

## New ATO Requirement:

The Australian Taxation Office now requires you to link us as your Tax or BAS agent. This is a one-time step that ensures we can represent you officially and take care of your tax matters.

## Start Your Step-by-Step Guide to Agent Linking

This setup allows us to securely and efficiently access and manage your tax and financial details. It's the foundation for our smooth collaboration ahead.

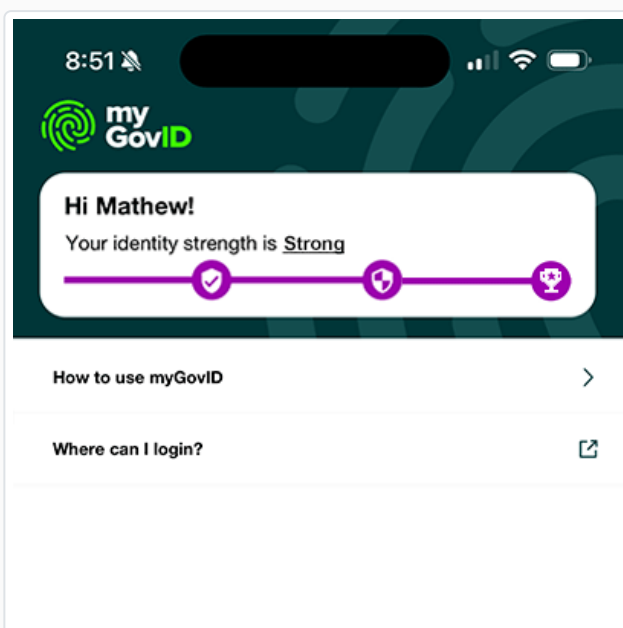
### Step 1: Let's setup your myGovID.

#### 1. Set Up Your Digital Identity with myGovID:

myGovID serves as the government's Digital Identity app, enabling you to authenticate your identity for online services.

Get myGovID 

Ensure your identity reaches at least a 'Strong' strength level. (Note: If you can't get to Strong, please contact ATO on [1300 287 539](tel:1300287539) or [read more here](#))



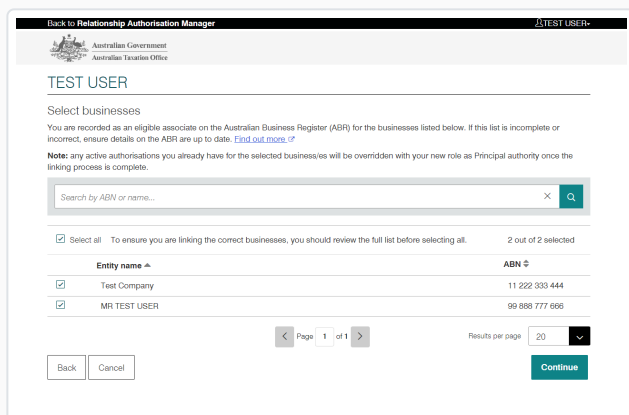
## Step 2: Link Your myGovID to Your ABN

### 1. Link Your myGovID to Your ABN:

To create this link, use the government's Relationship Authorisation Manager (RAM) website. RAM is used to manage your business authorisations.

If you're the principal authority for the business, you'll need to initiate this step.

Open RAM 



Back to Relationship Authorisation Manager TEST USER

Australian Government  
Australian Taxation Office

TEST USER

Select businesses

You are recorded as an eligible associate on the Australian Business Register (ABR) for the businesses listed below. If this list is incomplete or incorrect, ensure details on the ABR are up to date. [Find out more](#)

**Note:** any active authorisations you already have for the selected business/es will be overridden with your new role as Principal authority once the linking process is complete.

Search by ABN or name...

