



### Steps to Set Up a Linked ROS Certificate

1. ROS Administrator logs into ROS (via Revenue.ie)
2. On 'My Services' page click into Admin Services (Tab at top)
3. Click on 'Add New'.
4. Fill in name and email address of new user in spaces provided.
5. Make up ID Reference (eg first name, initials, phone extension) and select ID Type (eg other).
6. Submit and 'OK' back to Admin Services.
7. Click on System Password icon beside name to reveal the password. )
8. Note this along with ID Reference. ) Important!
9. Click into 'Select' and click on 'Revise'.
10. Set the permissions with regard to filing and administration rights.
11. Wait for the computer generated email to inform the new user that they should do Step 3 of Becoming a ROS Customer. This should arrive within 24 hours.
12. On receipt of email, Step 3 (-Part C – 'To retrieve a digital cert requested on your behalf') should be completed on the computer on which the new user will use Ros. (Enter www.revenue.ie and click on Register for ROS under 'What can I do Online' - ROS and proceed to Step 3 – Part C)
13. New user must make themselves a personal password (not less than 8 characters , with at least 1 uppercase letter and 1 number) which they will use each time they access the ROS site.