

Relationship Authorisation Manager (RAM) User Guide



Table of Contents

Guide Overview	03
1. Setting up in RAM	05
1.1 Linking your business	06
1.2 Creating an Authorisation Administrator	11
1.3 Accepting an authorisation	17
1.4 Importing AUSkey users	20
2. Managing authorisations in RAM	28
2.1 Creating new authorisations	29
2.2 Viewing authorisations	35
2.3 Editing authorisations	38
2.4 Removing authorisations	45
3. Machine credential	49
3.1 Creating a machine credential	50
4. Ongoing use of myGovID	56
4.1 Using myGovID to access government online services	57

Guide Overview

This user guide will provide step-by-step instructional support for users to **set-up** and **manage** authorisations in Relationship Authorisation Manager (RAM).

Who should use this guide

Principal Authority

A Principal Authority is an eligible associate of the business and is responsible for the set-up of the business in RAM.

A Principal Authority:

has full access to all functionality and can complete all activities in this guide.

Refer to section 1.1 – Linking your business for more details on whether you're an eligible associate.

Authorisation Administrator

An Authorisation Administrator is a business representative who acts on behalf of a business.

An Authorisation Administrator:

- by default has full access to all participating government online services
- can manage (create/view/edit/remove) authorisations
- can import AUSkey users into RAM

Machine Credential Administrator role

The Machine Credential Administrator (MCA) role allows a business representative to manage machine credentials on behalf of the business.

The Machine Credential Administrator role can be held by an Authorised Administrator or an Authorised User.

A Machine Credential Administrator will only be required if your business is using software to interact directly with government online services.

Machine Credential Administrators can:

create, manage, and remove machine credentials

Before you begin

- Set up your myGovID You will need to set up myGovID on an Apple or Android smart device before following any section in this guide. Get detailed instructions at the myGovID website: https://www.mygovid.gov.au/
- Get ready to transition If you're an eligible associate, you should check that you are listed against your business on the Australian Business Register (ABR): <u>https://www.abr.gov.au/</u>

See what you can access – The Relationship Authorisation Manager (RAM) website has up-to-date information on the available government online services that can be accessed with myGovID and RAM: https://info.authorisationmanager.gov.au/

How to use this guide

The sections relevant to you depends on your role within the business. Below outlines the relevant sections based on your role: (see previous page for role definitions)

Principal Authority

- First follow instructions in 1.1 Linking your business.
- If you have a business representative that will manage authorisations on your behalf, refer to 1.2 – Creating an Authorisation Administrator.
- If your business previously used AUSkey, refer to 1.4 Importing AUSkey users.
- Section 2 Manage authorisations in RAM has instructions on common tasks you might need to perform on an ongoing basis (creating, viewing, editing and removing authorisations).
- Once you're set up, you're ready to continue business as usual. Refer to section 4.1 Using myGovID to access government online services.



Authorisation Administrator

- Once you've received an authorisation request via email, refer to 1.3 Accepting an authorisation.
- Section 2 Manage Authorisations in RAM has instructions on common tasks you might need to perform on an ongoing basis (creating, viewing, editing and removing authorisations).
- If your business previously used AUSkey, refer to 1.4 Importing AUSkey users.
- Once you're set up, refer to section 4.1 Using myGovID to access government online services.



Machine Credential Administrator role

 Refer to Section 3 – Machine credential for details about your role and machine credentials in RAM.

All users (including Authorised Users)

- Once you've received an authorisation request via email, refer to 1.3 Accepting an authorisation.
- Once you're authorised, refer to section 4.1 Using myGovID to access government online services.

1. Setting up in RAM

To use myGovID and RAM to manage authorisations for the business and access participating government online services, the business will need to be set up in RAM.

Section Overview

1.1 Linking your business – Become the Principal Authority by linking your business in RAM.

1.2 Creating an Authorisation Administrator - Once the business is linked in RAM, the Principal Authority can appoint a representative from the business to be an Authorisation Administrator to act on behalf of the business and manage authorisations.

1.3 Accepting an authorisation – Once an authorisation request is created, the business representative must accept the authorisation to start acting on behalf of the business.

1.4 Importing AUSkey users – If the business previously used AUSkey, you can choose to import AUSkey users and their associated Access Manager permissions into RAM.

1.1 Linking your business

You need to be an eligible associate listed in the Australian Business Register (ABR) to link your business in RAM.

An eligible associate is either a:

- sole trader
- trustee
- director
- public officer
- partner
- office bearer of a club or association

As the Principal Authority you will automatically be granted all permissions associated with your business. This includes full access to all participating government online services using myGovID, as well as the ability to manage (create/view/edit/remove) authorisations for your business.

Refer to the RAM website for the full list of participating government online services: <u>https://info.authorisationmanager.gov.au/</u>

IMPORTANT: If the associate of the business is another entity or there are no associates listed in the ABR (e.g. corporate trustees, deceased estates, government organisations), you will need to contact the ATO for assistance to link your business or organisation.

Refer to the RAM website for contact details: https://info.authorisationmanager.gov.au/

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Linking your business – Detailed instructions

1. Go to:

https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

	🐲 @ Wid	
Giê Pro Da	et the app we who you are and get a code to login with the myGovID app. whicad the app now to get started.	
	1. Download the app ■ Vector ■ Company 2. Prove who you are 3. Come back and login	
Alt	ready have the app? jin with your myGovID email to continue.	
R	obin.winstonandsons@gmail.com	Login
	Remember me	Cancel
m	yGovtD is a new way to prove your identity and login online. Visit myGovtD to find out more.	

1. Open myGovID on your phone 2. Accept or enter the code 2 1 7 0 Weing. View data
3. Come back Cancel
myGordD is a now way to prove your identity and login online. <u>Visit myGordD</u> to find out more.

 Click Link your business to be redirected to the Australian Taxation Office (ATO) to find your business or businesses.

Australian Government		Relation	nship Authorisatio	on Manager
bin Winston				
eate and manage relationships and authorisat	ions for businesses and their r	epresentatives. Find out n	nore C	
Link your business 🕜				>
Manage authorisations 🔞				>
Enter an authorisation code 🕢				
Enter the code as shown in the authorisation e Submit Note: The code is case sensitive	mail you received.			
		Down 7	Disabilities of	Convright (7

4. Enter your postal or residential address <u>as held by the ATO</u> and click **Continue**.

Establish your business i	elationship as an ABR associate)	
We will use your personal details to Business Register. 🚱	search for businesses that have you recorde	d as an eligible associate (responsible person)	on the Australian
Your digital identity detai Given name(s): Robin Family name: Winston Date of birth: 09/01/1968	S		
Enter your personal addr	ess		_
Enter your residential or personal p	ostal address as held by the ATO. Do not use	a business address.	_
Fields marked with an * are mandat	ory		
Address line 1*			
2/1 Evergood Close			
Address line 2			
Address line 2			
Suburb/town*			
Harrison			
itate*	Postcode*		
ACT 🗸	2914		
Country*			

5. Select the business or businesses you wish to link from the list and click **Continue**.

Note:

 <u>All businesses</u> that you are listed as an eligible associate for in the ABR will appear here.

one out that the out of the south will the particular for burgers	Degister (ABD) for the businesses listed below	If this list is income	lata or
details on the ABR are up to date.	magineer (word in the positiosses listed below.	n une net le incomp	
re businesses to link.			
N or name			XQ
To ensure you are linking the correct businesses, y	rou should review the full list before selecting all.	2 ou	t of 3 selected
tity name 🔺		ABN 🗘	
nston and Sons Gardening Services		4500200	01501
nston and Sons Cleaning Services		4500200	1503
S Catering Equipment		4500200	01502
	<pre><page 1="" of=""></page></pre>	Poeulte por pago	20
		ricours her hede	20
	Details of the Aort are up to date. We rearrange to link. N or name To ensure you are linking the correct businesses, y afty name A Inston and Sone Gardening Services Inston and Sone Cleaning Services IS Catering Equipment	Dealers of the Advice up to data N or name N or name To ensure you are linking the correct businesses, you should review the full list before selecting all, dity name reton and Sons Gardening Services SC Gatering Equipment C Page 1 of 1	baceas of time Aon are up to date N or name To ensure you are linking the correct businesses, you should review the full list before selecting all. 2 out dity name ▲ ABN \$ reton and Sons Gardening Services 4500200 (S Catering Equipment 4000200

 Enter an email address and click
 Send Email to receive an authorisation code via the email you entered.

Note: The email address entered here can be different to the one used to set up your myGovID. <u>For</u> <u>example, you may want to use a</u> <u>business email address.</u>



7. Check your email for a 6-digit verification code. In RAM, enter the verification code, click **Verify** and then click **Continue**.

tion when other
tion when other
- 1

Contin

8. View the summary of the selected business or businesses and select the checkbox to declare you understand and accept. Click **Submit**.

- More than one Principal Authority can link the business in RAM.
- Once the Principal Authority has linked the business, their role cannot be removed in RAM. You can only unlink the Principal Authority from the business by removing their details in the Australian Business Register (ABR).
- A message will display confirming your business is successfully linked. Click Continue. You will be returned back to the Manage authorisations page.

obin Winston	
ummary of businesses you selected	
To finalise linking your selected businesses, read and accept the declaration and Submit.	
Entity name 🔺	ABN \$
Winston and Sons Gardening Services	45002001501
Winston and Sons Cleaning Services	45002001503
mail address	
eclaration I ductive that: • The used my considentity condential to access this service • Target how subsetser.	
	nd I am entitied to create a relationship nger the alighte associate for the with government agencies and all address and my relationship to the I am accountable for the actions I
I dadare that: I characterize the set of	nd I am entitied to create a relationship ngur the eligible associate for the with government agencies and all address and my relationship to the I am accountable for the actions I
	nd I am entitied to create a relationship ngur the ulgble associate for the with government agencies and address and my relationship to the I am accountable for the actions I

You will be redirected to Relationship Authorisation Mana Your authorisations.	ager to manage
	Continue

stails of your authorisations are listed l	selow.	ninting abot the humon	hanodisk O	
I can act for	elect view. To manage auto	ondations select the Dusines	s nyponink.	
Search by ABN or entity name	×	a	Add anothe	er business
Entity name ‡	ABN \$	Status 🛎	Authorisation type \$	
Winston and Sons Gardening Service	<u>s</u> 45002001501	 Active 	Principal authority	View
Winston and Sons Cleaning Services	45002001503	Active	Principal authority	● View

1.2 Creating an Authorisation Administrator

You need to be a Principal Authority or an existing Authorisation Administrator to authorise an Authorisation Administrator.

An Authorisation Administrator:

- Can manage (create/view/edit/remove) authorisations
- Can import AUSkey users
- By default has full access to all participating government online services.

In addition, an Authorised Administrator can also become a Machine Credential Administrator. Refer to **3 – Machine credential** to learn more about machine credentials.

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Existing Authorisation Administrator: a business representative who can act on behalf of a business.

Creating an Authorisation Administrator – Detailed instructions

1. Go to:

https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Marine covered and the second
Cet the app Prove who you are and get a code to login with the myGovID app. Download the app now to get started. 1. Download the app I with the myGovID app. 2. Prove who you are
3. Come back and login Already have the app? Login with your myGovD email to continue.
Robin winstonandsons@gmail.com
Remember me <u>Cancel</u>
myGovtD is a new way to prove your identity and login online. Vait myGovtD to find out more.



3. Select **Manage authorisations** to be redirected to view all the entities you can act for.

obin Winston				
Create and manage relationships and authorisations for	businesses and their re	epresentatives. Find out m	iore_C	
Link your business 🚱				>
Manage authorisations				>
Enter an authorisation code 🕜				
Enter the code as shown in the authorisation email yo Submit Note: The code is case sensitive	u received.			

