



Australian Government
Australian Taxation Office

Set up your access to the Business Portal



For simple, secure and flexible access to the Business Portal, you will need both:

- **myGovID** – an app you download to your smart device that lets you prove who you are online
- **Relationship Authorisation Manager (RAM)** – an authorisation service that allows you to act on behalf of a business online, once you've linked your business with your myGovID.

Who needs to use myGovID and RAM?

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

- use our Business Portal to lodge your activity statement or access the Small Business Superannuation Clearing House
- use Access Manager
- access other government online services for business, such as the Australian Business Register (ABR)
- need to authorise others (such as your employees) to access government online services on behalf of your business
- are a tax professional using Online services for agents.

How myGovID is different to myGov

It's important to know the difference between 'myGovID' and your 'myGov account':

- **myGovID** is an app that lets you prove who you are when using government online services, such as the Business Portal. When you log in to the Business Portal, you will use the app to confirm a secure code generated by the Business Portal.
- Your **myGov account** lets you, as an individual, link to government online services from the one place.

What you need to get started

Before you get started, check that your device is compatible. You'll need a smart device with:

- **iOS 10 or later** for Apple devices, or
- **Nougat 7.0 or later** for Android devices.

Note: If you incur expenses associated with setting up and using your myGovID to access online services you may be able to claim a tax deduction.

You'll also need **two Australian identity documents** – such as your passport, driver's licence, birth certificate, visa or Medicare card.

Your name must be exactly the same on the identity documents you're adding. If they're different, you may not be able to finish setting up; you'll need to contact the ATO to start again.

If you've had a change in name, you may be able to verify this using a marriage certificate or change of name certificate (Tasmania, South Australia, Northern Territory and the Australian Capital Territory only).

Benefits of using myGovID and RAM

- It's simple – use your myGovID to unlock multiple government online services including the Business Portal.
- It's flexible – use your myGovID on the go, anywhere and anytime.
- It's secure – myGovID uses security features in your device to protect your identity and information.
- It's streamlined – use RAM to manage all your authorisations in one place.



Get started in a few simple steps

You only need to set up once; then myGovID becomes your new way to access our online services.



Step 1: Set up your myGovID

To set up your myGovID:

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



- Follow the prompts to enter 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 your two identity documents.

Tip: To avoid name mismatch errors, upload your identity documents in the following order: passport, driver's licence, birth certificate, visa, Medicare card. If you have trouble scanning your identity documents you should enter the details manually.

For help with setting up, visit mygovid.gov.au/help – this page has solutions to the most common issues (and error codes).



Step 2: Log in to RAM 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.

To link your business to your myGovID:

- from your computer or smart device, go to info.authorisationmanager.gov.au
- log in to RAM using your myGovID
- select **Link my business** to find your business and follow the prompts to add the required information.

If you can't find your business in RAM, you may need to update your details on the ABR. You can do this through your tax professional or by phoning us on **13 28 66**.

For help with linking your business in RAM, visit info.authorisationmanager.gov.au/help – this page has solutions to the most common issues (and error codes).



Step 3: Log in to the Business Portal

You've now finished setting up myGovID and RAM.

When you log into the Business Portal at bp.ato.gov.au a four-digit code will appear at the login screen. You need to enter this code in the myGovID app.

Tip: The myGovID app is only used for logging in.

Additional steps



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.

Before you authorise staff, check they have set up their myGovID. As myGovID belongs to them and not the business, your staff should set it up using their personal email address.

When you authorise an employee in RAM, you need to enter their legal name (which matches the name used to set up their myGovID) and an email address. They will then 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.

The process for authorising tax or BAS agents outside your business (for example, tax professionals who are not your employees) is different. 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.



Using software to report to us

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

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.