

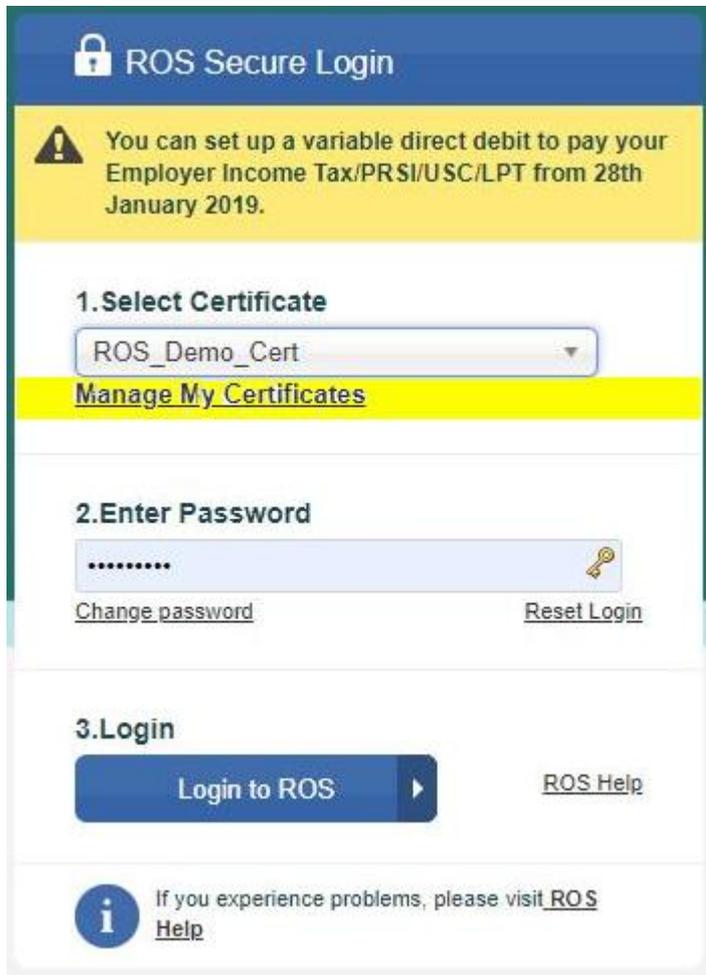
Ros Cert update

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”



The screenshot shows the ROS Secure Login interface. At the top, there is a blue header with a lock icon and the text "ROS Secure Login". Below this is a yellow warning banner with an exclamation mark icon and the text: "You can set up a variable direct debit to pay your Employer Income Tax/PRSI/USC/LPT from 28th January 2019." The main content area is divided into three sections: 1. Select Certificate: A dropdown menu is open, showing "ROS_Demo_Cert" as the selected option. Below the dropdown, the text "Manage My Certificates" is highlighted in yellow. 2. Enter Password: A password input field with a key icon on the right. Below the field are two links: "Change password" and "Reset Login". 3. Login: A blue button labeled "Login to ROS" with a right-pointing arrow, and a link labeled "ROS Help". At the bottom, there is an information icon (i) and the text: "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](#)

And then click save on the next window.

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

From the downloads folder you will be able to copy and paste it to your ROS folder.

Load certificate in Payroll

From the main screen click on "Settings"

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

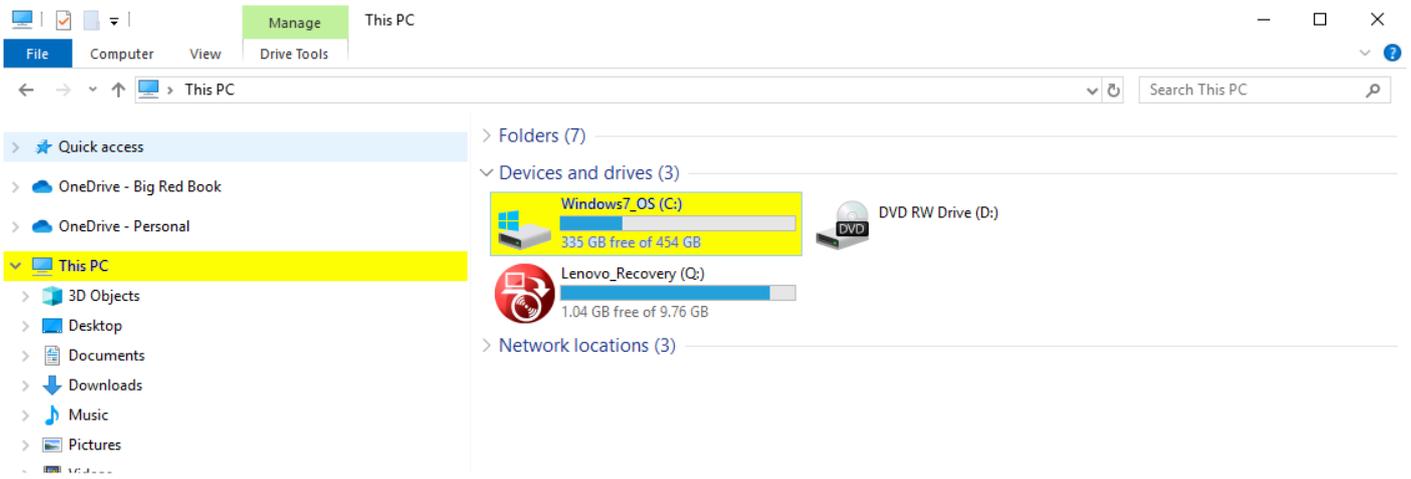
The employer Registered number should already be filled in (Agent Tain if an agent also).

To load the ROS Cert, click on the folder '

Revenue Registration

Employer Registered Number <input type="text"/>	G.C.D Code <input type="text"/>
Agent TAIN <input type="text"/>	Employer Unit No <input type="text"/>
ROS Certificate File <input type="text" value="C:\Ros\Ros Certs\examplecert.p12"/>	<input type="button" value="Check Connectivity"/>
Certificate Expiry <input type="text"/>	

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 is 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	<input type="text" value="8005227EH"/>	G.C.D Code	<input type="text"/>
Agent TAIN	<input type="text"/>	Employer Unit No	<input type="text"/>
ROS Certificate File	<input type="text" value="C:\Ros\Ros Certs\"/>		
Certificate Expiry	<input type="text"/>	<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	<input type="text" value="C:\[redacted]"/>	
Password	<input type="password" value="*****"/>	<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"