

Paycheck | Plus™

Your payroll. Our passion.

Guide to myAccount Registration

Step by step instructions for registering employees on the myAccount system



Overview of MyAccount

What is myAccount?

myAccount is a single access point for all Revenue's secure online services. It is the quickest, easiest and most convenient way for employees to manage their tax affairs. The services provided include items such as:

- Manage your tax record
- Claim tax credits, including relief for health expenses
- Declare additional income
- Submit a return of income (Form 12)
- View or request and end of year statement (P21)
- Register a new job or pension
- Pay Local Property Tax
- View your PAYE correspondence such as (P45, P60)

What you need to register for myAccount:

- Personal Public Services Number (PPSN)
- Date of birth
- Phone number (mobile or landline)
- Email address
- Home address

You can get instant access to myAccount if you can verify your identity with two of the following:

- Irish driving licence number
- Information from your Form P60
- Information about your Income Tax
- Notice of assessment or acknowledgement of self-assessment from Revenue.

If you cannot provide this information, please select the 'by post' option and Revenue will issue your password within 10 working days.

Registering for myAccount:

Revenue has designed the registration process to be as easy as possible to set up.

Revenue **myAccount** Gaeilge Sign

Step 1: Complete the registration form

Step 2: Enter your temporary password

Step 3: Create a new password

What do I need to register?

- 1 PPS number
- 2 Date of Birth
- 3 Mobile number or landline number
- 4 Email address
- 5 Home address

To get instant access, verify your identity with 2 of the following:

- Irish driving licence number

Who can register?

- ✓ PAYE taxpayers
- ✓ LPT taxpayers
- ✓ Business customers, including those who have an active digital certificate for ROS
- ✓ New taxpayers

Start Registration →

How to Register

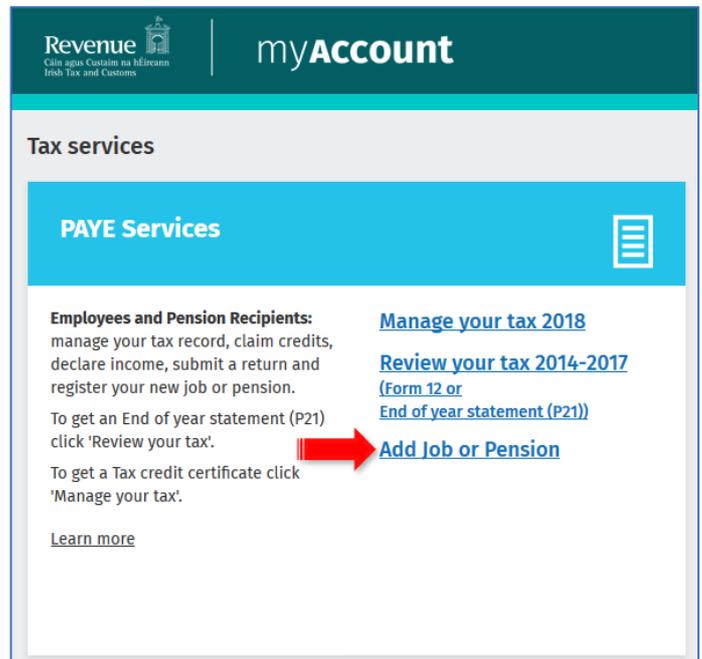
1. Visit <https://www.ros.ie/myaccount-web/> to access the registration homepage.
2. Click on the “Start Registration” button to begin.
3. You will be asked for a number of details such as PPSN, Name, DOB, Address, Telephone Number, Email, Proof of Identity documentation.
4. If the details match those on record you will be issued with a temporary password either by text, email or post. Once you have your temporary password, you are ready to use myAccount.

Please note that the temporary password is only valid for a certain period of time

- Text or email – expires after 1 hour
 - Post – expires 21 days from the date of the letter
5. You will have to create a new password when you log in to myAccount for the first time. Please keep your password safe and secure.

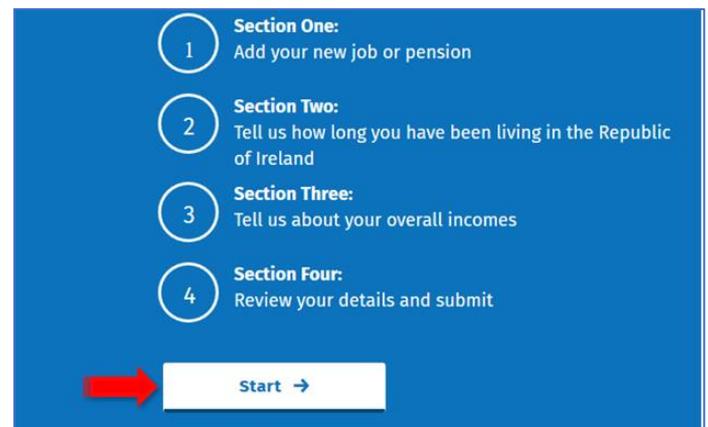
Adding a Job or Pension:

Once logged into myAccount click on the “Add Job or Pension” link in the PAYE Services section.



The process can take up to 10 minutes to complete. Some people may have more or less questions to answer. The sections are outlined below. Click on the “start” button to begin.

You should now have successfully setup your job record with Revenue. If you have multiple employments they can be added by repeating the above steps again.



Benefits to employees:

Employees will have the most accurate, up to date information relating to pay and statutory payroll. This will ensure the correct amounts of Income Tax (PAYE), Pay Related Social Insurance (PRSI), Universal Social Charge (USC) and Local Property Tax (LPT) are deducted. This will improve the accuracy, ease of understanding and transparency of the PAYE system. Revenue have used the term **SMART** PAYE to outline the benefits to you. (detailed below).

- **S**implified online services.
- **M**aximise use of entitlements.
- **A**utomatic end of year review.
- **R**ead time accurate data.
- **T**ransparency