



**EMCS User Guide
For
Revenue Online Service (ROS)**

Version 1.7

November 2022

CONTENTS

1. To Register for ROS.	3
2. Create a Sub-user of a Digital Certificate.	18
3. Permissions.	21
4. Retrieval of Sub-users Certificate.	22
5. Contact Details.	25

Economic operators must register for ROS before they can communicate with Revenue using ROS Web services and allow external users to send and receive data from the EMCS.

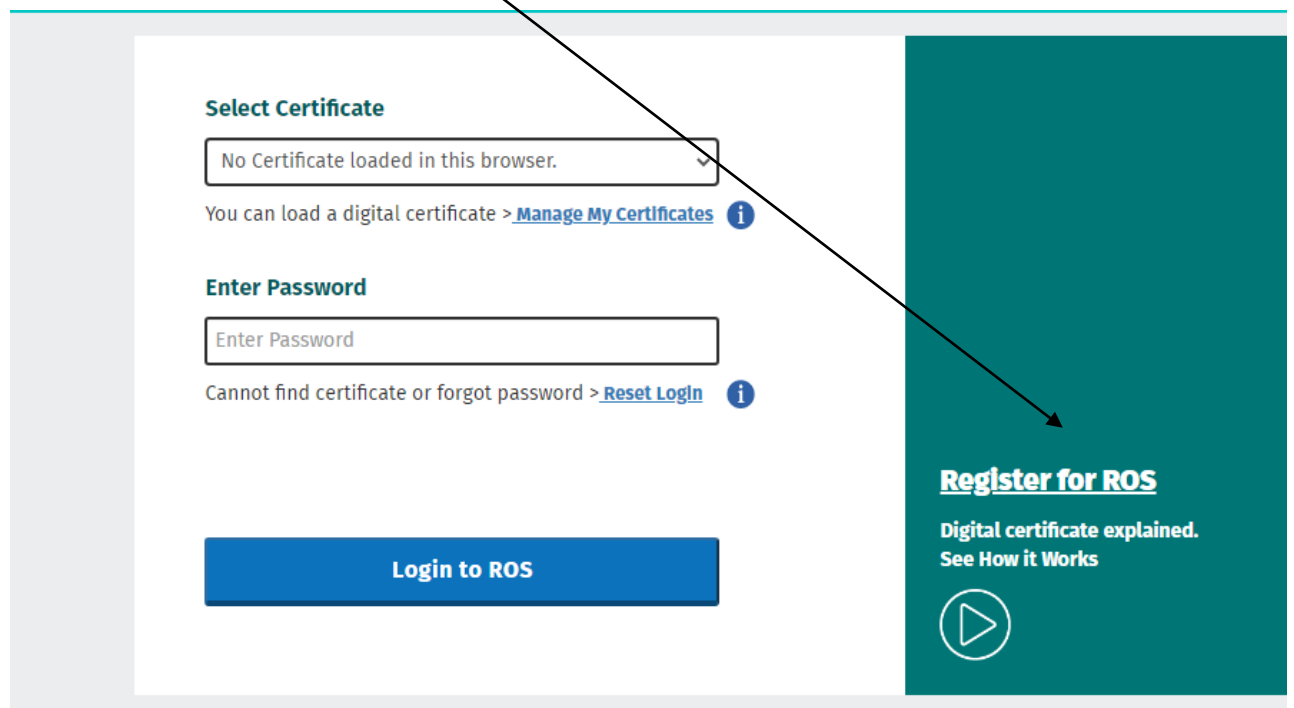
To Register for ROS

Access to ROS is available using a wide range of operating systems and browsers.

System requirements for using ROS is available via [ROS Help Centre](#).

Go to www.revenue.ie. Click on **ROS**.

Select the heading **Register for ROS**



The screenshot shows the ROS login interface. On the left, there are two sections: 'Select Certificate' with a dropdown menu showing 'No Certificate loaded in this browser.' and a link to 'Manage My Certificates'; and 'Enter Password' with a text input field and a link to 'Reset Login'. A large blue button at the bottom left is labeled 'Login to ROS'. On the right, a teal sidebar contains the heading 'Register for ROS' in white, followed by the text 'Digital certificate explained. See How it Works' and a play button icon. A black arrow points from the text 'Select the heading Register for ROS' to the 'Register for ROS' heading in the sidebar.

