

ezytax
BLUE

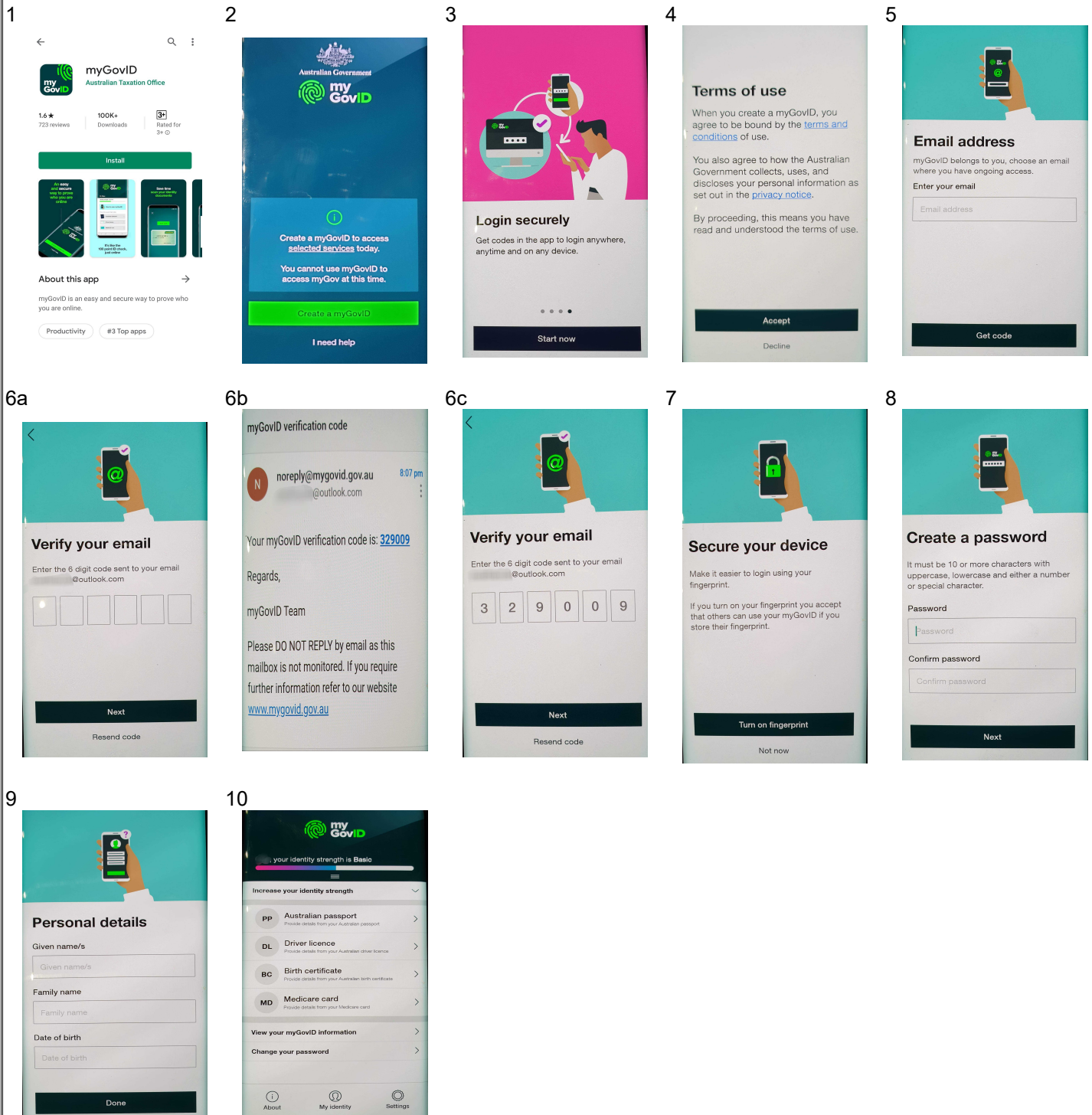
mygovid



HOW TO ACCESS ATO PORTAL USING myGovID

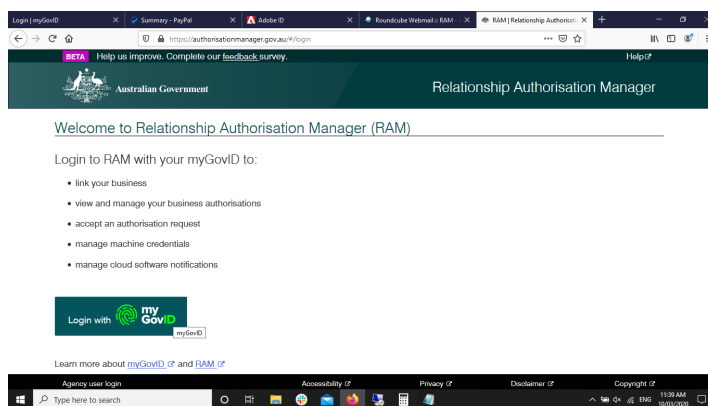
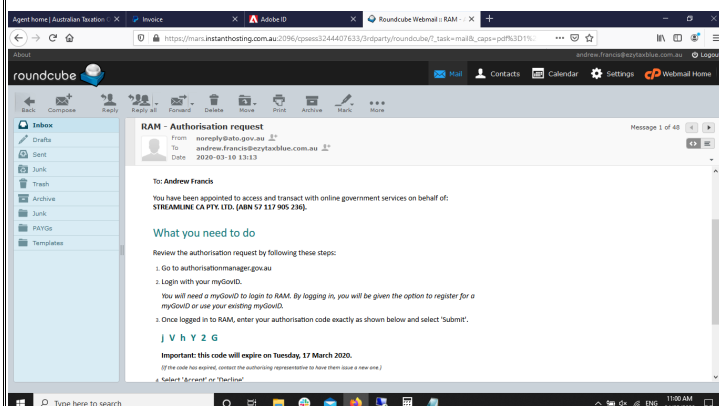
myGovID Set Up:

1. Download the “myGovID” app on your smart phone via the app store
2. Open the app and select “Create a myGovID”
3. Scroll to the right and select “Start Now”
4. Accept Terms of Use
5. Enter your Email Address.
6. Enter verification code that will be Emailed
7. Turn on fingerprint/FaceID recognition (**OPTIONAL**)
8. Create a password
