

# Downloading Employment Detail Summary

**STEP 1:** Go to [www.revenue.ie](http://www.revenue.ie) and select **Sign in to myAccount** on the top right of the screen

Sign in to myAccount or ROS

Search

## Login using your Revenue account details

PPS Number

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 [REDACTED]. 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**

[Create a Summary of Your Pay and Tax Details](#)

[Receipts Tracker](#)

[View your Employment Detail Summary \(EDS\) documents](#)

**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

## Employment Detail Summary

Filter by tax year...

TAX YEAR	DATE ISSUED	
2022	-	<a href="#">Create EDS</a>
2021	-	<a href="#">Create EDS</a>

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

## Employment Detail Summary 2022



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**




## Employment Detail Summary created

Your Employment Detail Summary has been successfully created and is now available in 'My Documents' under the year 2022.

A copy of your spouse's Employment Detail Summary is now available to them in their 'My Documents' under the year 2022.

[My Documents →](#) [Close](#)

**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

Your unread documents			
Document name	Tax year	Date issued	
Employment Detail Summary	2022	19/09/2023	<a href="#">View PDF</a> 

**The Employment Detail Summary confirms PPSN, living in the Republic of Ireland, and current employment, for ALL applicants**  
***[if 3 of previous 5 years are available to download, EDS confirms residency for EU APPLICANTS only]***