4. Select the business you would like to add an authorisation to.

Home Manage authorisations				
Robin Winston				
Details of your authorisations are listed bele To display details of your authorisation sele	ow. ict 'View'. To manage auth	orisations select the busines	s hyperlink. 🕢	
I can act for				
Search by ABN or entity name	×	a	Add anothe	er business
Entity name ≑	ABN \$	Status 🛎	Authorisation type \$	
Winston and Sons Gardening Services	45002001501	 Active 	Principal authority	View
Winston and Sons Cleaning Services	45002001503	Activo	Principal authority	⊛ Viaw

5. Click Add new user.

Photos in a first of second				N
Select Add new Select Import Al	user to create a new a USkey users to import	uthorisation for your business repre- your existing AUSkey users to	representative p RAM. How to import my AUSkey user	s to RAM C
Representative	History			
Search by repre	sentative name	× Q	Add new user	r Import AUSkey users
Representative name	me≑ S	tatus 🛎	Authorisation type \$	
Winston, Robin		Active	Principal authority	View
Back		<	1 >	
Back				

 Complete the business representative's details including their full name and email address. Click Continue.

- <u>The business representative's</u> <u>name must match the name</u> <u>linked to their myGovID.</u>
- The email address entered here does not have to match the email linked to their myGovID. For example, you can choose to use their business email address instead.



7. Complete the authorisation details -

Select **Yes** to make the user an Authorisation Administrator.

Select **Yes** or **No** to whether you want the user to also be a Machine Credential Administrator (MCA).

Enter a start and end date for the authorisation. Click **Continue**.

Note:

- The start date cannot be back dated or left blank.
- The Machine Credential Administrator role will allow the representative to manage machine credentials for the business. Refer to 3 – Machine credential to learn more.
- 8. Select the level of access. Click **Continue**.

By default, Authorisation Administrators will be given Full access to all participating government online services.

- You will only be able to select the level of access at an agency level and not for each individual service provided by the agency.
- Custom access is only available for ATO Online services.
 Selecting custom access will allow you to customise the access of the user in the final step before creating the authorisation.



inston and Sons Gardening	Services	
d authorisation		
Representative Authorisation details details Ag	Customise ancy access Summary access	
(1) · · (2) · ·	3 4 5	
aids marked with an * are mandatory noose the agencies you want the selected business n	epresentative/s to access. Levels of access available to select from may var	y.
B: At least one agency must have a level of access of	either Full or Custom to continue. 😡	
Agency	Level of access*	
	Full Custom None	
Back Cancel		Continue

Note: Additional government agencies will use myGovID and RAM in the future.

When a new government agency becomes available in RAM, existing users (including Authorisation Administrators) will have their access level for that agency set to 'None' by default.

To change access levels, refer to section 2.3 – Editing Authorisations.

9. View the summary, review the details and select the checkbox to declare you understand and accept the declaration. Click **Submit**.

ÈL.	Charper 2 Hooin Winston-
Australian Government	Relationship Authorisation Manager
√inston and Sons Gardening Services	
dd authorisation	
Representative Authorisation	Customise
details details Agency access	Summary access
(1) · · (2) · · (3) · ·	4 •• 5
epresentative details	
Name: Ameen Ahmed Authorization code email address: AhmeenAhmed⊘omail.com	
uthorisation details	
Start date: 20/09/2019	End date: Not specified
Authorisation type: Authorisation administrator	Machine credential administrator: Yes
gency access details	
Agency	Level of access
O AUSTRALIAN TAXATION OFFICE	Full
eclaration	
L de aleve thet	
I have used my own identity credential to access this service.	
 I am authorised to create this relationship on behalf of the business identifies I am agenting a calculateable between the individual parted above and the business. 	ad above.
 I understand that by creating this relationship, the individual named above and the billing of the individual named above in the individual nam	will be authorised to transact on behalf of the business with the government
agencies and services i have selected, and all decisions and actions taken by approved by the business.	the named individual with these agencies and services will be treated as
 I have reviewed the agencies and services I have selected for the individual reflect my intent. 	named above to transact with on behalf of the business and these correctly
 I understand that I will not be notified when the person whom I have authority and the set of the human I have authority of the human I have authority of the human I have a set of the hum	sed chooses to exercise this authorisation by accessing a Government
 I understand that the email address used to create this authorisation may b 	e shared with agencies included in this request, on behalf of the individual
named above.	_
I understand and accept the declaration Back Cancel	Submit

 An authorisation with a 6-digit code will be sent to the specified email address. The authorisation will remain pending until the user accepts the request using their authorisation code. Refer to section
 1.3 - Accepting an authorisation of this guide for instructions.

Note:

- If Custom access is selected for the Australian Taxation Office, you will be redirected to Access Manager where you can customise the permissions of the user.
- The business representative has seven days to accept their



You have successfully created an authorisation. An email containing the authorisation code to accept the authorisation has been sent to ameenahmed@gmail.com.

Continue

authorisation before the code expires. After seven days, the Principal Authority or another Authorisation Administrator will need to re-issue the authorisation request.

11. You will be returned back to the Manage authorisations page.

1.					
Australian Governme	nt		Relationsh	ip Authorisation	Manager
fome Manage authorisations N	lanage credentials				
Vinston and Sons	Gardening	Services			- 8
elow is a list of representatives fo • Select Add new user to crea • Select Import AUSkey users	r this business. To ad te a new authorisation to import your existin	d a business represe for your business re g AUSkey users to R	ntative you have two options: presentative AM. How to import my AUSkey u	sers to RAM_C*	- 8
Representative History					- 1
Search by representative na	770	x ۹	Add new u	iser Import AUSkey	/ users
Representative name ≑	Status 🛎		Authorisation type ≑		
Ahmed, Ameen	Pending		Authorisation administrator	👁 View 🖉 Edit	t∄ Remove
Wisnton, Robin	 Active 		Principal authority	() View	
		< 1	>		- 8
Back					- 8
		Accessibility (*	Privacy C	Disclamer @	Copyright G
CONTRACTOR OF CONTRACTOR					

1.3 Accepting an authorisation

You need to be a business representative who has received an authorisation code via email. Accepting your authorisation is a once-off activity.

Note:

- To accept the authorisation, you will need to log into RAM with your myGovID. Go to the myGovID website for instructions on how to set up your myGovID: <u>https://www.mygovid.gov.au/</u>
- You have seven days before the code expires. After seven days, the Principal Authority or an Authorisation Administrator will need to issue a new authorisation request.
- The authorisation code will be sent to the email address provided by the Principal Authority or Authorisation Administrator. If you didn't receive a code, ask them to check the email address of your authorisation and resend the authorisation if required (refer to 2.3 – Editing authorisations).

Who can complete this activity?

All users (except Principal Authorities): All users except Principal Authroties will need to complete this activity to accept their authorisation. Follow these instructions only after you've received an authorisation code via email. This is a once-off activity.

Accepting an authorisation – Detailed instructions

1. Go to: https://authorisationmanager.gov.au

Click on Login with myGovID.

Manager (RAM) with your myGo	dD to:		
s authorisations			
t		Login with	GovID
rial (Private Beta)			
rticipating in the trial for Departme	nt of Education Uniqu	e Student	Continue
	Manager (RAM) with your myGor s authorisations t RAM of rial (Private Beta) ticipating in the trial for Departme	Manager (FAM) with your myGovID to: a authorisations r IRAM of rial (Private Beta) ticipating in the trial for Department of Education Uniqu	Manager (PAM) with your myGovD to: a authorisations t IRAM C [*] rial (Private Beta) ticipating in the trial for Department of Education Unique Student

2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Cet the app Prove who you are Downlead the app	and get a code to login with the myGovtD app. now to get standed. 1. Download the app • regime 2. Prove who you are 3. Come back and login		
Already have Login with your my	the app? GovID email to continue.		
AmeenAhmed@	gmail.com	Login	
Remember m		Cancel	
myGovID is a nev <u>Vi</u>	way to prove your identity and login online. <u>it myGovID</u> to find out more.		

1. Open mvGovID on your phone
2. Accept or enter the code
4 1 3 8
3. Come back
Cancel
myGovID is a new way to prove your identity and login online. Visit myGovID to find out more.

3. Enter the authorisation code sent to your nominated email and click **Submit**.

Note: The authorisation code is sent to the email supplied by the person who authorised you. This may not be the email linked to your myGovID.

Amtralian Covernment		Relationship Autho	prisation Manage
STS- Annual Continue		riolation of the rideric	noation manago
Ameen Ahmed			
Create and manage relationships and authorisati	ons for businesses and their rep	resentatives. <u>Find out more</u> C	
Link your business 🔞			>
Manage authorisations 🚱			>
Enter an authorisation code 🕜			
Enter the code as shown in the authorisation e	mail you received.		
Tzp3s4 Submit			
Note: The code is case sensitive			

 Review the details and select the checkbox to declare you understand and accept. Click Accept.

> Once accepted, you are able to act on behalf of the business when accessing government online services.

> Refer to **4.1 – Using myGovID to** access government online services to learn how to start using myGovID.

BETA Help us improve. Complete our feedback survey.	⑦ Help ♂ 윤 Ameen Ahmed
Australian Government	Relationship Authorisation Manage
Accept authorisation	
o accept the request, read the declaration, tick the check box	and select 'Accept'.
Authorisation summary	
Representative details	
Name: Ameen Ahmed Authorisation code email address: ameenahmed@gmail.co	om
Authorisation details	
ABN: 45002001501	Entity name: Winston and Sons Gardening Services
Authorisation type: Authorisation administrator	End date: Not specified Machine credential administrator: Yes
Agency access details	
Agency	Level of access
O AUSTRALIAN TAXATION OFFICE	Full
Declaration	
I declare that: I am the person identified as the representative. I have used my cwn identity credential to access this service. I understand that by accepting this authorization i will be able I understand that up access and head of the increase with	to represent this business with the failed government approving and services.
 I understand that my personal information used to create this may be shared with other agencies included in this request. 	sovernment, my details are recorded and i am accountable for the actions i undertake, authorisation, including my full name, email address and my relationship to the business,
I understand and accept this declaration	
	Dealing

1.4 Importing AUSkey users

The **Import AUSkey users** feature allows you to create authorisations based on existing AUSkey details and enables you to import multiple AUSkey users at a time.

You need to be the Principal Authority or Authorisation Administrator to import AUSkey users.

Important:

- You do not need an AUSkey to perform these actions.
- You can only import active Administrator and Standard AUSkeys. Inactive, cancelled or revoked AUSkeys cannot be imported.
- For each ABN, you can only import one AUSkey per person (some users may have multiple AUSkeys for the same ABN).
- The AUSkey user's full name provided must match their myGovID digital identity.
- You should use an email address the user can access. The authorisation request will be sent to this email (this does not have to match their myGovID email).
- Access manager permissions will be carried over when the AUSkeys are imported into RAM. It is recommended you check these permissions are up to date.
- The user is required to access RAM to accept the authorisation. Refer to section 1.3 Accepting an authorisation for further information.
- You cannot import Device AUSkeys. Refer to section 3 Machine credential for the replacement solution of Device AUSkey.
- A maximum of 100 AUSkeys can be imported at a time. If the number of users you wish to import exceeds this limit, you'll need to repeat the following instructions multiple times.

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Authorisation Administrator: a business representative who acts on behalf of a business.

Importing AUSkey users – Detailed instructions

- 1. Go to:
 - https://authorisationmanager.gov.au



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Get the app Prove who you are and get a co Download the app now to get a	ade to login with the myGoxt0 app. stanted. 1. Download the app Applier 2. Prove who you are 3. Come back and login
Already have the app Login with your myGovID email	3? il to continue.
AmeenAhmed@gmail.com	Login
Remember me	Gancel
myGovID is a new way to prov Visit myGovID	ve your identity and login online. to find out more.

