Step 1 – ROS Administrator

To commence the ROS registration process, go to www.revenue.ie and click "**ROS**" on the top right. Click on "**Register for ROS**" where you will see the three registration steps.

Click on "**Apply for your RAN**".

Select "**An Individual or Company**" if you are an individual or registering on behalf of a company, partnership or other organisation.

Select "**A Tax Agent**" if you are a Tax practitioner with a valid TAIN number e.g. an Accountant.

Select "**An LPT Receiver**" if you are an LPT Receiver with a valid Receiver number.

Select "**A Solicitor TAIN**" if you are a solicitor with a TAIN number e.g. a solicitor filing CGT returns on behalf of a client.

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 will be prompted to enter their **TAIN** or **Receiver Number** instead.

Click "**Next**" to proceed.

Enter the contact details of the ROS Administrator - the person who will download this ROS digital certificate.

These contact details will be used to complete the ROS registration process, so ensure that the email address and mobile phone number are entered correctly.

You will be required to verify your email address in the next step by entering a verification code.

Click "**Next**".

You should receive an email with your verification code within a few minutes.

Email Verification Code

N noreply@revenue.ie
To

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Revenue

Cáin agus Custaim na hÉireann

Irish Tax and Customs

Dear ROS Customer,

The verification code for your email address is:

Verification Code will be displayed here

It will remain valid for **10 minutes.**

NEVER GIVE THIS VERIFICATION CODE TO ANYONE.

Please use this code to complete Step 1 of your ROS registration.

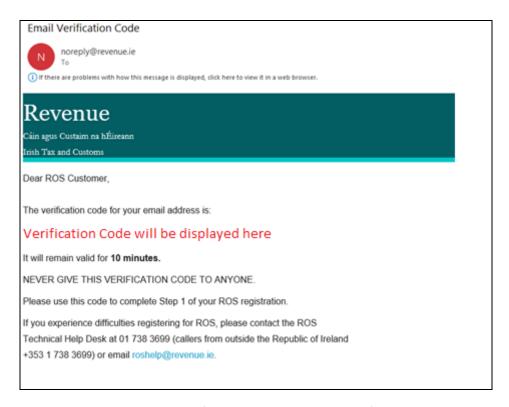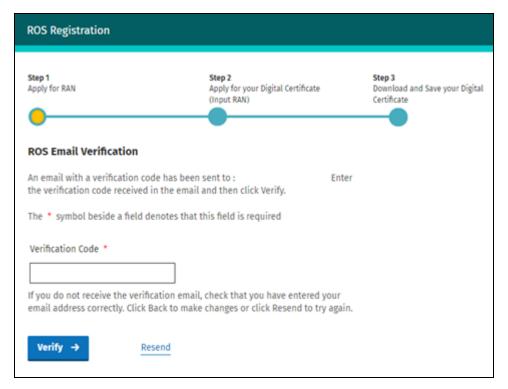If you experience difficulties registering for ROS, please contact the ROS Technical Help Desk at 01 738 3699 (callers from outside the Republic of Ireland +353 1 738 3699) or email roshelp@revenue.ie.

When you receive the email with the verification code, enter the Verification code in the box on the ROS registration screen and click on "**Verify**".

ROS Registration

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital
Certificate

ROS Email Verification

An email with a verification code has been sent to :   Enter
the verification code received in the email and then click Verify.

The * symbol beside a field denotes that this field is required

Verification Code *

If you do not receive the verification email, check that you have entered your email address correctly. Click Back to make changes or click Resend to try again.

Verify →   Resend

You should then receive the confirmation page:

ROS Registration

Step 1	Step 2	Step 3
Apply for RAN	Apply for your Digital Certificate (Input RAN)	Download and Save your Digital Certificate

Thank you for applying to become a ROS customer.

Step 1 of your application has been received by ROS and is being processed.
A letter will be posted to your business address on record with your personal ROS Access Number or **RAN**.

Next Step - When you receive your RAN you should:

1. Go to the Revenue Home Page (www.revenue.ie) and click on the "Online Services Tab"
2. Click "Register for ROS"
3. Click on the Step 2 - Apply for a Digital Certificate

OK →

A ROS Access Number (RAN) will be issued by post to the business address on our records. The RAN is valid for three months from the date of application.

The letter may take up to five working days to arrive to Irish addresses and longer to address outside Ireland. If you do not receive the RAN within this time, please notify the ROS Technical Helpdesk and include the registration number that you completed Step 1 for.