9. Fill in personal details (**DO NOT INCLUDE MIDDLE NAMES**)
10. If applicable enter/scan your Australian Passport, Medicare Card, Drivers Licence or Birth Certificate.



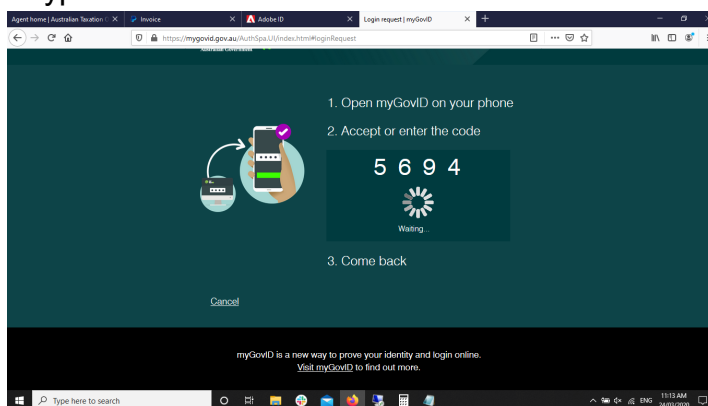
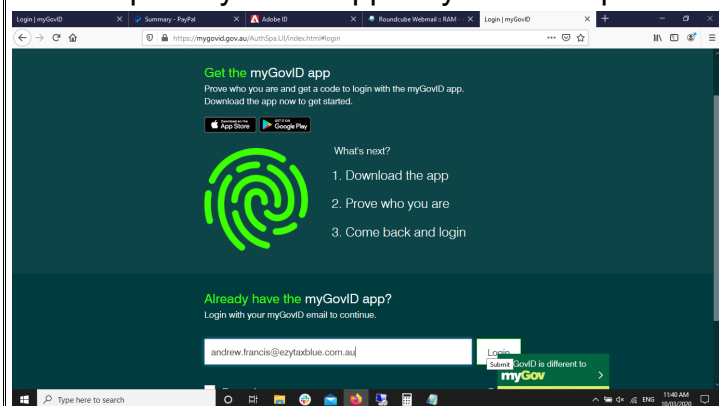
Portal Authorisation Set Up:

11. Open Email Subject "RAM - Authorisation request" and follow instructions
12. Go to "authorisationmanager.gov.au" in web browser
13. Click Login with myGovID
14. Email payroll@ezytaxblue.com.au with the full name that appears on myGovID.