	1. Open myGovID on your phone	
	2. Accept or enter the code	
	9065	
	345 7.K	
	Wating	
	3. Come back	
<u>Cancel</u>		
myGovID is a new way to prov Visit myGovID	ve your identity and login online. to find out more.	

3. Select **Manage authorisations** to be redirected to view all the entities you can act for.

BETA Help us improve. Complete our <u>feedback</u> survey.	⑦ Help ☞ 요 Ameen Ahmed≁
Australian Government Relationship	Authorisation Manager
Ameen Ahmed	
Create and manage relationships and authorisations for representatives. Find out more C	businesses and their
Link your business 😧	>
Manage authorisations 🕢	>
Enter an authorisation code 😧	
Enter the code as shown in the authorisation email you	u received.
Submit Note: The code is case sensitive	

4. Select the business you would like to import AUSkey users for.

Home Manage authorisation	5	W		
Ameen Ahmed				. 8
etails of your authorisations o display details of your auth	are listed below. orisation select 'View'. To manage a	authorisations select the business h	hyporlinik. 🥝	1
I can act for				- 88
Search by ABN or entity	name X	Q	Add another business	
Entity name \$	ABN \$	Status 🛎	Authorisation type 🗢	
Winston and Sons Gardenir	ag Services 45002001501	 Active 	Authorisation administrator	
Transferr and done Gardoni		Z 1 N		
PERSONAL SERVICE CARLONIN				
The second and Shells Addition				
				1

5. The Manage authorisations page will be displayed with a list of all the authorisations for the business. Select **Import AUSkey users**.

Home Manage authorisation	ns Manage credentials		
Winston and Se	ons Gardening	g Services	
elow is a list of represental • Select Add new user 1 • Select Import AUSkey ©	tives for this business. To a to create a new authorisati r users to import your exis	add a business representative you hav on for your business representative ting AUSkey users to RAM. <u>How to im</u>	ve two options: port my AUSkey users to RAM
Representative Hi	story		
Search by representat	ive name 🗙	Q Add new user	Import AUSkey users
Representative name 🛱	Status 🛎	Authorisation type \$	
Roco, Phil	• Pending	Authorisation user	👁 View 🖉 Edit 💼 Remove
Luu, Jane	• Pending	Authorisation administrator	👁 View 🖉 Edit 📋 Remove
Winston, Robin	 Active 	Principal authority	View
Ahmed, Ameen	Active	Authorisation administrator	View
Pearce, Suzanne	Active	Authorisation administrator	👁 View 🖉 Edit 📋 Remove
Winston, Bryce	Active	Authorisation administrator	👁 View 🖉 Edit 📋 Remove
Winston, Brendon	Active	Authorised user	👁 View 🖉 Edit 📋 Remove
Winston, Daniel	Active	Authorisation administrator	👁 View 🧷 Edit 💼 Remove
		< 1 >	

Use the selection criteria to search for the AUSkeys you wish to import.

Select the users you wish to import by selecting the checkbox beside each user, or check **select all**.

Note:

- Existing AUSkey access and permissions will be carried over to RAM.
- You will need to import standard and administrator AUSkeys separately as different permissions will apply to these representative types.
- Up to 100 users can be imported at a time.

(Optional) If you would like to save or print a copy of the AUSkey search results, select **Export**.

A list of the selected AUSkeys will be downloaded in a table format.

This will make it easier for you to review the current AUSkey holders for your business.

Vineto	on and Sons Garder	ning Services		
BN 450020	001501	ing dervices		
nport A	USkey users			
Select	AUSkeys Update details	Agency access Sum	mary Confirmation	
	1 2 .	• 3 • 4	4 5	
elds marke elect the c	ed with an * are mandatory riteria to import AUSkey 🚱			
Туре*	Status *	Family name		
Standard	Active V	Starting from A to	Z	Search
elect one c	or more AUSkey holders to import to	RAM 😧		Export
Search	or more AUSkey holders to import to h by given name or family name elect all	RAM © Х Q		Export 2 out of 2 selected to impor
Search	or more AUSkey holders to import to h by given name or family name elect all Given name(a) \$	RAM 🖗 🗙 🔍	Business email address	Export 2 out of 2 selected to impor AUSkey name \$
Search Search Search Search	r more AUSkey holders to import to h by given name or family name steet all Given name(s) © JOHN	RAM 🖗 × 🔍 Family name 🍝 HUNTER	Business email address J.hunter@gmail.com	Export 2 out of 2 selected to impor AUSkey name \$ JOHN HUNTER
elect one of Search Second Sec	r more AUSkey holders to import to h by given name or family name steet all Given name(s) © JOHN PHILLIP	RAM	Business email address J.hunter@gmail.com PhitOswinston@gmail.com	Export 2 out of 2 selected to impor AUSkey name JOHN HUNTER PHILIP WINSTON
elect one of Search Sea	er more AUSkey holdens to import to t by given name or family name tect all Given name(s) \$ JOHN PHILLIP	RAM	Business email address J.hunter@gmail.com Phil03winston@gmail.com Fer	Export 2 out of 2 selected to impor AUSkey name JOHN HUNTER PHILLIP WINSTON wills pe page 100
search Se	or more AUSkey holdens to import to t by given name or family name etect all Given name(s) \$ JOHN PHILLIP	FAMI C Family name A HUNTER WINSTON	Business email address J.hunter@gmail.com PhiltOswinston@gmail.com Fiet	Export 2 out of 2 selected to impor AUSkey name JORN HUNTER PHILIP WINSTON ults per page 100 Continue

Export A	USkeys								×
By select compute Note: On	ing contir r's downle ly a maxir	nue, the bad fol mum o	e AUSke der usin f 1000 e	eys will g the fo	be dow ormat se an be e	nloade elected exporte	d to y d at a	our time.	
Format*	Comma s	eparat	ed valu	es					~
Cance	el .							Conti	nue

Display name JOHN HUNTER PHILLIP WINSTOI

 AUSKey type
 AUSKey status
 Given name(s)
 Last name
 Business email address

 Standard
 ACTIVE
 JOHN
 HUNTER
 J.hunter@gmail.com

 Standard
 ACTIVE
 PHILLIP
 WINSTON
 Phil03winston@gmail.com

7. Select **Continue** to move to the update details screen.

The update details screen allows you to:

- Update the name, email address, and access duration associated with Standard AUSkeys.
- Update the email address and access duration associated with Admin AUSkeys. If an Administrator AUSkey user's name does not match the full legal name they used to set up their myGovID, you will need to create a new authorisation for them (refer to 1.2 – Creating an Authorisation Administrator).

Note:

- <u>The business representative's</u> <u>name must match the name</u> <u>linked to their myGovID.</u>
- The email address entered here does not have to match the email linked to their myGovID. For example, you can choose to use their business email address instead.
- Select the level of access for each government agency. Click Continue.

- Administrator AUSkey users will be given full access and become Authorisation Administrators in RAM by default. Authorisation Administrators have the ability to manage (create/view/edit/remove) authorisations.
- Standard AUSkey users will be given custom access and

Australita Ginverment Rolationship Authorisation Manager Instant a Ginverment Instant Sons Gardening Services Hermitian Ginverment Select AUSkey Update details Agency access Summary Confirmation Confirmation 1 Image: Confirmation Image: Conf	<u>ه ٿ</u> ر	enthete eet <u>Esseven</u> eet ey			OTHER OF 25 Annual Annual
Inston and Sons Gardening Services	Australian Go	vernment	R	elationship A	uthorisation Manager
Account AUSKey USB'S Select AUSkey Update details Agency access Summary Confirmation (1) + (2) + (3) + (4) + (5)	inston and Se	ons Gardening	Services		
Select AUSkeys Update details Agency access Summary Confirmation 1 0 0 0 0 5 cts rd and ministrator AUSkeys mprosentative, but logal name (including any middle names). If Image: Confirmation and ministrator AUSkeys mprosentative, but logal and control to updated in RMA. the name provide in this authorisation maternative the representative can access. Do not use a group email address Start date End date Select a date and click the Vapply button if you want to apply an end date to all Moord clice If apply Apply JOHN HUNTER Junuter@gmail.com 240042019 Moord clice Iff Image: August and	port AUSkey use	'S			
1 2 3 4 5 cfs marked with an* are mandatory wide the representative is full logal name (including any middle name). • • • et for an Administrator AUSKov proposentative, the logal name (including any middle name). • • • • the representative is known prosentative, the logal name cannot be updated in RMA. The representative is hardwine into an eth midth representative can access. Do not use a group email address • Start date End date Given name(e) * Family name • * Business small address • * Start date End date Select a date and click the Vppby button If you want to apply an end date to all //o end date © Apply JOHN HUNTER Jhunter@gmail.com 20,09,2019 Mo end date © PHILLIP WINSTON Phil03Winston@gmail.com 24,009,2019 //o end date ©	Select AUSkeys	Update details Ager	ncy access Summary	Confirmation	
tds marked with an * are mandatory vids the representative's Mil logal name (including any middle names). ● ex: For an Administrator AUSkey representatives digital identity to accept the authorisation If the representative is income by one name, use the Family name field Use an email address that only the representatives and access. Do not use a group email address Solven name(s) ◆ Family name + ▲ Business email address + Start date End date Solvet a date and click the Vgply button If you want to apply an end date to all No end date @ JOHN HUNTER J.hunter@gmail.com 22,092019 No end date @ PHILLIP WINSTON PHilONersion@gmail.com 22,092019 No end date @	1	2 (3 . 4 .	5	
vide the representative's full legal name (including any middle names). et for an Administrator AUSky representative, the legal name cannot be updated in RAM. The name provide in the authorisation must mark the representative (gial identity to accopt the authorisation the representative is known by one name, use the Family name field Use an email address that only the representative can access. Do not use a group email address Select a date and click the 'Apply button If you want to apply an end date to all <i>No end date</i> JOHN HUNTER JINUTER JINUTER PHILLIP WINSTON PhilO3Winston®gmail.com 240092019 <i>No end date</i>	ds marked with an * are	mandatory			
	vide the representative's	full legal name (including any	y middle names). 🔞		
Select a date and click the 'Apply' button if you want to apply an end date to all No end date Apply JOHN HUNTER J.hunter@gmail.com 23.09,2019 No end date E PHILLIP WINSTON PhilD3winston@gmail.com 23.09,2019 No end date E	The name provided in the If the representative is kn Use an email address th	is authorisation must match t nown by one name, use the F at only the representative car	the representative's digital identity to acc Family name field n access. Do not use a group email add	ept the authorisation	1
JOHN HUNTER J.hunter@gmail.com 23,09,2019 No end date III PHILUP WINSTON Phil03winston@gmail.com 23,09,2019 No end date III	The name provided in th If the representative is ki Use an email address th Given name(s) \$	is authorisation must match t nown by one name, use the F at only the representative car Family name *	the representative's digital identity to acc Family name field n access. Do not use a group email add Business email address • \$	ept the authorisation ress Start date	End date
PHILLIP WINSTON Phil03winston@gmail.com 23/09/2019 No end date	The name provided in th If the representative is ki Use an email address th Given name(s) \$	is authorisation must match t hown by one name, use the F at only the representative car Family name*	the representative's digital identity to acc armily name field n access. Do not use a group email addi Business email address * \$ slick the 'Apply' button it you want to appl	Start date	End date No end date
	The name provided in th If the representative is ki Use an email address th Given name(s) \$	is authorisation must match t nown by one name, use the F at only the ropresentative car Family name • • Select a date and c HUNTER	the representative's digital identity to acc armity name field n access. Do not use a group email addi Business email address * \$ slick the Vapply button it you want to apple J.hunter@gmail.com	ept the authorisation ess Start date y an end date to all 23/09/2019	End date No end date Ko end date
	The name provided in the the representative is ki Use an email address th Given name(e) \$ JOHN PHILLIP	is authonisation must match it wom by one name, use the F at at only the representative car Family name** Select a date and c HUNTER WINSTON	the representativity digital identity to acc analysmene field access. Do not use a group email add Business email address * \$ alick the 'Apply' button if you want to appl alick the 'Apply' button if you want to appl J.hunter@gmail.com	ept the authorisation ess Start date y an end date to all 23,09/2019 23,09/2019	End date Apply No end date No end date No end date
Back Cancel Continue	The name provided in the representative is k Ute an email address th Given name(s) JOHN PHILLIP Back Cancel	is authonisation must match i own by one ranker, use the F at at only the representative car Family name* Solect a date and c HUNTER WINSTON	the representativity digital dentity to acc amply name field access. Do not use a group email add Business email address * © ifick the 'Apply' button if you want to appl J.hunter@gmail.com Phil03winston@gmail.com	spt the authorisation ress Start date y an end date to all 23/09/2019 23/09/2019	End date No end date No end date No end date Continue
Back Cancel Continue	The name provided in the representative is k Ute an email address th Given name(s)	is authonisation must match it was more use the F at a only the representative can Family name * Select a date and c HUNTER WINSTON	the representativity digital dentity to acc many name field naccess. Do not use a group email add Business email address * * sitot the Apply button if you want to appl J.hunder@gmail.com Phil03winston@gmail.com Phil03winston@gmail.com	ept the authorisation ress Start date y an end date to all 23/09/2019 23/09/2019	End date No end date
Back Cancel Continue	The name provided in the representative is is used an email address the Given name(s) \$ JOHN PHILLIP	is authonisation must match it, use the F at only the representative can Family name • • Select a date and c HUNTER WINSTON	the representativity digital dentity to acc mining mane field access. Do not use a group email add Business email address * \$ sitok the 'Apply' button if you want to appl j. J.hunter@gmail.com Phil03winston@gmail.com	ess Start date y an end date to all 23/09/2019 23/09/2019 23/09/2019	End date No end date Apply No end date No end date Continue Lawre d' Capyright d'

