

Enhanced Reporting Requirements ROS Screens

Request Employer Reporting Notification (ERNs) by file upload

The following screens will show you the steps to upload a file where you require the “employment ID”

Request ERNs by file upload

The screenshot displays the Revenue ROS user interface. At the top left is the Revenue logo with the text 'Cáin agus Custaim na hÉireann Irish Tax and Customs'. The top navigation bar includes 'MY SERVICES', 'REVENUE RECORD', 'PROFILE', 'WORK IN PROGRESS', and 'ADMIN SERVICES'. On the top right, there are language options 'GAELIGE', 'ENGLISH', and 'ROS HELP', along with a user profile 'SARA-ER-PAUCEK-PAUCEK' and an 'EXIT' button. A notification states 'No current tax clearance certificate.' Below this is a 'My Frequently Used Services' section with an 'Add a service +' button. A search bar labeled 'MyEnquiries' is present. The main content area is titled 'Employer Services' and contains several service tiles: 'Revenue Payroll Notifications (RPNs)' with a link 'Request RPNs'; 'Payroll' with links 'Submit payroll' and 'View payroll'; 'Returns' with links 'Statement of Account' and 'View Latest Statement/Return'; 'Additional Services' with a link 'PPS Number Checker'; 'Employer Reporting Notifications (ERNs)' with a link 'Request ERNs by file upload' (highlighted with a red box); 'Expenses/Benefits' with links 'Submit Expenses/Benefits' and 'View Expenses/Benefits'; and 'Enhanced reporting requirements' with a link 'Expenses/Benefits Monthly Report'. At the bottom is a 'File a Return' section.

When logged into ROS, select 'ERNs by file upload'

Request ERNs by file upload

Request ERNs by file upload

Upload your request file to automatically retrieve, in a downloadable file, ERNs for your existing or new employees. Your request file must be in either JSON or XML format.

[Learn more](#)

 **Browse files**

Choose file No file chosen

No files selected

Digital certificate

This request must be signed using your ROS Digital Certificate

Password

On this screen, you can see the steps for a file upload.

Select your file using the “browse files” option.

Enter your ROS digital password and sign and submit

Sign and Submit

Request ERNs by file upload

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ERN request results

Summary results of ERN request

Your ERN request has been successfully received and the results will be shown below once processed. The response file for your payroll software has been automatically downloaded. This may be in your downloads folder. Please refer to this file for more information.

ERNs returned
1

What do these results mean?

ERNs returned

This is the number of employee ERNs that were successfully returned.

Here you can see Revenue's response to your ERN submission.