A guide to Revenue.ie

Generating your EDS Statement

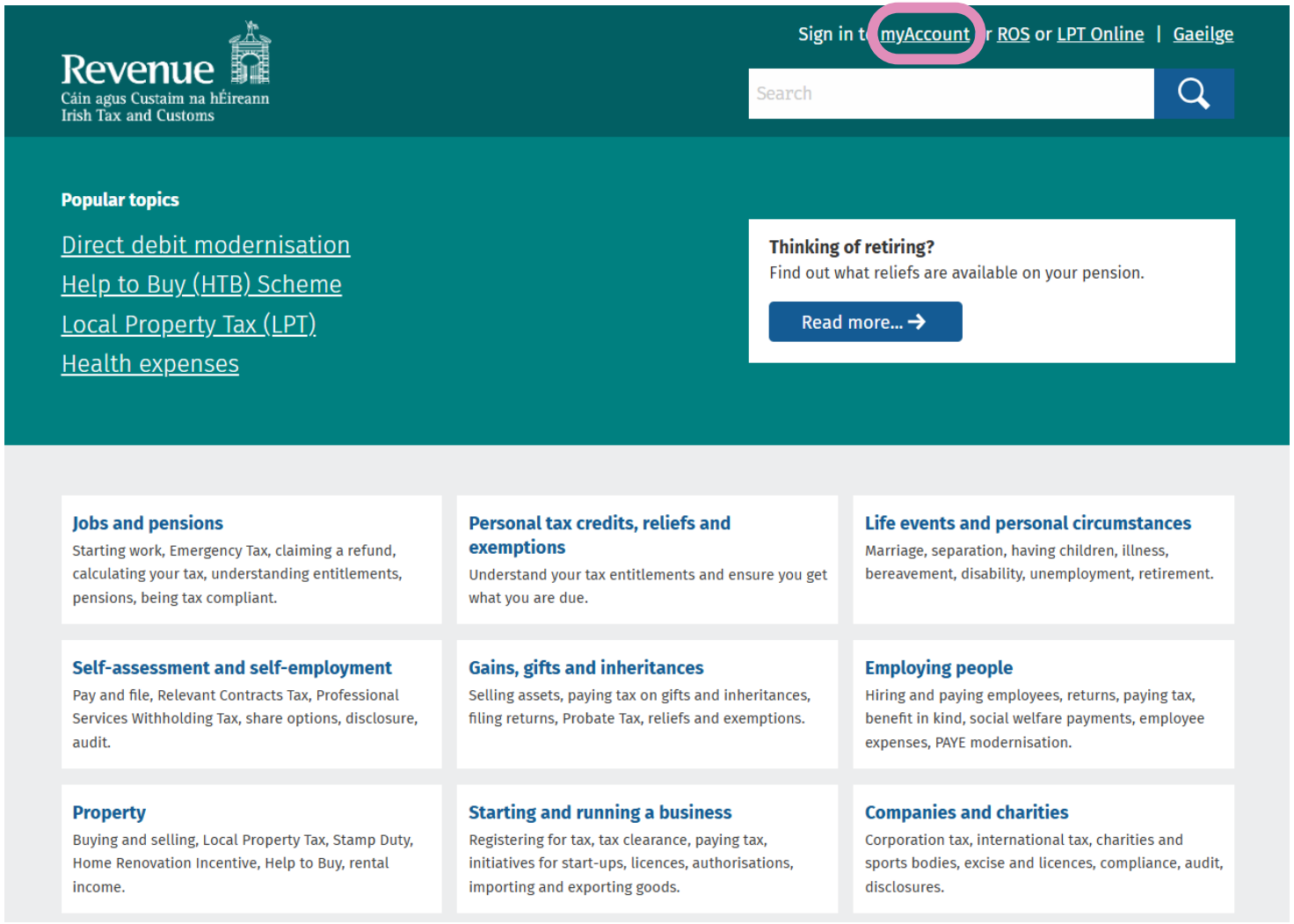


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Revenue homepage

To start, click “myAccount” at the top right-hand corner of the page.