Or alternatively go to www.revenue.ie and scroll to 'Online Services'.



Click on 'Register for ROS' where you will see the three registration steps.

A screenshot of the Revenue.ie website's 'Online services' page. The page has a teal header with a 'Back to homepage' link. The main content is divided into three columns. The left column is titled 'Online services' and contains sections for 'myAccount' and 'ROS'. The 'myAccount' section includes a 'Sign in or register myAccount' heading, a description, a 'Sign in to myAccount' button, and links for 'Register for myAccount' and 'Sign in to myAccount using MyGovID'. The 'ROS' section includes a 'Sign in to ROS' button and a 'Register for ROS' link. The right column is titled 'List services by:' and features three filter buttons: 'All', 'myAccount', and 'ROS'. Below these are ten service categories, each with a dropdown arrow: 'Claims and refunds', 'Customs', 'Excise', 'Manage your record', 'PAYE Services', 'Payments', 'Property', 'Register for an online service', 'Tax returns', and 'Vehicle services'. A black line originates from the text above and points to the 'Register for ROS' link in the ROS section.

To become a ROS customer the user will need to complete the three steps shown in the screenshot below.

Register for ROS - Business Customers and Practitioners

Who can apply to become a ROS Customer?

- ✓ Any individual or entity with an Irish tax registration number already registered for a business tax e.g. Income Tax, VAT or Employers PAYE. Individuals who are registered for PAYE or LPT only should register for myAccount
- ✓ Tax practitioners with a valid TAIN number
- ✓ LPT Receivers with a valid Receiver number

Click on the steps below to start or continue the registration process



Step 1

Apply for your ROS Access Number (RAN)

[Apply for your RAN →](#)



Step 2

Apply for your Digital Certificate

[Apply for your Digital Certificate →](#)



Step 3

Download and Save your Digital Certificate

[Download and Save your Digital Certificate →](#)

Step 1 – applying as Individual or Company

[← Back](#)

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital Certificate

Your ROS Access Number (RAN) will be posted to the address on our records.
The * symbol beside a field denotes that this field is required

Are you applying in your capacity as:

An Individual or Company

A Tax Agent

An LPT Receiver

To apply for a RAN, please enter your appropriate tax registration details here:

Tax Type * [What is this?](#)

Please select ▾

Registration Number * [What is this?](#)

Next →

Tax Type : click the dropdown box and select a tax type that the individual or Company has been registered for.

Any other tax types that you are registered for will be included automatically.

Registration Number : Enter the tax registration number for the individual or Company that you are registering for.

Click '**Next**' to proceed.

← Back

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital
Certificate

ROS Contact Information

Please enter your contact information below
The * symbol beside a field denotes that this field is required

First Name *

Surname *

Email address * [What is this used for?](#)

You will be required to verify this email address. We will email a verification code that you must input to complete this registration step.

Confirm email address *

Mobile number *

Example: 0871234567 or +447123456789 (International format for UK mobile numbers). International phone numbers are accepted, but only Irish and UK numbers can be used to receive text messages.

Confirm mobile number *

Landline number

Prefix Number

Next →

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.

Click 'Next' to complete Step 1.

[← Back](#)

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](#)

Email Verification Code

 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:

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.

Step 1
 Apply for RAN

Step 2
 Apply for your Digital Certificate
 (Input RAN)

Step 3
 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 →

Step 2 – ROS Administrator

To continue the ROS registration process when you receive the ROS Access Number (RAN) letter, go to www.revenue.ie and scroll to 'Online Services'. Click on '[Register for ROS](#)' where you will see the three registration steps.

Register for ROS - Business Customers and Practitioners

Who can apply to become a ROS Customer?

- ✓ Any individual or entity with an Irish tax registration number already registered for a business tax e.g. Income Tax, VAT or Employers PAYE. Individuals who are registered for PAYE or LPT only should register for myAccount
- ✓ Tax practitioners with a valid TAIN number
- ✓ LPT Receivers with a valid Receiver number

Click on the steps below to start or continue the registration process



Step 1
 Apply for your ROS Access Number (RAN)

Apply for your RAN →



Step 2
 Apply for your Digital Certificate

Apply for Digital Cert →

Click on 'Apply for Digital Cert'

Revenue
The Revenue Commissioners
199, Edin. Road, Dublin 9

ROS Registration

← Back

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital
Certificate

Application for a Digital Certificate

Please enter your ROS Access Number (RAN) below and click the **Next** button
The * symbol beside a field denotes that this field is required

RAN *

Next →

Enter the RAN from the letter you received by post and click 'Next' to proceed.

