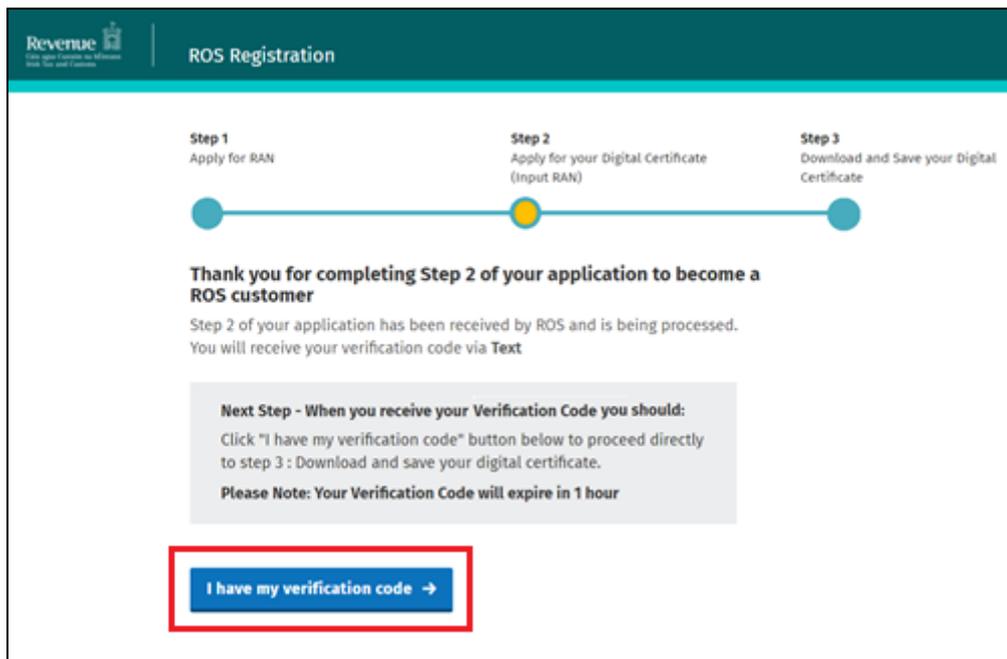


Step 3 – ROS Administrator

To continue the ROS registration process when you receive the verification code text or email, click on the "I have my verification code" 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".



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 verification code received by text or email (either upper case or lower case letters may be used). Click "**Next**".

Download and Save your Digital Certificate

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

Enter your Verification Code *

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.

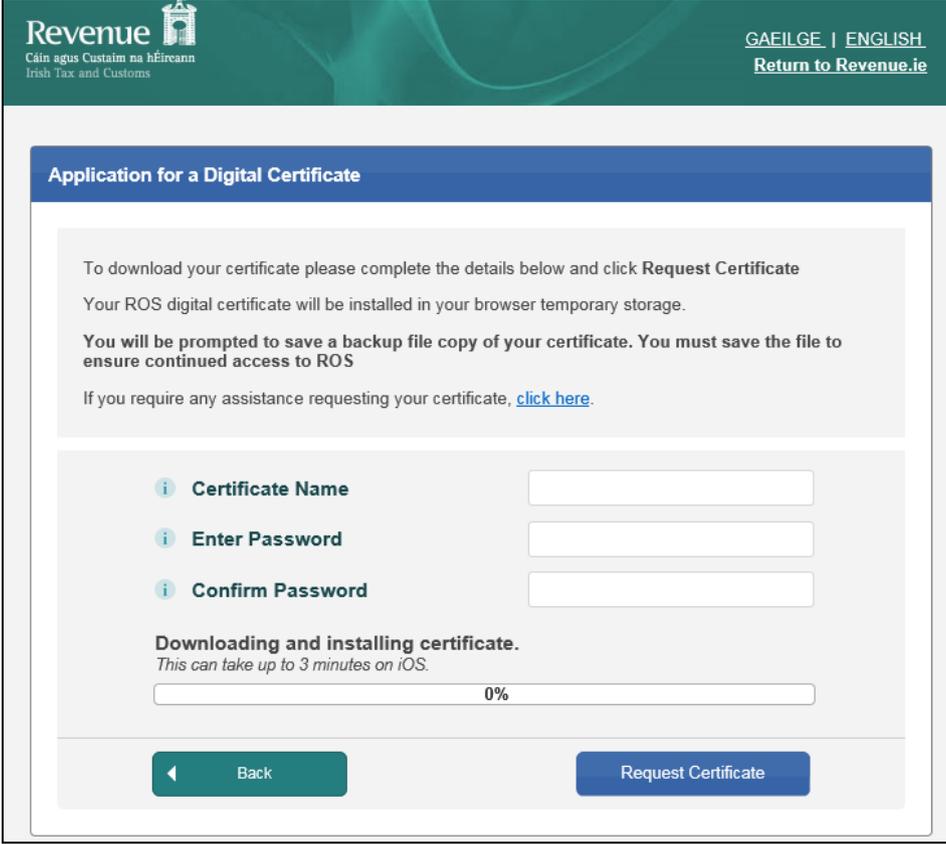
Certificate Name: Enter a name for your digital certificate - this may contain up to 20 characters but no spaces or punctuation marks or symbols. The name will appear on the ROS login screen and will help you identify which cert you want to log in to ROS with, if you have more than one account.

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.

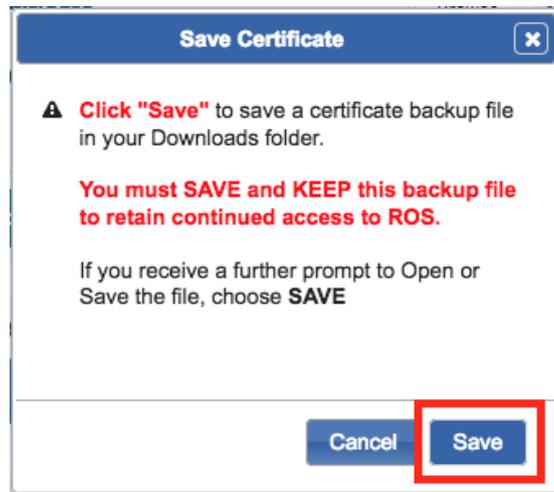
Enter your password again to confirm.

Click "**Request Certificate**".



The screenshot shows the Revenue website interface for requesting a digital certificate. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. At the top right are the language options 'GAELIGE | ENGLISH' and a link 'Return to Revenue.ie'. The main heading is 'Application for a Digital Certificate'. Below this, there is instructional text: '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](#).' The form contains three input fields: 'Certificate Name', 'Enter Password', and 'Confirm Password', each with an information icon to its left. Below the fields is a progress bar titled 'Downloading and installing certificate.' with the subtext '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.