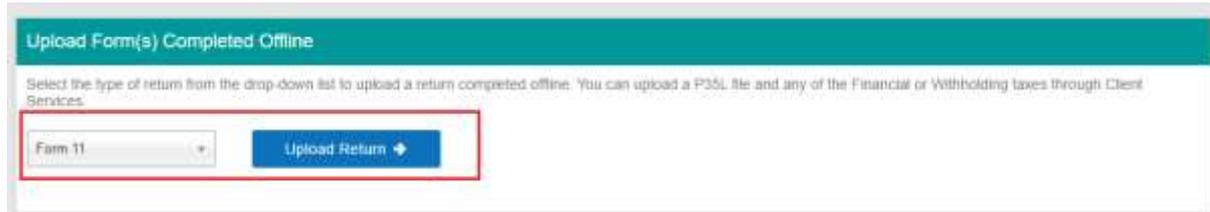


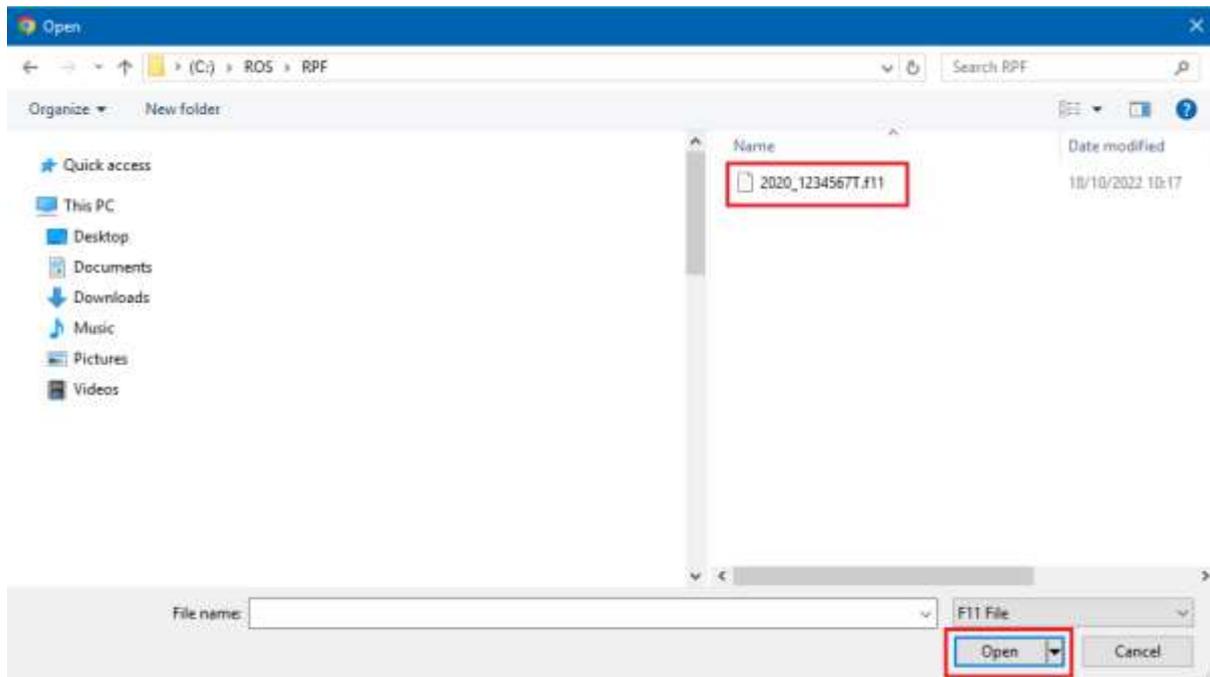
Uploading a form completed in the Return Preparation Facility to ROS

Once you have completed and saved the form, you must upload this saved return through ROS. To do this:

- Log into ROS.
- On the My Services screen scroll down to the tab “Upload Form(s) Completed Offline” and select the type of return you are uploading e.g. Form 11 from the drop-down list.
- Click on “**Upload Return**”.



- A ROS Upload screen will appear, click on the "**Add File(s)**" button. A file chooser window will open, select the return you want to submit to Revenue. You will need to navigate to the location on your computer where you saved the return. Select the file to upload and click on “**Open**”.



The selected filename should now be displayed in the ROS Upload screen, as shown below.

ROS Upload

If you wish to use this facility, Form 11 Returns must be completed using either the ROS Offline Application or compatible third-party software. The ROS Offline Application can be downloaded by clicking [here](#).

2020_1234567T111

Add File(s)

Remove All

To upload your Form 11 file(s), click on the "Add File(s)" button on the left and select the file(s) you want to send to Revenue.

To remove all files from the list click the "Remove All" button.

Please be aware that the ROS Offline Application saves generated files to C:\ROS\form11 by default. You may need to navigate to this location when you open the file chooser.

You are using certificate:

Enter your password: *

Cancel

Upload File(s) +

0%

* Denotes a required field.

- Type in your ROS Login password for this digital certificate, then click on the **“Upload File(s)”** button.

The file should upload successfully to 100%.

Unless you are filing a Stamp Duty return, a Form 11 or a CT1, you will be brought to the payment screen.

If no payment is due, please click “File Return Only”, otherwise enter the payment method and amount and proceed to Sign and Submit.

You will receive an acknowledgement from ROS that the return(s) has been filed.