Help us improve. Complete our teedbar	<u>k</u> survey.	() Help G	용 Ameen Ahmed+
Australian Government		Relationship Authorisati	on Manager
Winston and Sons Garde	ning Services		
Import AUSkey users			
Select AUSkeys Update details	Agency access Summ	nary Confirmation	
1 2	• 3 • 4	5	
Fields marked with an * are mandatory			
 Choose the agencies you want the selected but NB: At least one agency must have a level of ac 	siness representative/s to access. Le cess of either Full or Custom to cont	vels of access available to select from may vary inue. 🕜	
Choose the agencies you want the selected but NB: At least one agency must have a level of ac	siness representative/s to access. Le ccess of either Full or Custom to cont	vels of access available to select from may vary inue. @	
Chocese the agencies you want the selected but NB: At least one agency must have a level of ac Agency O AUSTRALIAN TAXATION OFFICE	iness representative/s to access. Le cess of either Full or Custom to cont	vels of access available to select from may vary inue. @ Level of access • © Custom _ None	к.
Choose the agencies you want the selected bu NB: At least one agency must have a level of ac Agency ① AUSTRALIAN TAXATION OFFICE Back Cancel	iness representative/s to access. Let	vels of access available to select from may vary from. Level of access* Custom None	continue
Choose the agencies you want the selected buy NB: At least one agency must have a level of ac Agency O AUSTRALIAN TAXATION OFFICE Back Cancel	Accessibility (7	vels of accesse available to select from may vary frue. Level of access • Custom None None Newey 07 Declamer 07	Continue
Choose the agencies you want the selected but NB: At least one agency must have a level of ac Agency O AUSTRALIAN TAXATION OFFICE Back Cancel	koossibility (f	vele of access available to select from may vary Level of access *	continue

become Authorised Users in RAM by default. Custom access gives the user the same permissions that they're authorised for in Access Manager.

Note: Additional government agencies will use myGovID and RAM in the future.

When a new government agency becomes available in RAM, existing users (including Authorisation Administrators) will have their access level for that agency set to 'None' by default.

To change access levels, refer to section 2.3 – Editing Authorisations.

 The summary screen is displayed. Review details and select the checkbox to declare you understand and accept the declaration. Click **Submit**. Once submitted, an authorisation request will be sent via email to each user.

Australian Gov	vernment	Re	lationship Autho	prisation Manager
inston and So	ons Gardening	Services		
port AUSkey user	ſS			
Select AUSkeys	Update details Age	ency access Summary	Confirmation	
	\bigcirc		5	
(1)	2		5	
riew the list and accept th	ne declaration. The business	s representative will receive an authorisatio	n request to the listed er	nail address. 🕜
Given name(s) ≑	Family name 🛎	Business email address ≑	Start date	End date
JOHN	HUNTER	J.hunter@gmail.com	23/09/2019	Not specified
PHILLIP	WINSTON	Phil03winston@gmail.com	23/09/2019	Not specified
ency access detai	ils			
Agency			Level of acce	55
-				
O AUSTRALIAN TAXAT	ION OFFICE		Custom	
⊙ AUSTRALIAN TAXAT	ION OFFICE		Custom	
○ ALSTRALIAN TAXAT (claration) Ideclare that: I an authorise to consider that an authorise to constant an authorise to constant and that are authorized to constant transformed that are preventioned transformed to approve the pre- pendent on yinter. I and ensistent that you will no in behalf of the business to in behalf of the business to an authorized the oper marined above.	tilv operated to access this is to access this is to be access the second secon	service. If the business identified above, red above and the business, individual named above will be authorised to all decisions and actions taken by the name steel for the individual named above to trans- thom I have authorised chocese to exercise to for, authorisation may be shared with agencies	Custom transact on behalf of the individuals with these ag act with on behalf of the b his authorisation by access included in this request, o	business with the encies and services will be usinese and these correctly eing a Government service In behalf of the individuals
ALSTRALAN TAXAT Carcel Another and the set of the set	tilly orselential to access this a these relationships on behavior to be the second second second second second atting these relationships, the services in have selected, and a businese. Inside and services I have selected of be notified when a person v have authorised them to act i have submission second to create this pt this declaration	strivios. In of the business identified above. mod above and the business. midividuals named above will be authorised to all decisions and actions taken by the decisions and actions taken by the decisions and control of the in-individuals named above to trans whom I have authorised chocese to exercise to for. authorisation may be shared with agencies	Custom transact on behalf of the individuals with these ag tact with on behalf of the b his authorisation by acces	business with the encies and services will be usiness and these correctly aing a Government service in behalf of the individuals
ALSTRALAN TAXAT Claration Idectare that: I have used my own ident I an audificate is create I am audificate is create I am audificate is create I am audificate is created I amount and access I anderstand and access Back Cancel	tilly operated to access this is the access the second sec	service. If of the business identified above, of the business, mixiduals named above with the sufficiency all decisions and actions taken by the name clead for the individuals named above to trans thom I have autorhesid chocese to exercise to for, a authorisation may be shared with agencies	Custom transact on behalf of the individuals with these ag act with on behalf of the b his authoritesticn by access included in this request, o	business with the encies and services will be usinese and these correctly eing a Government service in behalf of the individuals

10. A confirmation notification is displayed. Click **Continue**.



 The confirmation screen will display with a summary of successful and/or failed authorisation requests. Authorisations will remain as 'pending' until they are accepted by the user.

All imported users will be sent an email with a 6-digit authorisation code. The representative will need to accept the authorisation within seven days to complete the Import AUSkey process. To accept the authorisation the user can follow instructions in section **1.3** -**Accepting an authorisation** of this guide.

Click **Continue** to be returned back to the Manage authorisations screen.

1 ² .					
Australian Government			Relations	ship Authorisati	ion Manager
Vinston and Sons Gardenin	g Services				
nport AUSkey users					
Select AUSkeys Update details A	gency access	Summary	Confirm	nation	
1 2	3	4	5		
ummary					
Total number of AUSkeys: 2 Number of AUSkey selected to be Imported: 2 Not imported: 0 AUSkeys successfully imported: 2 out of 2					
AUSkey failed to be imported: 0 out of 2					
Back					Continue
	Accessibility (#		Privacy Cf	Disolaimer (*	Copyright 12*

Important:

- The AUSkey user has seven days to accept their authorisation before the code expires. After seven days, the Principal Authority or an Authorisation Administrator will need to re-issue the authorisation request.
- No error will display for an incorrect name or email address. If you've made a mistake, refer to 2.3 Editing authorisations to edit and resend the authorisation.
- Once an AUSkey has been imported into RAM, it cannot be imported again.

If any AUSkeys failed to be imported, an error message will be provided. See below for a list of possible errors:

Error Message	Resolution
The AUSkey information provided during importation is incorrect. Review the AUSkey data and update accordingly.	This can occur when the name of an AUSkey user has been changed significantly from the original name. If this occurs, create a new authorisation for the user (refer to 2.1 – Creating new authorisations).
The AUSkey that you are trying to import already exists in RAM.	This can occur when an AUSkey user has recently been imported by another Authorisation Administrator.

2. Manage authorisations in RAM

Relationship Authorisation Manager (RAM) allows the Principal Authority or an Authorisation Administrator to manage authorisations. This includes four key functions – creating, viewing, editing and removing authorisations.

Note: Authorised Users cannot manage authorisations.

Section Overview

2.1 Creating new authorisations – Appoint an Authorisation Administrator or an Authorised User.

2.2 Viewing authorisations – View a representative's email, authorisation details, agency access details, and status.

- 2.3 Editing authorisations Edit authorisation details and access.
- 2.4 Removing authorisations End an authorisation.

2.1 Creating new authorisations

You can appoint a business representative to be either an Authorisation Administrator or Authorised User. Both types of roles will enable the business representative to act on behalf of the business when using government online services. The main difference is that an Authorisation Administrator can also manage (create/view/edit/remove) authorisations.

In addition, both Authorisation Administrators and Authorised Users can also become Machine Credential Administrators. Refer to **3 – Machine credential** to learn more about machine credentials.

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Authorisation Administrator: a business representative who can act on behalf of a business.

Creating new authorisations – Detailed instructions

1. Go to: https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Get the app		
Prove who you are and get a cod Download the app now to get star	ate to gim with the myGovtD app. inted. 1. Download the app ■ πατρίδη ■ Σύομεται 2. Prove who you are 3. Come back and login	
Already have the app? Login with your myGovID email to Robin.winstonandsons@gma	o continue. ili.com	Logn
myGovtD is a new way to prove <u>Visit myGovtD</u> to	your identity and togin online. find out more.	



3. Select **Manage authorisations** to be redirected to view all the entities you can act for.

obin Winston				
Create and manage relationships and authorisation	s for businesses and their rep	presentatives. Find out more	3	
Link your business 🕢				>
Manage authorisations 🔞				>
Enter the code as shown in the authorisation emains a shown in the authorisation emains a shown in the authorisation email with the code is case sensitive	il you received.			

