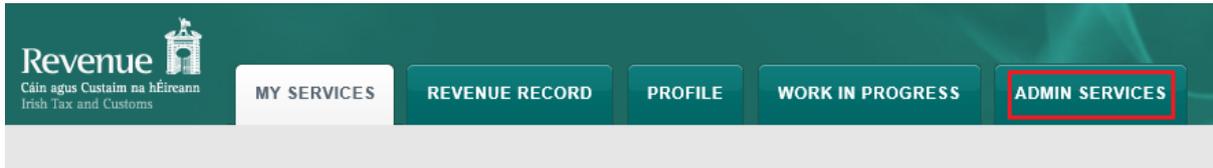
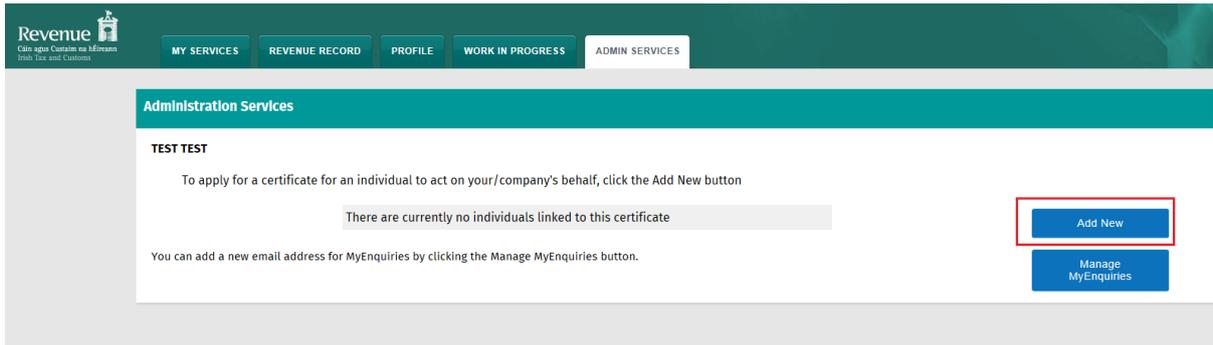


How to setup a Sub-user for Employer Services

Log into ROS as the ROS Administrator and click on the "**Admin Services**" tab.



Click "**Add new**".

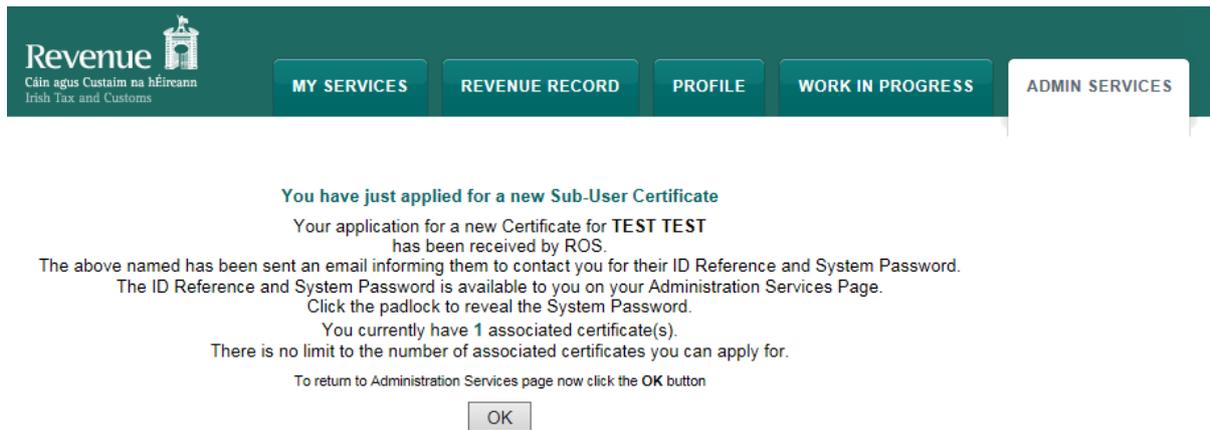


Enter only the following details:

- **Surname:** Surname of the individual that the cert is for.
- **First Name:** First name of the individual the cert is for.
- **ID Ref:** This is an identifier that you make up - e.g. staff number, or other identifier.
The ID Ref will be used to download the certificate and must be unique.
- **ID Type:** The type of ID reference number given from the dropdown menu - e.g. Other.
- **E-Mail Address:** Contact e-mail address for the above named. Reminders to renew the certificate will be sent to this email address.

Click "**Submit**".

You should receive confirmation that a new Certificate has been requested.