Revenue
The Revenue Commissioners
199, Edin. Road, Dublin 9

ROS Registration

← Back

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital
Certificate

Application for a Digital Certificate

Tax Type * [What is this?](#)

Please Select

Registration Number * [What is this?](#)

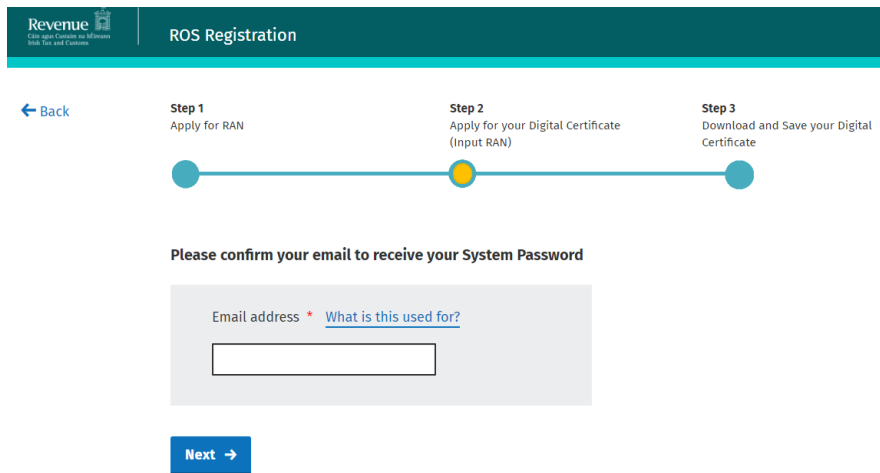
Next →

Tax Type : click the dropdown box and select a tax type that the individual or Company 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 Company you are registering for.

Click 'Next' to proceed.



The system password required to complete the registration process will be sent by email to the email address entered when Step 1 was completed. The system password is valid for **one hour**. If the system password expires before completion of step 3, please repeat Step 2.

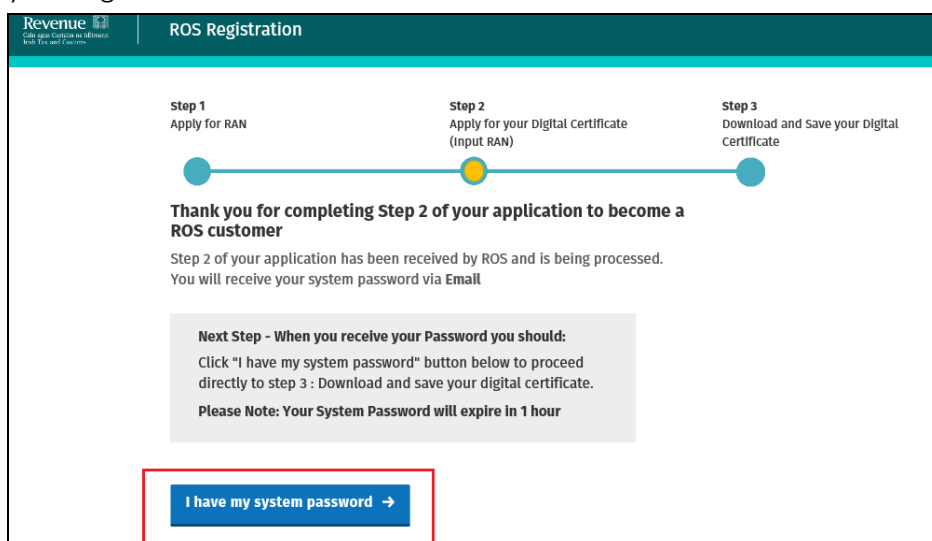
Click **'Next'** to proceed.