4. Select the business you would like to add an authorisation to.

Robin Winston				
Details of your authorisations are listed below	w.			
To display details of your authorisation selec	:t 'View'. To manage autho	inisations select the business	s hyperlink. 🕢	
I can act for				
Search by ABN or entity name	×		Add anothe	r business
		-		
Entity name ≑	ABN \$	Status 🛎	Authorisation type ‡	
	45002001501	Active	Principal authority	View
Winston and Sons Gardening Services				
Winston and Sons Gardening Services Winston and Sons Cleaning Services	45002001503	 Active 	Principal authority	View
Winston and Sons Gardening Services Winston and Sons Cleaning Services	45002001503	 Active 	Principal authority	👁 View
Winston and Sons Gardening Services Winston and Sons Cleaning Services	45002001503	 Activo 	Principal authority	👁 Viaw
Winston and Sons Cleaning Services Winston and Sons Cleaning Services	45002001503	 Active 	Principal authority	● View

5. Click Add new user.

Photos in a first of second				N
Select Add new Select Import Al	user to create a new a USkey users to import	uthorisation for your business repre- your existing AUSkey users to	representative p RAM. How to import my AUSkey user	s to RAM C
Representative	History			
Search by repre	sentative name	× Q	Add new user	r Import AUSkey users
Representative name	me≑ S	tatus 🛎	Authorisation type \$	
Winston, Robin		Active	Principal authority	View
Back		<	1 >	
Back				

 Complete the business representative's details including their full name and email address. Click Continue.

- The business representative's name <u>must match the name</u> <u>linked to their myGovID.</u>
- The email address entered here does not have to match the email linked to their myGovID. For example, you can choose to use a business email address instead.



 Complete the authorisation details select Yes or No if you want the user to become an Authorisation Administrator and/or a Machine Credential Administrator (MCA).

The Authorisation Administrator role will allow the representative to manage (create/view/edit/remove) authorisations for the business. Selecting **No** to this will make the business representative an Authorised User.

Then enter a start and end date for the authorisation. Click **Continue**.

Note:

- The start date cannot be back dated or left blank.
- The Machine Credential Administrator role will allow the representative to manage machine credentials for the business. Refer to Section 3 – Machine credential to learn more.
- 8. Select the level of access for each agency. Click **Continue**.

- You will only be able to select the level of access at an agency level, and not for each individual service provided by the agency.
- Custom access is only available for ATO Online services.
 Selecting custom access will allow you to customise the access of the user in the final step before creating the authorisation.



	224 - 121	
Vinston and Sons Gardening	Services	
dd authorisation		
Representative Authorisation details details Ag	cust ency access Summary acc	omise vess
1 2	3 4 !	5
elds marked with an * are mandatory		
hoose the agencies you want the selected business i B: At least one agency must have a level of access o	epresentative/s to access. Levels of access availabl f either Full or Custom to continue. 🚱	e to select from may vary.
Agency	Level of access*	
Agency	Level of access *	○ None
Agency	Level of access •	○ None
Agency Australian TAXATION OFFICE Back Cancel	Level of access • • Full Coustom	○ None Continue
Agency © AUSTRALIAN TAXATION OFFICE Back Cancel	Level of access*	○ None
Agency © AUSTRALIAN TAXATION OFFICE Back Cancel	Level of access *	○ None
Agency © AUSTRALIAN TAXATION OFFICE Back Cancel	Level of access *	○ None
Agency © AUSTRALIAN TAXATION OFFICE Back Cancel	Level of access *	○ None Continue

Note: Additional government agencies will use myGovID and RAM in the future.

When a new government agency becomes available in RAM, existing users (including Authorisation Administrators) will have their access level for that agency set to 'None' by default.

To change access levels, refer to section 2.3 – Editing Authorisations.

9. View the summary, review the details and select the checkbox to declare you understand and accept the declaration. Click **Submit**.

** ·	() Help @ 싶 Robin Winston-
Australian Government	Relationship Authorisation Manager
Vinston and Sons Gardening Services	
dd authorisation	
Representative Authorisation	Customise
details details Agency access	Summary access
(1) · · (2) · · (3) · ·	4 ** 5
epresentative details	
Name: Ameen Ahmed	
Autorisatori code entar address. Anneer som ougginal.com	
uthorisation details	Ford datas National Stat
Authorisation type: Authorisation administrator	Machine credential administrator: Yes
gency access details	
Agency	Level of access
	Eul
C ADDITIOLOGY INVERTIGATION OF THE	1.50
eclaration	
I declare that:	
I have used my own identity credential to access this service.	
 I am autoinsea to create this relationship on behall of the business identities I am creating a relationship between the individual named above and the b 	usiness.
 I understand that by creating this relationship, the individual named above agencies and services I have selected, and all decisions and actions taken b 	will be authorised to transact on behalf of the business with the government
	y the named individual with these agencies and services will be treated as
approved by the business.	y me named introduce with meson agencies and services will be readed as
approved by the business. • I have reviewed the agencies and services I have selected for the individual reflect my intent.	I named above to transact with on behalf of the business and these correctly
approved by the business. • I have reviewed the agencies and services I have selected for the individual relater my inter- relater my inter- relater my inter- services and that I will not be notified when the person whom I have author service on bahaff of the business. Have authorised them to act for	If we named above to transact with on behalf of the business and these correctly ised chooses to exercise this authorisation by accessing a Government
approved by the businese. • I have reviewed the agencies and services I have selected for the individual related my instar. • I undestand that I will not be notified when the person whom I have authors service on behalf of the businese I have authorised them to act for. • I undestand that the small address used to create this authorisation may be	It is named international multi make again take and sendors will be instand as I named above to transact with on behalf of the business and these correctly ised chooses to exercise this authorisation by accessing a Government is shared with agancies included in this request, on behalf of the individual
approved by the business. In Home investee the approxise and services I have selected for the individual reflect my intent. I understart different that half not be notified when the person whom I have authorities service on obtail of the business. I have authorities them to act for, I understart different the annal address used to oreate this authorisation may be named above.	I ar mand above the min there agains that are very one wind be reaced as Innamed above to transact with on behalf of the business and these correctly lead chooses to service this authorisation by accessing a Government e ahmed with agancies included in this request, on behalf of the individual
approved by the business. In home reviewed the agencies and services I have selected for the individual relief my intent. I individual of the service I have been the parson whom I have author is a service of the business I have authorized them to a service of the I understand of the business I have authorized them to a service of the I understand that the email address used to create this sufficientiation may be named adore.	I an rained in centrols must show agains and pervise any because and these correctly innamed above to transact with on behall of the business and these correctly lead chooses to exercise this authorisation by accessing a Government e shared with againsies included in this request, on behall of the individual
approved by the businese. In home inviewed the agencies and services I have selected for the individual relief my intert. I understand that I will not be notified when the person whom I have authoris service on behalf of the business I have sufficient dhem to act for. I understand the unnall address used to create this authorisation may be rearmed above.	y an rained above to transact with one behalf of the subvises and these correctly innamed above to transact with on behalf of the subvises and these correctly led chooses to exercise this authoritation by accessing a Comment e shared with agencies included in this request, on behalf of the individual
approved by the business. I have reviewed the agencies and services I have selected for the individual reliad my intent. I understand that will not be notified when the person whom I have authors service on behalf of the business I have authorised them to act for. I understand the serval address used to create this authorisation may be named above. I understand and accept the declaration	I is in randout instructure that it is the specification of the investment of the standout on Innamed above to transact with on behalf of the business and these correctly indicated on the specification of the specification of the specification of the specification of the individual enhanced with again clauded in this request, on behalf of the individual
exproved by the businese. In howe reviewed the agencies and services I have selected for the individual relief my intert. I understand that will not be notified when the person whom I have authoris service on bihart of the businese I have sufficient of them to act for. I understand the serval address used to create this authorisation may be meaned above. I understand and accept the declaration Back Cancel	y is named above to transact with on behalf of the business and these correctly innamed above to transact with on behalf of the business and these correctly electhoces to exercise the authoritation by accessing a Comment. I when the agencies included in this request, on behalf of the individual Subtratt
exproved by the business. I have reviewed the agencies and services I have selected for the individual reliad my intent. I understand that will not be notified when the person whom I have authoris service on buhalf of the business lawse subhorised them to act for. I understand the serval address used to create this authorisation may be remore above. I understand and accept this declaration Back Cancel Accessible 20	y is read above to transact with on behalf of the business and these correctly lead above to transact with on behalf of the business and these correctly lead above to transact with authoritation by accessing a Government a shared with agencies included in this request, on behalf of the individual Bushenit Provag of Declamar 2 Copyrig of

 An authorisation with a 6-digit code will be sent to the specified email address. The authorisation will remain pending until the user accepts the request using their authorisation code. Refer to section
 1.3 - Accepting an authorisation of this guide for instructions.

- If Custom access is selected for the Australian Taxation Office, you will be redirected to Access Manager where you can customise the permissions of the user.
- The business representative has seven days to accept their



authorisation before the code expires. After seven days, the Principal Authority or an Authorisation Administrator will need to re-issue the authorisation request.

11. You will be returned back to the Manage authorisations page.

1.					
Australian Governme	nt		Relationsh	ip Authorisation	Manager
fome Manage authorisations N	lanage credentials				
Vinston and Sons	Gardening	Services			- 8
elow is a list of representatives fo • Select Add new user to crea • Select Import AUSkey users	r this business. To ad te a new authorisation to import your existin	d a business represe for your business re g AUSkey users to R	ntative you have two options: presentative AM. How to import my AUSkey u	sers to RAM.C*	- 8
Representative History					- 1
Search by representative na	770	x ۹	Add new u	iser Import AUSkey	/ users
Representative name ≑	Status 🛎		Authorisation type ≑		
Ahmed, Ameen	Pending		Authorisation administrator	👁 View 🖉 Edit	t∄ Remove
Wisnton, Robin	 Active 		Principal authority	() View	
		< 1	>		- 8
Back					- 8
		Accessibility (*	Privacy C	Disclamer @	Copyright G
CONTRACTOR OF CONTRACTOR					

2.2 Viewing authorisations

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Authorisation Administrator: a business representative who acts on behalf of a business.

Viewing authorisations – Detailed instructions

1. Go to: https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Annalas	e التي التي التي التي التي التي التي التي	
Cet the app Prove who you are and get a Downlaad the app now to get	code to login with the myGovD app. stanted. 1. Download the app ຈັກຮັດທີ່. 2. Prove who you are 3. Come back and login	
Already have the ap Login with your myGovID em	p? ail to continue.	
AmeenAhmed@gmail.com	Login	
Remember me	Cancel	
myGortD is a new way to pr Vielt myGort	ove your identity and login online. Q to find out more.	

1. Open myGovID on your phone 2. Accept or enter the code	
1430	
3. Come back Sancel	
myGov/D is a new way to prove your identity and togin online. Veit.myGov/D to find out more.	

3. Select **Manage authorisations** to be redirected to view all the entities you can act for.

BETA Help us improve. Complete our <u>fe</u> survey.	⑦ Help ৫ 보 / edback	Ameen Ahmed +
Australian Governmer	Relationship Authorisation	Manager
Ameen Ahmed		
Create and manage relationships representatives. Find out more	and authorisations for businesses and their	
Link your business 🔞		>
Manage authorisations)	>
Enter an authorisation coc	le 😧	
Enter the code as shown in the Submit	authorisation email you received.	

4. Select the business you would like to manage authorisations for.

		7		
Home Manage authorisations				_
Ameen Ahmed				
Details of your authorisations are lis	sted below.			
To display details of your authorisa	tion select 'View'. To manage a	uthorisations select the busi	iness hyperlink.	
I can act for				
Search by ABN or entity name	e ×	Q	Add another	business
		_		_
Entity name ≑	ABN \$	Status 🛎	Authorisation type ≑	
Winston and Sons Gardening Se	rvices 45002001501	 Active 	Authorisation administrator	 View
		< 1 >		

5. The business selected is displayed with all the representatives who are able to act on behalf of the business. Select the **view icon** next to the representative you want to view.



