



# 6 step guide to AUSkey replacement

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# ATO changes: Action required prior to end of March 2020

The way you access Government online services is changing.

If you are currently accessing the ATO's Business Portal using your Auskey or Manage ABN Connections, you will need to complete some actions prior to 31 March 2020 in order to maintain your access.

AUSkey and Manage ABN Connections will retire at the **end of the March 2020 and will be no longer available**. They will be replaced with myGovID and Relationship Authorisation Manager (RAM).

If you have not setup myGovID and link the ABN of your business to the myGovID in RAM, this is what you need to do....

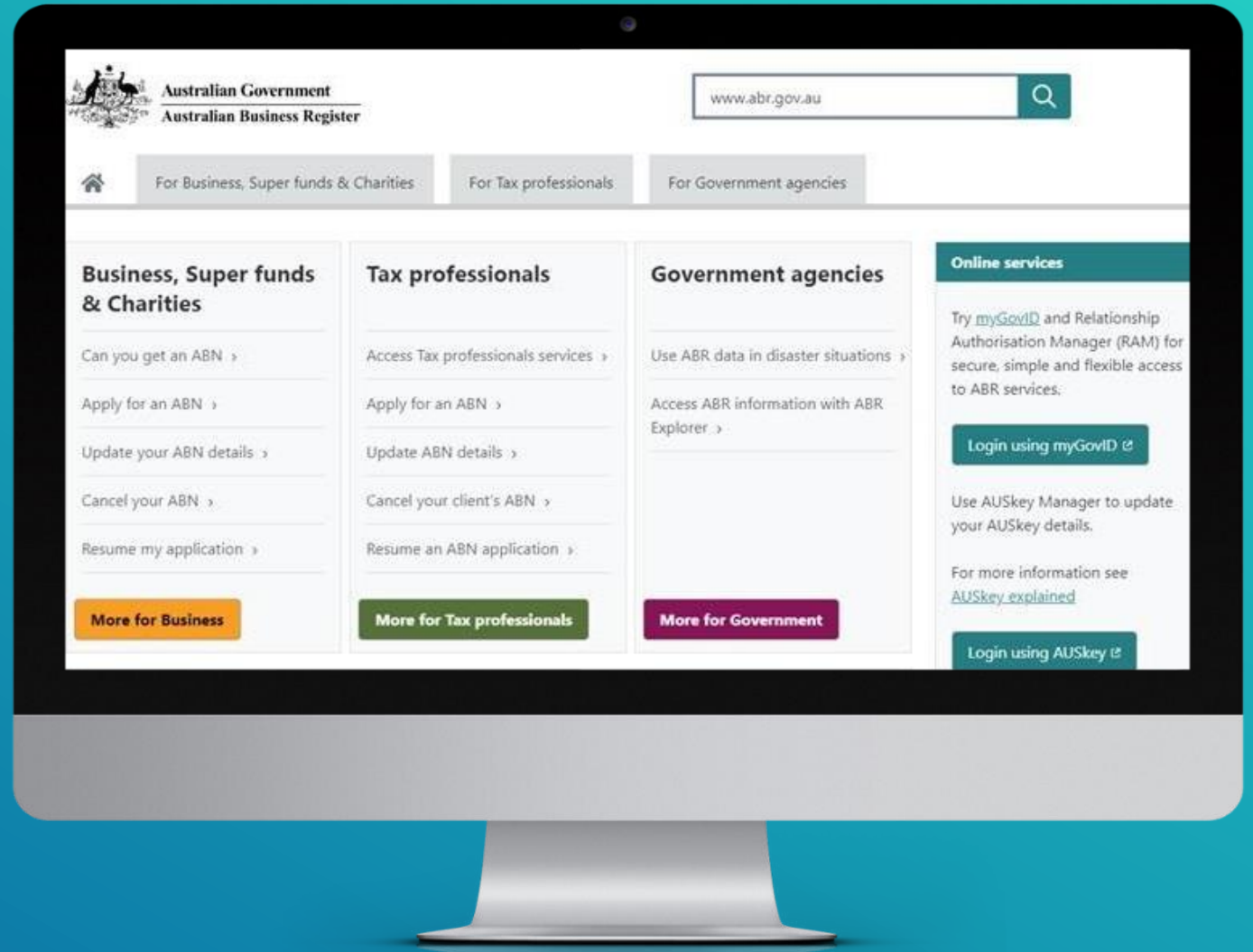


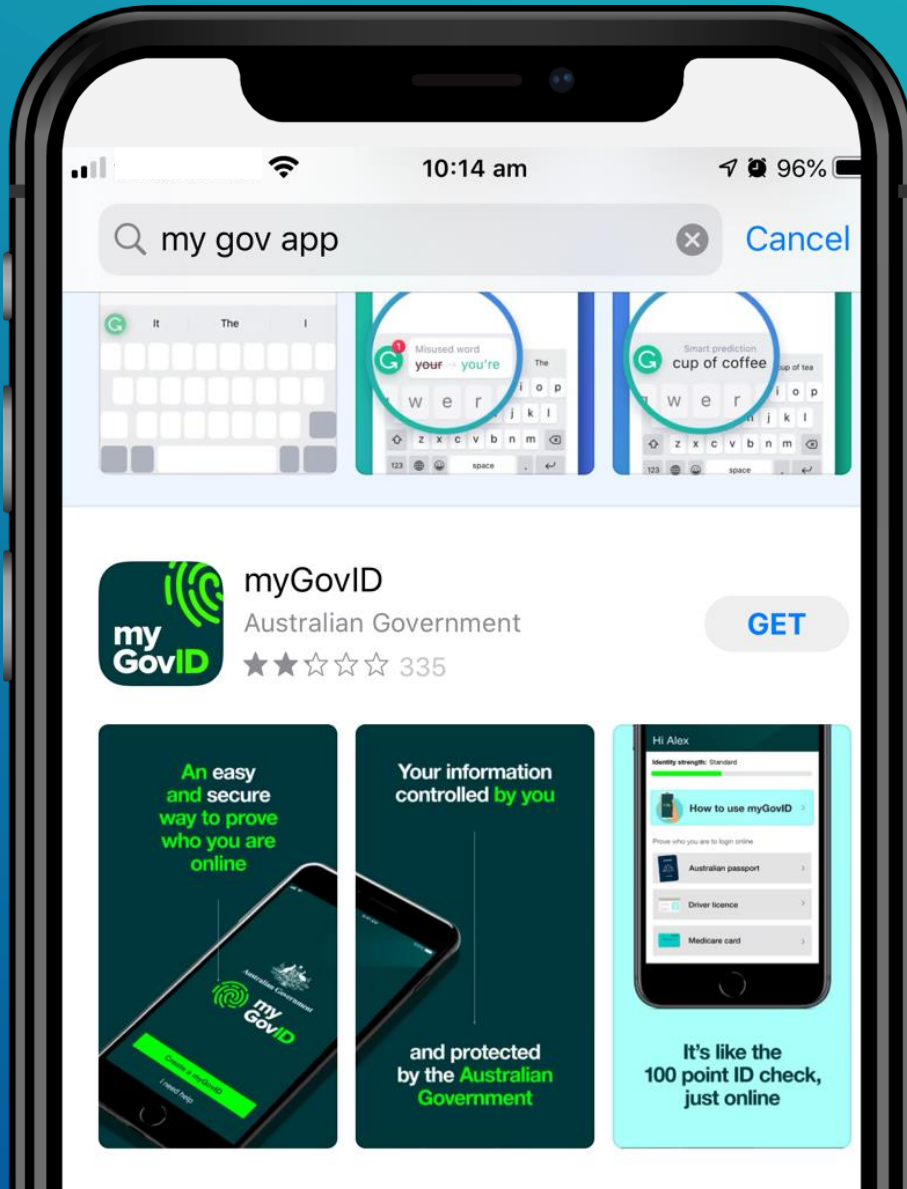


## STEP 1

You need to make sure your details on the Australian Business Register (ABR) are up to date.

[CLICK HERE to visit ABR >](#)





...

## STEP 2

Download the myGovID app to your smart device (your phone).



### Step 2.1

Go to your App Store.



### Step 2.2

Download the app.



## ... STEP 3

Once the App is downloaded, you will have to setup myGovID.

### How to setup myGovID?

To setup your myGovID you will need: ✓ An email address



#### Step 3.1

Enter your details.