(If your contact details have changed since you completed Step 1, or if you do not receive the system password, please notify the [ROS Technical Helpdesk](#) and include the registration number that you completed Step 1 for).

Step 3 – ROS Administrator

To continue the ROS registration process when you receive the system password text or email, click on the 'I have my system password' button, or

go to www.revenue.ie and scroll to 'Online Services'. Click on '[Register for ROS](#)' where you will see the three registration steps. Click on step 3 'Download and Save your Digital Certificate'



Accept the terms and conditions to proceed.

← Back

Step 1
 Apply for RAN

Step 2
 Apply for your Digital Certificate
 (Input RAN)

Step 3
 Download and Save yo
 Certificate

Terms and Conditions

The use of the Revenue On-Line Service (ROS) is governed by the terms and conditions set out below. These terms and conditions are important and are for the protection of both you and Revenue. Please take the time to read them carefully.

1. General terms and conditions:

1.1 ROS is established in Ireland in accordance with the laws of the Republic of Ireland and is governed by Irish laws. When you use ROS, you accept that your use and any information on ROS, is governed by the laws of Ireland. If any dispute arises from your use of the ROS site or any information on it, you agree to allow any such dispute to be heard in the Irish courts.

1.2 The Revenue Commissioners have and retain, subject to existing contractual agreements with third party service providers, all rights (including but not limited to, copyrights, patents, trade secrets and any other intellectual property rights) in all versions of ROS.

1.3 ROS may only be used by Revenue's employees, customers, agents acting on behalf of Revenue's customers or third parties registered with or contracted by Revenue solely for the purpose of transacting business with Revenue.

1.4 Revenue reserves the right to make changes to the information, design and services provided in the ROS website without notice and without liability. Every effort will be made to advise of changes in advance.

1.5 Revenue reserves the right to add, amend or vary the terms of this

Click **I Accept** to proceed with retrieving your digital certificate

I Accept

Click **I Decline** if you do not wish to accept these Terms & Conditions

I Decline

Revenue Clárú agus Comhairle na hÉireann
 Irish Tax and Customs

ROS Registration

← Back

Step 1
 Apply for RAN

Step 2
 Apply for your Digital Certificate
 (Input RAN)

Step 3
 Download and Save your Digital Certificate

Download and Save your Digital Certificate

Please enter your details below and click next.

An Individual or Company

A Tax Agent

A Receiver

A Sub User

To retrieve a digital certificate on behalf of yourself or your business, please enter your details here:

Tax Type * [What is this?](#)

Please Select

Registration Number * [What is this?](#)

Next →

Tax Type : click the dropdown box and select a tax type that the Individual or Company has been registered for.
Any other tax types that you are registered for will be included automatically.

Registration Number : Enter the tax registration number for the Individual or Company you are registering for.

Click 'Next' to proceed.

The screenshot shows the Revenue ROS Registration interface. At the top left is the Revenue logo with the tagline 'Cuidam, Cuidam, Cuidam' and 'Helping you and Ireland'. The main header is 'ROS Registration'. Below the header is a progress bar with three steps: 'Step 1 Apply for RAN', 'Step 2 Apply for your Digital Certificate (Input RAN)', and 'Step 3 Download and Save your Digital Certificate'. The third step is highlighted with a yellow circle. A 'Back' button is on the left. Below the progress bar, the heading is 'Download and Save your Digital Certificate'. The text reads: 'Please enter your System Password below and click the Next button. The * symbol beside a field denotes that this field is required.' Below this is a text input field labeled 'Enter your System Password *' and a blue 'Next →' button.

Enter the system password received by text or email (either upper case or lower case letters may be used)

Click 'Next' to proceed

Security Questions

You must provide the answers to 5 out of 10 security questions and click 'Submit' to proceed.

[← Back](#)

Step 1

Apply for RAN

Step 2

Apply for your Digital Certificate
 (Input RAN)

Step 3

Download and Save your Digital Certificate

Security Questions

Your email address and mobile number must be kept up to date in the ROS Profile tab to use this facility.

Please select five security questions below and provide an answer for each question.

