

Ros Cert update

You need to know where the ROS certificate is saved before proceeding.

If unsure you can download it again from the ROS website.

Download From ROS

On the ROS sign in page click on the “Manage My Certificates”

ROS Secure Login

You can set up a variable direct debit to pay your Employer Income Tax/PRSI/USC/LPT from 28th January 2019.

1. Select Certificate

ROS_Demo_Cert

Manage My Certificates

2. Enter Password

.....

[Change password](#) [Reset Login](#)

3. Login

Login to ROS [ROS Help](#)

i If you experience problems, please visit [ROS Help](#)

When the next screen loads Click on the circular arrow.

Manage My Certificates

i Load Certificates:

You must load the latest version of your certificate:[CLICK HERE FOR HELP](#)

Choose Certificate

Choose File No file chosen

Enter Password

.....

[Reset Login](#)

< Return to Login

Load Certificate

i Certificates already loaded in this browser:

Certificate Name ▾	Save	Remove
ROS_Demo_Cert		

For more information please click on the [i](#) buttons or go to the [ROS Help Centre](#)

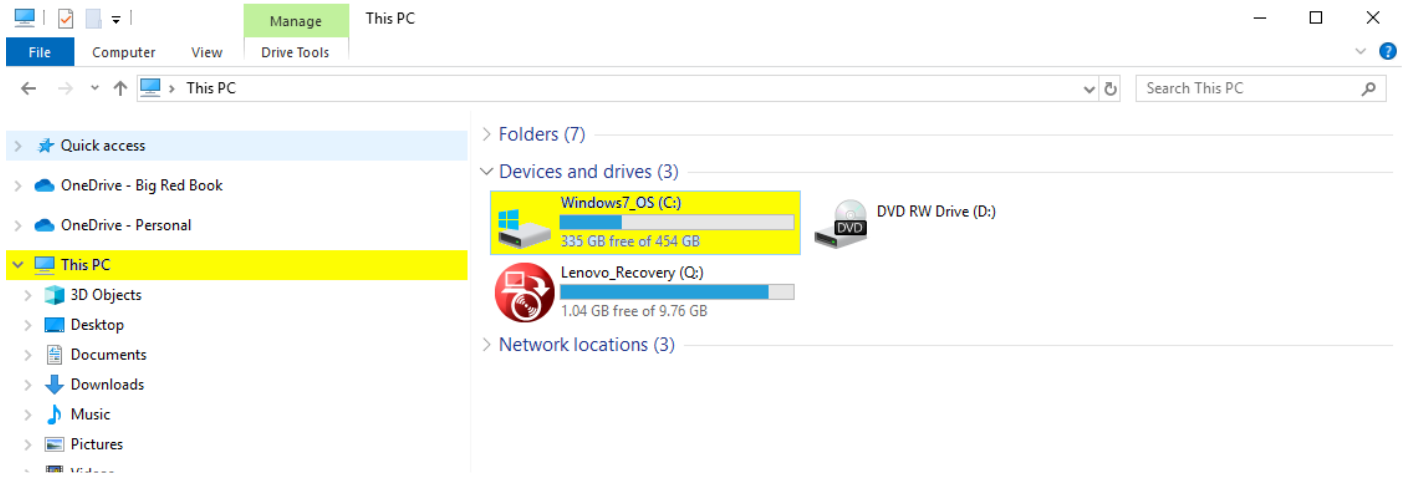
Different web browsers download differently but they should download to the downloads folder.

Load certificate in Payroll

In settings it is the Revenue Registration section on the “Company Information” tab that needs to be updated.

To load the ROS Cert, click on the folder '

A window like below should open. You need to select Computer or This PC then select the C drive it will have the letter C in brackets like so (C:) in example below it is Windows7_OS but this can be anything so look for the C



Open your (C:) Drive you should then find a folder called ROS and from there you should be able to see your ROS Cert. Highlight it and click Open.

If there isn't one there you can create one by

You can then click on "Check Connectivity" to test connection to ROS.

Revenue Registration	
Employer Registered Number	8005227EH
Agent TAIN	
ROS Certificate File	C:\Ros\Ros Certs\
Certificate Expiry	
G.C.D Code	
Employer Unit No	
<input type="button" value="Check Connectivity"/>	

It will pop up window requesting your password for your ROS Cert

ROS Digital Certificate	
ROS Digital Certificate File	C:\[redacted]
Password	***** <input type="button" value="Show Password"/>
<input type="button" value="Cancel"/> <input type="button" value="Open"/>	

You will get a confirmation window with "Connection Check Successful"