

Financial Guideline 2014/2015 – 13

Revenue On-Line Service (ROS) Login Changes

The FSSU has received a number of queries regarding issues schools are experiencing when trying to log in to ROS. These issues are caused by a recent update to “Google Chrome” browser and the use of the Java Applet login method. The Revenue Commissioners are encouraging schools to change to the JavaScript login method **over the next few months, as the current Java Applet login method will not be supported by the end of the year.** By changing to the JavaScript login option schools will rectify any issues they are currently experiencing with ROS.

Below is a step by step guide on how to change to the JavaScript login option.

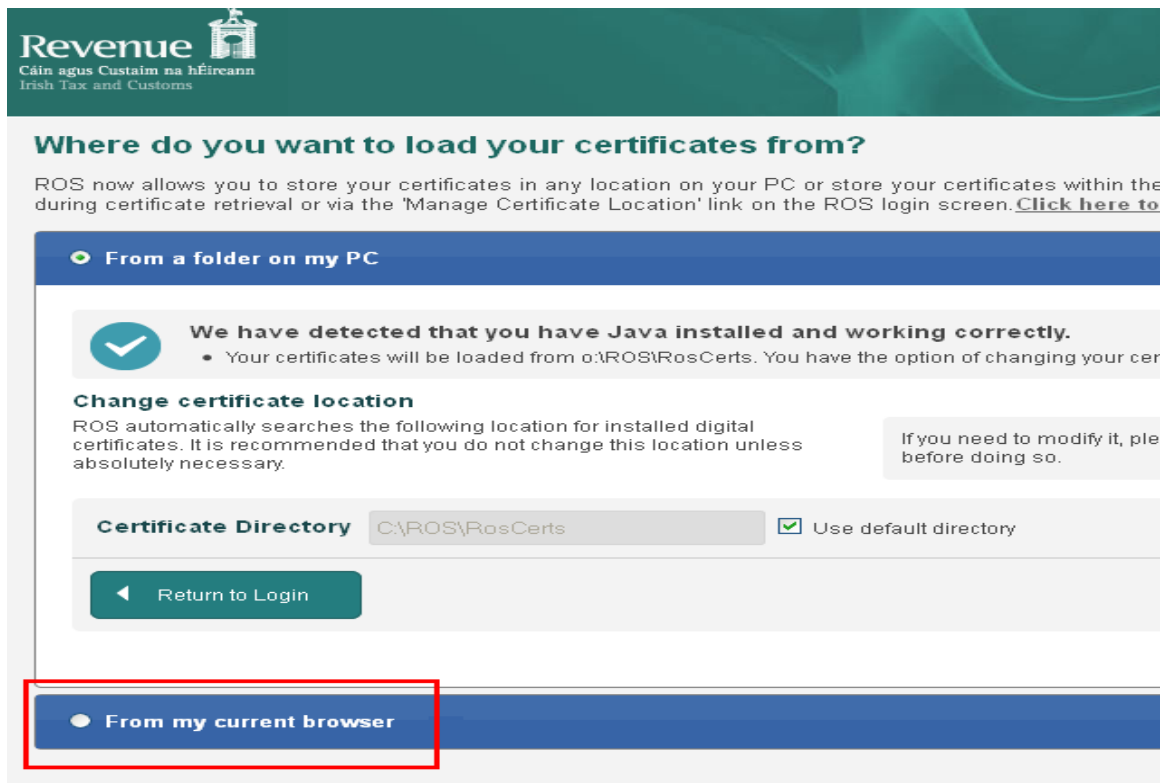
Step 1: On the ROS Login screen click on Manage Certificate Location.

The screenshot displays the 'ROS Secure Login' interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The main content area is titled 'ROS Secure Login' and contains three steps:

- 1. Select Certificate**: A dropdown menu shows 'Loading Certificates.....'. Below it, the link 'Manage Certificate Location' is highlighted with a red rectangular box.
- 2. Enter Password**: A text input field is provided, with links for 'Change password' and 'Forgotten password' below it.
- 3. Login**: A blue button labeled 'Login to ROS' with a right-pointing arrow, and a link for 'ROS Help' to its right.