6. The representative's access and authorisation details are displayed.

Ninston and Sons Gardenir	g Services
BN 45002001501	
Authorisation summary	
Representative details	
Name: Brendon Winston	uinton00/2mpil.com
Current business email address; Diendon.jame	winatonoa@ginali.com
Authorisation details	
ABN: 45002001501	Entity name: Winston and Sons Gardening Services
Start date: 01/08/2019	End date: Not specified
Authorisation status: Active	Machine credential administrator. No
Agency access details	
Agency	Level of access
AUSTRALIAN TAXATION OFFICE	Custom
Authorization and datails	
Authorisation code details	1
Code expiry date: 08/08/2019	Code status: Accepted
Actioned on: 01/08/2019	Authorisation code email address:
	Brendon.james.winston89@gmail.com
Back	Remove Edit
Acce	ssibility ? Privacy ? Disclaimer ? Copyright ?

2.3 Editing authorisations

Note: An Authorisation Administrator cannot edit their own authorisation and permissions.

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Authorisation Administrator: a business representative who acts on behalf of a business.

Editing authorisations – Detailed instructions

1. Go to:

https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: https://www.mygovid.gov.au/

Get the app Prove who you are and get a code t Download the app now to get starte	login with the myGovID app. I.		
1. 2. 3.	Download the app Research Prove who you are Come back and login		
Already have the app? Login with your myGovID email to o	ntinue.		
AmeenAhmed@gmail.com		Login	
Remember me		Cancel	
myGovID is a new way to prove yo	ur identity and login online.		

Animalia Gaurana	ny SoviD
_ _	1. Open myGovID on your phone 2. Accept or enter the code
E	2968
Cancel	3. Come back
myGov/D is a new wa	y to prove your identity and login online.
<u>Visit m</u>	<u>g/Gov/D</u> to find out more.

3. Select **Manage authorisations** to be redirected to view all the entities you can act for.



4. Select the business you would like to manage authorisations for.



 The business selected is displayed with all the representatives who are able to act on behalf of the business. Select the **edit icon** next to the authorised representative you wish to edit.

Note:

- The authorisation for the Principal Authority role cannot be edited.
- An Authorisation Administrator cannot edit their own authorisation and permissions.

1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			
elow is a list of representati • Select Add new user to • Select Import AUSkey ©	ves for this business. To o create a new authorisati users to import your exis	add a business representative you have on for your business representative ting AUSkey users to RAM. <u>How to impo</u>	two options: ort my AUSkey users to RAM
Representative His	story		
Search by representati	ve name X	Q Add new user	Import AUSkey users
Representative name 🛱	Status 🚔	Authorisation type ≑	
Roco, Phil	• Pending	Authorisation user	● View 🖉 Edit 🎙 Remove
Luu, Jane	• Pending	Authorisation administrator	● View 🖉 Edit 📋 Remove
Winston, Robin	Active	Principal authority	 View
Ahmed, Ameen	Active	Authorisation administrator	View
Pearce, Suzanne	Active	Authorisation administrator	View Ø Edit
Winston, Bryce	Active	Authorisation administrator	👁 View 🖉 Edit 📋 Remove
Winston, Brendon	Active	Authorised user	👁 View 🖉 Edit 🕆 Remove
Winston, Daniel	Active	Authorisation administrator	👁 View 🖉 Edit 🖶 Remove
		< 1 >	_

6. The Edit Authorisation page is displayed with all the representative details and authorisations.

The edits you can make to an authorisation will depend on the following status:

- Pending you can edit the Authorised User's name, email address, start and end dates, Authorisation Administrator status and agency permissions.
- Accepted (with a future start date) – you can edit the authorisation start and end dates, Authorisation Administrator status and agency permissions.
- Active you can edit the authorisation end date, administrator status and agency permissions.
- Inactive no action can be taken.

BETA Help us improve. Complete our <u>feed</u>	back survey. 이 Help 에 오 Ameen Ahmed- Belationshin Authorisation Managor
Australian Government	nelationship Authonsation Manager
Winston and Sons Gard	lening Services
Edit Authorisation	
Representative details	
Provide the representative's full legal name (> The name provided in this authorisation r > If the representative is known by one name	including any middle names). nust match the representative's digital identity to accept the authorisation ne, use the Family name field
> Use an email address that only the repre-	sentative can access. Do not use a group email address
ields marked with an * are mandatory	
Riven name(s)	Family name *
rim.	noco
mail address*	Confirm email address*
phil.roco1501@gmail.com	phil.roco1501@gmail.com
o you want the representative to be a Mach	nino credential administrator?*©
14/10/2019	dd/mm/yyyy 📋 🔽 No end date
Agency access	
choose the agencies you want the selected nay vary. IB: At least one agency must have a level of	business representative/s to access. Levels of access available to select from f access of either Full or Custom to continue.
Agency	Level of access *
	◯ Full
Cancel	Go to access manager Continue
Cancel	Go to access manager Continue

7. Make the edits as required and select **Continue**.

Note: Additional government agencies will use myGovID and RAM in the future.

When a new government agency becomes available in RAM, existing users (including Authorisation Administrators) will have their access level for that agency set to 'None' by default.

Australian Government Provide the representative of access that address that only the representative address. Provide the representative is known by one name, use the Family name field > Use an email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that only the representative can access. Do not use a group email address that a * are mandatory are emailed. Phill Ph	Austalia Government Plain Construction Constructions Provide the representative's full legal name (including any middle names). > The representative details Provide the representative is known by one name, use the Family name for Provide the representative is known by one name, use the Family name for Provide the representative is known by one name, use the Family name for Provide the representative is known by one name, use the Family name for Provide the representative is known by one name, use the Family name for Provide the representative to provide in this authorisation Provide the representative to access. Do not use a group email address Provide the representative to access. Do not use a group email address Provide the representative to access. Do not use a group email address Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? * Provide the representative to be an Authorisation administrator? Provide the representative to be an Authorisation administrator? Provide the representative to be an Authorisation administrator? Provide the representative to be an Authorisative to access. Levels of access available to select from a vary. Provide the representative to access of either Full or Custom to continue. Provide the representative to provide the representative to access. Provide the representative to provide the representative to access manager		back survey. ① Help 준 본 Ameen Ahmed+
Winston and Sons Gardening Services ABM 45002001501 Edit Authorisation Representative details Provide the representative is known by one name, use the Family name fiel > 10 an amagination of the authorisation must match the representative's digital identity to accept the authorisation > 10 an amagination databases that only the representative can access. Do not use a group email address Fields marked with an * are mandatory Ware mention Phil Contine menti address • phil.coco1501@gmail.com Out an email address • phil.coco1501@gmail.com Out a ware the representative to be an Authorisation administrator? • Ves Image: Continue Yes Image: Continue Yes Image: Continue Yes Image: Continue Yes Image: Continue Agency Level of access • Out and the selected business representatives to access and addres to select from ray avy. WB: Al state one agency must have a level of access of either Full or Custom to continue. Image: Continue Agency Level of access • Out and the selected business representatives to access manager image: Continue Austra Lan Law TAWATIO	Winston and Sons Gardening Services By 45002001501 Cold Authorisation By an empercentative data name (including any middle names). > The mane provided in this authorisation must match the representative's digital identity to accept the authorisation > If the representative dates stat only the representative can access. Do not use a group email address > be an email address that only the representative can access. Do not use a group email address Bell Intermeter Phil Phil <th>Australian Government</th> <th>Relationship Authorisation Manager</th>	Australian Government	Relationship Authorisation Manager
Edit Authorisation Representative details Provide the representative is full legal name (including any middle names). > The name provided in this authorisation must match the representative's digital identity to accept the authorisation > If the representative is flow any or one name, use the Family name field > Use an email address that only the representative can access. Do not use a group email address Fields marked with an * are mandatory Bend name[0] Findly name • Phil Phil Roco Confirm email address • Phil Cool 1501@gmail.com Authorisation details Do you want the representative to be an Authorisation administrator? • Yes Yes No No Source the agencies you want the selected business representative/s to access. Levels of access available to select from navay any any any any any any any any any a	Edit Authorisation Representative is full legal name (including ary middle names). > The name provided in this authorisation must match the representative's digital identity to accept the authorisation > If the representative is full legal name (including ary middle names). > The name provided in this authorisation must match the representative's digital identity to accept the authorisation > Use an email address that only the representative can access. Do not use a group email address Final memory Family name* Phil Roco mail address* Confirm email address* phil.cool1501@gmail.com Outhorisation details No you want the representative to be an Authorisation administrator? * O Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address Yes Image: Confirm email address Image: Confirm email address	Winston and Sons Garde	ening Services
Representative details Provide the representative's full legal name (including any middle names). > The name provided in this authorisation mult mathef the representative's digital identity to accept the authorisation > If the representative is known by one name, use the Family name field > use a email address that only the representative can access. Do not use a group email address Fields marked with an * are mandatory Wann name(s) Phil Reco Email address * phil.roco1501@gmail.com Authorisation details Do you want the representative to be an Authorisation administrator? * • • Yes • No Start date • • Iddimmityyy If 10/02019 • Iddimmityyy Address • Orefine representatives for be available to select from namy way. No • Iddimmityyy If 10/02019 • Iddimmityyy If 10/02019 • Iddimmityyy If 20 • No end date Agency Level of access. If 20 Level of access. If 20 • Du occess available to select from namy way. Way to a agency must have a level of access of either Full or Custom to continue. • • • • • • • • • • • • • • • • • • •	Papersentative details Towards provided in this authorisation must mature the representative's digital identity to accept the authorisation > The mane provided in this authorisation must mature the representative's digital identity to accept the authorisation > Use an email address that only the representative can access. Do not use a group email address > wan mane(s)	Edit Authorisation	
Provide the representative ball legal name (including any middle names). > The name provided in this authorisation must match the representative's digital identity to accept the authorisation > I the expresentative is known by one name, use the Family name field > Use an email address that only the representative can access. Do not use a group email address Fadds marked with an * are mandatory Beam name(s) Phil Cooffirm email address * phil roco1501@gmail.com Authorisation defails Do you want the representative to be an Authorisation administrator? * The presentative to be an Authorisation administrator? * Yes Yes Yes No Confirm email address * phil roco1501@gmail.com Authorisation defails Do you want the representative to be a Authorisation administrator? * Yes No Confirm email address * phil roco1501@gmail.com Authorisation defails Do you want the representative to be a Authorisation administrator? * Yes No Confirm email address * phil roco1501@gmail.com Authorisation defails Do you want the representative to be a Machine credential administrator? * No end date Agency could the administrator? * Authorisation agency must the selected business representativels to access. Levels of access available to select from nay vary. We: A clease on agency must these elevel of access of either Full or Custom to continue. Authorisation OFFICE Pull Continue Concel Concel Continue Continue Continue Continue	how the representative full legal name (including any middle names). >>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>	Representative details	
Fields marked with an * are mandatory Warn arrenging Family name* Phil Roco Continue marked with an * are mandatory Roco Phil Continue marked address * philuroco1501@gmail.com philuroco1501@gmail.com Authorisation details Philuroco1501@gmail.com Do you want the representative to be an Authorisation administrator? * • • • Viss • Yes • Over watthe representative to be a Machine credential administrator? * • Yes • Yes • Yes • Agency • Agency •	iven amely Phil Roco Poil Roco Poil address* Poil address* Phil cool 501@gmail.com Poil cool 501@gmail.com Poil cool 501@gmail.co	Provide the representative's full legal name (in > The name provided in this authorisation m > If the representative is known by one nam > Use an email address that only the repres	ncluding any middle names). nust match the representative's digital identity to accept the authorisation se, use the Family name field entative can access. Do not use a group email address
Game name(s) Finily name * Phil Roco Enail address * Confirm email address * phil.roco1501@gmail.com phil.roco1501@gmail.com Authorisation details phil.roco1501@gmail.com Do you want the representative to be an Authorisation administrator? * • • • Ves • Ves • Ves • Ves • Autorization End date • 14/10/2019 • Manuer • Agency Level of access * Australuent TAXATION OFFICE • Puil • Cancel Continue	iwen ranelg Family name* Phill Roco mail address* Coolfine email address* phill cool 501@gmail.com phill cool 501@gmail.com Authorisation details wo you want the representative to be an Authorisation administrator? * * *	ields marked with an * are mandatory	
Phil Goco Email address* Centime smail address* phil.roco1501@gmail.com phil.roco1501@gmail.com Authorisation details phil.roco1501@gmail.com Do you want the representative to be an Authorisation administrator?** Image: Continue of	Phil Roco mail addres* Contime email address* phil.roco1501@gmail.com phil.roco1501@gmail.com Authorisation details No to you want the representative to be an Authorisation administrator?*© Image: Continue Yes No ard date * Image: Continue Yes No ard date * Image: Continue 14/10/2019 Image: Continue Monection details Image: Continue Monection date Image: Continue Agency Level of access. Go to access manager Continue Cancel Continue	liven name(s)	Family name *
Enal address* phil roco1501@gmail.com Authorisation details Do you want the representative to be an Authorisation administrator? * Yes No Do you want the representative to be a Machine credential administrator? * Yes No Do you want the representative to be a Machine credential administrator? * Yes No Do you want the representative to be a Machine credential administrator? * Yes No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * No Do you want the representative to be a Machine credential administrator? * Machine administrator administrat	mail address* Confirm errali address* phill cocl501@gmail.com Authorisation details by you want the representative to be an Authorisation administrator? * • • • Yes • No by you want the representative to be a Machine credential administrator? * • • • Yes • No by you want the representative to be a Machine credential administrator? * • • • Yes • No by you want the representative to be a Machine credential administrator? * • • • Yes • No by out want the selected business representative/s to access. Levels of access available to select from xu you. Bit Ideas noe agency must the selected business representative/s to access. Levels of access available to select from xu you. Bit Ideas noe agency must have a level of access of either Full or Custom to continue. • Agency Level of access • • AuSTRALLIN TAXATION OFFICE • Full • Full • Custom • Cancel Continue	Phil	Roco
philzoco1501@gmail.com philzoco1501@gmail.com Authorisation details Do you want the representative to be an Authorisation administrator? * O Yes No O you want the representative to be a Machine credential administrator? * O Yes No Set date O Table Conset the agencies you want the selected business representative/s to access. Levels of access valiable to select from ray vary. Yes A teact one agency must these level of access of either Full or Custom to continue. O Authorize Cancel Continue Cancel Continue Cancel Continue C	phil.coc1501@gmail.com phil.coc1501@gmail.com Authorisation details bo you want the representative to be an Authorisation administrator? * • • • • • • • • • • • • • • • • • •	mail address*	Confirm email address *
Authorisation details Do you want the representative to be an Authorisation administrator? * Image: Ima	Authorisation details by you want the representative to be an Authorisation administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by out attem * by the agencies you want the selected business representative/s to access. Levels of access available to select from you way. By Alt least one agency must have a level of access of either Full or Custom to continue. by the agencies you want the selected business representative/s to access. Levels of access available to select from you way. By Alt least one agency must have a level of access of either Full or Custom to continue. by AustRALIAN TAXATION OFFICE Full Custom None Cancel Continue	phil.roco1501@gmail.com	phil.roco1501@gmail.com
Do you want the representative to be an Authorisation administrator? * Or you want the representative to be an Matchine credential administrator? * Or you want the representative to be a Matchine credential administrator? * Or you want the representative to be a Matchine credential administrator? * Or you want the representative to be a Matchine credential administrator? * Yes Image: Continue Yes Image: Continue Yes Image: Continue Agency Level of access * O AUSTRALIAN TAXATION OFFICE Image: Continue Cancel Continue Cancel Continue	by you want the representative to be an Authorisation administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by you want the representative to be a Machine credential administrator? * by out want the representative to be a Machine credential administrator? * by out want the releated business representative/s to access. Levels of access available to select from yavay. By At least one agency must have a level of access of either Full or Custom to continue. Cancel Concel Accessability Device Planay of Distance of Continue Consellation of Planay of Distance of Continue Consellation of Planay of Distance of Continue Consellation of Planay of Distance of Consellation	Authorisation details	
14/10/2019 Image: Constraint of the selected business representative/s to access. Levels of access available to select from may vary. Regnery Level of access* O AUSTRALIAN TAXATION OFFICE Full Custom None Cancel Go to access manager Continue	14/10/2019 Image: diamatypy Image: Comparison of the selected business representative/s to access. Levels of access available to select from may vary. Bit A teason on agency must have a level of access of either Full or Custom to continue. Image: Custom on agency must have a level of access of either Full or Custom to continue. Agency Level of access • Image: Custom TAXATION OFFICE Full Custom None Cancel Go to access manager Continue Accessibility of Privacy of Disclament of Copyright of	Voyou want the representative to be a Machi	ine credential administrator? * 🖗 rd date 🖗
Agency access Choose the agencies you want the selected business representative/s to access. Levels of access available to select from may vary. NB: At least one agency must have a level of access of either Full or Custom to continue. Agency Level of access* Agency Level of access* Automatical Automati	Agency access B: A teast one agency must have a level of access of either Full or Custom to continue. Agency Level of access	14/10/2019	dd/mm/yyyy 📋 🔽 No end date
Agency Level of access*	Kyency coucess Kyency coucess Agency Level of access - Australian TAXATION OFFICE Full Custom Concel Accessbally Phracy Disdament Copynight Copynight Copynight Copynight Copynight		
Agency Level of access* O AUSTRALIAN TAXATION OFFICE Full Cancel Go to access manager Continue Accessibility 07 Paylow 17 Pa	Agency Level of access*	Choose the agencies you want the selected b nay vary. IB: At least one agency must have a level of	business representative/s to access. Levels of access available to select from access of either Full or Custom to continue.
O AUSTRALIAN TAXATION OFFICE Full Custom None Go to access manager Continue Accessibility 07 Protect 17 Protect 17 Distance 07 Cococol 17	Accessibility of Prince Custom One Continue Concel Concel Concess manager Continue Copyright of	Agency	Level Of access *
Cancel Go to access manager Continue	Cancel Go to access manager Continue Accessibility & Privacy & Disclamer & Copyright &	④ AUSTRALIAN TAXATION OFFICE	Custom None
Accessibility (? Privacy (? Disclaimer (? Copyright (?	Accessibility of Privacy of Disclarmer of Copyright of	Cancel	Go to access manager Continue