#### Step 3.2

Add your identity documents.



### Which documents can be added for your identification?

A **Standard** identity strength allows you to access all participating government online services, if you have added two Australian identity documents such as your: ***driver's licence, passport, birth certificate, Medicare card.*** A **Basic** identity strength allows you to access some participating government online services if you have added only one or no identity documents.



## ... STEP 4

Now you are ready to **link your ABN to your myGovID in RAM.**

To link your ABN to your myGovID in RAM you'll need to be the **principal authority.**

The principal authority is either a: **sole trader, trustee, director, public officer, partner or office bearer of a association.**

As the principal authority you will automatically have all permissions associated with your business.



## ... STEP 5

If you have principal authority you will be able to link your myGov to RAM.

### How to link your myGov to RAM?



#### Step 5.1

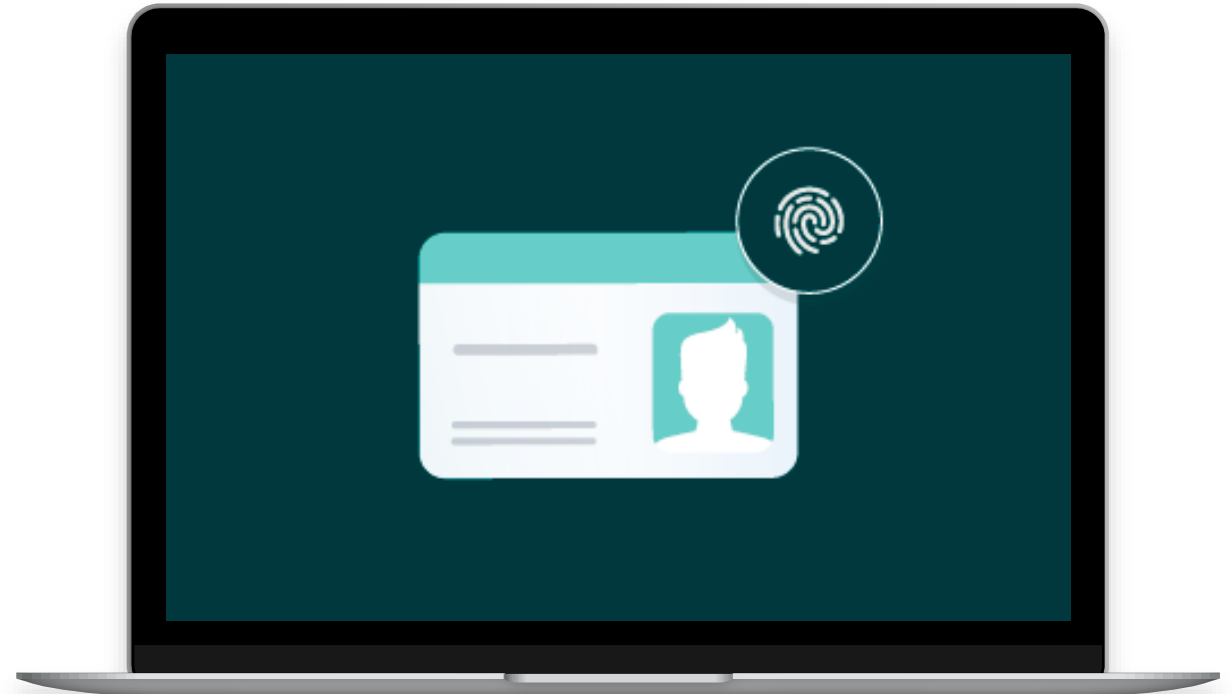
Login to RAM using your myGovID credentials.

[CLICK HERE to login to RAM >](#)



#### Step 5.2

Once logged in, select "Link your business" and follow the instructions.





## ... STEP 6

Once your business is linked, you can start using RAM to manage who can act on behalf of your business online, including their level of access. When you authorise someone, they will receive an authorisation request via email with steps to follow. Anyone you authorise will need their own myGovID in order to have access.





## ••• AND YOU ARE ALL SET!

Together, myGovID and RAM give you streamlined, flexible and secure access to government online services allowing you to manage your business tax and super affairs, grants and payroll, etc.

If you have any issues regarding implementation of myGovID, get in touch with ATO's support line on **1300 287 539**.



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