

Guide to setting up myGovID & Business Users

Fact Sheet, March 2020

Set up your myGovID and link your business using the guide below.

Setting up a myGov ID

Individuals will need their own myGovID, this is different to a MyGov login.

Follow these three steps to set up your myGovID:

To set up your myGovID you will need:

- + A smart device
- + An email address
- + To be 15 years or older.

Step 1:

Download the myGovID app from the App Store or Google Play.

Step 2:

Enter your details

Open the myGovID app and follow the prompts. You will need to enter your full name, date of birth and email address.

After entering your details you'll have 'basic' identity strength.

Step 3:

Add your identity documents

The identity strength you need depends on the government online service that you want to access using your myGovID

A 'standard' identity strength allows you to access all participating online services. You'll need two of the following Australian identity documents (your name must match in each)

- + Drivers license or learner's permit
- + Passport
- + Birth certificate
- + Medicare card

If you've had a change in name, you may be able to verify this using a change of name certificate or marriage certificate.

Linking a business or user on Relationship Authorisation Manager (RAM)

Follow these steps to link a business or user:

Step 1:

Go to bp.ato.gov.au

Log in with myGovID Select 'Link my business'

You will be redirected to the ATO to find your business or businesses

Step 2:

You will then need to add your postal or residential address (as held by the ATO) and click Continue.

Step 3:

Select the business or businesses (where you are an eligible business associate in the ABR) that you wish to link from the list and click Continue.

Step 4:

Enter an email address and click Send Email to receive an authorisation code. Enter the code and click Verify and Continue.

Step 5:

View the summary of the selected business or businesses and select the checkbox to declare you understand and accept. Click Submit. A message will then display confirming your business is successfully linked.

Adding a user

If you are a business owner and would like to authorize others to act on behalf of the business, follow the steps below:

Before your start, check with the user that:

- + They have set up their myGovID.
- + Their full legal name matches the name used to set up their myGovID.
- + Their email address can only be accessed by them.

Step 1:

Select Manage Authorisation

Select the business that you would like to add an authorisation to.

Click Add new user

Step 2:

Complete the following labels:

Representative type – select Standard or Basic user, this is based on the user's myGovID identity strength

Representative details – including the user's name and email address

Authorisation details – select Yes or No if you want the user to become an authorisation administrator or a machine credential administrator (MCA). Enter a start and end date for the authorisation, it cannot be back dated or left blank.

Alternatively, select no end date. Note: An end date is required for a Basic user (no longer than 12 months from the authorisation date).

Agency Access – select the level of access (Full, Custom or None). For Basic users, only agencies who accept this level of access will display.

Summary – review details and accept the Declaration

Customise access – if custom access is given you will be redirected to the ATO's Access Manager to set permissions.

Note that a Basic user who requires access to ATO online services needs to complete additional proof of identity requirements (automatically emailed to the user) before you can set their permissions