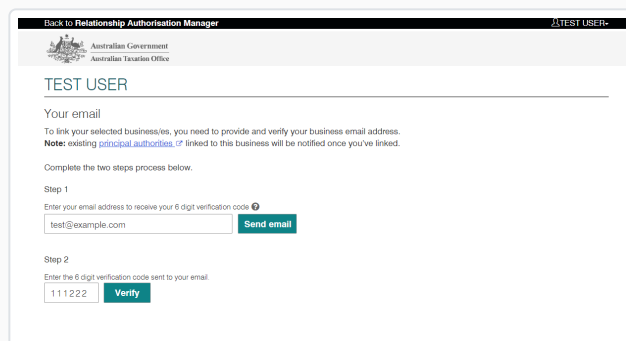
☒ Select all To ensure you are linking the correct businesses, you should review the full list before selecting all. 2 out of 2 selected

Entity name	ABN
<input checked="" type="checkbox"/> Test Company	11 222 333 444
<input checked="" type="checkbox"/> MR TEST USER	99 888 777 666

Page 1 of 1 Results per page 20

Back Cancel Continue

Select Businesses



Back to Relationship Authorisation Manager TEST USER

Australian Government  
Australian Taxation Office

TEST USER

Your email

To link your selected business/es, you need to provide and verify your business email address.  
**Note:** existing [principal authorities](#) linked to this business will be notified once you've linked.

Complete the two steps process below.

Step 1

Enter your email address to receive your 6 digit verification code

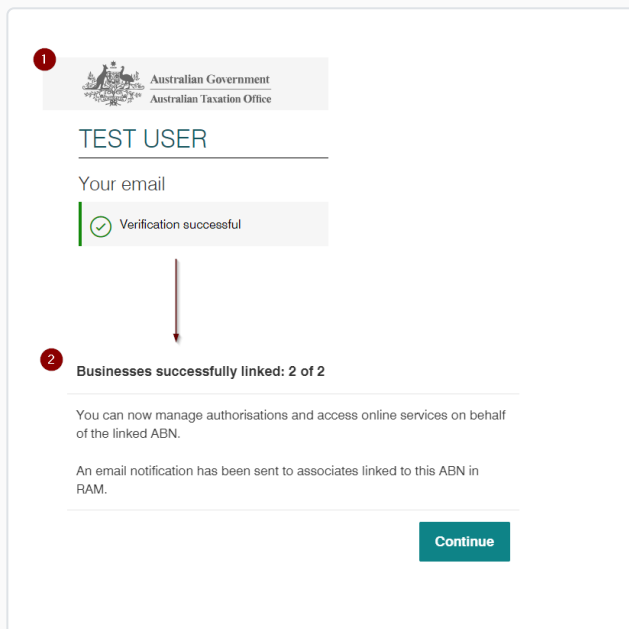
test@example.com Send email

Step 2

Enter the 6 digit verification code sent to your email

111222 Verify

Link and Verify



1 Australian Government  
Australian Taxation Office

TEST USER

Your email

Verification successful

2 Businesses successfully linked: 2 of 2

You can now manage authorisations and access online services on behalf of the linked ABN.

An email notification has been sent to associates linked to this ABN in RAM.

Continue

Complete Linking

### 2. Authorise Others (Optional):

- Within RAM, you have the option to grant other individuals the authority to represent your business.


**⚠ Trusts:** When trying to link up in RAM, if you're not listed as an associate for the entity in the ABR you won't be able to link to in RAM.

This is common for a trust depending on how it's setup. This issue is often run into when the trust has a corporate trustee that the individual is a director of the trustee company - they're then an indirect associate of the trust. **This requires the ATO to manually link them on ATO side and may require a phone call to the ATO to assist.**

### Step 3:

## Nominate Your Authorised Agent

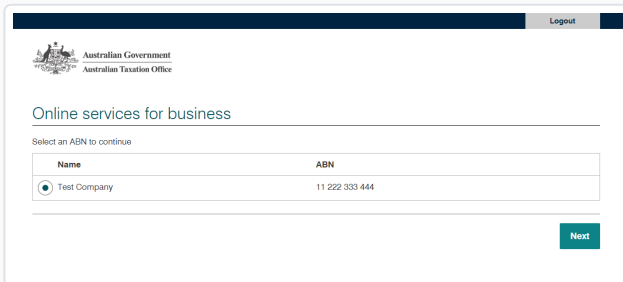
### 1. Access Online Services for Business:

