

Figure 98 ROS Screenshot confirming upload through ROS
4.3 Agent Submitting ESS1 Return

The ESS1 Return can be downloaded from the following location Form ESS1

4.3.1 Log on to ROS, search for Client using Client Search or Client List.

![Figure 99 ROS Screenshot Agent Navigating to Client Services](image)

Figure 99 ROS Screenshot Agent Navigating to Client Services

4.3.2 From ‘Client Services’, select “File a Return” – “Complete a Form Online”, select Reporting obligations and “SSR” from the drop-down list.

![Figure 100 ROS Screenshot Agent Navigating to SSR Dropdown Menu](image)

Figure 100 ROS Screenshot Agent Navigating to SSR Dropdown Menu
4.3.3 Select Return Type as ESS1 and “Submit”.

The period(s) available for selection for ESS1 Returns will be from 2019.

4.3.4 Select the appropriate period for the Return and click on “Submit”
4.3.5 Online Form ESS1 Explanatory notes

Figure 104 ROS Screenshot online Form ESS1 explanatory notes
4.3.6 Nil Return details for ESS1

If you are filing a nil return, then tick the Nil Return Box. You are not required to fill in other screens and can submit the screen below only.

Figure 105 ROS Screenshot Nil Return details for ESS1
4.3.7 Return Details

Figure 106 ROS Screenshot Return details for ESS1
4.3.8 Return Details Add a Participating Company

Figure 107 ROS Screenshot - Add a Participating Company
4.3.9 Return Details Participating Company added

Figure 108 ROS Screenshot Participating Company details
4.3.10 Return Details Part A

Figure 109 ROS Screenshot Return details Part A
4.3.11 Return Details Part B

Figure 110 ROS Screenshot Return Details Part B
If you have already submitted a return for any period that is now to be amended, then it will be necessary to download the latest version of the Return from the Revenue website, complete the details and upload the zip file generated. The ESS1 Return can be downloaded from the following location Form ESS1.

4.3.12 The following screen allows the zip file generated from completed ESS1 Return to be uploaded by clicking on the Add below. Browse to location of saved file to upload Return.

![Figure 111 ROS Screenshot Add ESS1 ZIP File for upload](image)
4.3.13 Once the appropriate file has been added, tick the declaration box and “Submit”

![Figure 112 ROS Screenshot Tick Declaration Box and Submit](image)

4.3.14 Enter Password and click “Sign and Submit”

![Figure 113 ROS Screenshot Enter Password request, sign and submit](image)
4.3.15 The following confirmation screen is shown. Click “OK to return to Revenue Record.

![Screenshot of confirmation screen](image1)

Figure 114 ROS Screenshot confirmation of upload received

4.3.16 You will receive a new notification in the Client Services inbox messages to confirm that you have submitted the ESS1 Return. Click on the Notice Number for confirmation of the return submitted.

![Screenshot of Client Services inbox](image2)

Figure 115 ROS Screenshot notification confirming submission of return
5. Appendix I – ROS Registration & Reporting Entity Registration

5.1 Register for ROS
This step is only relevant if the Customer is not already registered for ROS.

The Customer must register for ROS using the Tax Registration Number provided by Revenue.

Details on how to register for ROS are available on the Revenue website.

For queries relating to ROS or technical difficulties using the spreadsheets, please contact the ROS Technical Helpdesk:

- **MyEnquiries**: If you have access to MyEnquiries click **Add a new Enquiry** and select 'Other than the above' and 'Revenue Online Service (ROS) Technical Support' from the dropdown options available.
- **Email**: roshelp@revenue.ie
- **Telephone**: (01) 73 83 699  Callers from abroad: +353 1 73 83 699
6. Appendix II – Setting Sub-User Permissions on ROS

This section details how to allow registration permissions on a ROS sub-user certificate for SSR Reporting Obligations.

Instructions for creating new sub-users are available here.

Please contact the ROS Technical Helpdesk if further assistance is required:

- **MyEnquiries**: If you have access to MyEnquiries click Add a new Enquiry and select 'Other than the above' and 'Revenue Online Service (ROS) Technical Support' from the dropdown options available.
- **Email**: roshelp@revenue.ie
- **Telephone**: (01) 73 83 699. Callers from abroad: +353 1 73 83 699.

### 6.1 ROS Administrator logs onto ROS

6.1.1 Click on “Admin Services”.

![Administration Services](image)

Figure 118 ROS Screenshot Admin Services
6.1.2 Select the individual’s Name and click “Revise”.

![Image of ROS screenshot showing how to revise permissions]

Figure 119 ROS Screenshot how to revise permissions
6.1.3 Select the SSR Reporting Obligation and place tick under “File”. Ensure SSR Reporting Obligation is selected to enable filing.
6.1.4 To allow a sub-user to add a new SSR reporting obligation, provide the “Submit Registration” administration permission by selecting “Yes” under “Submit Registration”. Click “Confirm”.

<table>
<thead>
<tr>
<th>Service</th>
<th>No</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add New</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revise</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Amend Email Addresses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revoke</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set Signature Requirements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Inbox Administration</td>
<td></td>
<td></td>
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<tr>
<td><strong>Submit Registration</strong></td>
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<tr>
<td>Access Direct Debit Instruction</td>
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<tr>
<td>Access Electronic Funds Transfer</td>
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<td>Access Secure Upload</td>
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<td>Access Verify Tax Clearance</td>
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<tr>
<td>Access DPD System</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Access Phased Payment Arrangement</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Figure 121 ROS Screenshot permissions on Administration Services

6.1.5 The following screen confirms permissions.

The permissions changes that you have specified for [redacted] are now in place.

To return to Administration Services page now click the OK button.

Figure 122 ROS Screenshot confirmation of changes updated

- AFTER COMPLETION OF THIS PROCESS, THE UPDATED PERMISSIONS TAKE EFFECT FROM THE SUB-USER’S NEXT LOGIN.