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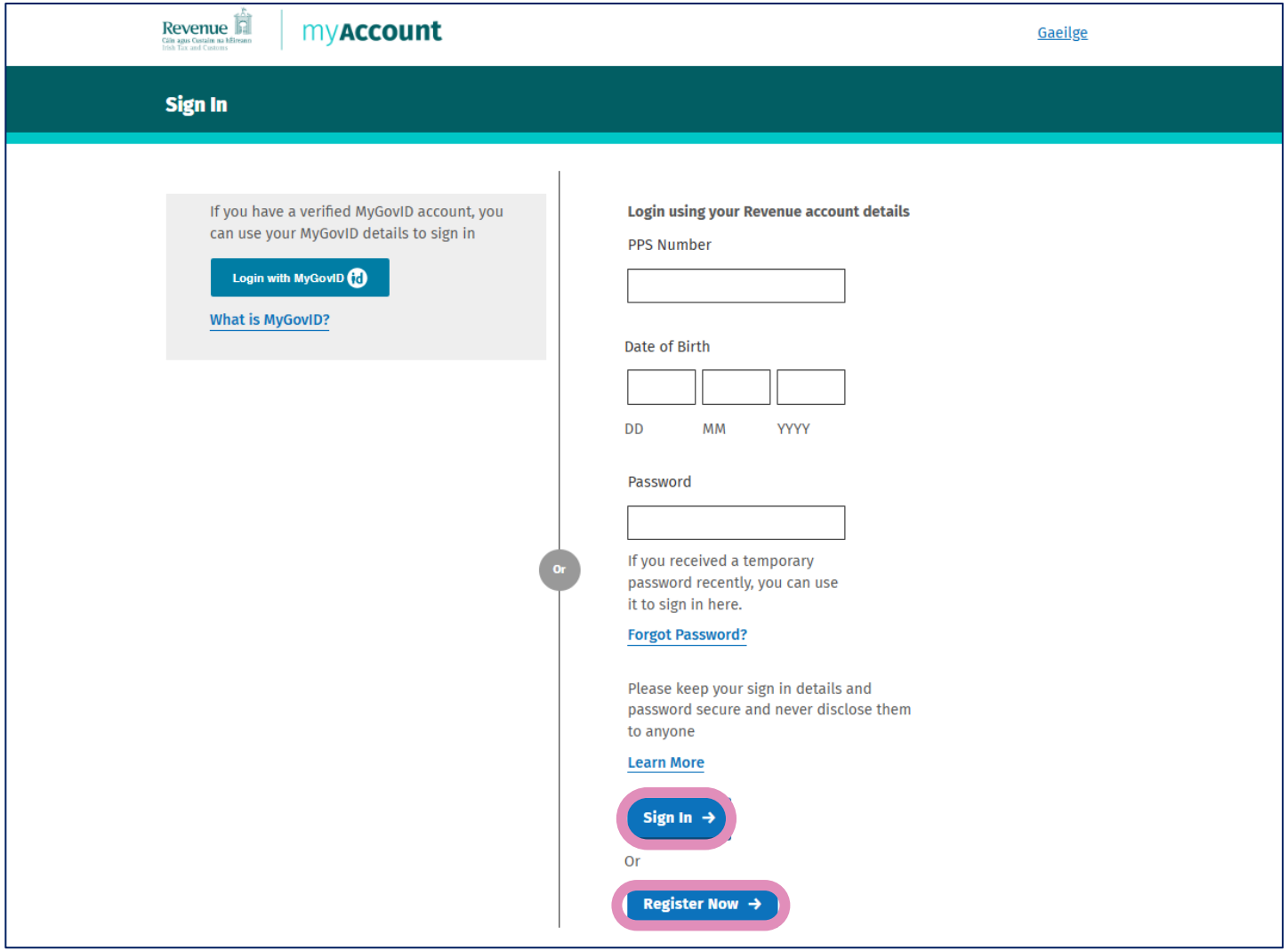
Sign in

New User

If you have not yet registered on ‘myAccount’, scroll down and select “Register Now” and follow the instructions.

Existing User

Once registered, input your PPS Number, Date of Birth and Password to sign in.

