



An Roinn Coimirce Sóisialaí
Department of Social Protection

How to create and download a ROS DSP Sub-Cert to access Welfare Partners

12.09.2022

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3.1 How to access Welfare Partners	19



Section 01

**Setting up a sub-certificate for use
with Welfare Partners**

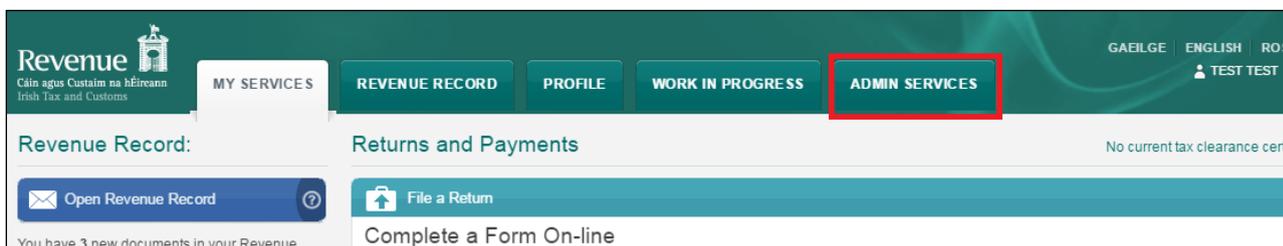


1.1 Welfare Partners requirements

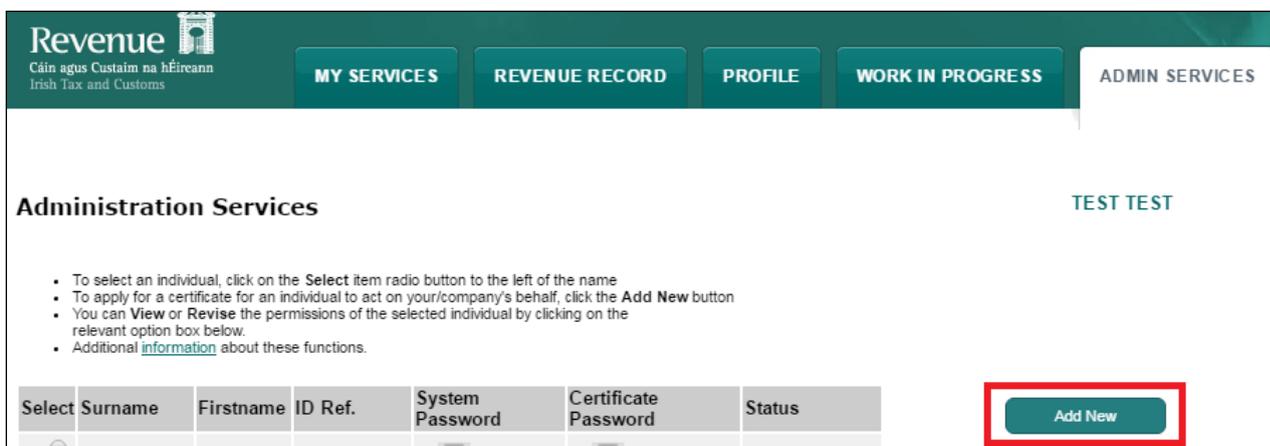
- Each person requiring access to 'Welfare Partners' must have their own DSP sub-cert which can be obtained from ROS.ie.
- The Employer Registered Number (ERN) used to apply for each person's sub-cert must be the same one used to claim wage subsidy scheme. This may also be known as your PREM REG number or PAYE number.
- The email address used to apply for each person's sub-cert must be a work domain email address. Please notify your DSP Case Officer of the email address for each person you wish to access your Welfare Partners detail.

