

How to update your email address for ROS

To update the ROS Administrator email address:

- Login to ROS on the Administrator digital certificate and update the ROS Administrator contact details on the “**Profile**” tab. This will ensure that you receive certificate renewal reminder emails and can reset your ROS login using email. Click on “**Show**” to expand the list of Secondary Email Addresses and ensure that they are all updated, so that you continue receive email notifications relating to all taxes.

The screenshot shows the ROS Profile page with the following elements:

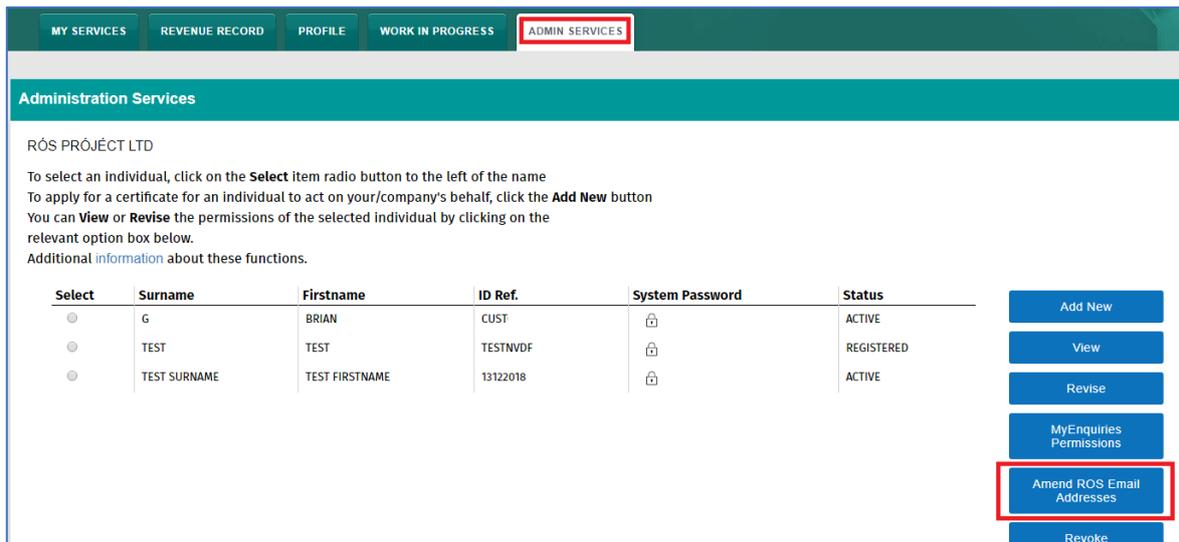
- Navigation tabs: MY SERVICES, REVENUE RECORD, **PROFILE**, WORK IN PROGRESS, ADMIN SERVICES.
- Section: ROS
- Instructions: To update the contact details below, edit the details and click the Save Changes button. To update your Security Question answers, click on the "Update Security Questions" link below. Security Question answers are not displayed but may be reset if necessary. * denotes a required field
- Section: ROS Administrator Contact Details
- Form fields: Contact Name * (ROS), Mobile Number * (0871231231), Other Contact Number (Prefix: 06, Number: 35688), Official Email Address * (roshelp@eircom.net), Secondary Email Addresses (What is this used for?)
- Table of Secondary Email Addresses:

Tax Type	Tax Regn./ Trader No.	Email Address
PAYE-EMP	35 H	roshelp@eircom.net
PAYE-EMP	95 IE	roshelp@eircom.net
RCT	95 E	roshelp@eircom.net
INTERACTAT	00000000	

You could use this opportunity to update the Security Questions in the Profile tab also in case they were set a long time ago and the answers have been forgotten.

To update a Sub-user's email address:

- Login to ROS on the Administrator digital certificate and go to the “Admin Services” tab. Select the sub-user you wish to update on the left. Click on “Amend ROS Email Addresses” on the right.



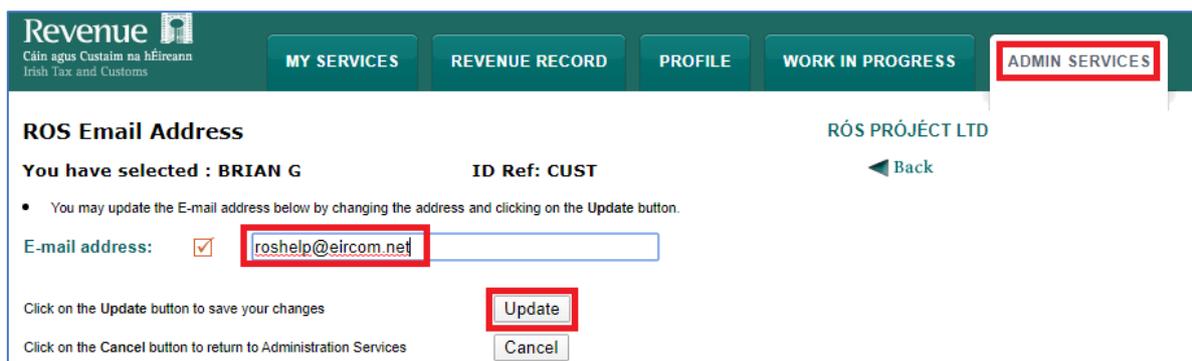
The screenshot shows the ROS Admin Services interface. At the top, there are navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES (highlighted with a red box). Below the tabs, the page title is "Administration Services" and the company name is "RÓS PRÓJÉCT LTD".

Instructions for selecting a sub-user and applying for a certificate are provided. A table lists sub-users with columns: Select, Surname, Firstname, ID Ref., System Password, and Status. The "Amend ROS Email Addresses" button is highlighted with a red box.

Select	Surname	Firstname	ID Ref.	System Password	Status
<input type="radio"/>	G	BRIAN	CUST	🔒	ACTIVE
<input type="radio"/>	TEST	TEST	TESTNVDF	🔒	REGISTERED
<input type="radio"/>	TEST SURNAME	TEST FIRSTNAME	13122018	🔒	ACTIVE

Buttons on the right: Add New, View, Revise, MyEnquiries Permissions, Amend ROS Email Addresses (highlighted), Revoke.

Enter the sub-user's new email address and click on “Update” to save.



The screenshot shows the "ROS Email Address" update form. At the top, there are navigation tabs: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES (highlighted with a red box). The page title is "ROS Email Address" and the company name is "RÓS PRÓJÉCT LTD".

Instructions for updating the email address are provided. The "E-mail address:" field is highlighted with a red box and contains the text "roshelp@eircom.net". The "Update" button is highlighted with a red box.

Buttons: Update, Cancel.

To add new email addresses for using MyEnquiries:

Please refer to the [MyEnquiries instructions](#).