



Australian Government  
Australian Taxation Office

# Set up your new access to the Business Portal



From the end of March 2020, you'll no longer be able to use AUSkey and Manage ABN Connections (your myGov login when you have an ABN connected to your account). There's a new, simple, secure and flexible way to access our online services like the Business Portal.

## What will I use instead?

You will need:

- **myGovID** – a new, easy and secure way to prove who you are online.
- **Relationship Authorisation Manager (RAM)** – allows you to access government online services on behalf of your business.

## Who needs to use myGovID & RAM?

You'll need to use myGovID & RAM if you:

- use our Business Portal for example to lodge your activity statement or access the Small Business Superannuation Clearing House
- use Access Manager
- access government online services using AUSkey or Manage ABN Connections like the Australian Business Register (ABR)
- have employees or authorise others to access government online services on behalf of your business
- are a tax professional accessing Online services for agents

## What do I need to do?

Start using myGovID & RAM to access our online services. Get set up today!

## What are the benefits of using myGovID & RAM?

- ✓ **It's simple** – use your myGovID to unlock multiple government online services. You no longer need multiple AUSkeys.
- ✓ **It's flexible** – use your myGovID on the go, anywhere and anytime. You no longer have to use the same AUSkey desktop or device.
- ✓ **It's secure** – myGovID uses security features in your device to protect your identity and information.
- ✓ **It's streamlined** – use RAM to manage all of your authorisations in one place.

## Can I use AUSkey or Manage ABN Connections with other online services?

No. From the end of March 2020, you won't be able to use AUSkey or Manage ABN Connections (your myGov login when you have an ABN connected to your account) with any government online services.

They're being replaced due to their limitations and changes in technology.

## How is myGovID different to myGov?

Your myGovID lets you prove who you are when using government online services. Your myGov account lets you select and link to government online services as an individual from the one place.

In the future, you will use myGovID to log in to more government online services, including myGov.



# Get started in two simple steps

Set up once and myGovID is your new access to our online services



## Step 1: Set up your myGovID

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



myGovID  
Australian Government



- Set up your myGovID by entering your full name, date of birth and email address (use an email address that belongs to you only and is not shared, for example your personal email address).
- Add two Australian identity documents – for example, your passport or driver's licence and Medicare card.

For support on setting up your myGovID visit  
[www.mygovid.gov.au/help](http://www.mygovid.gov.au/help)



## Step 2: Log in to RAM using your myGovID and link your business

You must be the principal authority (business owner or listed associate on the ABR) to link your business's ABN to your myGovID:

- Go to your web browser (this can be done on your computer), log in to RAM using your myGovID at <https://info.authorisationmanager.gov.au>
- Select **Link my business** to find your business or businesses and add the required information.

For support on linking your business in RAM visit  
<https://info.authorisationmanager.gov.au/help>

**Tip:** Before you link your business, check your details and individual associates listed on the ABR are up to date so RAM can use the correct information.

## You've finished setting up!

You can now use your myGovID to access our online services.

When logging in to the Business Portal, select 'Login with myGovID' and enter your myGovID email address and use the myGovID app to verify it's you. You can now use RAM if you need to add or manage your authorisations. For example, to authorise a new employee to access the Business Portal.

## Additional steps for...



### Authorising employees and others in RAM

Use RAM to authorise others to act on behalf of your business – for example, if you have employees who access the Business Portal on behalf of your business.

**Tip:** Before you authorise staff, check they have set up their myGovID. You need to enter their legal name so it matches the name used in their myGovID and an email address only they can access.

If you have multiple employees with AUSkeys, you can use the Import AUSkey users function to create multiple authorisations at a time based on this information.

**Tip:** Before you import AUSkey users, check they are up to date by logging in to AUSkey Manager at [abr.gov.au/auskey](http://abr.gov.au/auskey)

The process for authorising tax or BAS agents outside your business (for example, tax professionals who are not your employees) has not changed. Your agent will contact us to work on your behalf and access your records through their online services. This means you won't use RAM to authorise them. When you authorise someone, they will receive an authorisation request by email and have seven days to accept it using their myGovID.

**Tip:** If you need to customise someone's access and permissions, you will be directed through RAM to use Access Manager.



### Using software to report to us

If you use desktop or locally hosted software (not cloud) you may need to undertake additional steps – your software provider will guide you through this process.

If you use cloud-based Standard Business Reporting-enabled software, you don't need to undertake additional steps – your software provider will do this for you.

## Where to find more information

For more on accessing our online services:

- [ato.gov.au/mygovid](http://ato.gov.au/mygovid)

For more on our business online services:

- [ato.gov.au/businessonline](http://ato.gov.au/businessonline)

For more on setting up your myGovID:

- [www.mygovid.gov.au](http://www.mygovid.gov.au)

For more on using RAM:

- <https://info.authorisationmanager.gov.au>