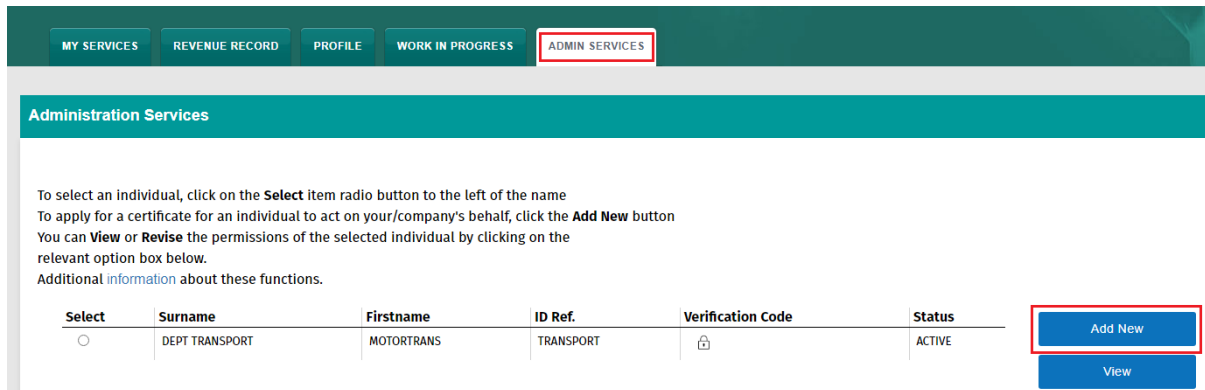# Instructions for ROS Administrator

Log into ROS as the ROS Administrator and click on the "**Admin Services**" tab.

Click "**Add new**".

Enter the sub-user details:

Please note that the details used when applying for the Department of Social Protection (DSP) sub-cert have to match the Welfare Partners user details on record with the DSP.

The tax registration number and the tax type also have to be the same – for example; if you are on record as an employer with the DSP but you pick Income Tax when applying for the sub-cert, this will not work. You need to pick PAYE-Emp if that is what you are registered for.

- **Surname** - sub-user's surname (This must be the same as the details DSP have for the Welfare Partners user.)

- **First Name** - sub-user's first name (This must be the same as the details DSP have for the Welfare Partners user.)

- **ID Ref** - this is an identifier that you make up for the sub-user. It is a good idea to reference the scheme as part of the ID Ref

  The ID Ref will be used to download the certificate and must be unique.

- **ID Type** - select **"Other"**

- **E-mail address for the above** – (This must be the same as the details DSP have for

  the Welfare Partners user.)

- Select "**Department of Social Protection**" from the Third Party Certificate drop down.

- **Money Laundering Reporting Officer (MLRO)** – leave this set to "No".

- **SEED Number** - leave this blank

- **EORI Identifier** - leave this blank

- **Tax Registration** - select the registration number that you want to use for WelfarePartners. (The tax type and registration number must be the same as the details DSP have for the panel number.)

  Only one registration number can be assigned to each certificate.

Click "**Submit**".

Surname	☑	Test			
First Name	☑	Tester			
ID Ref	☑	DSPTest	ID Type	☑	Other ⌄ ⓘ
E-mail address for the above named	☑	Test@Test.com			
Third Party Certificate		Department of Social Protection ⌄			ⓘ
Money Laundering Reporting Officer (MLRO)		○ Yes ● No			ⓘ
SEED Number for the above named					ⓘ
EORI Identifier for the above named					ⓘ

Please select a tax registration for use with this DSP sub cert

Tax Type	Tax Regn./ Trader No.	Enabled
PAYE-EMP		●
PAYE-EMP		○
VAT		○
Corporation Tax		○

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

You should receive confirmation that a new certificate has been requested.

You have just applied for a new Sub-User Certificate
Your application for a new Certificate for **TEST TEST**
has been received by ROS.
The above named has been sent an email informing them to contact you for their ID Reference and Verification Code.
The ID Reference and Verification Code is available to you on your Administration Services Page.
Click the padlock to reveal the Verification Code.
You currently have **2** associated certificate(s).
There is no limit to the number of associated certificates you can apply for.
To return to Administration Services page now click the OK button

[OK]

Click the "**Verification Code"** padlock icon for the new sub-user and note the Verification Code; you should also note the "**ID Ref"** you created as they will be needed to download the certificate.

You must notify the sub-user of the "**ID Ref"** and "**Verification Code"** for the certificate so that they can complete Step 3 of Register for ROS. It should be immediately available for download.

Once the sub-cert is downloaded, the Status column will change to Active.

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.	Verification Code	Status
○	TEST	TEST	TEST	🔒	REGISTERED
○	TEST	TEST	TEST	🔒	REGISTERED