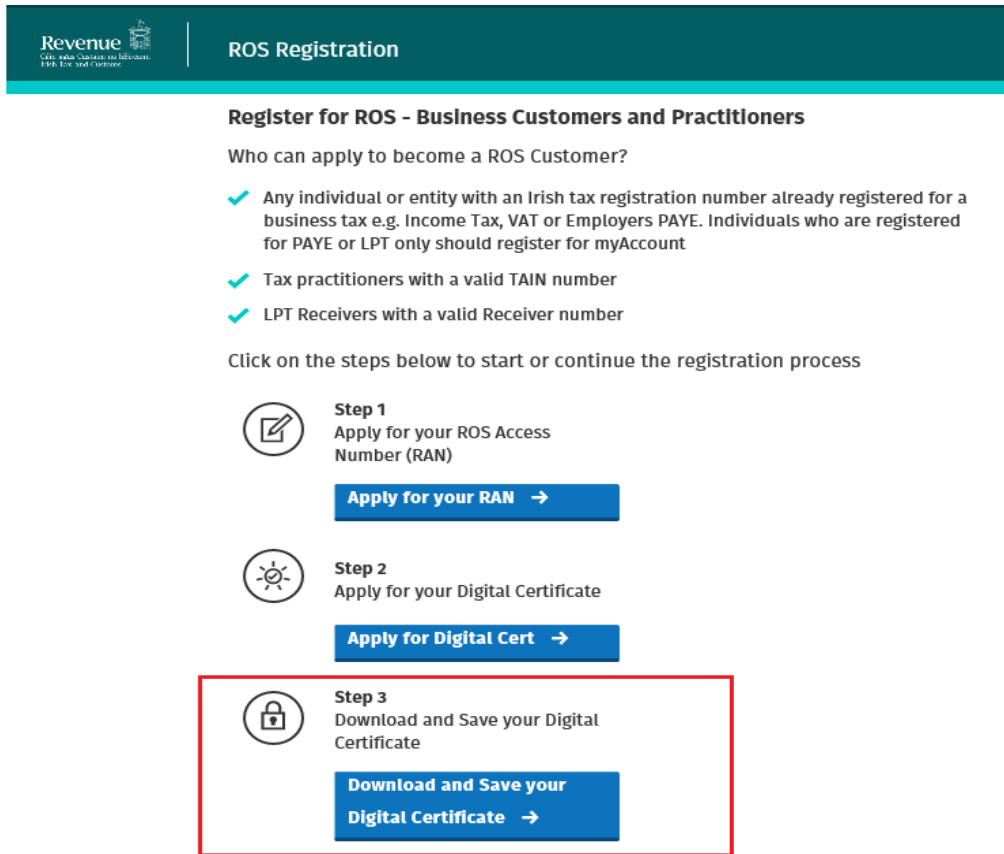# Instructions for Sub-user

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".**

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**".

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

○ 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.

ⓘ **Certificate Name**

ⓘ **Enter Password**

ⓘ **Confirm Password**

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

0%

◄ Back   Request Certificate

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 certificate name followed by~~ .p12.bac. We recommend that you m~~...~~ your computer to keep it safe.

If your ROS digital certi~~...~~ ve the certificate reissued

You are now an approv~~...~~ 38 of the Taxes Consolidation Act, 1997~~...~~

If you are downloading~~...~~ or information on how to enable the certificate~~...~~

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**

Cancel   Save

ⓘ **Certificates alre~~...~~**

Certificate Name ▲▼	Save	Remove
DSPCert	↻	🗑

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.