PAYE Modernisation Guide

Digital Certificates

Release Number : 1

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➲ Overview

In order to be able to access online services from ROS, a ROS Digital Certificate is required. This certificate needs to be uploaded in SimplePay so that RPNs (Revenue Payroll Notifications) can be requested from ROS and payroll information can be submitted directly to ROS through SimplePay.

➲ Types of Digital Certificates

There are various ROS Digital Certificate types:

1. **Employer: ROS Administrator Certificate**
   The ROS Administrator Certificate allows an Employer to access ROS on their own behalf. The Administrator Certificate has full access to all ROS functions and records for that ROS account.

2. **Employer: ROS Sub Certificate/Linked Certificate**
   ROS Sub Certs can be set up by the ROS Administrator to make ROS access available to other users. The ROS Administrator can set the permissions on each Sub Cert to restrict access to ROS functions.

   More information on Sub Certs is available from the ROS Help Centre.

3. **Agent: ROS Agent Certificate**
   An Agent Certificate allows Tax Agents (such as accounting firms) to access ROS and act on behalf of any clients they are linked to.

4. **Agent: ROS Agent Sub Certificate**
   Agents can also set up ROS Sub Certs for other users, with various levels of permissions to ROS functions.

Each company in your SimplePay profile can be linked to one Digital Certificate.

➲ How to obtain a Digital Certificate

Administrator and Agent Digital Certificates are initially obtained when registering for ROS - ROS cannot be accessed without these certificates. Sub-certificates can be created online once logged into ROS by going to the **Admin Services** screen.

If you cannot remember where you saved your ROS Digital Certificate, try searching your computer for a file with .p12 or .p12.bac in its name.

If you cannot find the file, you may need to re-register with ROS here. You can contact ROS on 1890 201 106 for assistance with this.

Please also consult ROS's 2019 Preparation Guide for additional information on getting set up.

⬚ Tips on Best Practices for Digital Certificates

- ★ Upload a dedicated SimplePay sub certificate to identify on Revenue which actions are performed through SimplePay.
- ★ Limit who has access by ensuring that your SimplePay users are set up correctly. Only Admin users will be able to retrieve RPNs and submit to Revenue through SimplePay.
- ★ Delete your certificate from your computer after it is uploaded to SimplePay as it shouldn't be shared or re-used again.
- ★ As with all authentication details, keep it private.

➲ Managing Digital Certificates in SimplePay

To manage a Digital Certificate in SimplePay, go to the **Profile** icon 👤 and then click on **ROS Auth Certs**.
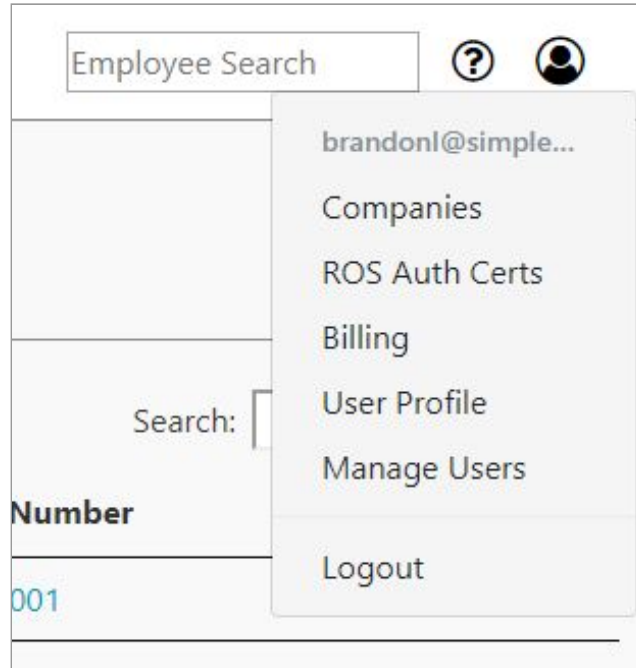
VIEWING THE CERTIFICATES PAGE FOR THE FIRST TIME

The **Certificates** page provides an overview of all the Digital Certificates uploaded in SimplePay. If you are accessing this page for the first time, there will be no certificates listed.

ADDING A NEW CERTIFICATE

To add a new certificate, click on the **Add New Certificate** page. All employers and agents will need to upload their certificates to this page before performing a pay run in 2019.

The following actions are available on this page:

Field	Additional Information
Description	Enter a unique description that will help you to distinguish between different certificates added to SimplePay.
Certificate	Click on **Choose File** to locate the Digital Certificate on your computer.
Password	Enter the password that belongs to the certificate.
Tax Agent ID (TAIN)	If you are a tax agent (e.g. payroll bureau or accounting firm), enter your TAIN here. It is mandatory to specify a TAIN if the certificate is an agent certificate.
Link to companies	Select which companies in the SimplePay profile you wish to link the certificate to. You may need to still complete the *Employer Filing Details* for the company before you can link the certificate to the company.

To complete an upload of the certificate, click **Save**. You will then be redirected back to the **Certificates** page and the outcome of the upload will be displayed at the top of the screen.

VIEWING A PREVIOUSLY UPLOADED CERTIFICATE

If you have previously uploaded a Digital Certificate, the details of this certificate will be displayed on the **Certificates** page, under the following headings:

Headings	Additional Information
Status	Displayed as either Active, Linked or Unlinked. • **Active:** The certificate has at least one company successfully linked. • **Linked:** The certificate is linked to a company in SimplePay, but none have a Success status. • **Unlinked:** The certificate has no companies currently linked.
Description	The description given to the certificate when it was uploaded to SimplePay.
Uploaded by	Who added the certificate to the SimplePay profile.
Uploaded on	When the certificate was added to the SimplePay profile.
Expires on	When the certificate expires.
TAIN	The data entered into the *Agent ID (TAIN)* field when uploading the certificate.
Action	An **Edit** link for changing the companies linked to the certificate. This is discussed further in the next section.

EDITING A PREVIOUSLY UPLOADED CERTIFICATE

To change the companies that are linked to a certificate, there are two options.

1. Via the **Certificates** page
   - Go to the **Profile** icon **> ROS Auth Cert > Certificates**.
   - Click on **Edit** under *Actions*.

   - Clicking on the link will take you to a new page, which allows you to link or unlink companies:

2. Via the **Employer Filing Details** page
   - Go to **Settings > Employer Filing Details** when in a company that you wish to link or unlink to a certificate.
   - In the *ROS Auth Certificate* field, select the previously uploaded certificate that you wish to be linked to the company.

Filing Details

Accounting ▼   Custom Items   EFT   Employee Numbers   Employer Details   **Employer Filing Details**

Pay Points   Pay Frequencies   Payroll Calculations ▼   Payslip   Templates   Advanced

Registered Number	8003700RH
ROS Auth Certificate	Emard Certificate ▼
Contact Name	
Telephone	

Cancel   Save