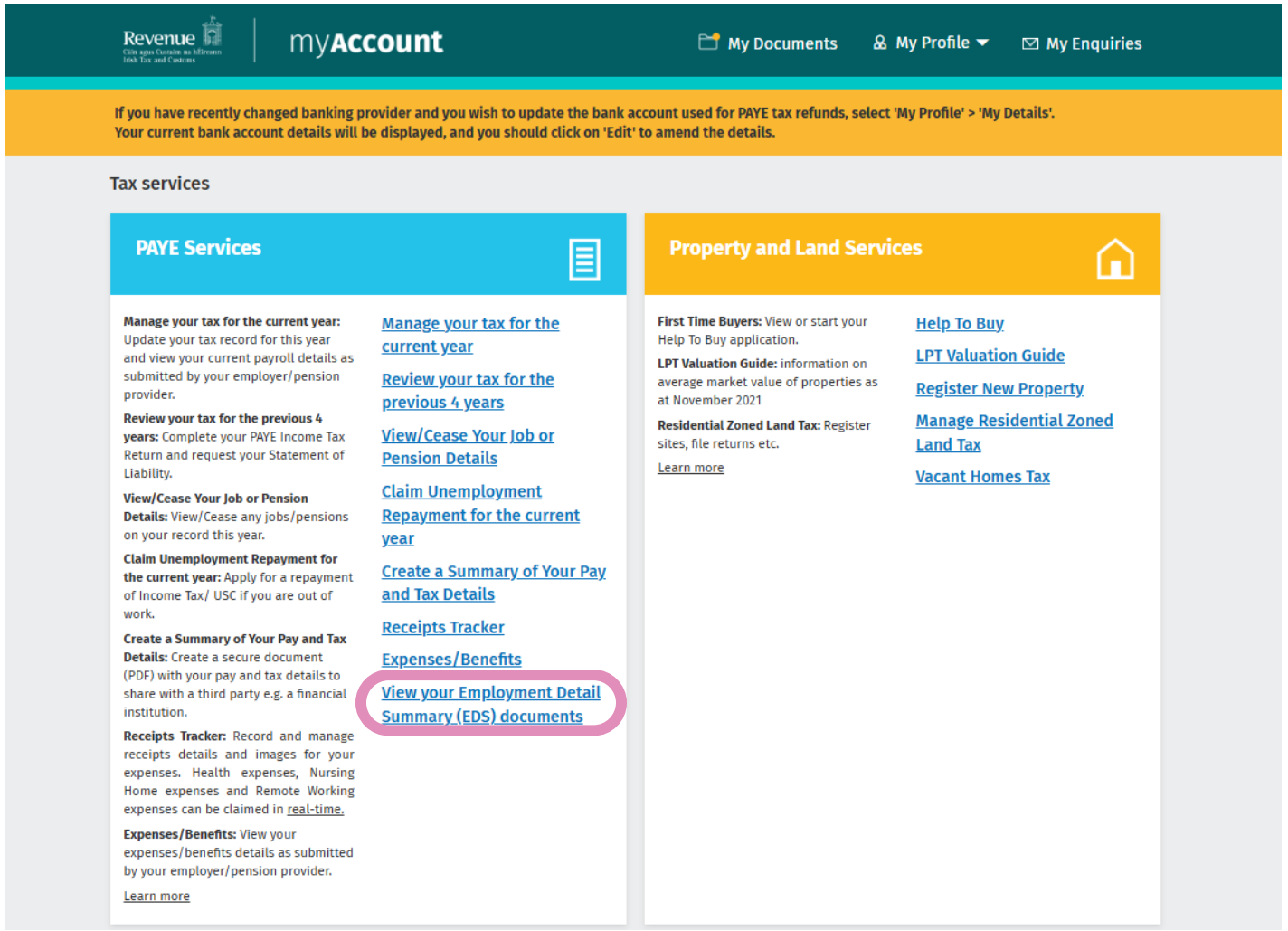


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Home Screen

Select “View your Employment Detail Summary (EDS) documents”