8. The summary screen is displayed.

Review details and select the checkbox to declare you understand and accept the declaration. Click **Submit**.

	k_survey. ⑦ Help 강 윤 Ameen Ahmed
Australian Government	Relationship Authorisation Manager
Vinston and Sons Garder	ing Services
dit Authorisation	
Representative details	
Name: Phil Roco Authorisation code email address: phil.roco1	1501@gmail.com
uthorisation details	
Start date: 14/10/2019 Authorisation type: Authorised user	End date: Not specified Machine credential administrator: Yes
gency access details	
Agency	Level of access
AUSTRALIAN TAXATION OFFICE	Custom
l declaration I declare that: I have used my own identity credential to acce	os this service.
Jeclaration I declare that: I have used my own identify credential to accos I am authorized to create this relationship on b I am creating a relationship between the india, businese with the government agencies and services h I have reviewed the agencies and services with Lauinese and these correctly reflect my intert. I understant that with no be eaching and services the businese and these correctly reflect my intert. I understant that the india iddated when the accessing a Government service on behalf of the I understant that the eaching and behave used to on behalf of the individual named above.	es this service, ehalf of the business identified above, buil named above and the business, the individual named above will be activities to transact on behalf of the ison I have selected, and all disclines and actions taken by the named as treated as approved by the business. we selected for the individual named above to transact with on behalf of the sperson whom I have authorised chooses to exercise this authorisation by business I have authorised them to act for. aste this authorisetion may be shared with agencies included in this request,
Lectaration I declare that:	es this service. shall of the business identified above. Sual named above and the businese. the individual maned above will be authorised to transact on behalf of the knew selected, and all decisions and actions taken by the named to transact with on behalf of the person whom I have authorised chooses to exercise this authorisation by businese I have authorised chooses to exercise this authorisation by businese I have authorised chooses to exercise this authorisation by businese I have authorised with opencies included in this request. But the authorisation may be shared with agencies included in this request. Submit

9. Modified authorisation notification appears. Click **Continue**.

A new authorisation code is sent to the user's email. The user must reaccept their authorisation. Refer to section **1.3 – Accepting an authorisation** for instructions.



10. The Customise access permission page is displayed. If you have chosen to authorise custom access and permissions to the business representative for ATO online services, click on the link to **ATO Access Manager**.

Autoration Government Heldelion Iship Autoritistic Autorities Autoration Government Ministon and Sons Gardening Services sex 46xee0ation Caldomise access permissions Caldomise the level of access by servicing Saturation by selecting the agency hyperfix. Symphrite will open in any tab. do not doee or log out of this window until you have selected all custom accesses.	
Winston and Sons Gardening Services Una 4500001001 Call Authorisation Customise access permissions Sutemise the level of access by extending the agency hyperfix. Sympthic will goin it any table - do not done or log out of the window until you have selected all custom accesses.	
Edit Authorisation Customise access permissions Jaconise the level of access by selecting the agency hyperfink. Agentinks will open in a new tab - do not done or log out of this window until you have selected all custom accesses.	
Customise access permissions Duatories the level of access by selecting the agency hyperfink. Synphrifix all open in a new tab do not does or log out of this wholow until you have selected all custom accesses.	_
Customise the level of access by selecting the agency hyperlink. +pperlinks will open in a new tab - do not close or log out of this window until you have selected all custom accesses.	
Hyperlinks will open in a new tab - do not close or log out of this window until you have selected all custom accesses.	
Dhil Dana	
Phil Hoco	_
Agency Level of access	
AUSTRALIAN TAXATION OFFICE Custom ATO Access Manager	
0	1
Back	inue
Accessibility (? Privacy (? Disclaimer (? Co	

11. The Modify Access and Permissions page is displayed. Under permissions, select the access and permissions you wish the authorised representative to have.

Then click the **Save** button.



12. A notification that your changes have been saved successfully is displayed.



2.4 Removing authorisations

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Authorisation Administrator: a business representative who acts on behalf of a business.

Removing authorisations – Detailed instructions

1. Go to: https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Autorita G	C CVD
Cet the app Prove who you are and get at Download the app row to get	code to legin with the myGovD app. stanted. 1. Download the app քեջընեն 2. Prove who you are 3. Come back and login
Already have the ap Login with your myGovtD ema	p?
AmeenAhmed@gmail.com	Login
Remember me	Canool
myGovtD is a new way to pr Visit myGovtT	ovo your identity and login online. D to find out more.

	D
. 🚅	1. Open myGovID on your phone 2. Accept or enter the code
	0759
	3. Come back
Gancel	
myGovID is a new way to p	prove your identity and login online.

3. Select **Manage authorisations** to be redirected to view all the entities you can act for.



4. Select the business you would like to manage authorisations for.

Home Manage authorisations				
Ameen Ahmed				_
Details of your authorisations are listed bel	ow.			
To display details of your authorisation sele	ict 'View'. To manage autho	prisations select the business	hyperlink. 🚱	
I can act for				- 8
	_	-		- 1
Search by ABN or entity name	×	2	Add another bu	isiness
Entity name ≑	ABN ≑	Status 🛎	Authorisation type =	- 8
Winston and Sons Gardening Services	45002001501	Active	Authorisation administrator	View
	[< 1 >		

 The business selected is displayed with all the representatives who are able to act on behalf of the business. Select the **remove icon** next to the authorised representative you wish to remove.