On the right side of the screen, there is a 'Revenue Service' banner with the text 'Revenue Online view your own, with Revenue for tax returns and these taxes only'. Below this is a 'Useful Links' section with links for 'View Latest Revenue', 'EU VAT Customer', 'Desktop Application', and 'ROS Developer S'.

Step 2: Click on the button "From my current browser".



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Where do you want to load your certificates from?

ROS now allows you to store your certificates in any location on your PC or store your certificates within the current browser during certificate retrieval or via the 'Manage Certificate Location' link on the ROS login screen. [Click here to learn more.](#)

From a folder on my PC

We have detected that you have Java installed and working correctly.

- Your certificates will be loaded from o:\ROS\RosCerts. You have the option of changing your certificate location.

Change certificate location

ROS automatically searches the following location for installed digital certificates. It is recommended that you do not change this location unless absolutely necessary.

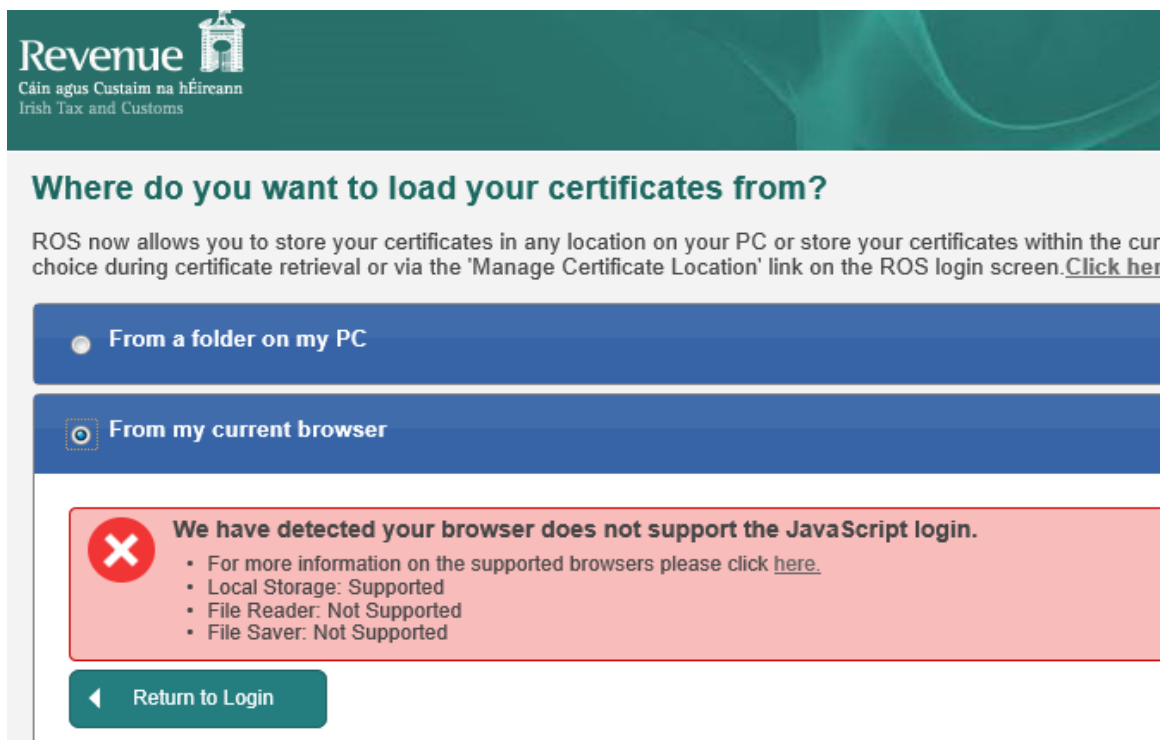
If you need to modify it, please click [here](#) before doing so.

Certificate Directory C:\ROS\RosCerts Use default directory

[Return to Login](#)

From my current browser

Step 3: If you see the following message, you will have to use another browser – either a higher version of your current browser or a different browser. More information on browsers is available at this [link](#).



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From a folder on my PC

From my current browser

We have detected your browser does not support the JavaScript login.

