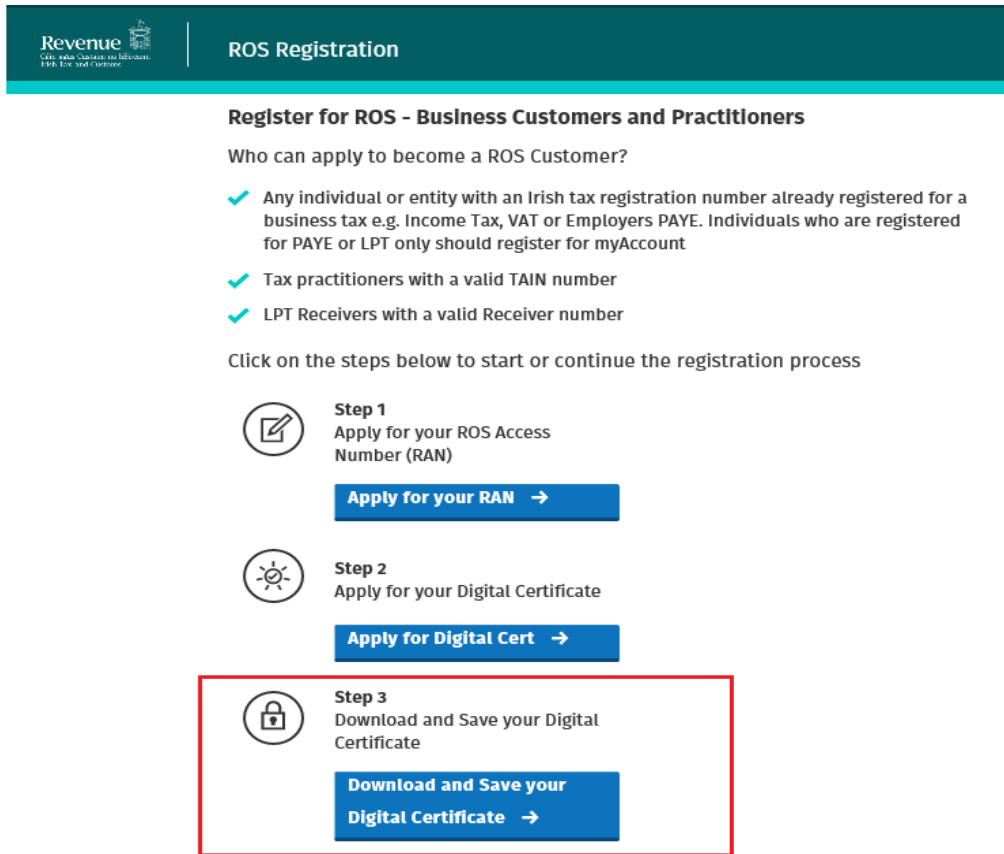


## Instructions for Sub-user

The ROS Administrator should provide the Sub-user with the ID Ref and Verification Code from the Admin Services tab.

Once you have the above information, go to [Register for ROS](#).

Go down to Step 3 and click on “**Download and Save your Digital Certificate**”.



The screenshot shows the 'ROS Registration' page with the Revenue logo in the top left. The main heading is 'Register for ROS - Business Customers and Practitioners'. Below this, it asks 'Who can apply to become a ROS Customer?' and lists three criteria with green checkmarks: 1. Any individual or entity with an Irish tax registration number already registered for a business tax (Income Tax, VAT, or Employers PAYE). 2. Tax practitioners with a valid TAIN number. 3. LPT Receivers with a valid Receiver number. A prompt says 'Click on the steps below to start or continue the registration process'. There are three steps listed: Step 1 (Apply for your ROS Access Number (RAN)), Step 2 (Apply for your Digital Certificate), and Step 3 (Download and Save your Digital Certificate). Step 3 is highlighted with a red rectangular box, and its corresponding button 'Download and Save your Digital Certificate' is also highlighted.

**Revenue**  
Cáin agus Custaim na hÉireann  
Irish Tax and Customs

### ROS Registration

#### 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 →](#)

**Step 3**  
Download and Save your Digital Certificate  
[Download and Save your Digital Certificate →](#)

Under the Terms and Conditions, click "**I Accept**" to proceed.

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**

Select **“A Sub User”** and enter the ID Ref provided by your ROS Administrator.

Click **“Next”**.



### Download and Save your Digital Certificate

Are you applying in your capacity as:

An Individual or Company

A Tax Agent

A 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** →

Enter the Verification Code given to you by the ROS Administrator (either upper case or lower case letters may be used).

Click "**Next**" to proceed

## Download and Save your Digital Certificate

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

Enter your Verification Code \*

**Next** →

Make up a name for your certificate – this cannot be changed later.

The certificate name may not include spaces, accented characters or symbols.

Create a password – this is the password that you will use to login to ROS.

The password must have at least 8 characters, including at least one UPPER case character, one lower case character and 1 digit and may not contain any part of the certificate name.

Click the "**Request Certificate**" button.

### 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**

**Downloading and installing certificate.**  
*This can take up to 3 minutes on iOS.*

Click the "Save" button.

### Certificate Installed

Your Digital Certificate DSPCert has been successfully installed into your browser temporary storage.

**You should ensure that you have saved a backup copy of your certificate and that you keep this file to ensure continued access to ROS.**

The certificate backup file is usually saved in your Downloads folder. It will have your chosen 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 chosen certificate name followed by .p12.bac. We recommend that you move the file to a safe location on your computer to keep it safe.

If your ROS digital certificate has been reissued

You are now an approved user under the Consolidation Act, 1997

If you are downloading the certificate to enable the certificate to be used on your computer

**Save Certificate**

**⚠ Click "Save" to save a certificate backup file in your Downloads folder.**

**You must SAVE and KEEP this backup file to retain continued access to ROS.**

If you receive a further prompt to Open or Save the file, choose **SAVE**

Certificate Name	Save	Remove
DSPCert	<input type="button" value="Refresh"/>	<input type="button" value="Trash"/>

Depending on which web browser you use, you may need to click on **“Save”** again on the bottom of the screen. The certificate will now have been saved to your Downloads folder.

If you lose your sub-user certificate, or forget the password, your ROS Administrator will have to issue a new certificate. Please make sure to save the certificate on your computer.

More information on how to save your digital certificate is available in the Getting Started on ROS Help section – under the Registering for ROS heading.