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

[Why are security questions required?](#)

Question 1 *

Answer 1 *

Question 2 *

Answer 2 *

Question 3 *

Answer 3 *

Question 4 *

Answer 4 *

Question 5 *

Answer 5 *

Submit →

The security questions and your contact details will be used for authentication so that you can obtain a new ROS digital certificate for this Individual or Company if you forget your ROS digital certificate password or the digital certificate is lost or expired. Please note that digital certificate passwords cannot be reissued or accessed by Revenue staff. The password is bound to the digital certificate and can only be reset by obtaining a new digital certificate. A 'Reset ROS Login' option is available from the Register for ROS screen for this purpose.

You may update your security questions and your contact details from your Profile tab after you log in to ROS but please note that to maintain confidentiality, your answers are not displayed on the screen.

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

i Enter Password

i Confirm Password

Request Certificate

Certificate Name : Enter a name for your digital certificate – this may contain up to 20 characters but no spaces or punctuation marks or symbols. The name will appear on the ROS login screen and will help you identify which cert you want to log in to ROS with, if you have more than one account.

Password : Make up a password for your digital certificate – this will be your login password. Your password must contain at least 8 characters, including at least one Upper case character, one lower case character and 1 digit. It may not contain your certificate name.

Check whether you have Caps Lock on and **ensure that you will remember your password** (the only way to reset a ROS password is to obtain a new digital certificate).

Enter your password again to confirm.

Click 'Request Certificate'

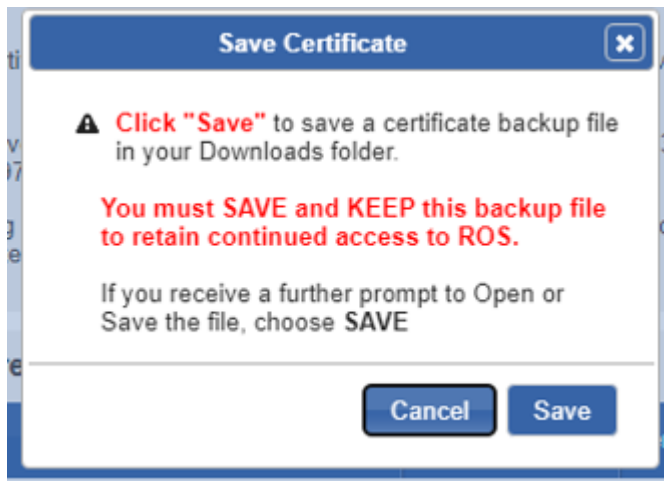
You should now see this prompt. **Your ROS digital certificate has downloaded but you must save it on your computer by clicking BACKUP.**

When you click 'Backup', check for a message at the very bottom of your computer screen. If you see a message asking whether you want to open or SAVE , select' **SAVE**'

This will download the digital certificate to your downloads folder. Please make sure that you keep this downloaded certificate. The following instructions provide more information on this.

Saving and Backing up your Digital Certificate

Your digital certificate will be installed in your browser temporary storage. **You must ensure that you create a backup file copy of your certificate and keep this file,** to ensure access to ROS in the future.



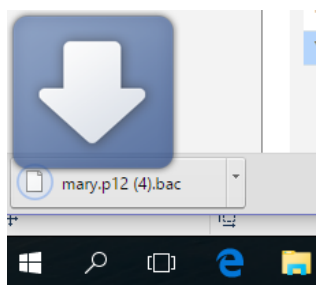
Click 'Save'

Depending on what browser you use and what settings you have chosen regarding downloads, at this point, the following may happen :

- the backup certificate file will save automatically to your Downloads folder



Microsoft Edge Browser



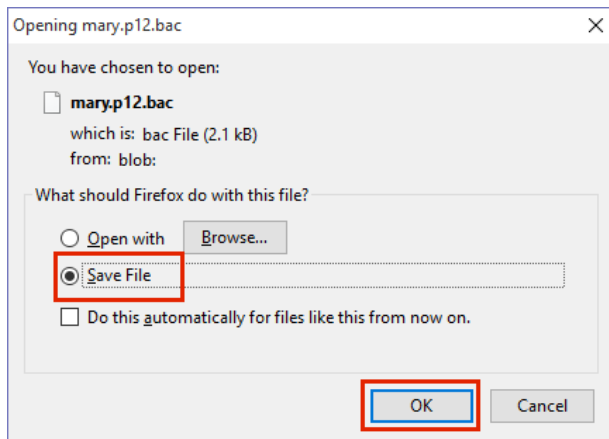
Google Chrome Browser

OR

- you will be asked whether you want to Open or Save the file – always choose SAVE to create the backup certificate file in your Downloads folder



