

# How to access the Receipts Tracker App using ROS

## Step 1:

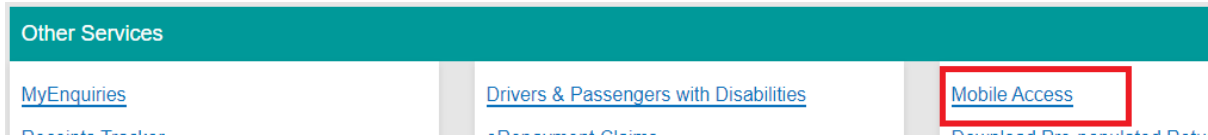
Download the Revenue Receipts Tracker App (RRTA) from your preferred App Store or Marketplace.

Details of the app availability and device requirements are available [here](#).

## Step 2:

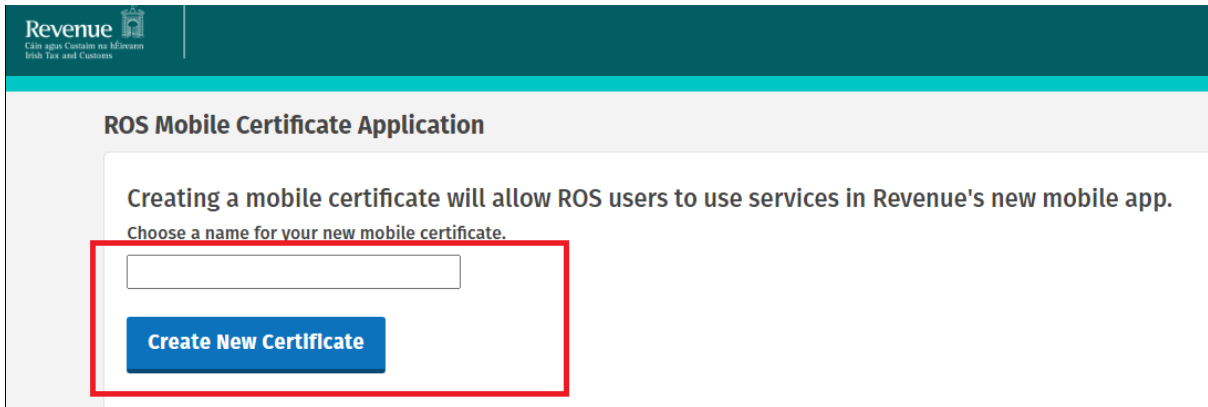
Go to ROS and create a mobile certificate to use in the app.

Log into ROS on your computer and on the My Services page click on “**Mobile Access**” under “Other Services”.



Type in a name for the certificate – this will later appear on your login screen.

Click “**Create New Certificate**”.

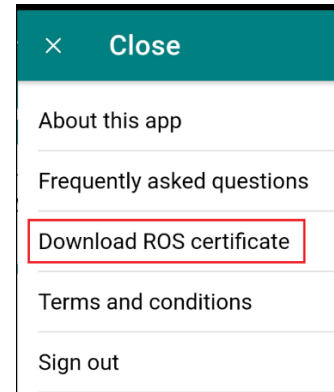
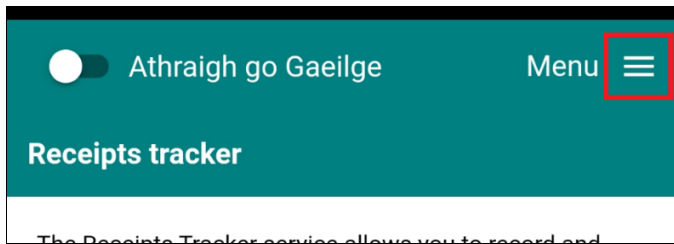


A QR code will be generated. This must be scanned [using the app](#).

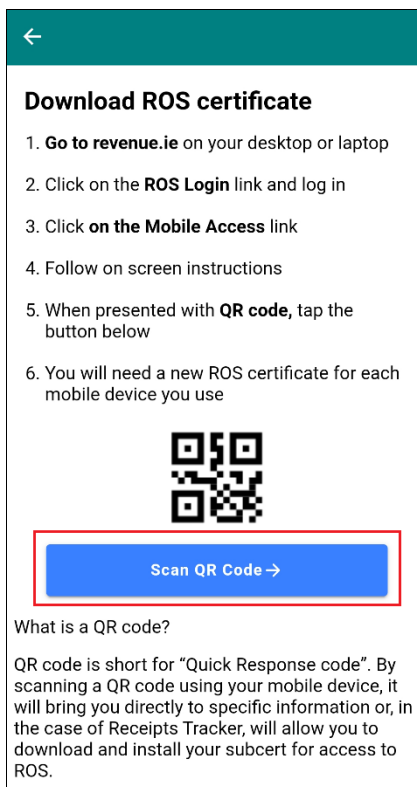
### Step 3 – Use the app to scan the QR code and download the certificate

Open the app and select “Sign in with ROS”.

- The first time you open the app, you will be prompted to scan a QR code immediately.
- Otherwise, select “Menu” and then “Download ROS certificate”.



- Point your mobile device at your desktop/laptop screen and press “Scan QR Code”. This will activate the device’s camera – if asked do you want to allow the app to access the camera, you must allow this to scan the QR code.



#### Step 4

Create your password, this can be the same as the one used to login to ROS on your desktop/laptop if you wish.

Click **“Request Certificate”**.

**Application for a Digital Certificate**

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](#).

**i Certificate Name** MyROSCert

**i Enter Password** .....

**i Confirm Password** .....

**Request Certificate**

#### Step 5:

You should now be presented with the ROS login screen.

Enter your password to log into ROS.

**ROS Secure Login**

**1. Select Certificate**

MyROSCert

[Manage My Certificates](#)

**2. Enter Password**

Change password Reset Login

**3. Login**

Login to ROS [ROS Help](#)

**i** If you experience problems, please visit [ROS Help](#)

**Please Note:**

- Mobile certificates for the RRTA are created with full admin and user permissions.
- You will need to create a new mobile certificate for each device.
- Mobile certs are sandboxed within the app and cannot be accessed by another app/ browser on your mobile device.
- Only the ROS Administrator can create mobile certificates for use within the app.
- If you are a returning user and wish to load an additional certificate into RRTA, you must select “**Menu**” and then “**Download ROS Certificate**” to do so.

