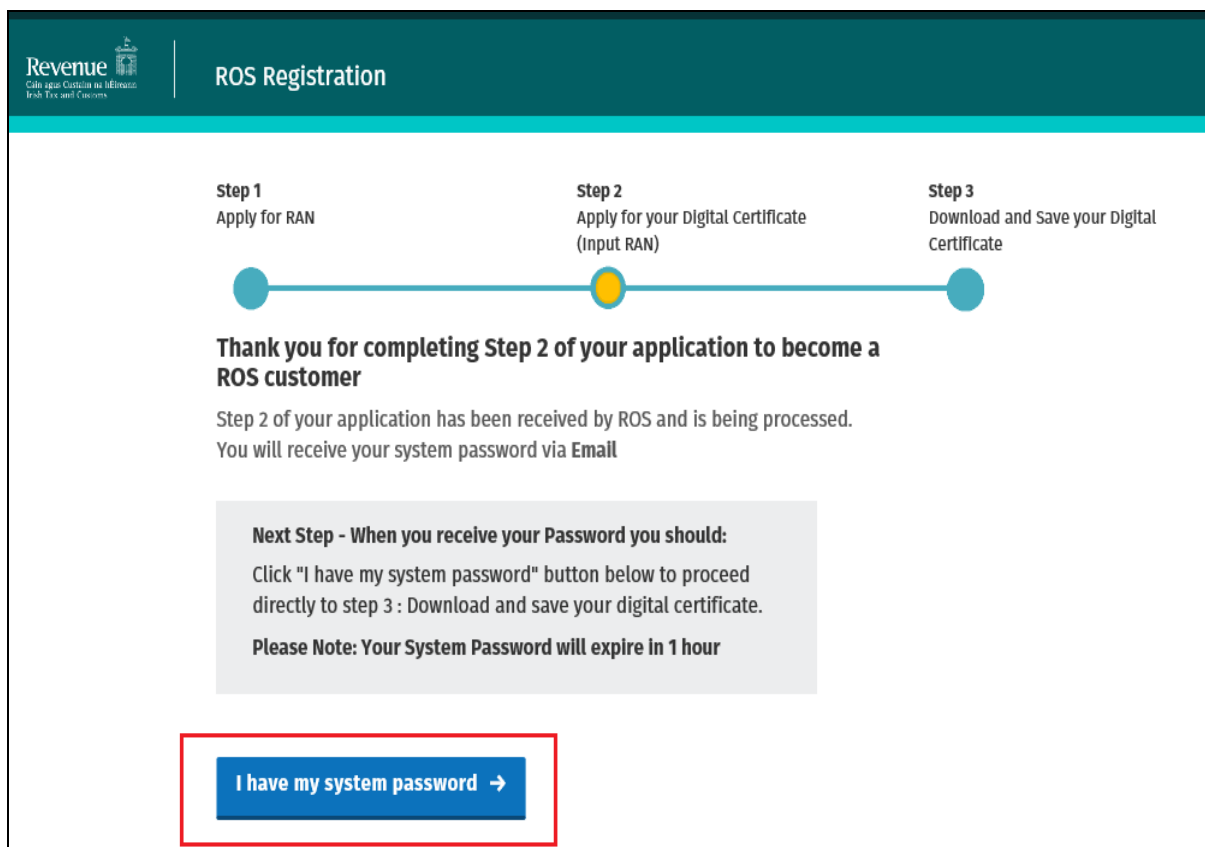


Step 3 – ROS Administrator

To continue the ROS registration process when you receive the system password text or email, click on the "I have my system password" button, or go to www.revenue.ie and click "ROS". Click on "Register for ROS" where you will see the three registration steps. Click on step 3 "Download and Save your Digital Certificate".



