Requesting RPNs by file upload

This option is suitable if you have created an RPN request file from your ROS compatible payroll package.

To access Revenue Payroll Notifications for your employees, click on '**Request RPN'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.
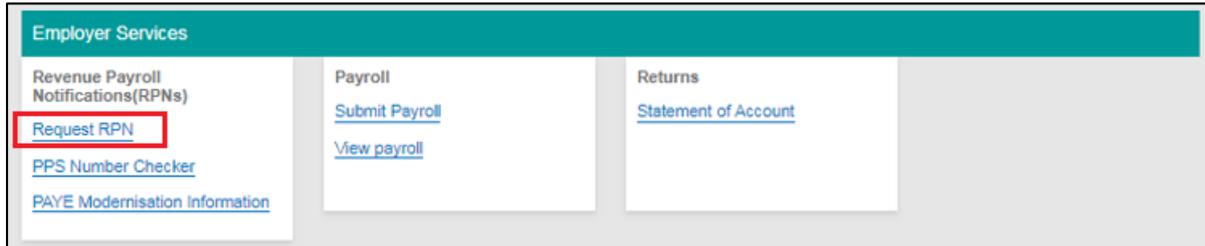
If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.
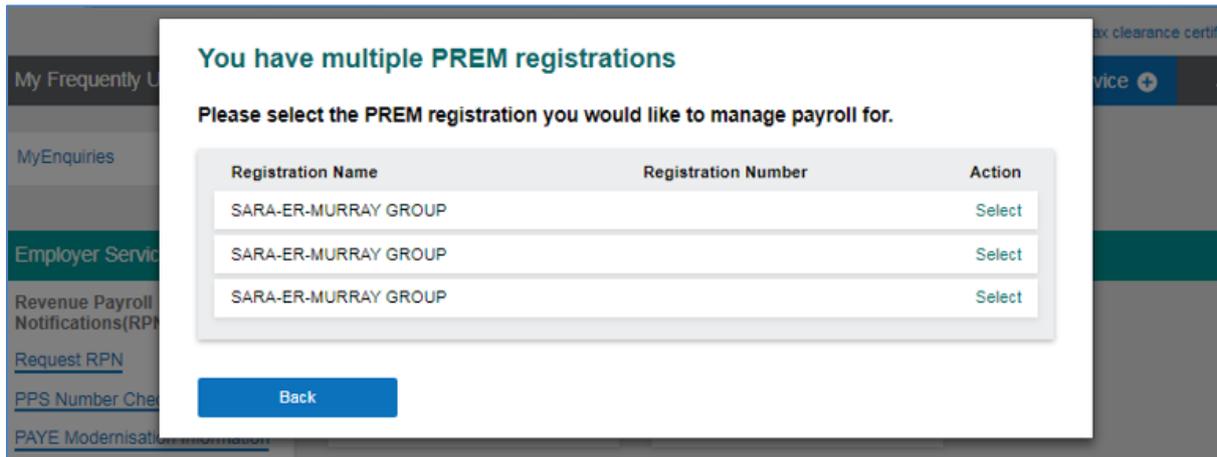
- Select '**Request RPNs by file upload**'.
- Click '**Browse files**'.

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

Please note: separate files must be uploaded for existing or new employees. You can only submit one RPN request file at a time. There is also a 10MB size limit on files.

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.

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

The results of your RPN request will be returned. Depending on your web browser, you may be asked to 'Open' or 'Save' the file. Always chose '**Save**' to create the RPN file in your Downloads folder.
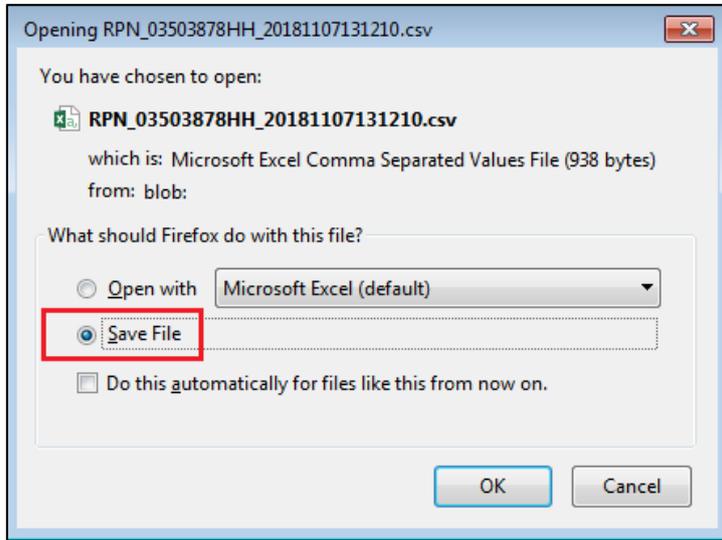
This saved file can be imported into your payroll package.