1.2 Setting up a ROS DSP Sub-Certificate for use with Welfare Partners – ROS Administrator

1. Login in to ROS as the ROS Administrator and click into the Admin Services tab



2. Click "Add New"



3. Enter the sub-user details. The sub-user is the person that you intend to use Welfare Partners to submit details of hours worked.
- A. Surname – The surname of the person that will use this cert
 - B. First Name – The first name of the person that will use this cert
 - C. ID Ref – This is an identifier of your choice
 - **You must take a record of this as it will be needed later to download the sub-cert.**
 - It is a good idea to include a reference to the scheme that the cert will be used for as part of the ID Ref. e.g. WageSubcert01
 - D. ID Type – Select “Other”
 - E. E-mail address for the above – This is the email address of the person named at A and B above, and should match the email address held by us.
 - F. Third Party Certificate – Select Department of Social Protection
 - G. Money Laundering Reporting Officer – Select No
 - H. SEED Number – Leave this blank
 - I. EORI Identifier – Leave this blank
 - J. Tax registration (it this appears) – Select the number that matches your Employer Registered Number/PREM REG number/PAYE number. **This must match the ERN used to claim Wage Subsidy Scheme** (only one registration number can be assigned to each certificate).

4. Click Submit after details from step 3 are entered

Surname	<input checked="" type="checkbox"/>	<input type="text"/>			
First Name	<input checked="" type="checkbox"/>	<input type="text"/>			
ID Ref	<input checked="" type="checkbox"/>	<input type="text"/>	ID Type	<input checked="" type="checkbox"/>	<input type="text"/>
E-mail address for the above named	<input checked="" type="checkbox"/>	<input type="text"/>			
Third Party Certificate		<input type="text"/>			
Money Laundering Reporting Officer (MLRO)		<input type="radio"/> Yes			
		<input checked="" type="radio"/> No			
SEED Number for the above named		<input type="text"/>			
EORI Identifier for the above named		<input type="text"/>			

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

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

5. You should receive confirmation that a new Certificate has been requested.
Please note: It can take up to 24 hours for the cert to become available for download.

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Irish Tax and Customs

MY SERVICES **REVENUE RECORD** **PROFILE** **WO**

You have just applied for a new Digital Certificate

Your application for a new Certificate for **FIRSTNAME SURNAME** has been received by ROS and is being processed.
The above named will receive an email within 24 hours informing him or her to contact you for their System Password.
The System Password is available to you on your Administration Services Page.
You currently have **5** associated certificate(s).
There is no limit to the number of associated certificates you can apply for.
To return to Administration Services page now click the **OK** button

OK

- Click the System Password padlock for the new sub-user and take note of the system password code.

You will need to take note of this password code to download the sub-cert later.

The screenshot shows the Revenue Administration Services interface. At the top, there is a navigation bar with the Revenue logo and several menu items: MY SERVICES, REVENUE RECORD, PROFILE, WORK IN PROGRESS, and ADMIN SERVICES. Below the navigation bar, the page title is "Administration Services" and there is a "TEST TEST" link. A list of instructions is provided, followed by a table of sub-users. The table has columns for Select, Surname, Firstname, ID Ref., System Password, Certificate Password, and Status. The last row, representing the user 'CECERT1', has a red box around its System Password padlock icon. To the right of the table are several action buttons: Add New, View, Revise, MyEnquiries Permissions, and Amend ROS Email Addresses.

Select	Surname	Firstname	ID Ref.	System Password	Certificate Password	Status
<input type="radio"/>	MOBILE	MOBILE1	PBTPKGQE			REGISTERED
<input type="radio"/>	SUBCERT1	ONE	ONE			REGISTERED
<input type="radio"/>	SUBCERT2	TWO	NVDF			REGISTERED
<input type="radio"/>	SUBCERT3	THREE	DSP			REGISTERED
<input type="radio"/>	SURNAME	FIRSTNAME	CECERT1			REGISTERED



Section 02

Downloading a ROS DSP Sub-Certificate for use with Welfare Partners



2.1 Downloading the Sub-Cert

The ROS Administrator should provide the sub-user with the ID Ref and System Password from the Admin Services tab.

1. Go to www.revenue.ie and click the Online Services icon

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Irish Tax and Customs

Sign in to [myAccount](#) or ROS | [Gaeilge](#)

Search

Popular topics

- [Tax credits, reliefs and exemptions](#)
- [Emergency tax](#)
- [Health expenses](#)
- [Help to Buy \(HTB\) Incentive](#)

2016 Form 11 - File and Pay on ROS
You can file your 2016 Income tax return now on Revenue Online Service (ROS).
[Read more →](#)

Jobs and pensions
Becoming an employee, calculating your tax, understanding entitlements, claiming a refund, being tax compliant.

