



Enhanced Reporting Requirements

PIT Employment Data Creation Guide

Version
Version Date

1.0
22/06/2023

Version History			
Version	Change Date	Section	Change Description
V 1.0	22/06/2023	All	Document published.

Audience

This document is for any software provider who has chosen to build or update their products to allow for Enhanced Reporting Requirements.

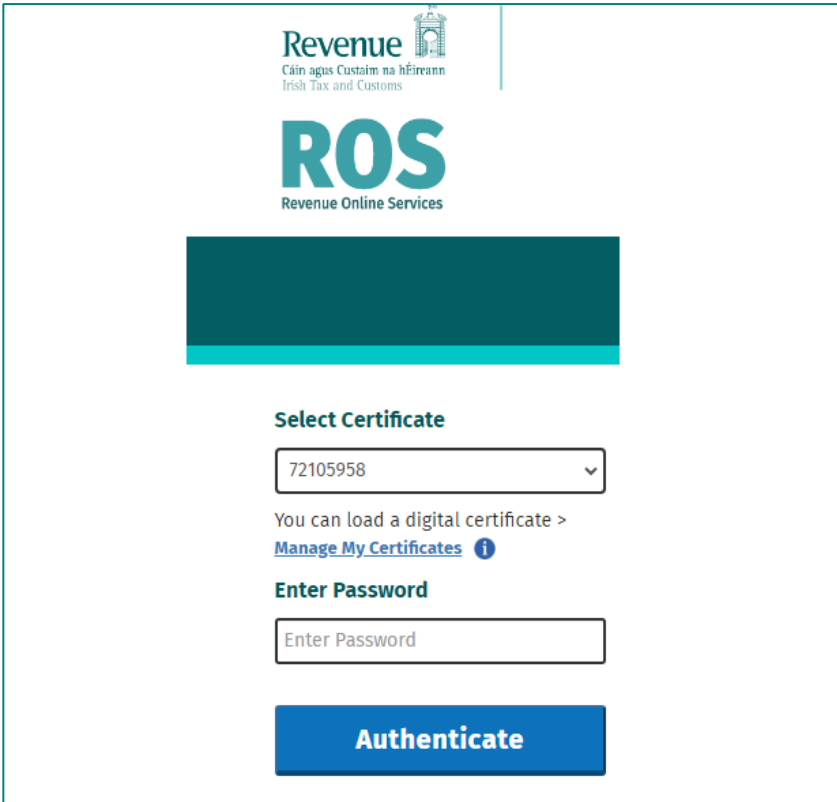
Document context

This document provides a step-by-step guide for third party integrators on how to create an employment in PIT.

Document References	
Reference	Document Link
1. Documents Homepage	Documents Homepage
2. PIT Self-Service Guide	Self-Service Application Guide

Creating Employers/Employees in PIT

1. Log into [Self Service](#) with your TDM cert (test data management).
2. Select TDM cert and enter password (if cert not already loaded, click manage my certificates and load your new cert).



Revenue
Cáin agus Custaim na hÉireann
Irish Tax and Customs

ROS
Revenue Online Services

Select Certificate

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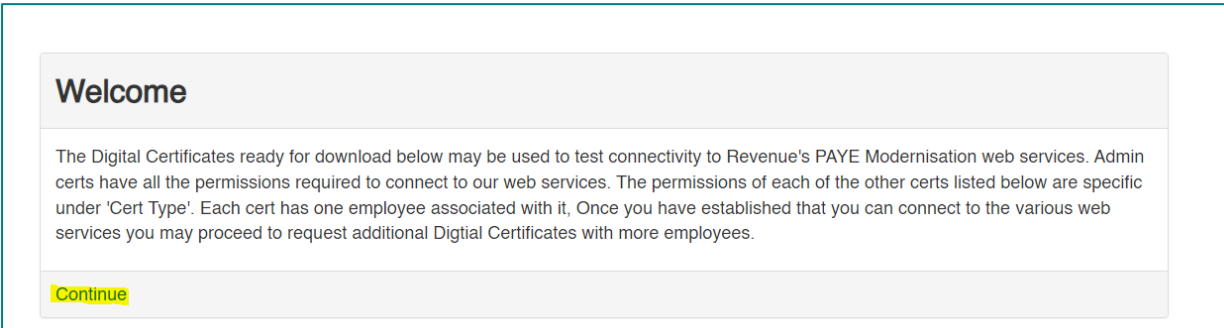
You can load a digital certificate >
[Manage My Certificates](#) ⓘ

Enter Password

Enter Password

Authenticate

3. Once logged in using your TDM cert you will be greeted with this welcome message, click **continue**.



Welcome

The Digital Certificates ready for download below may be used to test connectivity to Revenue's PAYE Modernisation web services. Admin certs have all the permissions required to connect to our web services. The permissions of each of the other certs listed below are specific under 'Cert Type'. Each cert has one employee associated with it, Once you have established that you can connect to the various web services you may proceed to request additional Digital Certificates with more employees.