- For more information on the supported browsers please click [here](#).
- Local Storage: Supported
- File Reader: Not Supported
- File Saver: Not Supported

[Return to Login](#)

Step 4: In the Load Certificate tab, click on the "Browse" or "Choose File" button (the label depends on your browser).

The screenshot shows the Revenue ROS interface. At the top left is the Revenue logo with the text "Cáin agus Custaim na hÉireann" and "Irish Tax and Customs". The main heading is "Where do you want to load your certificates from?". Below this, there are two radio button options: "From a folder on my PC" and "From my current browser", with the second one selected. A message box with a checkmark icon states: "We have detected your browser supports the JavaScript login." followed by two bullet points: "Your certificates will be loaded from your current browser. You have the option of loading, saving below." and "For more information about JavaScript login please click [here](#)." Below this is a section titled "Manage Current Browser Certificates" with a sub-heading "Manage Current Browser Certificates". The text explains that ROS automatically searches for installed digital certificates and provides tabs for "Load Certificate", "Save Certificate", and "Remove Certificate". A tooltip on the right says "If doing this for the first time please consult the help s". Under the "Load Certificate" tab, there is a description: "Load certificate allows you to load a certificate from any location on your PC into your browser where it will appear in the 'Select Certificate' drop down on the ROS login page. The JavaScript login cannot load them into your browser." Below this is a form with a "Select Certificate" label, a "Browse..." button (highlighted with a red box), and the text "No file selected.". To the right of the form is a "Certificate Password" label. At the bottom left is a "Return to Login" button.

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Where do you want to load your certificates from?

ROS now allows you to store your certificates in any location on your PC or store your certificates within the browser during certificate retrieval or via the 'Manage Certificate Location' link on the ROS login screen. [Click here to learn more.](#)

- From a folder on my PC
- From my current browser**

We have detected your browser supports the JavaScript login.

- Your certificates will be loaded from your current browser. You have the option of loading, saving below.
- For more information about JavaScript login please click [here](#).

Manage Current Browser Certificates

ROS automatically searches your current browser for installed digital certificates. The below tabs allow you to manage your certificates for your current browser.

If doing this for the first time please consult the help s

Load Certificate **Save Certificate** **Remove Certificate**

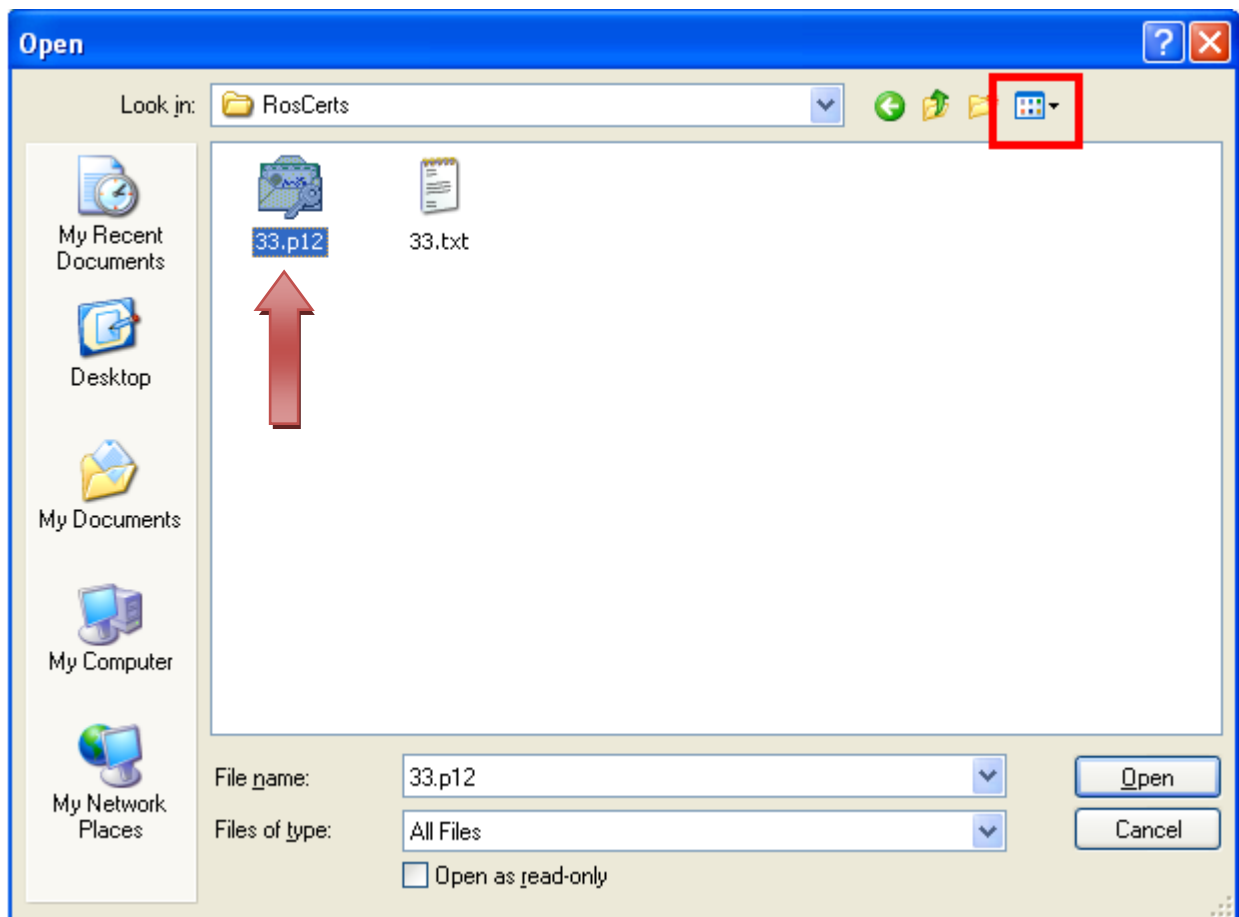
Load certificate allows you to load a certificate from any location on your PC into your browser where it will appear in the "Select Certificate" drop down on the ROS login page. The JavaScript login cannot load them into your browser.