Personal tax credits, reliefs and exemptions
Understand your tax entitlements and ensure you get what you are due.

Life events and personal circumstances
Marriage, separation, having children, illness, bereavement, disability, unemployment, retirement.

Self-assessment and self-employment
Pay and file, Relevant Contracts Tax, Professional Services Withholding Tax, share options, disclosure, audit.

Gains, gifts and inheritance
Selling assets, paying tax on gifts and inheritances, filing returns, Probate Tax, reliefs and exemptions.

Employing people
Hiring and paying employees, returns, paying tax, benefit in kind, social welfare payments, employee expenses.

Property
Buying and selling, Local Property Tax, Stamp Duty, Home Renovation Incentive, Help to Buy, rental income.

Starting a business
Registering for tax, tax clearance, paying tax, initiatives for start ups, licences and authorisations.

Companies and charities
Corporation tax, international tax, sports bodies, excise and licences, compliance, audit, disclosures.

Additional incomes
Benefits from employers, social welfare payments, second jobs, employment related shares, overtime.

Importing vehicles, duty-free allowances, reliefs and online shopping
Duty-free allowances, reliefs, taxes and duties on importing or registering vehicles, buying from abroad.

Value-Added Tax (VAT)
Rates, registration, paying and reclaiming VAT, property and construction.

Online services

Tax professionals

Customs traders and agents

2. Click on Register for ROS

The screenshot shows the Revenue website header with the logo and navigation links. Below the header, there is a search bar and a 'Back to homepage' link. The main content area is divided into two columns. The left column is titled 'Online services' and contains sections for 'myAccount' and 'ROS'. The 'myAccount' section includes a description, a 'Sign in to myAccount' button, and links for 'Register for myAccount' and 'Sign in to myAccount using MyGovID'. The 'ROS' section includes a description, a 'Sign in to ROS' button, and a 'Register for ROS' link which is highlighted with a red box. The right column is titled 'List services by:' and features three filter buttons: 'All', 'myAccount', and 'ROS'. Below these buttons is a list of services with dropdown arrows: 'Claims and refunds', 'Customs', 'Excise', 'Manage your record', 'PAYE Services', 'Payments', and 'Property'.

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Irish Tax and Customs

Sign in to [myAccount](#) or [ROS](#) | [Gaeilge](#)

Search

[Back to homepage](#)

Online services

Sign in or register

myAccount

myAccount is a single access point to secure online services such as PAYE services including Jobs and Pensions, HRI, MyEnquiries and more.

[Sign in to myAccount](#)

[Register for myAccount](#)

[Sign in to myAccount using MyGovID](#)

ROS

Revenue Online Service (ROS) enables you to view your own, or your client's, current position with Revenue for various taxes.

[Sign in to ROS](#)

[Register for ROS](#)

List services by:

All myAccount ROS

- Claims and refunds
- Customs
- Excise
- Manage your record
- PAYE Services
- Payments
- Property

3. Click on “Download and Save your Digital Certificate”

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C.111. 9416. Údair na hÉireann
The Tax and Customs Authority

ROS Registration

Register for ROS - Business Customers and Practitioners

Who can apply to become a ROS Customer?

- ✓ Any individual or entity with an Irish tax registration number already registered for a business tax e.g. Income Tax, VAT or Employers PAYE. Individuals who are registered for PAYE or LPT only should register for myAccount
- ✓ Tax practitioners with a valid TAIN number
- ✓ LPT Receivers with a valid Receiver number

Click on the steps below to start or continue the registration process

Step 1
Apply for your ROS Access Number (RAN)
[Apply for your RAN →](#)

Step 2
Apply for your Digital Certificate
[Apply for your Digital Certificate →](#)

Step 3
Download and Save your Digital Certificate
[Download and Save your Digital Certificate →](#)

4. To proceed, click “I Accept”

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The Tax and Customs Authority

ROS Registration

[← Back](#)

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate (input RAN)

Step 3
Download and Save your Digital Certificate

Terms and Conditions

The use of the Revenue On-Line Service (ROS) is governed by the terms and conditions set out below. These terms and conditions are important and are for the protection of both you and Revenue. Please take the time to read them carefully.

