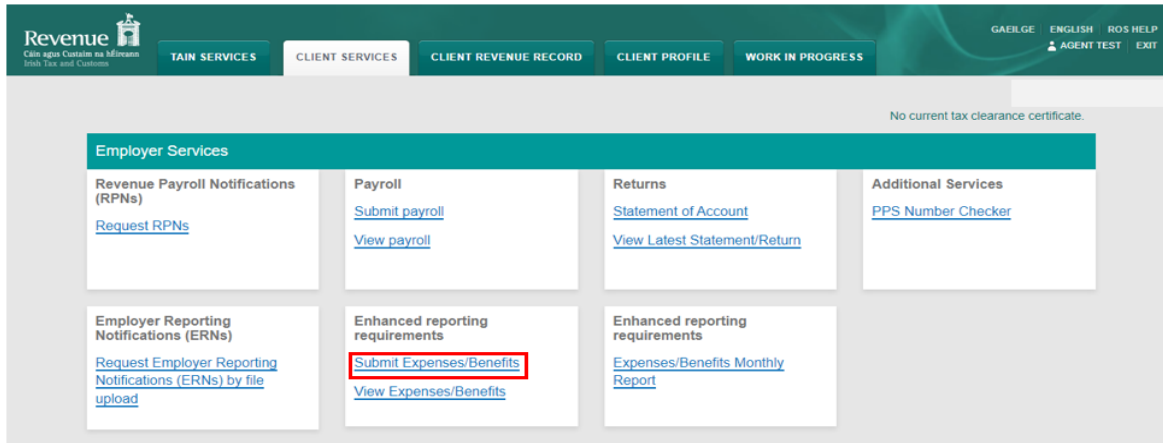


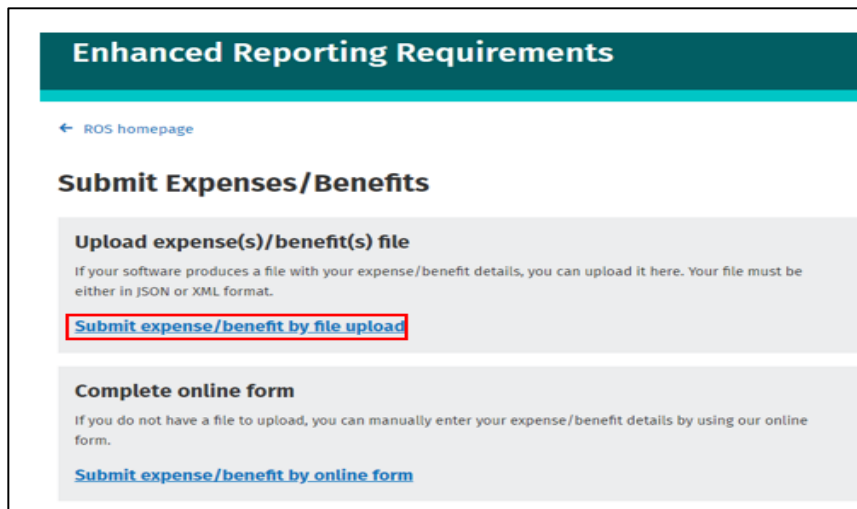
Submitting expenses/benefits by file upload

- Click on **'Submit expense/benefit'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.



If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.

- Click on **'Submit expense/benefit by file upload'**.



- Click **'Browse files'**.
- Browse to the location where you saved the file from your payroll software.
- Click on the file name, then click **'Open'**.

The file name will then be displayed under 'Selected files'.

A 'Remove' link will display beside the file where you can remove that file if you have selected an incorrect file.

Please note, you can only submit one expense/benefit submission at a time. There is also a 10MB size limit on files. If your file is greater than 10MB please consult your software provider.

Expense/Benefits submissions in xml format may be broken into batches of more than one file. All batches must be uploaded within 60 minutes for processing to start.

- Input your password.
- Click on '**Sign & Submit**'.

Submit expense/benefit by file upload

You can upload your expense/benefit submission file here. File must be in either JSON or XML format.

[Learn more](#)

 **Browse files**

3707149GH_JSON1.json [Remove](#)

Digital certificate

This request must be signed using your ROS Digital Certificate

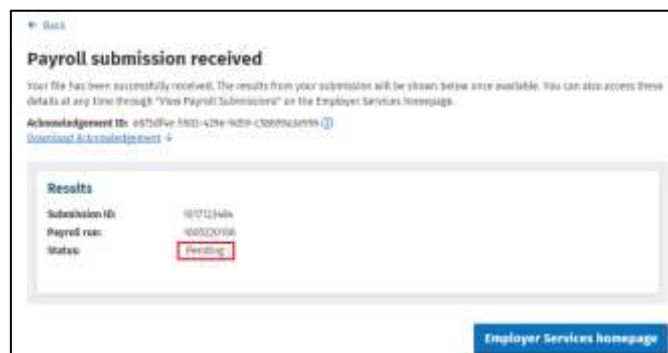
Agent_

Password

.....

Sign and Submit

After the expense/benefit submission file has been accepted and while the file is being processed the status displays as 'Pending'.



← Back

Payroll submission received

Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll Submissions" on the Employer Services homepage.

Acknowledgement ID: 6572dfe-b8d3-429e-9d39-c30859a3979 [Download Acknowledgement](#)

Results	
Submission ID:	66712146a
Payroll run:	66522066b
Status:	Pending

[Employer Services homepage](#)

Once the expense/benefit submission results are returned, a expense/benefit submission response file will be automatically downloaded. The downloaded file will have the same name as the file you uploaded but with _response at the end of the file name.

For example: expensebenefitjan2024_response

The response file contains full details of your expense/benefit submission.

When the results of the expense/benefit submission are generated, the status of the results will change from 'Pending' to 'Completed'.

[← Make a new submission](#)

Payroll submission received

Your file has been successfully received. The results from your submission will be shown below once available. You can also access these details at any time through "View Payroll" in the Employer Services section on ROS.

Acknowledgement ID: d012e5b0-42f0-4307-a59a-00119a232001 [\(i\)](#)

[Download acknowledgement](#) 

Results

Submission ID: sub_73
Payroll reference: August 2006
Status: Completed 

The response file for your payroll software has been automatically downloaded. This may be in your downloads folder.

PAYE deductions

Income Tax:	£800.00
PISA:	£440.00
USC:	£60.00
LPS:	£130.00

Submission items

Active:	2
Warnings:	0
Deleted:	1
Invalid:	0

[View details on](#)

[ROS homepage](#)