

## Instructions for ROS Administrator

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

Click "Add new".

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	
<input type="radio"/>	DEPT TRANSPORT	MOTORTRANS	TRANSPORT		ACTIVE	<a href="#">Add New</a> <a href="#">View</a>

Enter the sub-user details:

- **Surname:** Surname of the individual that the cert is for (note that if this certificate is required for CRO filing, this must correspond to the details on record with CRO).
- **First Name:** First name of the individual the cert is for (note that if this certificate is required for CRO filing, this must correspond to the details on record with CRO).
- **ID Ref:** This is an identifier that you make up - e.g. staff number, or other identifier.
- The ID Ref will be used to download the certificate and must be unique.
- **ID Type:** The type of ID reference number given from the dropdown menu - e.g. Other.
- **E-Mail Address:** Contact e-mail address for the above named.
- **Third Party Certificate** – this only applies to certain specialised types of sub-users. For access to ROS services leave this blank.
  - **Dept of transport Motortrans:** **ONLY** select this if the certificate is to be used for Motortrans (NVDF).
  - **Dept of transport end of life vehicle:** **ONLY** select this if the certificate is to be used for end of life vehicles ([Motorelv](#)).
  - **DSP Cert:** **ONLY** select this if the certificate is to be used for Welfarepartners (DSP).
- **Money Laundering Reporting Officer (MLRO)** – leave this set to "No", unless you will be using this certificate to submit Suspicious Transaction Reports (STRS).

- **SEED Number:** If this certificate is for a SEED user, please enter SEED number (Traders Excise Number) in this field. An EMCS user **MUST COMPLETE** the Mandatory and **SEED** Number fields. This sub-cert can then be used to submit, receive and receipt messages via ROS webservices for customs clearance.
- **EORI Number:** If this certificate is for an ICS Carrier who submits declarations via an agent, please enter their EORI Identifier (customs).

Click **“Submit”**.

<b>Surname</b>	<input checked="" type="checkbox"/>	<input type="text"/>		
<b>First Name</b>	<input checked="" type="checkbox"/>	<input type="text"/>		
<b>ID Ref</b>	<input checked="" type="checkbox"/>	<input type="text"/>	<b>ID Type</b>	<input checked="" type="checkbox"/> <input type="text" value="v"/> ⓘ
<b>E-mail address for the above named</b>	<input checked="" type="checkbox"/>	<input type="text"/>		
<b>Third Party Certificate</b>		<input type="text" value="v"/>		ⓘ
<b>Money Laundering Reporting Officer (MLRO)</b>		<input type="radio"/> Yes	<input checked="" type="radio"/> No	ⓘ
<b>SEED Number for the above named</b>		<input type="text"/>		ⓘ
<b>EORI Identifier for the above named</b>		<input type="text"/>		ⓘ

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

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

ROS PROJECT

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Select	Surname	Firstname	ID Ref.	Verification Code	Status
<input type="radio"/>	TEST	TEST	TEST		REGISTERED