Granting Permissions, Suspensions and Promotions
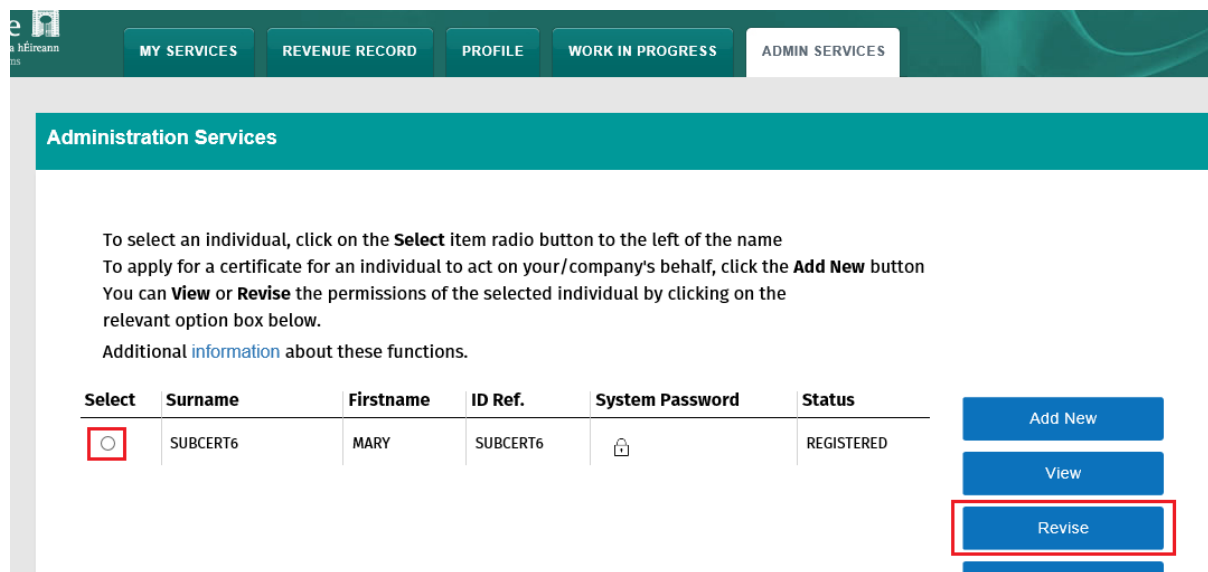
Granting Sub-User Permissions

Sub-users created from the Admin Services tab have View permissions by default. They cannot file returns or make payments or view Revenue Record items.
There is one exception to this – Sub-users are given the Administration permission to access ePSWT by default.

You can change Sub-users' ROS access permissions in the Admin Services tab. The changes take effect the next time the Sub-user logs in to ROS.
For an explanation of Sub-user permissions, please refer to the guide – Explanation of Sub-user permissions.

Select the Sub-user and click **"Revise".**

- To revise permissions on Tax/Procedures Services click on the relevant check boxes under the "Permissions on Tax/Procedures Services" heading.
- To revise permissions on Administration Services click on the relevant check boxes under the "Administration Services" heading.
- To restrict access to specific registrations click on the **Restrictions** button
- To restrict access to specific PAYE-Emp Forms click on the **Restrict PAYE-Emp Forms** button
- Once you have completed your changes please click on the **Confirm** button
- Click the Back arrow above to return to Administration Services

Money Laundering Reporting Officer (MLRO)

- Please select 'Yes' if this certificate is for a MLRO In September 2020, Revenue introduced changes to how Suspicious Transaction Reports (STRs) are submitted. Revenue no longer accepts hard copy (paper) STRs from that date onwards. Reporting Entities and Money Laundering Reporting Officers (MLROs) are required to submit all STRs to Revenue, using Revenue's Online Service (ROS) only. Reporting Entities should continue to submit STRs to both Revenue and the Financial Intelligence Unit (FIU), as dual reporting remains a requirement.

○ Yes ◉ No

SEED Number

- If this certificate belongs to a SEED user, you may enter or update their SEED Number below.

[   ]

EORI Identifier

- If this certificate is for an ICS Carrier who submits declarations via an agent, you may enter their EORI Identifier below.