1. General terms and conditions:

- 1.1 ROS is established in Ireland in accordance with the laws of the Republic of Ireland and is governed by Irish laws. When you use ROS, you accept that your use and any information on ROS, is governed by the laws of Ireland. If any dispute arises from your use of the ROS site or any information on it, you agree to allow any such dispute to be heard in the Irish courts.
- 1.2 The Revenue Commissioners have and retain, subject to existing contractual agreements with third party service providers, all rights (including but not limited to, copyrights, patents, trade secrets and any other intellectual property rights) in all versions of ROS.
- 1.3 ROS may only be used by Revenue's employees, customers, agents acting on behalf of Revenue's customers or third parties registered with or contracted by Revenue solely for the purpose of transacting business with Revenue.
- 1.4 Revenue reserves the right to make changes to the information, design and services provided in the ROS website without notice and without liability. Every effort will be made to advise of changes in advance.
- 1.5 Revenue reserves the right to add, amend or vary the terms of this

Click **I Accept** to proceed with retrieving your digital certificate
[I Accept](#)

Click **I Decline** if you do not wish to accept these Terms & Conditions
[I Decline](#)

5. Select “A Sub User” and enter the ID Ref provided by your ROS Administrator.
- This is the ID Ref you created and took note of at Section 1.2, Step 3.C (page 5 of this guide).
 - Click “Next”

Revenue
Cú, An Ceannairdín
199, 200, and 201

ROS Registration

← Back

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital Certificate

Download and Save your Digital Certificate

Are you applying in your capacity as:

An Individual or Company

A Tax Agent

An LPT Receiver

A Sub User

Linked Certificate Application: To retrieve a Sub-user Certificate requested on your behalf by the ROS Administrator, please enter your ID Reference here:

ID Reference provided by your ROS Administrator *

[What is this?](#)

Next →

6. Enter the Password that was generated and provided at Section 1.2, Step 6 (page 7), and click Next.

ROS Registration

Step 1
Apply for RAN

Step 2
Apply for your Digital Certificate
(Input RAN)

Step 3
Download and Save your Digital
Certificate



Download and Save your Digital Certificate

Please enter your System Password below and click the **Next** button
The * symbol beside a field denotes that this field is required

Enter your System Password *

Next →

7. Create a name for the certificate.
 - This name will assist you to identify that the certificate is for Welfare Partners purposes, and should contain WageSub or the Company name.
 - **The name cannot be changed later.**
 - The Certificate Name cannot include spaces or accented characters or symbols

8. Create your password for use with this cert
 - **This is the password that you will use to log in to Welfare Partners.**
 - The password must have at least 8 characters, including at least one UPPER case character, one lower case character and 1 digit.
 - If you forget your password, your ROS Administrator can check it for you.

9. Click the Request Certificate button

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GAEILGE | ENGLISH
[Return to Revenue.ie](#)

Application for a Digital Certificate

To download your certificate please complete the details below and click **Request Certificate**
Your ROS digital certificate will be installed in your browser temporary storage.

You will be prompted to save a backup file copy of your certificate. You must save the file to ensure continued access to ROS

If you require any assistance requesting your certificate, [click here](#).