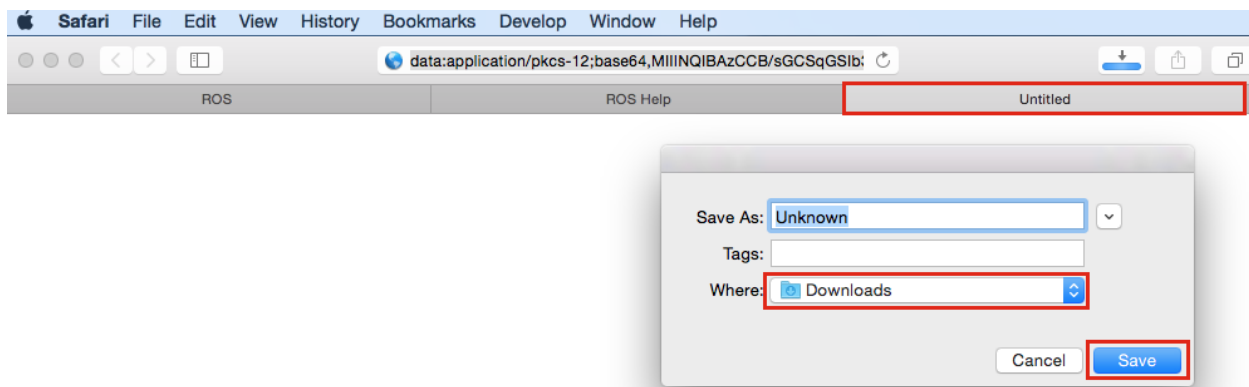
Internet Explorer Browser



Mozilla Firefox Browser

OR

- you may be given the option of which folder to save the file to – choose a safe location where the file will not be accidentally deleted



Safari Browser

Note that in Safari, a new tab may open – close this and return to the ROS tab

You must keep a copy of the certificate backup file in a safe location to ensure that you can access it in the future.

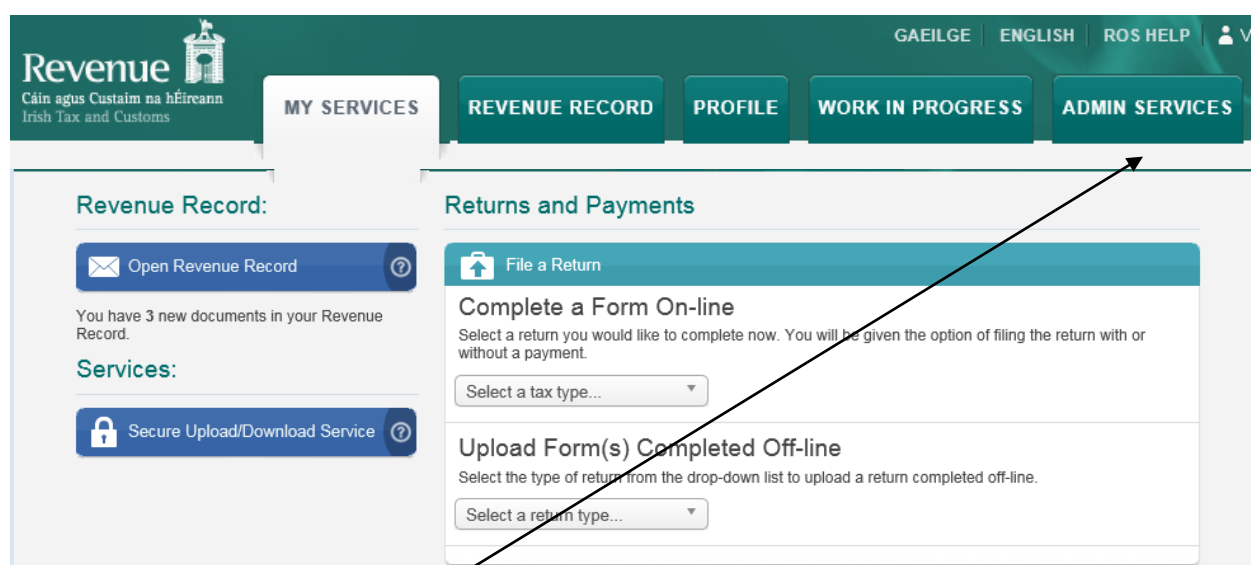
The certificate backup file has the certificate name followed by .p12.bac unless you use the Safari browser which names the file Unknown. If you have used Safari, you should rename the file to your certificate name followed by .p12.bac.