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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

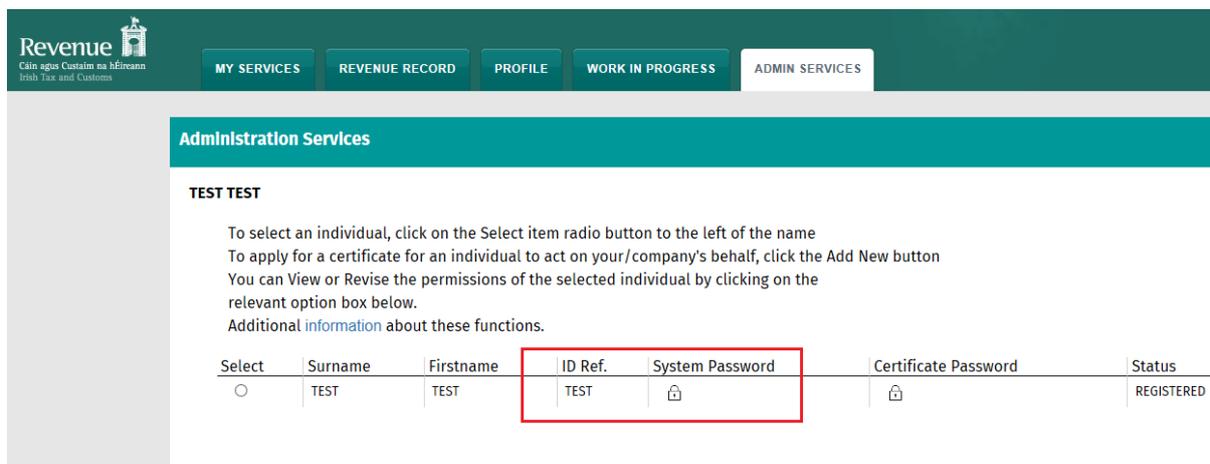
You have just applied for a new Sub-User Certificate
Your application for a new Certificate for **TEST TEST** has been received by ROS.
The above named has been sent an email informing them to contact you for their ID Reference and System Password. The ID Reference and System Password is available to you on your Administration Services Page.
Click the padlock to reveal the System Password.
You currently have **1** associated certificate(s).
There is no limit to the number of associated certificates you can apply for.
To return to Administration Services page now click the OK button

OK

Click the “**System Password**” padlock icon for the new sub-user and note the system password; you should also note the “**ID Ref**” you created as they will be needed to download the certificate.

You must notify the sub-user of the “**ID Ref**” and “**System Password**” for the certificate so that they can complete Step 3 of Register for ROS. It should be immediately available for download.

Once the sub-cert is downloaded, the Status column will change to Active.



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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

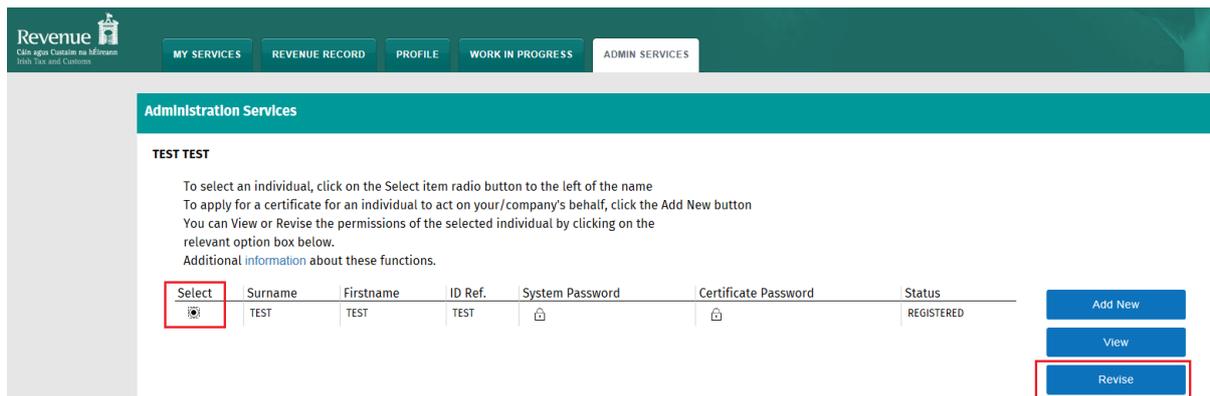
Administration Services

TEST TEST

To select an individual, click on the Select item radio button to the left of the name
To apply for a certificate for an individual to act on your/company's behalf, click the Add New button
You can View or Revise the permissions of the selected individual by clicking on the relevant option box below.
Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input type="radio"/>	TEST	TEST	TEST	🔒	🔒	REGISTERED

To give the sub-cert permissions, select the sub-user, then click on “**Revise**” on the right.



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MY SERVICES REVENUE RECORD PROFILE WORK IN PROGRESS ADMIN SERVICES

Administration Services

TEST TEST

To select an individual, click on the Select item radio button to the left of the name
To apply for a certificate for an individual to act on your/company's behalf, click the Add New button
You can View or Revise the permissions of the selected individual by clicking on the relevant option box below.
Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input checked="" type="radio"/>	TEST	TEST	TEST	🔒	🔒	REGISTERED

Add New
View
Revise

Select **“File”** on the PAYE-Emp line, then scroll down to the very bottom of the page and click on **“Confirm”**.

Permissions on Tax/Procedures Services

- **View:** lookup information, **Prepare:** enter details on a form, **File:** sign and submit form to Revenue
- **View for CAT and Stamp Duty:** lookup information and view inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File	Restrictions
PAYE-Emp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Income Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Restrict PAYE-EMP Forms
Capital Gains Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
C&E	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CAT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Please note that **File** permissions will give the sub-user access to all employer services and inbox items.

Sub-users with **Prepare** permissions will have access to RPN services only.

Sub-users with **View** permissions will have no access to Employer Services.

Dual Signatures and second signatures do not apply to the new Employer Services.