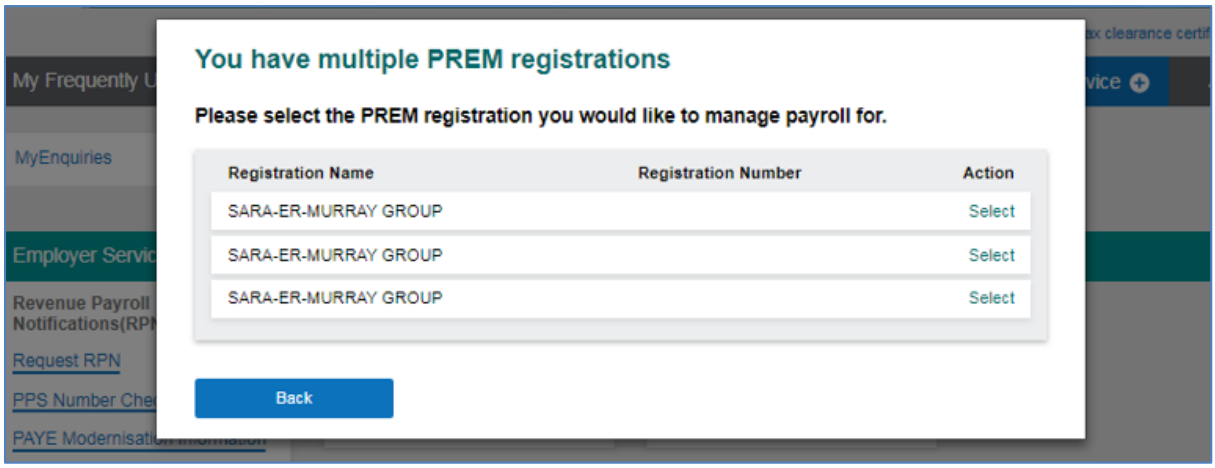
Requesting RPNs online for specific employees

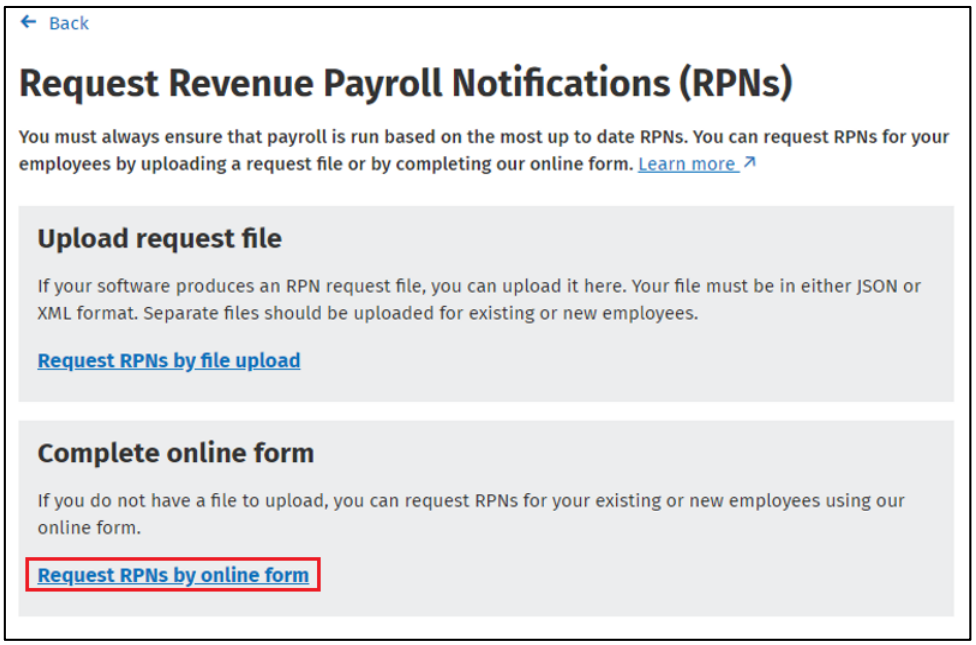
To request Revenue Payroll Notifications (RPNs) for a specific set of employees:

- Click on '**Request RPN'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.

