Australian Government
Australian Taxation Office

Online services for business

How to nominate an agent in Online services for business

Have you already set up access to Online services for business?

NO **YES**

You must nominate your agent.

Your agent cannot do this for you, but they can guide you through the nomination process.

The security of your tax and super information is very important to us. That's why we've changed the process for how a registered agent (tax agent, BAS agent or payroll service provider) can access your information. We now require you to securely nominate a registered agent when you change an agent or change the authorisations you give your existing agent.

The flowchart and screen shots below will assist you to nominate your agent.

1 Set up your myGovID

If you already have a myGovID **Go to step 2**

- Download the myGovID app
- Follow these instructions to set up your myGovID
- Choose either a ***Strong*** or ***Standard*** identity strength.

A ***Strong*** identity strength may mean you can complete **step 2** online instead of contacting us.

Important
Your myGovID is unique to you, using your personal information – you **cannot** share it with others.

Finished setting up your myGovID? Go to Step 2

2 Link your myGovID to your ABN in Relationship Authorisation Manager

If you have a ***Strong*** myGovID identity strength and your name is listed in the Australian Business Register you can link your ABN online by logging in to Relationship Authorisation Manager, selecting **link my business** and following the prompts.

- You'll need to contact us to complete this step if you:
  - have a ***Standard*** myGovID identity strength
  - are a primary person who's not listed as an individual associate in the Australian Business Register.

If your ABN is linked in Relationship Authorisation Manager, go to Step 3

3 Log in to Online Services for business

Use your myGovID to log in to Online services for business.

Go to Step 4

4 Nominate your agent in Online services for business

AGENT NUMBER 26223058

Important
You will need your agent's registered agent number for this step. Ensure your agent has provided this to you.

Tip: Refer to the screenshots on the next page to help you complete this step.

From the Online services for business home page:

- select **Profile**, then **Agent details** A
- at the **Agent nominations** feature, select **Add** B
- on the **Nominate agent** screen, go to **Search for agent** C
- type your agent's registered agent number C
- check that the agent's details are correct D
- complete the **Declaration** and select **Submit** D
- you'll receive a nomination submission confirmation E
- you'll see your agent's details listed under **Agent nominations** F.

If you have completed your nomination, go to Step 5

5 Tell your agent you've nominated them

Your agent **will not** receive an automated notification that you've nominated them, so it's important to let them know when you've completed this step.

You can provide your agent a copy of the nomination confirmation E which you can print or save as a PDF.

Need help?
Contact us if you experience any errors while completing the agent nomination process. Before we can discuss your details or update your records, you must establish your identity.

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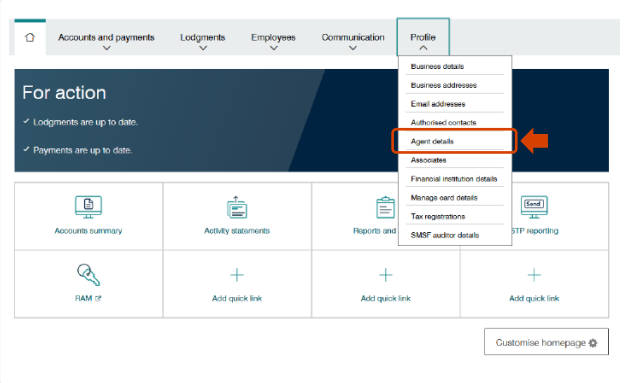
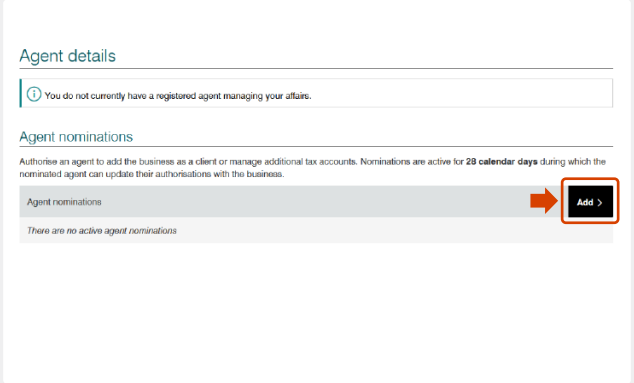
The following screenshots will assist you to nominate your agent in Online Services for Business.