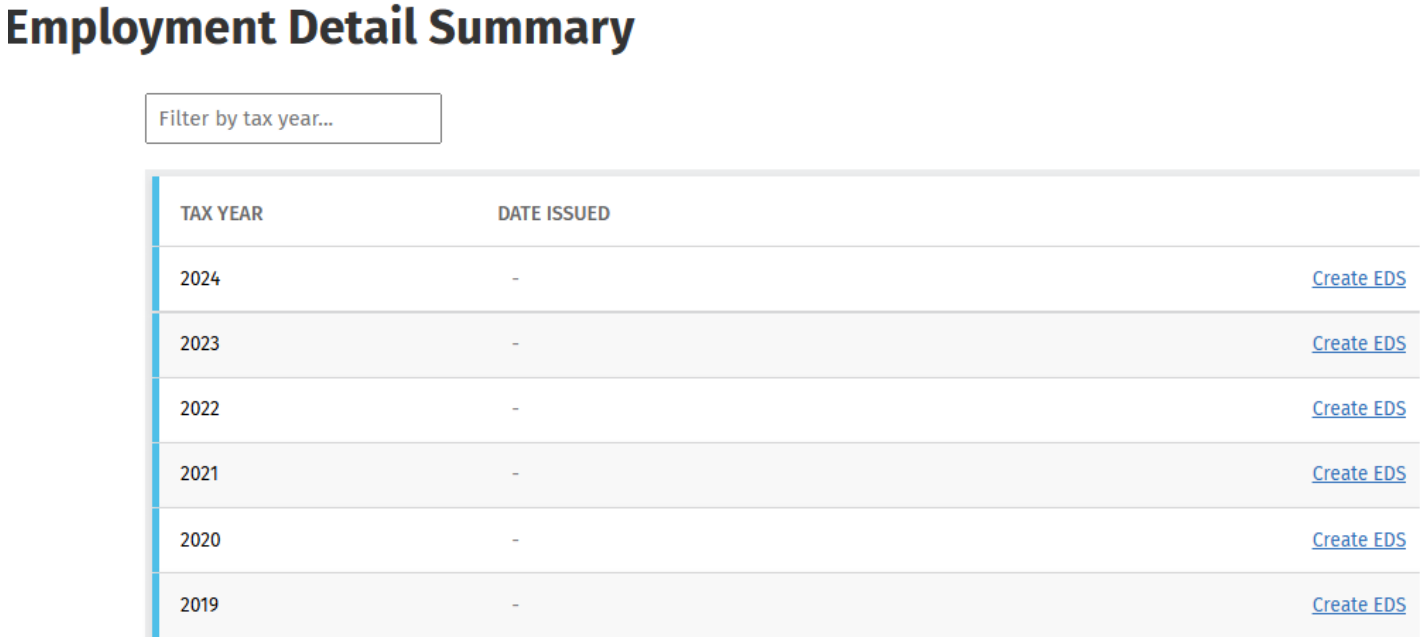


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From here, you can choose your tax year for which you wish to generate the EDS Statement, using the dropdown.

In the section titled “Employment Detail Summary”, click ‘View’.



