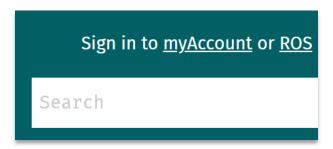


## Downloading Employment Detail Summary

**STEP 1:** Go to <u>www.revenue.ie</u> and select **Sign in to <u>myAccount</u>** on the top right of the screen



Date of Birth

DD MM YYYY

Password

STEP 2: Sign in to your account using your individual login details (i.e. PPSN, Date of Birth, Password)

**STEP 3:** A verification code will be sent to you, which you must enter and click **Verify Code** 

Enter Secure Login Verification Code
We have just texted you a verification code to This verification code will be valid for 5 minutes. Please enter it below to securely login
Verification Code
Verify Code →

NOTE: You may be asked to confirm that your details on record are correct if this is your first time logging in or if you have not logged in recently

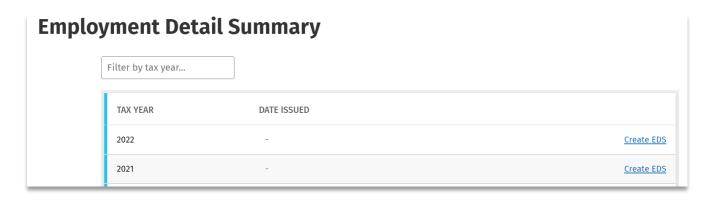
STEP 4: Under the PAYE Services box, click on View Your Employment Detail Summary (EDS) documents

<u>Create a Summary of Your Pay</u> <u>and Tax Details</u>

**Receipts Tracker** 

<u>View your Employment Detail</u> <u>Summary (EDS) documents</u>

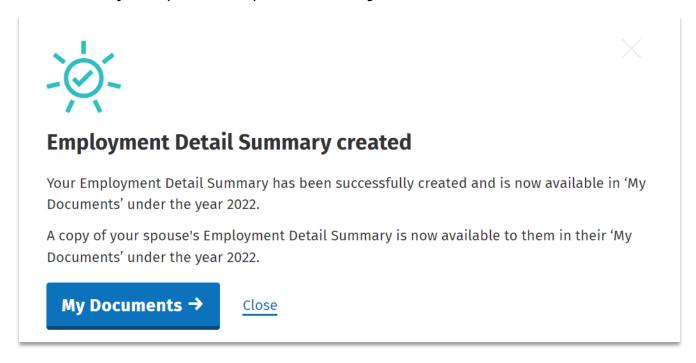
STEP 5: A new window will open with a list of full tax years, the most recent at the top; click on **Create EDS** to the right of the most recent full tax year



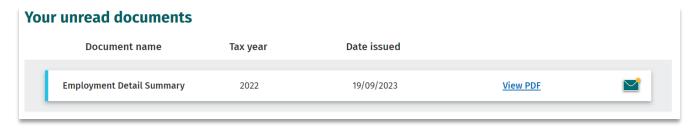
STEP 6: A new window will open for the year you have selected; click on Create document

## If any of this information is incorrect, please contact your employer/pension provider directly to have it corrected. You can view each payroll submission by selecting 'View job/pension details'. You can create a document you can save or print by clicking 'Create document'. Create document

STEP 7: A new window will open confirming that you have created your Employment Detail Summary, which is available in your documents for the chosen year (i.e. 2022); click on **My Documents** 



**STEP 8:** On the My Documents page, you will see a message about the newly created EDS with an option to **View PDF**; click on this and save a copy onto your device



The Employment Detail Summary confirms PPSN, living in the Republic of Ireland, and current employment, for <u>ALL applicants</u>

[if 3 of previous 5 years are available to download, EDS confirms residency for EU APPLICANTS only]