Open  (Use your myGovID to log in)

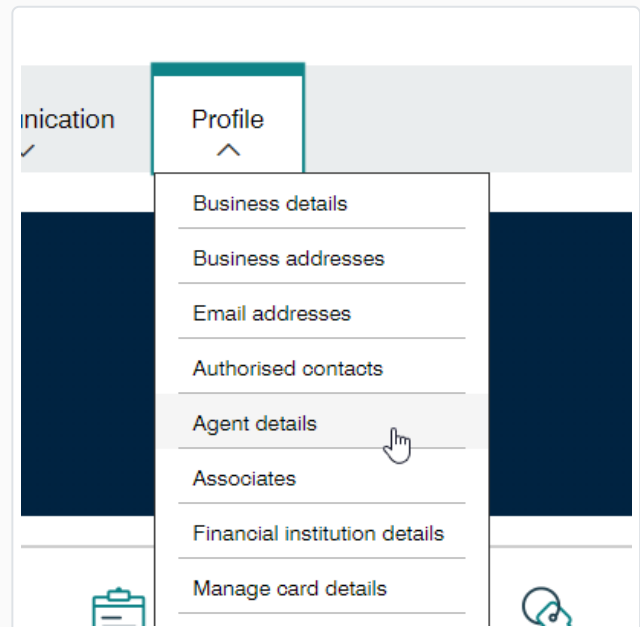
### 2. Nominate Your Authorised Agent:

For this, keep details like our registered agent number or practice name at hand.

- Select your ABN from the list
- Go to Profile > Agent Details from the menu
- At the Agent nominations feature, select Add



Select ABN



Go to Agent Details



You do not currently have a registered agent

## Agent nominations

Authorise an agent to add the business as a client  
nominated agent can update their authorisations w

### Agent nominations

*There are no active agent nominations*

Add agent

- On the Nominate agent screen, go to Search for agent.
  - Type your agent's registered agent number (RAN) or practice name and select Search
  - Select the agent you want to nominate (if multiple results are returned, select the correct agent)
  - Check that the agent's details are correct
- Complete the Declaration and select Submit
- You'll now see your agent's details listed under Agent nominations.

[Home](#) [Accounts and payments](#) [Lodgments](#) [Employees](#) [Communication](#) [Profile](#)

### Nominate agent

All fields marked with \* are mandatory.

Identify the agent by entering their agent number or practice name. To quickly identify a specific agent, search by agent number.

Search for agent \*

Enter agent number or name

Cancel Submit

Search for agent

### Nominate agent

All fields marked with \* are mandatory.

Identify the agent by entering their agent number or practice name. To quickly identify a specific agent, search by agent number.

Search for agent \*

22233300

#### Agent nomination

Authorise the following agent to add the business as a client or manage additional tax accounts.

Name	ROAD RUNNER TAX AGENT
Agent number	22233300
Suburb/town	TEST TOWN
State/territory	NSW
Nomination expiry date	12/12/2023

#### Declaration

> I declare the information I have provided is true and correct.

Privacy: For important information about your privacy see our [Privacy notice](#)

☒ Tick this box to sign this declaration with the identification details you used to log-in.

Cancel Submit

Select and check agent details

### Nominate agent

**Agent nomination successfully submitted**

This nomination will be active for **28 calendar days**. You may like to advise the nominated agent that you have authorised them to add the business as a client or manage additional tax accounts.

Open print-friendly version to **print** or **save a PDF**.

[Print-friendly version](#)

**Related action**

> [View my agent details](#)

Complete declaration and submit

### Agent details

View your [communication preferences](#) to check if your ATO communication is sent to you or your agent.

Name	Type	Agent number	Authorised since
ROAD RUNNER TAX AGENT	Tax agent	22233300	8/11/2023

Completed Agent Linking

### 3. Let us know when you're done:

Upon nominating us as your agent, we have a 28-day window to process your nomination. Tick off the entities you've linked to ensure you're processed as soon as possible.

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### Need More Guidance?

For a detailed step-by-step guide, [click here to visit the ATO's official guide](#).

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