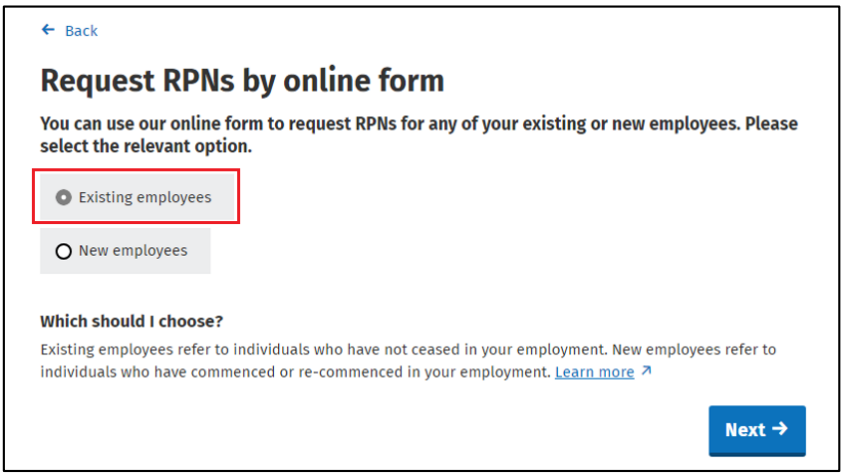
If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.



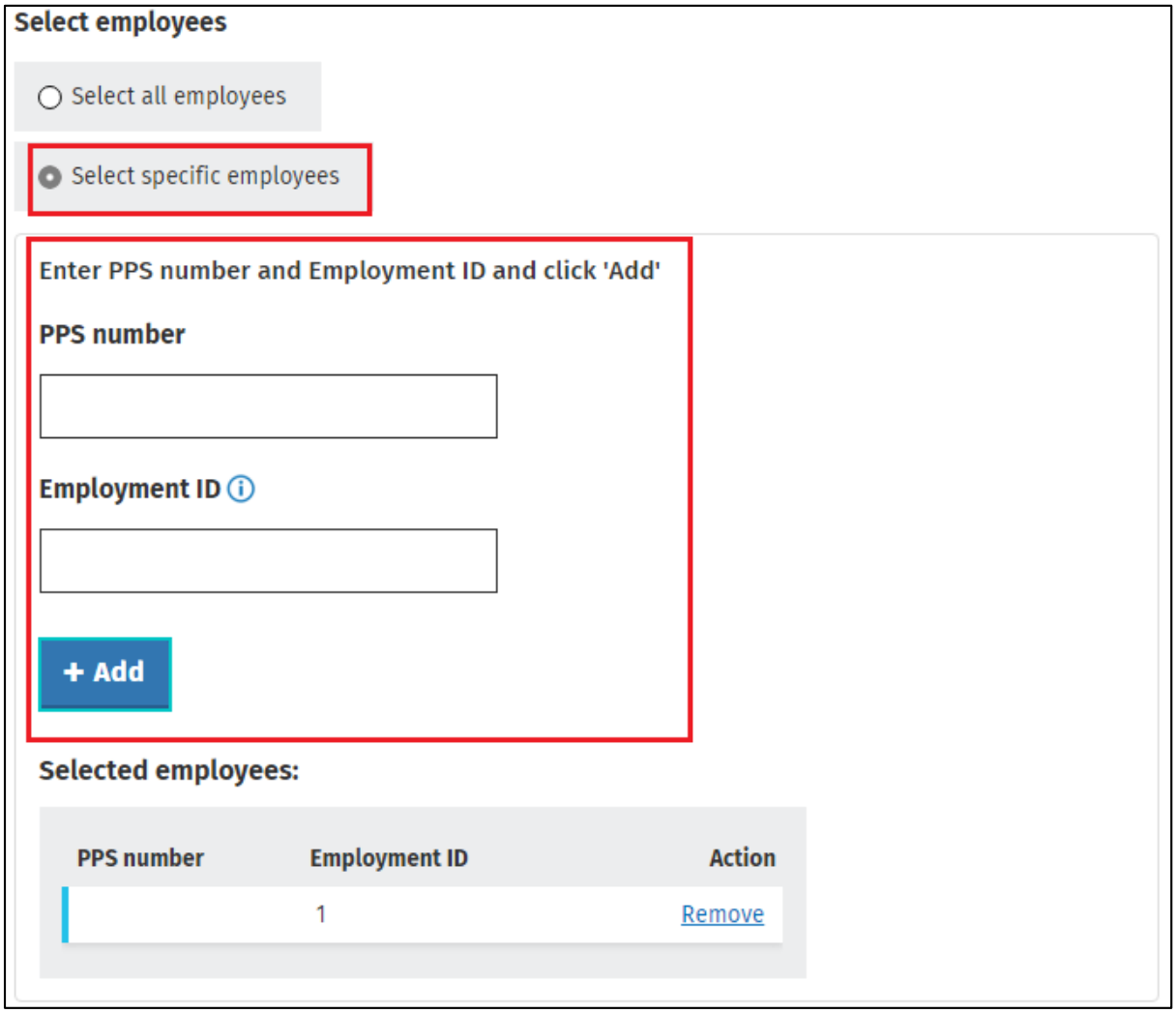
- Select '**Request RPNs by online form**'.