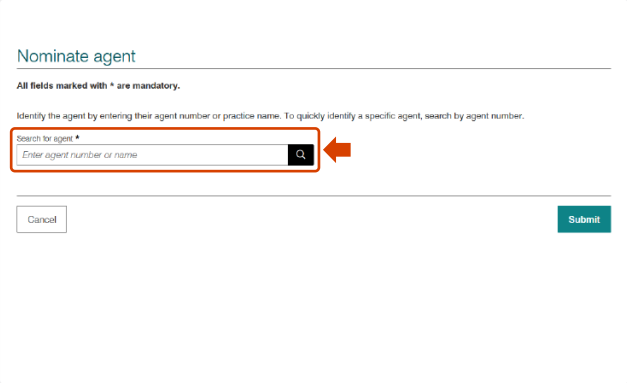
A Online services for business home page.



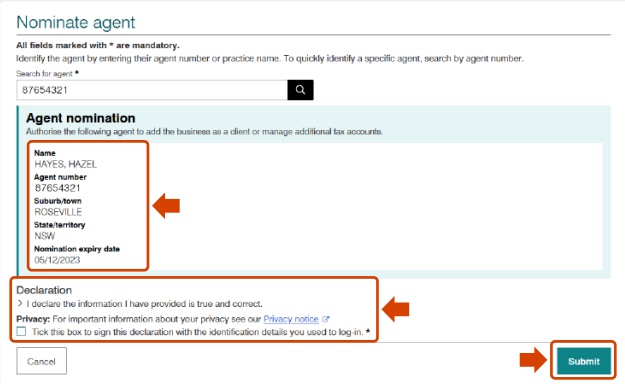
B Add agent nomination.



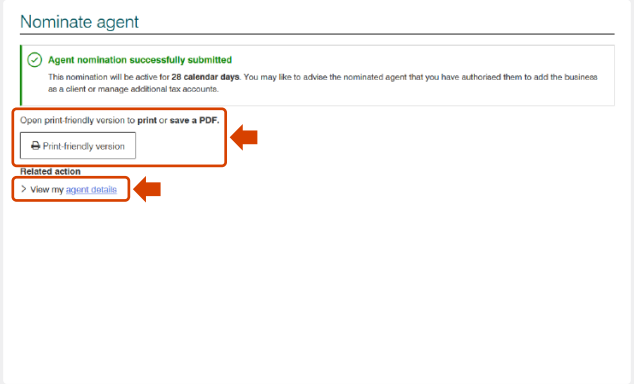
C Search for your agent. The easiest way to search for them is with their registered agent number.



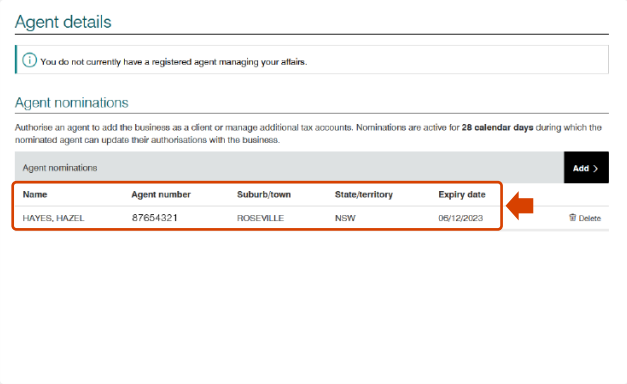
D Confirm details are correct, complete declaration and submit.



E Nomination submission confirmation. Notify your agent you have successfully nominated them.



F Agent details now listed under agent nominations.



This is a general summary only.
For more information go to ato.gov.au/CALsteps

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