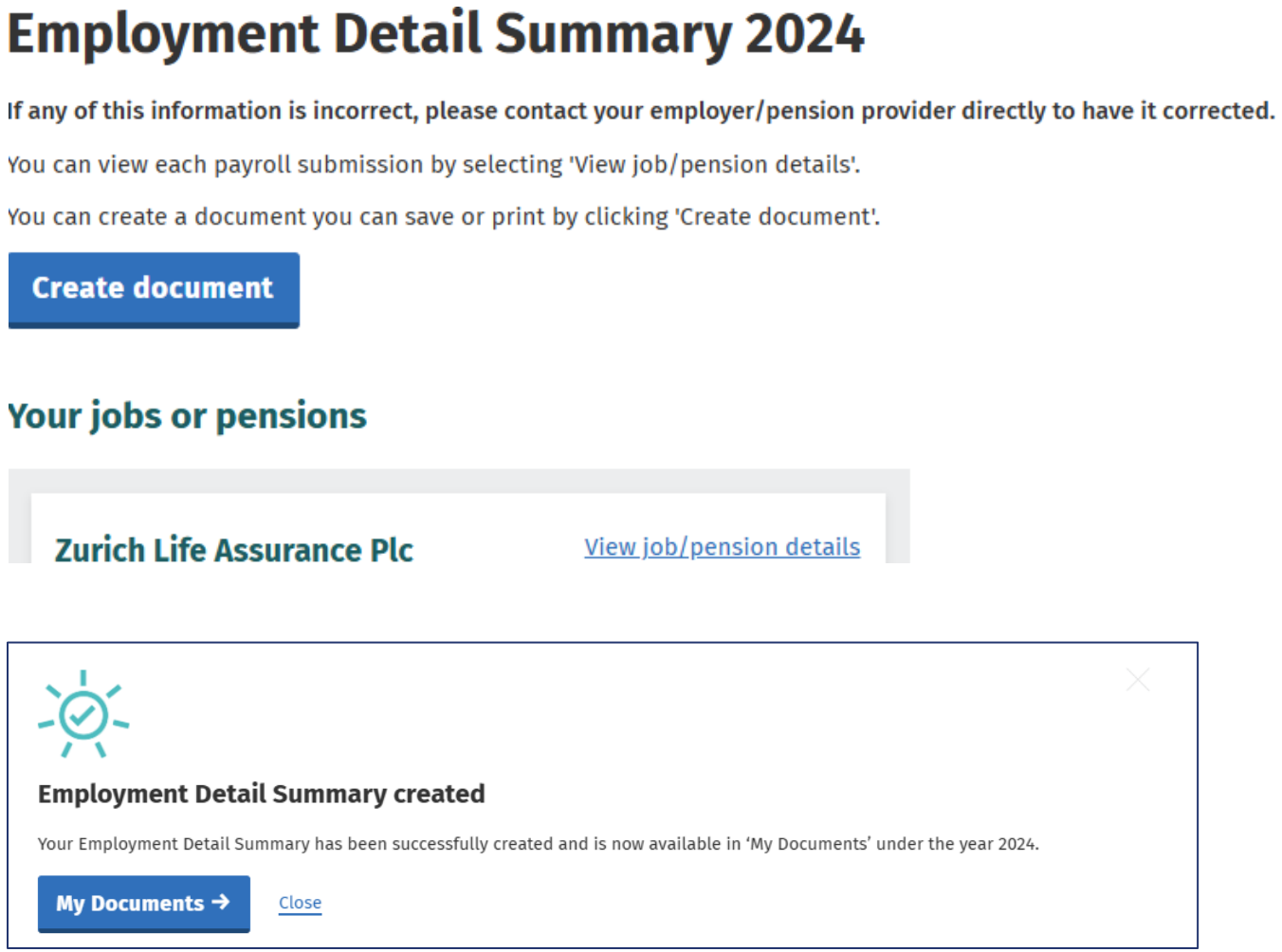
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This will bring you into the Employment Detail Summary section, where you can create a new document or view previously created documents.

Click “Create document” to proceed

A pop-up will appear if successfully created, informing you that your EDS will be available under “My Documents”

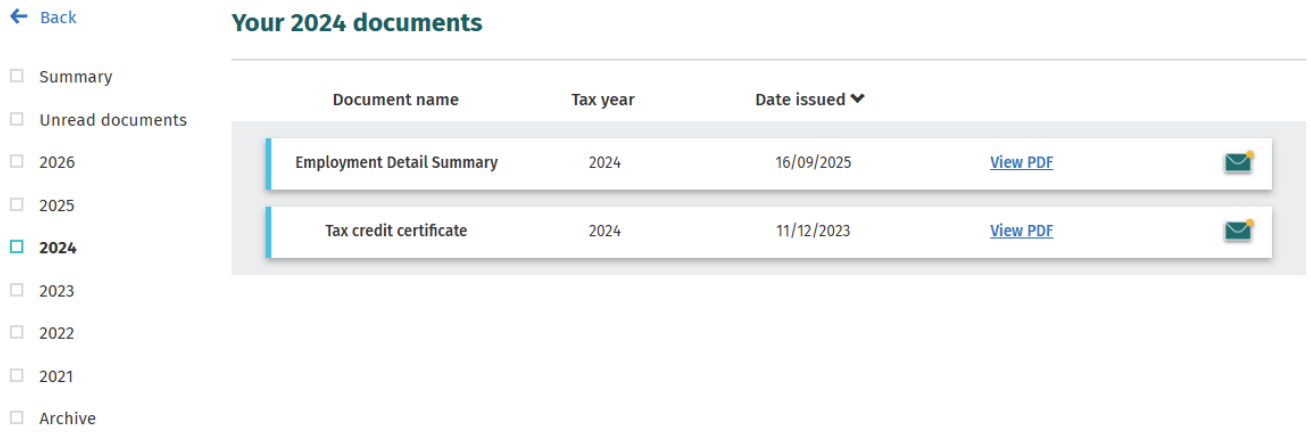


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Once in “My Documents”, Find your Employment Detail Summary and click “View PDF” to download a copy.

This will open a PDF version of your Employment Detail Summary, which can be saved to your device or printed for future use.



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