The screenshot shows the Revenue ROS Registration interface. At the top left is the Revenue logo with the text "Cáin agus Custaim na hÉireann" and "Irish Tax and Customs". The main heading is "ROS Registration". Below this is a progress bar with three steps: Step 1 (Apply for RAN), Step 2 (Apply for your Digital Certificate (Input RAN)), and Step 3 (Download and Save your Digital Certificate). Step 2 is highlighted with a yellow circle, indicating it is the current step. Below the progress bar, the text reads: "Thank you for completing Step 2 of your application to become a ROS customer". It states: "Step 2 of your application has been received by ROS and is being processed. You will receive your system password via Email". A grey box contains the following instructions: "Next Step - When you receive your Password you should: Click 'I have my system password' button below to proceed directly to step 3 : Download and save your digital certificate. Please Note: Your System Password will expire in 1 hour". At the bottom, there is a blue button with the text "I have my system password →" which is highlighted with a red rectangular border.

Accept the terms and conditions to proceed.

Select "**An Individual or Company**" unless you are registering for ROS as a Tax practitioner, Solicitor with a TAIN or LPT Receiver.

Tax Type: click the dropdown box and select a tax type that the individual or entity has been registered for. Any other tax types that you are registered for will be included automatically.

Please note that PAYE-Emp refers to employers only.

Registration Number: Enter the tax registration number for the individual or entity that you are registering for. For individuals, this is often the same as PPS number.

Tax practitioners, Solicitors with a TAIN and Receivers need to enter their **TAIN** or **Receiver Number** instead.

Click "Next".

Download and Save your Digital Certificate

Are you applying in your capacity as:

- An Individual or Company
- A Tax Agent
- An LPT Receiver
- A Sub User
- A Solicitor TAIN

To retrieve a digital certificate on behalf of yourself or your business, please enter your details here:

Tax Type * [What is this?](#)

Please select

Registration Number * [What is this?](#)

Next →

Enter the system password received by text or email (either upper case or lower case letters may be used). Click "Next".

Revenue Coinnise Ceistín na hÉireann
Irish Tax and Customs

ROS Registration

[← Back](#)

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital Certificate

Download and Save your Digital Certificate

Please enter your System Password below and click the **Next** button
The * symbol beside a field denotes that this field is required

Enter your System Password *

Next →

You must provide answers to 5 out of 10 security questions and click "**Submit**" to proceed.

The security questions and your contact details will be used for authentication so that you can obtain a new ROS digital certificate for this individual or entity if you forget your ROS digital certificate password or the digital certificate is lost or expired.

Please note that digital certificate passwords cannot be reissued or accessed by Revenue staff. The password is bound to the digital certificate and can only be reset by obtaining a new digital certificate. A "Reset ROS Login" option is available from the Register for ROS screen for this purpose.

You may update your security questions and your contact details from your Profile tab after you log in to ROS.

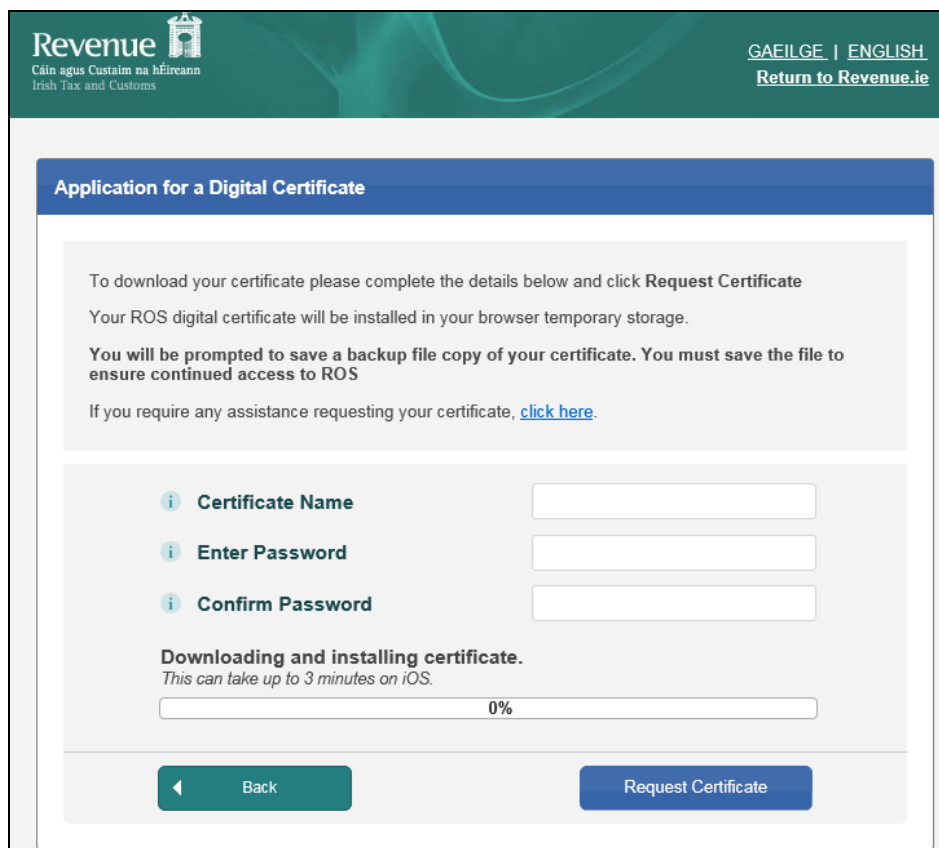
Certificate Name: Enter a name for your digital certificate - this may contain up to 20 characters but no spaces or punctuation marks or symbols. The name will appear on the ROS login screen and will help you identify which cert you want to log in to ROS with, if you have more than one account.