Continue

4. You will then see the below dashboard, here you can request a new employer certificate by clicking the **Request New Certificate** button.

Revenue

Cáin agus Custaim na hÉireann

Irish Tax and Customs

HomeDashboard

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#	Employer	Number of Employees	Cert	Password	Cert Type	Cert Status	EWSS Registered	Employee Details	Employee Overview	Created
1	O'Conner-O'Conner (9013121PH)	1	888801637	c4fc2627	Admin Active	Active	No	9013121PH_details.json	Overview	21/06/2023

<< < 1 > >>

Request New Certificate →

Request Specific Certificate →

Delete Employer →

Create Unemployed Customer →

Create Unemployed Customer With Fada →

5. Enter the number of employees you wish to have associated with your admin cert.
- Note:** Employment ID defaults as 0 when a new employee is created, there is a limit of 20 employers per TDM cert & there must be no more than 100 employees across those 20 employers.

Request a new certificate

Randomly generate test data

Enter the number of employees you wish to have associated with your Admin Cert. you will have a maximum of 100 employees to test with in total across all certs requests.

The default tax year for PIT Current Version is 2023.

Select certificate type


Admin Active

Number of employees

1

Request Certificate →

- When you have requested the certificate, you should be returned to the dashboard where you will now see your new employer cert and password. You can then download the cert by simply clicking on the cert number.



Home Dashboard

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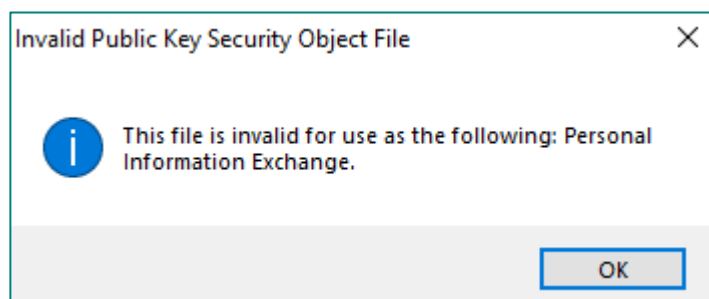
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2	Jacobi, Jacobi and Jacobi (9013123TH)	1	888801636	f4f7d7c1	Admin Active	Active	No	9013123TH_details.json	Overview	21/06/2023

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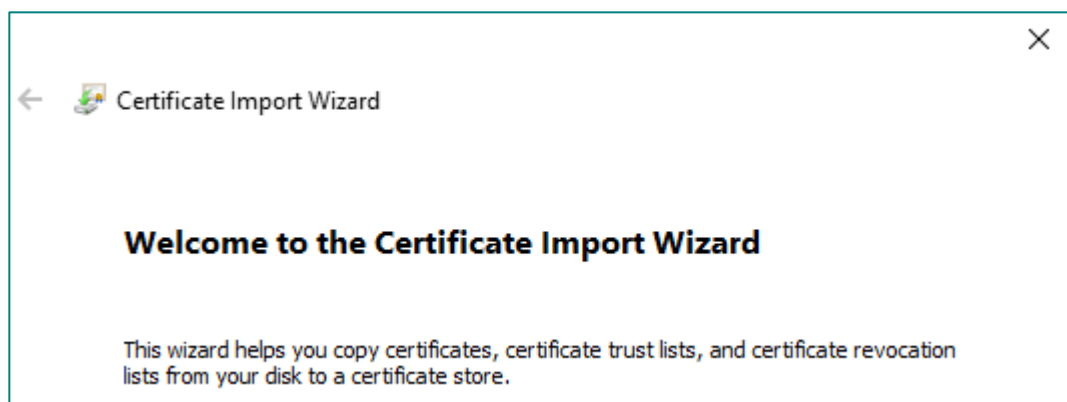
[Request New Certificate →](#)
[Request Specific Certificate →](#)
[Delete Employer →](#)

[Create Unemployed Customer →](#)
[Create Unemployed Customer With Fada →](#)

- Note:** Once cert is downloaded, if you try to open you may be greeted with the following error message.



8. If this occurs simply re-download the cert and re-open, you should see the Certificate import wizard. This is an ongoing issue currently being investigated by the PIT team.



9. Visit the following link for more information on the [PIT self-service application](#)