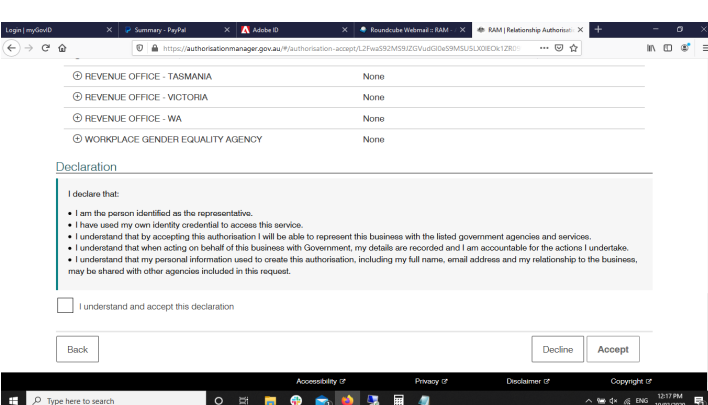
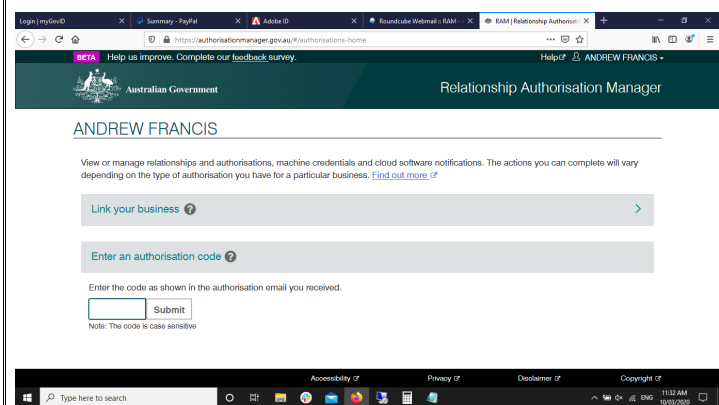
15. Enter YOUR personal Email Address

16. Open myGovID app on your smart phone and type in the code shown



17. Enter code from "RAM - Authorisation request" Email

18. Scroll down and tick the "I understand and accept this declaration" box followed by "Accept"



Portal Login:

19. In web browser visit <https://www.ato.gov.au/tax-professionals/digital-services/online-services-for-agents/>
20. Click Log in to Online Services for Tax Agents
21. Enter Email Address
22. Open myGovID app on your smart phone and type in the code shown

IDENTITY STRENGTH

There are three levels of identity strength: Basic, Standard, and Strong.

Basic is the minimum required strength and has limited portal functionality. Client's can only be searched and not added, Non-lodgment Declarations cannot be lodged either. Basic strength is achieved by providing your details and one identity document.

In order to gain portal access on a Basic strength identity, the ATO *must* be called after RAM authentication is successful:

1. Ring 1300 287 539 and select option 2.
2. Your Australian tax file number and our ABN number (57 117 905 236) must be provided to the consultant
3. If asked, the reason why you are calling is to give additional POI to access the portal on basic strength, stress to the consultant that you do not need to strengthen your identity to standard
4. The ATO will give you a proof of record ownership check. Have your birth certificate, passport, or drivers licence ready to verify your identity.
5. The ATO will then confirm your association with the business or entity (us)

Standard: Grants the user full functionality of the portal. This is preferred. Upon providing two valid identity documents your strength will be upgraded to Standard.

Strong: A strong identity has no functional difference in regards to the ATO portal.

Please email payroll@ezytaxblue.com.au with the relevant myGovID ID Strength as well as your name that appears on myGovID.