Select Certificate No file selected. **Certificate Password**

Return to Login

Step 5: Locate the latest saved version of your certificate:

- The file will be a .p12 or a .p12.bac file unless you saved the file from the Safari browser.
- The file will usually be located in C:\ROS\RosCerts **OR** in your Downloads folder.
- If you are not sure where the latest version is located, please click on the following [link](#) and follow the instructions under the heading "**Locating your ROS digital certificate backup file**".



Step 6: Click on the required .p12 (Personal Information File) or .p12.bac file to select it and then click the Open or Choose button – the label depends on your browser.

Step 7: The name of the file selected will now be displayed beside the Browse or Choose File button.

- Type in the ROS login password for this certificate.
- Click Load Certificate.
- A message "Certificate details have been imported successfully from file" should be displayed. If you get an error message, please check that you are loading the **latest** version of your certificate and using the correct password.
- Click the "Return to Login" button

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Return to Revenue

Where do you want to load your certificates from?

enue now allows you to store your certificates in any location on your PC or store your certificates within the current browser. You will be presented with this choice of certificate retrieval or via the 'Manage Certificate Location' link on the ROS login screen. [Click here to read more...](#)

From a folder on my PC

From my current browser

We have detected your browser supports the JavaScript login.

- Your certificates will be loaded from your current browser. You have the option of loading, saving and removing certificates from your current browser below.
- For more information about JavaScript login please [click here](#).

Manage Current Browser Certificates

enue OS automatically searches your current browser for installed digital certificates. The tabs below allow you to manage your certificates for your current browser.

If doing this for the first time or have lost your certificates, please consult the help section: [Help](#)

Load Certificate **Save Certificate** **Remove Certificate**

Load certificate allows you to load a certificate from any location on your PC into your browser where it will be stored. Once the certificate has been stored in your browser it will appear in the "Select Certificate" drop down on the ROS login page. The JavaScript login cannot read certificates from your PC without you first loading them into your browser.

Select Certificate Choose File 33.p12 **1**

Certificate Password **2**

Return to Login **5** **3** **Load Certificate**

Certificate details have been imported successfully from file. **4**

Step 8: Your certificate name should now be displayed ready to log in to ROS.

Further information or clarification on any of the issues raised in this Guideline can be obtained from the FSSU.

Louise McNamara,
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Joint Managerial Body
25th May 2015