You have the option to request RPNs for new or existing employees - select '**Existing employees'** and click '**Next**'.



- **To request RPNs for specific employees:**
  - Click '**Select Specific employees**'.
  - Input the PPSN and Employment ID of the employee.
  - Click '**Add**'.



The employees you input will then be listed under the 'Selected employees' section.

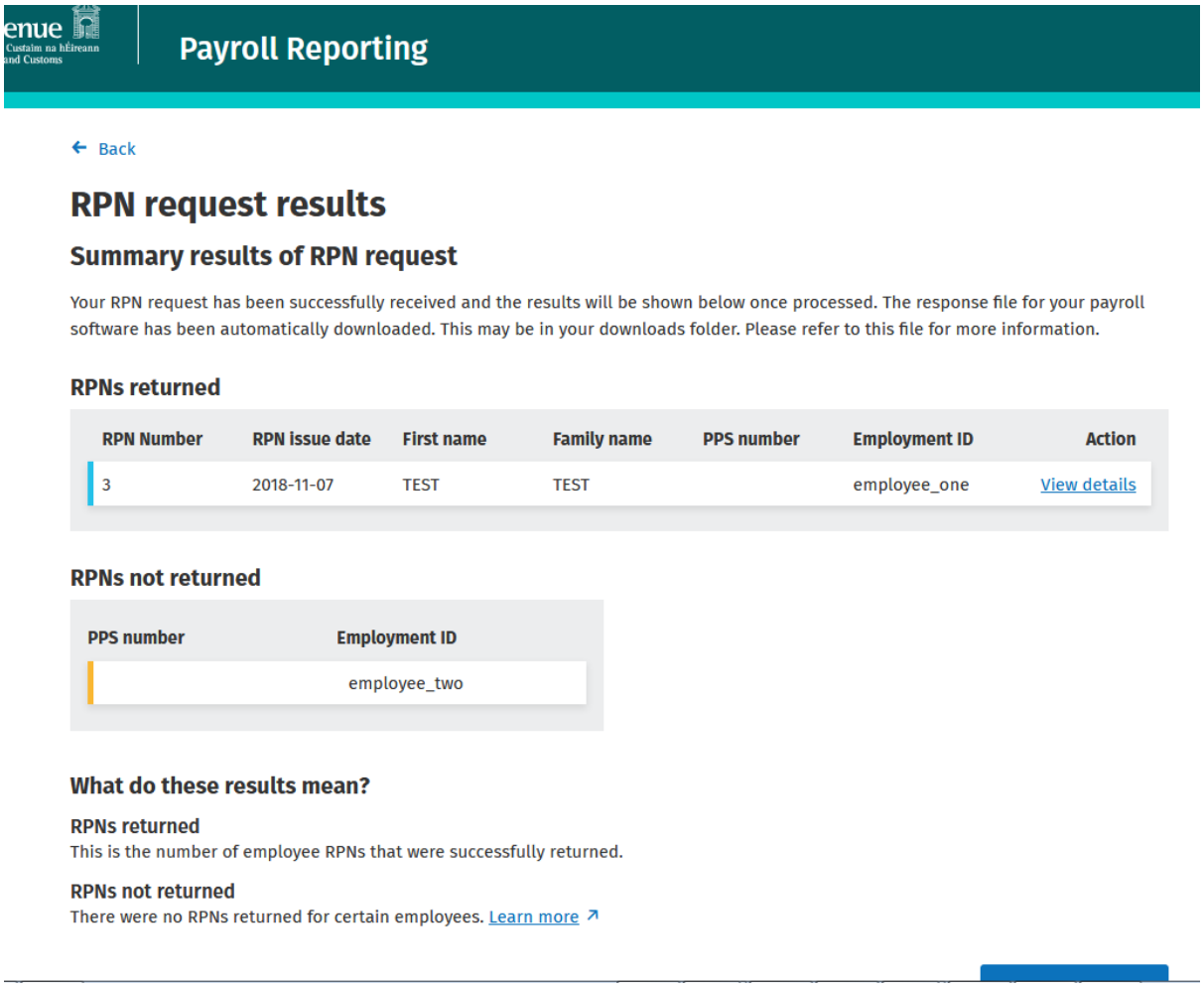
Once you have added all the employees you wish to request RPNs for:

