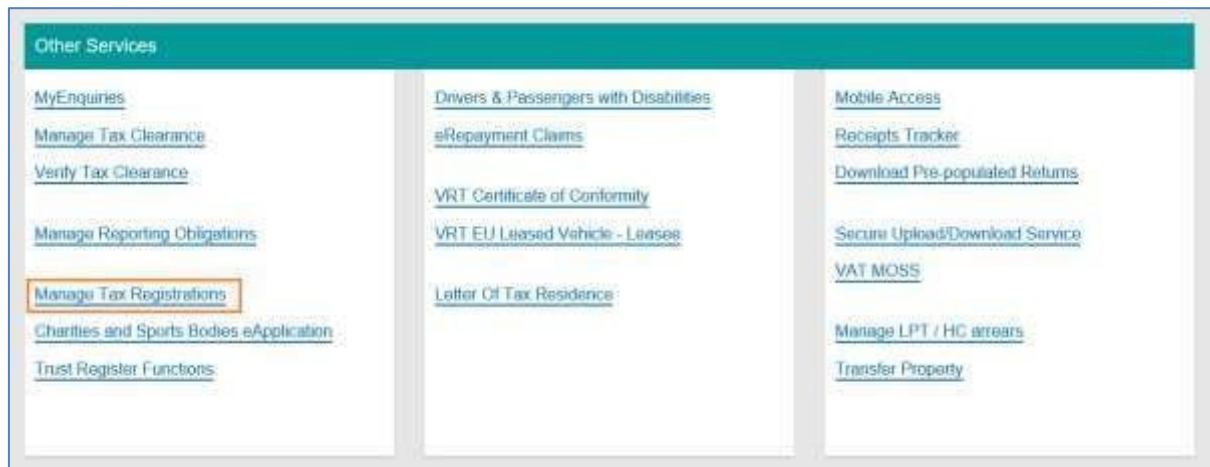


How to eRegister for Employer (PAYE/PRSI) - Customer

- Log into [ROS](#).
- On the My Services page, click on “**Manage Tax Registrations**” under “Other Services”.



- Beside Employer (PAYE/PRSI), click on “**Register**”.



- Enter the Employee Start date, Correspondence Address, agent’s Tax Advisor Identification Number (TAIN) if applicable, and click on “**Add to Your Requests**”.

eRegistration

Employer (PAYE/PRSI) Registration

* Denotes a required field

Employee Start Date (DD/MM/YYYY) *

If you wish to receive correspondence relating to this particular registration at an address other than that already recorded with Revenue, please supply a correspondence address below.

Correspondence Address

Address Line 1

Address Line 2

Address Line 3

Address Line 4

Eircode

If this registration is being dealt with by an agent, please provide the agent's TAX Advisor Identification Number (TAIN)

Tax Advisor Identification Number (TAIN)

- You will now see the new Employer (PAYE/PRSI) registration added to “Your Requests” on the right.
- Click on “**Submit**”.

eRegistration

Manage Your Tax Registrations and TAIN Links

Notes:
You may add multiple requests to 'Your Requests' area.
You will be brought back to this screen after completing each request form.
Items in the 'Your Requests' area will not be processed until the 'Submit' process is completed.

Registration Options	
Income Tax - IT Status: Active Number: Agent: n/a	Cease Registration >
Capital Acquisitions Tax - CAT Status: Not Registered	Register >
Capital Gains Tax - CGT Status: Not Registered	Register >
Value Added Tax - VAT Status: Not Registered	Register >
Employer (PAYE/PRSI) Status: In Requests	
Relevant Contracts Tax - RCT Status: Not Registered	Register >
Environmental Levy - ELEV Status: Not Registered	Register >

Your Requests (1)

Register

Employer (PAYE/PRSI)

[Edit](#) [Cancel](#)

You need to submit this request in order for this transaction to be processed.

- Click on “**Sign and Submit**”.

eRegistration

Summary

Employer (PAYE/PRSI) Tax Registration (New)

Employee Start Date [REDACTED]

Correspondence Address

Address Line 1 [REDACTED]

Address Line 2 [REDACTED]

Address Line 3 [REDACTED]

Eircode [REDACTED]

Tax Advisor Identification Number (TAIN) [REDACTED]

[< Back](#) [Sign and Submit >](#)

- Enter your password and click on “Sign & Submit”.

Information

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.

Sign & Submit

Certificate [REDACTED] [Help](#)

Enter Password [REDACTED]

[Sign & Submit](#) [Back](#)

0%

You will receive a ROS Acknowledgement with an eRegistration summary.

ROS Acknowledgement

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

You can access a copy of this transaction through your ROS Inbox by clicking on the Revenue Record tab above. A Receipt will be sent to your ROS Inbox as soon as this transaction has been processed by Revenue. To file another Return click on the My Services tab.

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

Notice Number [REDACTED]

eRegistration summary:

Action	Status	Comments
Register Employer (PAYE/PRSI) (1)	Success	

To return to My Services page click the OK button [OK](#)

You will also receive a registration confirmation to your ROS Inbox (on the Revenue Record tab in ROS).

Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

MY SERVICES | **REVENUE RECORD** | PROFILE | WORK IN PROGRESS | ADMIN SERVICES

LANGUAGE: ENGLISH | ROS HELP | [User Name] | EXIT

[User Name] - Inbox Messages ⓘ

Inbox:

- Inbox Messages
- ★ Priority Messages

Information Services:

- Returns
- Payments
- Refunds & Repayments
- Charges & Payments
- Events List

Some documents open in a popup window. Click [here](#) for instructions to enable popups for ROS.

Items are archived periodically. To view all items, tick 'Include Archive' in the 'Search By' option.

Search by: Cancel Search

Tax Type/Duty/Rep. Oblig. : * Document Type: * ☒ Include Archive

*denotes a required field. Refresh Inbox ⓘ

☐ Hide PAYE-EMP Messages

	Notice No. ⬇	Customer Name ⬇	Regn./Trader No./Doc ID ⬇	Tax Type/Duty/Rep. Oblig. ⬇	Document Type ⬇	Period Begin ⬇	Issued Date ⬇
☐	☐	☐	☐		Tax Registration	N/A	☐

Once completed, it may take up to 3 working days for the registration to reflect in ROS.