[   ]

Permissions on Tax/Procedures Services

- **View**: lookup information, **Prepare**: enter details on a form, **File**: sign and submit form to Revenue

- *View for CAT and Stamp Duty: lookup information and view inbox documents*

Taxes/Procedures	No Permissions	View	Prepare	File
VAT	☐	☑	☐	☐
PAYE-Emp	☐	☑	☐	☐
Corporation Tax	☐	☑	☐	☐
Capital Gains Tax	☐	☑	☐	☐
DIRT	☐	☑	☐	☐
DWT	☐	☑	☐	☐
PSWT	☐	☑	☐	☐
IUT	☐	☑	☐	☐
LAET	☐	☑	☐	☐

Restrictions

Restrict PAYE-EMP Forms

RTSO Tax	☐	☑	☐	☐
MOT	☐	☑	☐	☐
DAC2-CRS	☐	☑	☐	☐
DAC4-CbC	☐	☑	☐	☐
SSR	☐	☑	☐	☐
STR	☐	☑	☐	☐
CRSS	☐	☑	☐	☐

All Taxes/Procedures [Remove All]   [View All]   [Prepare All]   [File All]

Permissions on Administration Services

- **No**: Permission not available, **Yes**: Permission available

Service	No	Yes	
Add New	☑	☐	
Revise	☑	☐	
Amend Email Addresses	☑	☐	
Revoke	☑	☐	
Set Signature Requirements	☑	☐	
Inbox Administration	☑	☐	
Submit Registration	☑	☐	
Amend Address	☑	☐	
Access Direct Debit Instruction	☑	☐	
Access Electronic Funds Transfer	☑	☐	
Access Secure Upload	☑	☐	
Access Manage Tax Clearance	☑	☐	
Access Verify Tax Clearance	☑	☐	
Access DPD System	☑	☐	
Access Phased Payment Arrangement	☑	☐	

All Administration Services   [All No]   [All Yes]

[Confirm]

Make the changes to the Sub-user permissions using the tick boxes. Click the "**Confirm**" button at the bottom of the page to save the changes.

Suspension of Sub-Users

If the ROS Administrator certificate has expired or is revoked (e.g. if you use the Reset ROS Login option), all linked Sub-users are suspended. Once the Administrator certificate is reactivated, Sub-users can be restored by selecting each Sub-user in turn and clicking the Restore button on the Admin Services page.

Select the Sub-user and click **"Restore"**.

To select an individual, click on the **Select** item radio button to the left of the name
To apply for a certificate for an individual to act on your/company's behalf, click the **Add New** button
You can **View** or **Revise** the permissions of the selected individual by clicking on the
relevant option box below.
Additional information about these functions.

Select	Surname	Firstname	ID Ref.	System Password	Status
○	SUBCERT6	MARY	SUBCERT6	🔒	REGISTERED

Add New

View

Revise

MyEnquiries
Permissions

Amend ROS Email
Addresses

Revoke

Promote

Suspend

Restore

If you wish to suspend an active Sub-user, you can select the Sub-user and click on **"Suspend"**.

Promote a Sub-User

In some cases, the ROS Administrator may wish to promote a Sub-user to replace them, e.g. if the current Administrator is about to leave a company. Only Active (downloaded and not suspended or expired) certificates can be promoted.

Select the Sub-user you wish to promote and click **"Promote"**.

Promotion to Administrator

You are about to promote **PHONE 1 1890** to the position of Administrator.
You will lose your Administrator status once you have completed the form and clicked the **Submit** button.

If you wish to continue, please fill your own details in the form below and click the **Submit** button.

Click on ⓘ symbols below for information about the part of the form on which they appear.

☑ Denotes required field

Surname	☑		ⓘ
Firstname	☑		ⓘ
ID Ref	☑		ⓘ
ID Type	☑		ⓘ

Click on the **Submit** button to send your details to ROS   [Submit]

Click on the **Back** button to go back to the previous page   [Back]

Enter the **current** administrator details, enter **"OLDADMIN"** as the ID ref and **"Other"** for the ID Type**.**
Click **"Submit".**
The Sub-user will have full Administrator permissions at next logon to ROS. The old Administrator certificate reverts to a Sub-user certificate with Read permissions.

Dual Signature Requirements

You can implement dual signature requirements as an extra level of security. When selected, Dual signature means that when a user signs and submits an item on ROS, it goes to Work In Progress only and it must be retrieved from Work In Progress and signed and submitted by a second user to complete the submission. Dual signature is available for some transaction types only.

Following first submission, this message is displayed:

To complete the submission, the second signatory should locate the item in Work In Progress and click **"Sign"**.