

myGovID Factsheet

Purpose: Access to your ATO records and Australian Business Register.

From 1 April 2020 myGovID and RAM will replace AUSkey and Manage ABN Connections (your ABN connected to your myGov account). *The ATO have now confirmed that AUSkey and Manage ABN Connections will close at 11.59pm AEDT Friday 27 March 2020.*

What is myGovID?

myGovID is the Australian Government's digital identity provider that allows you to prove who you are online. myGovID is different and completely separate to your myGov account.

This ID is, in effect, the replacement of your Auskey in terms of access rights and functionality. This identification is portable. It is an app on your phone. The myGovID app uses the security features of your device to prove your identity. It can be used for both business and personal matters, whenever you need to access government online services.

What is RAM (Relationship Authorisation Manager)?

This is an authorisation service that allows you to act on behalf of a business online when linked with your myGovID. RAM is used by employers to link the myGovID of staff members to the business account.

What you will need to do:

Individuals

To access your personal data, or to act on behalf of your employer you will need to set up a personal myGovID. Minimum requirements to do so are:

a smart device

The myGovID app is compatible with most smart devices using:

- iOS 10 or later on Apple devices
- Android 7.0 (Nougat) or later. This excludes devices that use the Android Go operating systems, such as Android One.

an email address

The email address must belong to you. It should not be a shared email address.

to be 13 years or older

To use some government online services you need to be 13 years or older.

You will need to download the myGovID app to your phone. Open the app, follow the prompts to enter details and provide your identity documents. You will need two of the following to set up an ID strong enough to use the system for business purposes:

- Drivers Licence
- Passport (currently only accepts Australian Passports)
- Birth Certificate
- Medicare Card

Please note that **the same name must** appear on all documents you provide e.g. your drivers licence may be in the name of Bill but your birth certificate is in the name of William. This will conflict. You will need to have this fixed prior to applying for your ID.

Once you have your ID you can link your business, give rights to employees or be linked as an employee to a business.

Companies and Trading entities

With the new authentication system the **Director/Principal of the trading entity will need to apply for their own myGovID.**

This can then be linked using RAM to the Business. You can add more than one trading entity to your myGovID.

Only a Director/Principal as listed in the ABR Register has the authority to link a business to their myGovID. Note that the process of applying for a myGovID requires the download of an app to a personal mobile phone making it difficult for this process to be done by another person without permission and possession of the device.

Once the business has been linked, the Director/Principal will be able to link the myGovID's of required staff to the business account and set up their access and permissions.

Software

If you lodge documents or activity statements using an accounting software interface you will need to be on the lookout for released updates that will bring your software compliant to the new lodging system. Your software provider should notify you of when this is to occur and how to set up your new lodgement interface.

Quick Q & A's

- Can a Financial Controller or equivalent do the primary set up of the account?

No. A myGovID belonging to a Director or Trustee as listed on the ABR must be used to link the business.

- Can our Accountant do this for us?

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As much as we would like to this is not possible. For both the reason outlined immediately above and that the mobile device linked to the primary ID would be required.

- Can I be added to our Accountant's ID?

No, adding anyone outside of our business employees would be a breach of privacy laws as this would allow you access not just to your information but all of our client list.

How can we help you?

Setting up these ID's is a reasonably simple process once you are underway. However, if you experience any difficulties in either setting up your ID or updating your software please give us a call on 03 9836 5711.

If you are unable to set up ID's or update your software by the due date, please do not panic. Your Accountants has access and rights to all of your information and documentation online and we will be happy to support you during this period.

For further information and detailed instructions please follow the links below.

RAM <https://info.authorisationmanager.gov.au/>
myGovID. <https://www.mygovid.gov.au/>