Loading ROS Certificate Into Payroll Package

If you have a direct reporting payroll package, you will have to load a ROS digital certificate into the package so that it can communicate with ROS.

We recommend using a ROS sub-user certificate for this purpose as explained here.

You should follow your payroll provider's instructions to load the certificate and set up your payroll package correctly.

If you have difficulty, please try the following suggestions for commonly reported issues.

UNABLE TO LOCATE CERTIFICATE

1. Go to the ROS Login screen and click Manage My Certificates

Revenue Cáin agus Custaim na hÉireann Irish Tax and Customs		
ROS Secure Login	Revenue	
From 1 January 2019, the way you report your employees pay and payroll statutory deductions to Revenue will change. <u>Click here</u> for more information on how to prepare for the changes.	Revenue Online Service to view your own, or position with Revenu	
1.Select Certificate Manage My Certificates	levies, file tax returns payments for these ta of ways.	

2. Save a copy of the ROS digital certificate that you want to load into your payroll package

Nanage 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
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- 3. Locate the newly saved file on your computer this is most likely in your Downloads folder
- 4. Right click on the saved file and choose Rename from the menu

- 5. Rename the file to remove the .bac and any brackets or version numbers, e.g. roscert.p12 (1).bac should be renamed to be roscert.p12
- 6. The file type will change to a Personal Information File and you may see an icon showing an envelope with a key
- 7. Select this file in your payroll package

INVALID PASSWORD

- 1. Log in to ROS using the certificate you want to load into your payroll package
- If you can log in to ROS, the password is correct. You should follow the instructions for UNABLE TO LOCATE CERTIFICATE above, to ensure that you are selecting the correct copy of your certificate. If this does not resolve the issue, you should contact your payroll provider.
- 3. If you cannot log in to ROS, you may be using an incorrect password or selecting an incorrect version of the certificate follow the instructions for UNABLE TO LOCATE CERTIFICATE above

CERTIFICATE DOES NOT HAVE APPROPRIATE PERMISSIONS ERROR

- 1. If you are a Tax Agent acting on behalf of clients, check that your TAIN is included in the client details in your payroll package. Check your payroll package instructions or contact your payroll provider for further assistance if needed.
- 2. Log in to ROS using the certificate you want to load into your payroll package. Check if Employer Services are visible if so, your certificate has permissions to access these services in ROS. Contact your payroll provider to resolve this issue.