i Certificate Name

i Enter Password

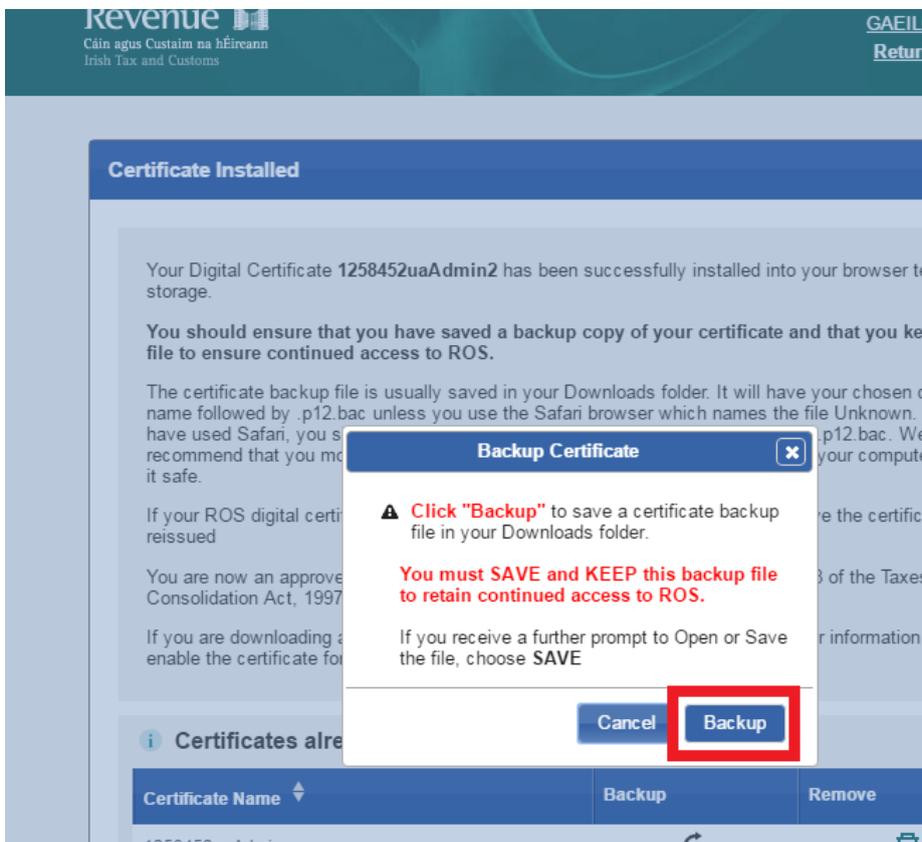
i Confirm Password

Downloading and installing certificate.
This can take up to 3 minutes on iOS.

0%

2.2 Backing-up the Sub-Cert

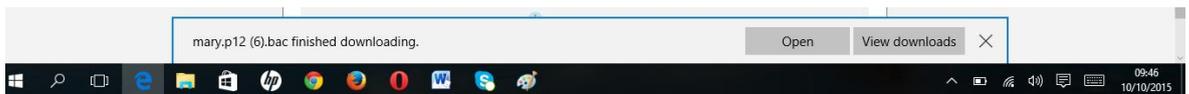
1. Click the Backup button
 - If you lose your sub-certificate, your ROS Administrator will have to issue a new one, so make sure to save the certificate on your computer.
 - Depending on what browser you use and what settings you have chosen regarding downloads, at this point, the following may happen:



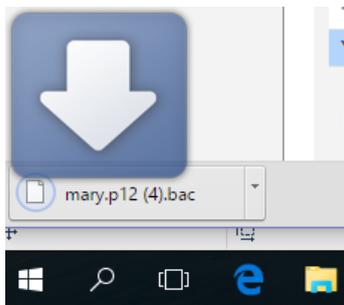
- The backup certificate file will save automatically to your Downloads folder, or you will be asked whether you want to Open or Save the file.
- If asked whether to Open or Save, you should always choose SAVE to create the backup certificate file in your Downloads folder

Automatic download:

Microsoft Edge Browser



Google Chrome Browser

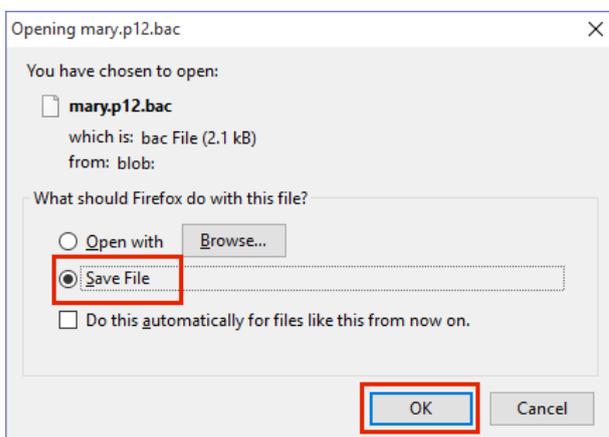


Save prompt:

Internet Explorer Browser



Mozilla Firefox Browser



You must keep a copy of the certificate backup file in a safe location to ensure that you can access it in the future. We recommend moving it to a ROS\RosCerts folder or other safe location on your computer. Instructions to create this folder are included in the ROS Help Centre here:

<https://www.ros.ie/helpcentre/help.html#/?a=gettingStarted/registering-for-ros>

You should now go to Welfare Partners and try to log in. Make sure that the correct certificate is appearing on the Welfare Partners login screen. If the correct certificate is not loaded for Welfare Partners, please load it by following the instructions here:

<https://www.ros.ie/helpcentre/help.html#/?a=rosSecurityRefresh/load-cert>

Further assistance is available from the ROS Technical Helpdesk:

<http://www.revenue.ie/en/contact-us/helpdesk/ros-technical-helpdesk.aspx>



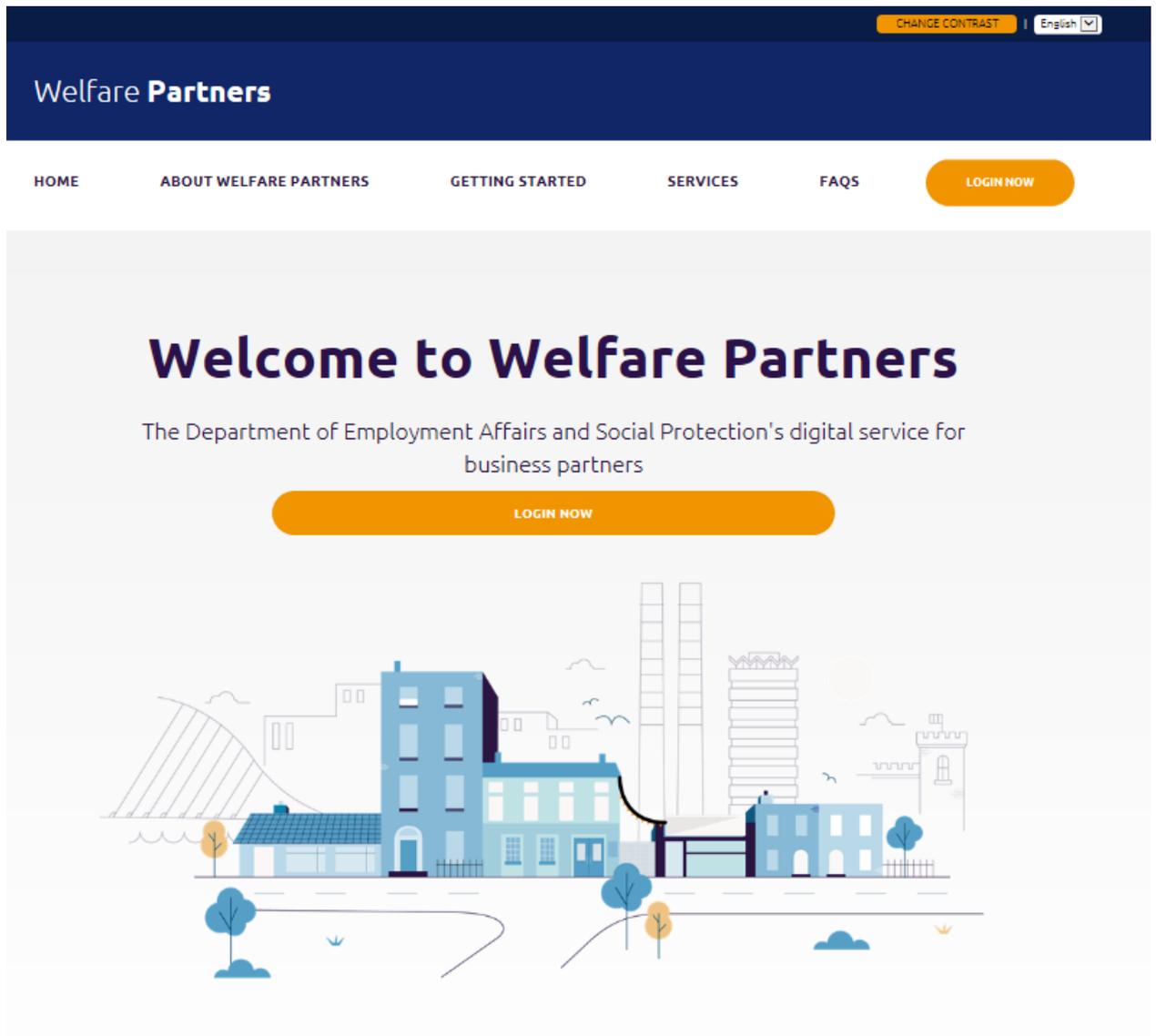
Section 03

How to access Welfare Partners



3.1 How to access Welfare Partners

1. Log on to www.welfarepartners.ie.
2. Click “LOGIN NOW”



3. The first time you attempt to log on to Welfare Partners you may be presented with the following screen:

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Irish Tax and Customs

ROS
Revenue Online Services

Select Certificate

No Certificate loaded in this browser. ▾

You can load a digital certificate > [Manage My Certificates](#) **i**

Enter Password

Enter Password

Authenticate

4. If this happens, click on "**Manage My Certificates**" and the following pop-up will be presented:

Manage My Certificates

i Choose your certificate here:

Search for a certificate (.p12 file)
on your computer

Drop a file here to upload, or
[Click to browse for a file](#)

i Loaded certificates will be displayed here:

Certificate Name	Download	Remove
You currently have no certificates loaded in your browser.		

Enter Password

Load Certificate

[← Return to ROS Login](#)

? Step by step guides and solutions can be found at [ROS Online Help](#)

5. Find and select the ROS DSP Sub-Cert that you have saved to your PC by first clicking on the 'Click to browse for a file' button then once you find the file click open.
File appears in 'Choose your certificate here'