- Select the file format in which you want to receive the returned RPNs in i.e. CSV, JSON or XML.

If you have a payroll package, your payroll provider can advise you which format to select. If you are not using a payroll package, use CSV file format, which you can open in Excel.

- Click the '**Request RPNs**' button.
- Input your password.
- Click on '**Sign & Submit**'.

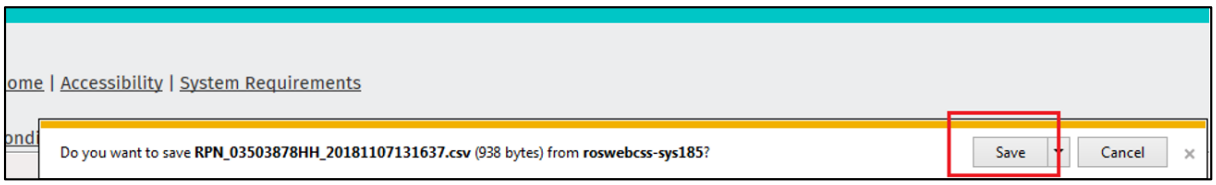
If you request RPN's for specific employees, this is the summary screen:

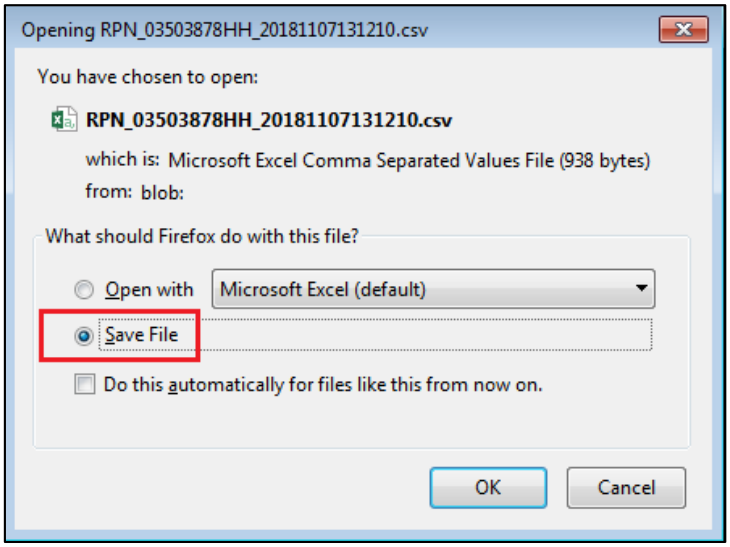


Please note that searching for RPNs using PPSN will display them in a readable format on the screen.

To view the results, click '**View details'**.

A file will also be generated. 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.