

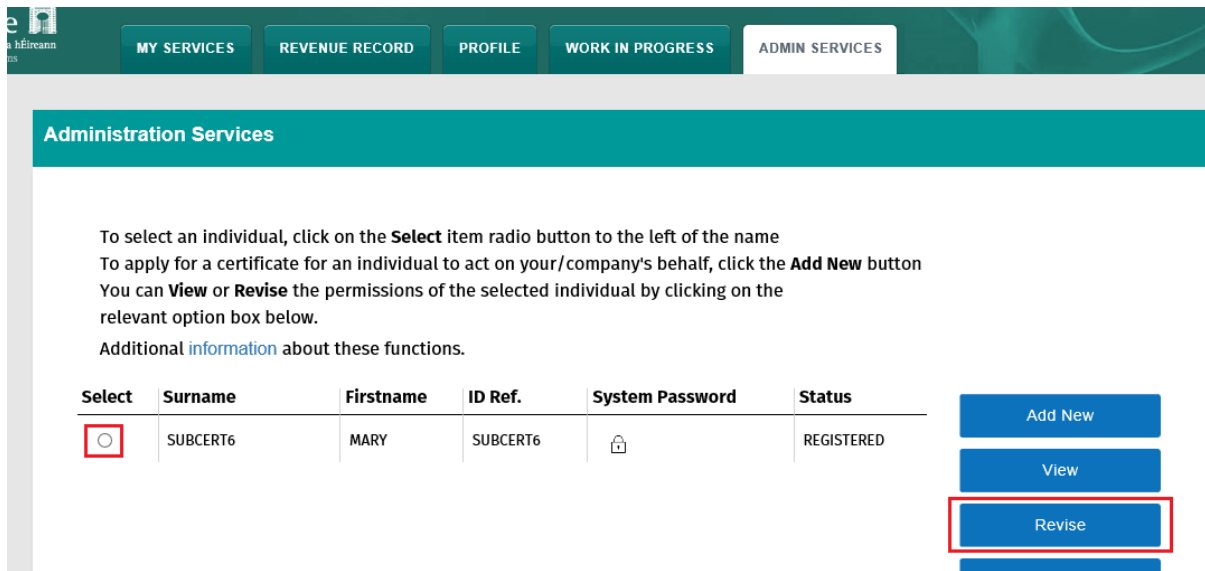
# Granting Permissions, Suspensions and Promotions

## Granting Sub-User Permissions

Sub-users created from the Admin Services tab have View permissions by default. They cannot file returns or make payments or view Revenue Record items.

You can change Sub-users' ROS access permissions in the Admin Services tab. The changes take effect the next time the Sub-user logs in to ROS.

For an explanation of Sub-user permissions, please refer to the guide – [Explanation of Sub-user permissions](#).



The screenshot shows the 'Administration Services' section of the Revenue website. It includes a navigation bar with tabs for 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. Below the navigation bar, there is a teal header for 'Administration Services'. The main content area contains instructions on how to select an individual, apply for a certificate, and view or revise permissions. A table lists sub-users, and a 'Revise' button is highlighted with a red box.

To select an individual, click on the **Select** item radio button to the left of the name  
To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button  
You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.  
Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status
<input type="radio"/>	SUBCERT6	MARY	SUBCERT6	🔒	REGISTERED

Buttons: Add New, View, **Revise**

Select the Sub-user and click "Revise".

- To revise permissions on Tax/Procedures Services click on the relevant check boxes under the "Permissions on Tax/Procedures Services" heading.
- To revise permissions on Administration Services click on the relevant check boxes under the "Administration Services" heading.
- To restrict access to specific registrations click on the **Restrictions** button
- To restrict access to specific PAYE-Emp Forms click on the **Restrict PAYE-Emp Forms** button
- Once you have completed your changes please click on the **Confirm** button
- Click the Back arrow above to return to Administration Services

### Money Laundering Reporting Officer (MLRO)

- Please select 'Yes' if this certificate is for a MLRO in September 2020. Revenue introduced changes to how Suspicious Transaction Reports (STRs) are submitted. Revenue no longer accepts hard copy (paper) STRs from that date onwards. Reporting Entities and Money Laundering Reporting Officers (MLROs) are required to submit all STRs to Revenue, using Revenue's Online Service (ROS) only. Reporting Entities should continue to submit STRs to both Revenue and the Financial Intelligence Unit (FIU), as dual reporting remains a requirement.

Yes  No

### SEED Number

- If this certificate belongs to a SEED user, you may enter or update their SEED Number below.

### EORI Identifier

- If this certificate is for an ICS Carrier who submits declarations via an agent, you may enter their EORI Identifier below.