We recommend moving it to a 'ROS\RosCerts' folder on your computer. Instructions to create this folder and move the file are included at the end of this document.

EMCS users require a Sub-user Certificate (Sub Cert), the following Steps details the process the ROS Administrator must follow to create a Sub Cert

Creation of Sub Cert of a digital Certificate by ROS Administrator

Following successful login, the first screen the Administrator will see is the 'My Services' Screen, as shown in the following screenshot: -



Click on the 'Admin Services' tab

On the Admin Services screen, a list of the associated sub users is displayed. If there are no sub users, then a message 'There are currently no individuals linked to this certificate' will be displayed.

Applying for a ROS Digital Sub Cert

To become a ROS sub-user your administrator will need to apply for a ROS digital certificate on your behalf. To create a sub cert to access ROS, follow the steps below.

- The Administrator must login to ROS with the Administrator cert on your PC or Laptop that you normally use to access ROS.
- Click the tab '**Admin Services**'
- In this screen select the green button **Add New**



Administration Services

- To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button

There are currently no individuals linked to this certificate



[ROS Help](#) | [Exit](#) | [Accessibility](#)
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#)
[Eolas as Gaeilge](#)

- You will be directed to the screen below where your Administrator or you, if you are the Admin, must input the sub certificate holders' details and click **Submit**. The fields you will have to input include:

In the Admin Services screen, click on the 'Add New' button.

Sub Cert Digital Certificate Screen

Application for a New Certificate

- To apply for a digital certificate for an employee or individual to act on your behalf or on behalf of the company enter the details requested below and click **Submit**
- Click on the symbol on the left to view the help available for this application
- Denotes required field
- Permissions:** Note all New Certificates will obtain the default permissions of "View" only. To change the user permissions please click the **Revise** button in the **Admin Services** tab after the New Certificate is created.
- Motor Dealers and Authorised Treatment Facilities:** To apply for an NVDF Digital Certificate for the purposes of notifying changes of vehicle ownership or end of vehicle life, please select the NVDF tickbox below. **In order to distinguish your NVDF certificate from standard Certificates, we recommend that you insert NVDF as part of the ID reference.**
- System for the Exchange of Excise Data (SEED):** If this certificate is for a SEED user, please enter their SEED number below.

Information

Surname	<input checked="" type="checkbox"/>	<input type="text" value="Bloggs"/>	
First Name	<input checked="" type="checkbox"/>	<input type="text" value="Joe"/>	
ID Ref	<input checked="" type="checkbox"/>	<input type="text" value="1234"/>	ID Type <input checked="" type="checkbox"/> Payroll Number
E-mail address for the above named	<input checked="" type="checkbox"/>	<input type="text" value="joe.bloggs@somewhere.com"/>	
SEED Number for the above named		<input type="text" value="11111111"/>	

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

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

[FAQs](#) | [Help](#) | [Exit](#) | [Accessibility](#)
[Terms & Conditions](#) | [Privacy Policy](#) | [Certificate Policy Statement](#) | [Certification Practice Statement](#)
[Eolas as Gaeilge](#)

Please complete the following fields

Surname: Please enter the Surname of the individual.

Firstname: Please enter the Name of the individual.

ID Ref. Please enter the individuals ID reference number.

ID Type. Please select the type of ID reference number given from the dropdown menu.

E-Mail Address: Enter the e-mail address for the above named

NVDF Cert. Not applicable

SEED Number. If this certificate is for an **EMCS user**, please enter SEED number in this field.

For an **EMCS user**, complete all Mandatory fields including **SEED** Number field.

Please note that when a tenant warehouse keeper is setting up his Sub Cert the tenant must insert his own SEED no. This Sub Cert can then be used to submit, receive, and receipt messages via ROS webservice.
 (The administrator may amend an existing sub user's SEED Number or allocate a SEED Number to an existing sub user from this screen).