Password: Make up a password for your digital certificate - this will be your login password. Your password must contain at least 8 characters, including at least one Upper case character, one lower case character and 1 digit. It may not contain your certificate name.

Check whether you have Caps Lock on and ensure that you will remember your password.

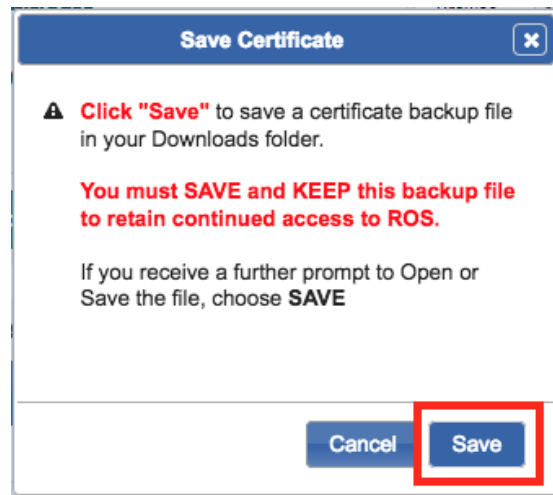
Enter your password again to confirm.

Click "**Request Certificate**".



The screenshot shows the 'Application for a Digital Certificate' form on the Revenue website. The page header includes the Revenue logo and the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs' on the left, and 'GAELIGE | ENGLISH Return to Revenue.ie' on the right. The main content area has a blue header with the title 'Application for a Digital Certificate'. Below this, there is a grey box with instructions: 'To download your certificate please complete the details below and click Request Certificate. Your ROS digital certificate will be installed in your browser temporary storage. You will be prompted to save a backup file copy of your certificate. You must save the file to ensure continued access to ROS. If you require any assistance requesting your certificate, [click here](#).' Below the instructions are three input fields: 'Certificate Name', 'Enter Password', and 'Confirm Password', each with an information icon to its left. Below the input fields is a progress bar titled 'Downloading and installing certificate.' with the text 'This can take up to 3 minutes on iOS.' and a progress indicator showing '0%'. At the bottom of the form are two buttons: a green 'Back' button with a left arrow and a blue 'Request Certificate' button.

Click the **“Save”** button.



You should now see this prompt. Your ROS digital certificate has downloaded but you must save it on your computer by clicking **“Save”**.

When you click **“Save”** check for a message at the very bottom of your computer screen. If you see a message asking whether you want to open or save the file, select **“Save”**.

This will download the digital certificate to your Downloads folder. Please make sure that you keep a copy of this downloaded certificate on your computer.