## **Requesting RPNs by file upload**

This option is suitable if you have created an RPN request file from your ROS compatible payroll package.

To access Revenue Payroll Notifications for your employees, click on '**Request RPN'** on the 'Employer Services' panel on the 'My Services' page when you are logged into ROS.

Employer Services			
Revenue Payroll Notifications(RPNs) Request RPN PPS Number Checker PAYE Modernisation Information	Payroll Submit Payroll View payroll	Returns Statement of Account	

If you have more than one PREM registration, you will be given the option of which registration you want to proceed with.

My Frequently U	You have multiple PREM registrations Please select the PREM registration you would like to manage payroll for.			
MyEnquiries	Registration Name	Registration Number	Action	
	SARA-ER-MURRAY GROUP		Select	
Employer Servic	SARA-ER-MURRAY GROUP		Select	
Revenue Payroll Notifications(RPP	SARA-ER-MURRAY GROUP		Select	
Request RPN				
PPS Number Cher	Back			
AYE Modernisation	nomaton	_	_	

- Select 'Request RPNs by file upload'.
- Click 'Browse files'.



← Back	
Request RPNs by f	file upload
Upload your request file to automat employees. Your request file must b	tically retrieve, in a downloadable file, RPNs for your existing or new the in either JSON or XML format. <u>Learn more</u> <b>7</b>
Q Browse files	
No files selected	
Digital Certificate	
Digital Certificate This request must be signed using y	our ROS Digital Certificate
Digital Certificate This request must be signed using y Test	our ROS Digital Certificate
Digital Certificate This request must be signed using y Test Password	our ROS Digital Certificate
Digital Certificate This request must be signed using y Test Password	our ROS Digital Certificate
Digital Certificate This request must be signed using y Test Password	our ROS Digital Certificate

- Browse to the location where you saved the file from your payroll software.
- Click on the file name, then click '**Open**'.

Please note: separate files must be uploaded for existing or new employees. You can only submit one RPN request file at a time. There is also a 10MB size limit on files.

The file name will then be displayed under 'Selected files'.

A 'Remove' link will display beside the file where you can remove that file if you have selected an incorrect file.

- Input your password.
- Click on 'Sign & Submit'.

The results of your RPN request will be returned. Depending on your web browser, you may be asked to 'Open' or 'Save' the file. Always chose '**Save**' to create the RPN file in your Downloads folder.

ome   Accessibility   System Requirements		
Do you want to save <b>RPN_03503878HH_20181107131637.csv</b> (938 bytes) from <b>roswebcss-sys185</b> ?	Save	Cancel X

Opening RPN_03503878HH_20181107131210.csv				
You have chosen to open:				
BPN_03503878HH_20181107131210.csv				
which is: Microsoft Excel Comma Separated Values File (938 bytes) from: blob:				
What should Firefox do with this file?				
Open with	Microsoft Excel (default)			
Save File				
Do this automatically for files like this from now on.				
	OK Cance	!		

This saved file can be imported into your payroll package.