Click 'Submit' and 'OK' buttons, back to **Admin Services** page

Sub Cert User must now be given permission to file C&E

Again clicking on **Admin Services** and selecting the sub-user click on **Revise**.

Scroll to **Permissions on Tax / Procedures Services** and tick **C&E to File** and **Confirm**

Permissions on Tax / Procedures Services

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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CAT	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Transit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intrastat	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
VIES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EU Savings Dir	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C&E	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Excise Licence	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
EVR	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stamp Duty	<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>

All Taxes/Procedures

Remove All

View All

Prepare All

File All

Confirm

The Sub Cert User must now await confirmation email from ROS before downloading cert. The Administrator must provide **ID ref** used to create the Sub Cert and the **System Password** (found by clicking on the padlock icon).

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
	TEST	TEST	MOBILE			REGISTERED

Retrieve your Digital Certificate

Within 24 hours the new Sub Cert User will receive an email to complete Step 3:How To Become A ROS Customer.

Login to www.revenue.ie

On the home page,

🔍 Locate the **'ROS'** section

🔍 Select the ['Register for ROS'](#)

At **Step 3** click on 'Download and save your Digital Certificate'.

On the Terms & Conditions screen, scroll to & click the **'I accept'** button.

Select Sub Cert and enter ID Reference provided by ROS Administrator

[← Back](#)

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital
Certificate



Download and Save your Digital Certificate

Are you applying in your capacity as:

An Individual or Company

A Tax Agent

An LPT Receiver

A Sub User

Linked Certificate Application: To retrieve a Sub-user Certificate requested on your behalf by the ROS Administrator, please enter your ID Reference here:

ID Reference provided by your ROS Administrator *

[What is this?](#)

Next →

Click **'Next'**

Enter System Password provided by ROS Administrator

[← Back](#)
Step 1
 Apply for RAN

Step 2
 Apply for your Digital Certificate
 (Input RAN)

Step 3
 Download and Save your Digital
 Certificate

Download and Save your Digital Certificate

Please enter your System Password below and click the **Next** button
 The * symbol beside a field denotes that this field is required

Enter your System Password *

Next →

[Revenue Home](#) •
 [ROS Help](#) •
 [Accessibility](#) •
 [System Requirements](#)
[Terms & Conditions](#) •
 [Privacy Policy](#) •
 [Certificate Policy Statement](#) •
 [Certification Practice Statement](#)
 Language [Gaeilge](#)

Click 'Next'

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](#).

 ⓘ **Certificate Name**

 ⓘ **Enter Password**

 ⓘ **Confirm Password**

Request Certificate

Certificate Name : Enter a name for your digital certificate – this may contain up to 20 characters but no spaces or punctuation marks or symbols. The name will appear on the ROS login screen and will help you identify which cert you want to log in to ROS with, if you have more than one account.

Password : Make up a password for your digital certificate – this will be your login password. Your password must contain at least 8 characters, including at least one Upper case character, one lower case character and 1 digit. It may not contain your certificate name.

Check whether you have Caps Lock on and **ensure that you will remember your password** (the only way to reset a ROS password is to obtain a new digital certificate).

Enter your password again to confirm.

Click Request Certificate'

You should now see this prompt. **Your ROS digital certificate has downloaded but you must save it on your computer by clicking BACKUP.**

When you click 'Backup', check for a message at the very bottom of your computer screen. If you see a message asking whether you want to open or SAVE , select 'SAVE'.

This will download the digital certificate to your downloads folder. Please make sure that you keep this downloaded certificate. The following instructions provide more information on this.

This certificate should be configured into the trader's software. The software can then use this certificate when submitting or receiving messages via ROS web service

It is important to note that Economic Operators, who have more than one SEED Registration Number, require individual Sub Certs per SEED Registration (Only 1 SEED Number can be associated with each ROS Sub Cert).

Also, it is critical that each Sub Cert is appropriately named to clearly identify the SEED registration associated with it.

For further information contact:

ROS: ros-help@revenue.ie 01 738 3699
Outside Republic of Ireland +353 1 738 3699

EMCS: emcsnsd@revenue.ie 042 9353302

NOTES