6. When you have selected the ROS DSP Sub-Cert, you must enter the password for that cert.
7. When you have selected the correct cert and entered the password, click on

'Load Certificate'.

This loads the certificate to your browser for future use.

8. You should return to the initial page at www.welfarepartners.ie and again click on 'LOGIN NOW'

9. You should now be presented with the following screen.

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ROS
Revenue Online Services

Select Certificate

[Redacted] SUBCERT

You can load a digital certificate > [Manage My Certificates](#) **i**

Enter Password

Enter Password

Authenticate

10. Select the certificate to be used – If you have multiple DSP Sub-Certs installed on your machine, ensure you select the correct one.

11. Enter the password – This is the password created at Section 2.1, Step 8 (page 14)

12. Click Authenticate.

13. You may now be presented with the following screen.
You should click on "Authorise" without changing any of the options.

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Help FAQs Home

Approval Required for *Dept. of Social Protection*

DSP
You will be redirected to the following page if you click Approve:
<https://fv3.welfarepartners-nonprod.ie/>

Access to:

- dsp
- email
- openid
- profile

Remember this decision:

- remember this decision until I revoke it
- remember this decision for one hour
- prompt me again next time

Do you authorise " Dept. of Social Protection "?

14. You should now have access to the Welfare Partners site.

Welcome: Jane

CHANGE CONTRAST | English

Welfare Partners

SERVICES NOTIFICATIONS

Hello Jane

COMMUNITY EMPLOYMENT

Programme Details

WAGE SUBSIDY

Wage Subsidy Details

TREATMENT BENEFIT

Dental, Optical and Medical Appliance -
Treatment Scheme

JOB INITIATIVE

Programme Details

© 2020, Department of Employment Affairs and Social Protection | Privacy Statement | Accessibility Statement | System Requirements |

Welfare.ie

If the required certificate does not appear on the Welfare Partners login screen, please follow the instructions on [ROS help \(revenue.ie\)](#) to load it into your browser.

If you encounter any issues when logging onto Welfare Partners, please contact the dedicated helpdesk by emailing wagesubwelfarepartners@welfare.ie