### Permissions on Tax/Procedures Services

- **View:** lookup information, **Prepare:** enter details on a form, **File:** sign and submit form to Revenue
- **View for CAT and Stamp Duty:** lookup information and view inbox documents

Taxes/Procedures	No Permissions	View	Prepare	File
VAT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAYE-Emp	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corporation Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Capital Gains Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIRT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DWT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PSWT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
IUT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LAET	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

[Restrictions](#)

[Restrict  
PAYE-EMP  
Forms](#)

RTSO Tax	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MOT	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC2-CRS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DAC4-CbC	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SSR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STR	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CRSS	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All  
Taxes/Procedures

Remove All

View All

Prepare All

File All

### Permissions on Administration Services

• No: Permission not available, Yes: Permission available

Service	No	Yes
Add New	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amend Email Addresses	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Revoke	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Set Signature Requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Inbox Administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Submit Registration	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Amend Address	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Direct Debit Instruction	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Electronic Funds Transfer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Secure Upload	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Manage Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Verify Tax Clearance	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access DPD System	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Access Phased Payment Arrangement	<input checked="" type="checkbox"/>	<input type="checkbox"/>

All Administration Services

All No

All Yes

Confirm

Make the changes to the Sub-user permissions using the tick boxes. Click the “**Confirm**” button at the bottom of the page to save the changes.

### Suspension of Sub-Users

If the ROS Administrator certificate has expired or is revoked (e.g. if you use the Reset ROS Login option), all linked Sub-users are suspended. Once the Administrator certificate is reactivated, Sub-users can be restored by selecting each Sub-user in turn and clicking the Restore button on the Admin Services page.

Select the Sub-user and click “**Restore**”.

## Administration Services

To select an individual, click on the **Select** item radio button to the left of the name  
To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button  
You can **View** or **Revise** the permissions of the selected individual by clicking on the relevant option box below.  
Additional [information](#) about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status	
<input type="radio"/>	SUBCERT6	MARY	SUBCERT6		REGISTERED	<div style="text-align: right;"><a href="#">Add New</a> <a href="#">View</a> <a href="#">Revise</a> <a href="#">MyEnquiries Permissions</a> <a href="#">Amend ROS Email Addresses</a> <a href="#">Revoke</a> <a href="#">Promote</a> <a href="#">Suspend</a> <a href="#">Restore</a></div>

If you wish to suspend an active Sub-user, you can select the Sub-user and click on **"Suspend"**.

### Promote a Sub-User

In some cases, the ROS Administrator may wish to promote a Sub-user to replace them, e.g. if the current Administrator is about to leave a company. Only Active (downloaded and not suspended or expired) certificates can be promoted.


Select the Sub-user you wish to promote and click **"Promote"**.

## Promotion to Administrator





You are about to promote **PHONE 1 1890** to the position of Administrator.

You will lose your Administrator status once you have completed the form and clicked the **Submit** button.

If you wish to continue, please fill your own details in the form below and click the **Submit** button.

Click on  symbols below for information about the part of the form on which they appear.

Denotes required field

Surname	<input checked="" type="checkbox"/>	<input type="text"/>	
Firstname	<input checked="" type="checkbox"/>	<input type="text"/>	
ID Ref	<input checked="" type="checkbox"/>	<input type="text"/>	
ID Type	<input checked="" type="checkbox"/>	<input type="text" value="v"/>	

Click on the **Submit** button to send your details to ROS

Submit

Click on the **Back** button to go back to the previous page

Back

Enter the **current** administrator details, enter **"OLDADMIN"** as the ID ref and **"Other"** for the ID Type.

Click **"Submit"**.

The Sub-user will have full Administrator permissions at next logon to ROS. The old Administrator certificate reverts to a Sub-user certificate with Read permissions.

## Dual Signature Requirements

You can implement dual signature requirements as an extra level of security. When selected, Dual signature means that when a user signs and submits an item on ROS, it goes to Work In Progress only and it must be retrieved from Work In Progress and signed and submitted by a second user to complete the submission. Dual signature is available for some transaction types only.

## Dual / Single Signature Requirements

MS ROS PROJECT

Below is a list of the Taxes and Registration Numbers for which you can change the Number of Signatures required to submit a Return / Form or Payment to ROS.

Please make a selection from the Heading Type menu followed by a selection from the Registration Number menu and click Go. Click on the back arrow above to return to the Administration Services.

Denotes a required field.

◀ Back

<b>Heading Type</b> <input checked="" type="checkbox"/> VAT	<b>Registration Number</b> <input checked="" type="checkbox"/> MS ROS PROJECT	<input type="button" value="Go"/>
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If you require details for a different Registration you may change your selection above and click go.

Below is a list of the Returns / Forms etc for this Heading Type and Registration that you can change the Number of Signatures required to file through ROS. Please note this Signature Requirement will also apply to Payments Without Return.

Currently 3 certificate/s with file permissions for this Tax Type (including yourself) exist

Transaction Type	No. of Signatures Required	
	Select Single Signature	Select Dual Signature
VAT3 / VAT RTD	<input checked="" type="radio"/>	<input type="radio"/>
Interest Payment	<input checked="" type="radio"/>	<input type="radio"/>

Set for All Transaction Types

Click on the Submit button to send your details to ROS

Following first submission, this message is displayed:

## Second Signature Required

MS ROS PROJECT

The following item requires a second signature before being submitted in full to ROS.

The information relating to the following item has been saved.

Only certificates with **File permissions** for the applicable Registration will be able to complete the submission of an item to ROS.

Item Type	Registration Number	Period End	Status
VAT3	MS ROS PROJECT	30/06/2013	Awaiting Second Signature

Click on the OK button to return to the Services page

To complete the submission, the second signatory should locate the item in Work In Progress and click **"Sign"**.