- The authorisation for the Principal Authority role cannot be removed. To remove a Principal Authority role, an authorised representative will need to go to the ABR site and cancel the link between the associate and the business ABN. The change will be updated in RAM in real time.
- As a Principal Authority or an Authorisation Administrator you can remove all pending, active, and accepted authorisations with future start dates, *except* your own authorisations.
- A Remove confirmation notification is displayed - select **Yes** to confirm the removal of the authorisation. You will be returned to the Manage authorisations screen.

Home Manage authonsations	Manage credentials		
Winston and So	ns Gardening	g Services	
ADIN 45002001501	12 Jahrs 10 123	3 8 % X2 8	
 Selow is a list of representativ Select Add new user to 	es for this business. To create a new authorisat	add a business representative you have ion for your business representative	two options:
Select Import AUSkey u	sers to import your exis	sting AUSkey users to RAM. How to imp	ort my AUSkey users to RAM
Representative Hist	ory		
Search by representative	name X	Q Add new user	Import AUSkey users
Representative name 🗘	Status 🛎	Authorisation type ≑	
Roco, Phil	e Pending	Authorisation user	● View Ø Edit 🝵 Remove
Luu, Jane	Pending	Authorisation administrator	● View 2 Edit Remove
Winston, Robin	Active	Principal authority	View
Ahmed, Ameen	Active	Authorisation administrator	View
Pearce, Suzanne	Active	Authorisation administrator	👁 View 🖉 Edit 👕 Remove
Winston, Bryce	Active	Authorisation administrator	
Winston, Brendon	Active	Authorised user	👁 View 🖉 Edit 🕆 Remove
Winston, Daniel	Active	Authorisation administrator	Wiew
		(1)	
Back			
		ubility /2 Drivney /2 D	indaimer (? Convict (?
	Access	Pivacy of D	Bolamar a Copyright of

Remove confirmation	×
Are you sure you want to remove this authorisation? Removing this user will permanently end their authorisation	
No	Yes

Cr History Search by representative name X Q Add new user Import AUSkey users Representative name \$ Status \$ Authorisation type \$ Recox, Phil Pending Authorisation administrator View \$ Edit \$\$ Remove Luu, Jane Pending Authorisation administrator View \$ Edit \$\$ Remove Winston, Robin Active Principal authority \$ View Authorisation administrator View \$ Edit \$\$ Remove Winston, Robin Active Authorisation administrator \$ View \$ Authorisation administrator \$ View \$ Edit \$\$ Remove Winston, Robin Active Authorisation administrator \$ View \$ Edit \$\$ Remove Winston, Brendon Active Authorisation administrator \$ View \$ Edit \$\$ Remove Winston, Daniel Inactive - Removed Authorisation administrator \$ View Yead	Below is a list of representati • Select Add new user to • Select Import AUSkey	res for this business. To add a bu create a new authorisation for y users to import your existing AU	usiness representative you have our business representative Skey users to RAM. <u>How to imp</u>	a two options: port my AUSkey users to RAM
Search by representative name X Q Add new user Import AUSkey users Representative name ¹ / ₂ Status ¹ / ₂ Authorisation type ² / ₂ New ² / ₂ Edit ² / ₂ Remove Roco, Phil • Pending Authorisation administrator • View ² / ₂ Edit ² / ₂ Remove Luu, Jane • Pending Authorisation administrator • View ² / ₂ Edit ² / ₂ Remove Winston, Robin • Active Principal authority • View Paraco, Suzanne • Active Authorisation administrator • View ² / ₂ Edit ² / ₂ Remove Winston, Robin • Active Authorisation administrator • View ² / ₂ Edit ² / ₂ Remove Winston, Robin • Active Authorisation administrator • View ² / ₂ Edit ² / ₂ Remove Winston, Bryce • Active Authorisation administrator • View ² / ₂ Edit ² / ₂ Remove Winston, Daniel • Inactive - Removed Authorisation administrator • View Vienton, Daniel • Inactive - Removed Authorisation administrator • View	Representative His	tory		
Regresentative name * Status * Authorisation type * Roco, Phil • Pending Authorisation administrator • View & Edit * Remove Luu, Jane • Pending Authorisation administrator • View & Edit * Remove Winston, Robin • Active Principal authority • View Pdit * Remove Winston, Robin • Active Principal authority • View Pdit * Remove Ahmed, Ameen • Active Authorisation administrator • View & Edit * Remove Winston, Bryce • Active Authorisation administrator • View & Edit * Remove Winston, Brendon • Active Authorisation administrator • View & Edit * Remove Winston, Daniel • Inactive - Removed Authorisation administrator • View & Edit * Remove Viewton, Daniel • Inactive - Removed Authorisation administrator • View •	Search by representativ	e name X Q	Add new user	Import AUSkey users
Roco, Phil • Pending Authorisation administrator • View & Edit • Nemve Luu, Jane • Pending Authorisation administrator • View & Edit • Nemve Winston, Robin • Active Principal authority • View • View Atmed, Ameen • Active Authorisation administrator • View • View Pearces, Suzanne • Active Authorisation administrator • View Winston, Bryce • Active Authorisation administrator • View Winston, Brendon • Active Authorisation administrator • View • View Winston, Brendon • Active Authorisation administrator • View Winston, Daniel • Inactive - Removed Authorisation administrator • View • View	Representative name ≑	Status 🛎	Authorisation type =	
Luu, Jane ● Pending Authorisation administrator ● View & Edit இ Remove Winston, Robin ● Active Principal authority ● View Ahmed, Ameen ● Active Authorisation administrator ● View Pearce, Suzanne ● Active Authorisation administrator ● View & Edit இ Remove Winston, Bryce ● Active Authorisation administrator ● View & Edit இ Remove Winston, Bryce ● Active Authorisation administrator ● View & Edit @ Remove Winston, Brendon ● Active Authorisation administrator ● View & Edit @ Remove Winston, Daniel • Inactive - Removed Authorisation administrator ● View	Roco, Phil	• Pending	Authorisation administrator	👁 View 🧷 Edit 💼 Remove
Winston, Robin ● Active Principal authority ● View Ahmed, Ameen ● Active Authorisation administrator ● View Pearce, Suzanne ● Active Authorisation administrator ● View 2 Edit 👚 Remove Winston, Bryce ● Active Authorisation administrator ● View 2 Edit 👚 Remove Winston, Brendon ● Active Authorisation administrator ● View 2 Edit 👚 Remove Winston, Daniel ● Inactive - Removed Authorisation administrator ● View	Luu, Jane	• Pending	Authorisation administrator	👁 View 🧷 Edit 💼 Remove
Ahmend, Ameen • Active • Authorisation administrator • View • View • Active • Authorisation administrator • View • View • Edit • Emove • Active • Authorisation administrator • View • Edit • Emove • View • Edit • Emove • Nimoton, Brendon • Active • Authorisation administrator • View • Edit • Emove • View • Edit • Emove • View • View • Edit • Emove • View • Vie	Winston, Robin	Active	Principal authority	View
Pearce, Suzanne • Active • Authorisation administrator • View & Edit • Remove • Authorisation administrator • View & Edit • Remove • View	Ahmed, Ameen	Active	Authorisation administrator	View
Winston, Bryce • Active Minston, Brendon • Active Authorisation administrator • View & Edit • Remove Winston, Daniel • Inactive - Removed Authorisation administrator • View < 1	Pearce, Suzanne	Active	Authorisation administrator	👁 View 🖉 Edit 💼 Remove
Winston, Brendon Active Authorised user Image: Winston and the second	Winston, Bryce	Active	Authorisation administrator	👁 View 🖉 Edit 💼 Remove
Winston, Daniel Inactive - Removed Authorisation administrator View View View	Winston, Brendon	Active	Authorised user	👁 View 🧷 Edit 💼 Remove
	Winston, Daniel	Inactive - Removed	Authorisation administrator	View
Back	Back	X	1 >	- 1

3. Machine credential

A machine credential is installed on a device and enables you to interact directly with government online services through your business software.

Machine credentials will replace any Device AUSkeys currently used in software.

Machine credentials are used by:

- Businesses or tax professionals who interact with ATO online services directly through desktop or locally hosted software. In this instance, the machine credential is created by the business and performs the same function as an Administrator or Standard AUSkey in software. Your digital service provider will let you know once your software has been updated.
- Digital service providers who offer cloud software, to enable software authentications by third party users. In this instance, the digital service provider creates a machine credential and installs it on their server.

Note: If you use cloud based Standard Business Reporting (SBR) enabled software you will not need to create a machine credential.

Section Overview

3.1 Creating a machine credential – Install the required browser extension and install a machine credential.

3.1 Creating a machine credential

Who can complete this activity?

Principal Authority: a business owner or eligible associate of the business as listed in the ABR.

Machine Credential Administrator role: a business representative with permissions to manage machine credentials on behalf of the business.

About the Machine Credential Administrator role

- Both Authorised Administrators and Authorised Users can be Machine Credential Administrators.
- To authorise a Machine Credential Administrator, refer to section 2.1 Creating new authorisations and follow the detailed instructions.
- If you're already an Authorised Administrator or Authorised User but you're not a Machine Credential Administrator, ask the Principal Authority or an Authorisation Administrator to edit your authorisation (See 2.3 – Editing authorisations). You cannot edit your own authorisation.

Before you start

IMPORTANT: The first time you try to install a machine credential, you'll be directed to install a browser extension. This guide will take you through the process of installing both the browser extension and a machine credential.

For compatibility reasons, you'll need to perform the following steps on either a **Chrome or Firefox** web browser and be running a **Windows, macOS, or Linux** operating system.

Creating a machine credential – Detailed instructions

1. Using Chrome or Firefox, go to: https://authorisationmanager.gov.au

Click on Login with myGovID.



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the pop-up within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

Cet the app Prove who you are and get a code to login with the myGow(D app. Download the app now to get statest. 1. Download the app	
Already have the app? Login with your myGovID email to continue.	
AmeenAhmed@gmail.com	Login
Remember me	Cancel
myGoviD is a new way to prove your identity and login online. <u>Viet myGoviD</u> to find out more.	

-	🔆 🛞 🐯 D	
	1. Open myGovID on your phone 2. Accept or enter the code 9065 Water Water 3. Come back	
	Cancel	
ΠŸ	nyGovID is a new way to prove your identity and login entitie. <u>Vieit myGovID</u> to find out more.	

3. Click **Manage authorisations** to be redirected to view all the entities you can act for.

Relation	
Australian Government	nship Authorisation Manage
Ameen Ahmed	
Create and manage relationships and authorisati representatives. Find out more C	ons for businesses and their
Link your business 😧	>
Manage authorisations	>
Enter an authorisation code 🔞	
Enter the code as shown in the authorisation en	mail you received.

4. Select the business you would like to create a machine credential for.

Australian Government		Rel	ationship Authorisation	Manager
				0
Home Manage authorisations				
Ameen Ahmed				
Details of your authorisations are listed be	low.			
To display details of your authorisation sel	ect 'View'. To manage au	thorisations select the business	hyperlink. 🕜	
I can act for				
		_		
Search by ABN or entity name	×	٩	Add another b	usiness
Entity name ≑	ABN \$	Status 🚔	Authorisation type 🗘	
Winston and Sons Gardening Services	45002001501	 Active 	Authorisation administrator	View
		< 1 >		
	Accessi	bility C* Privacy C*	Disclaimer @	Copyright (2

5. The Manage authorisations page will be displayed with a list of all the authorisations for the business. Click on the **Manage Credential** tab on the top-left toolbar.

Home Manage authorisations	Manage credentials		
Minatan and Oa	. O and anim		
VINSION and 50 ABN 45002001501	ns Gardening	g Services	
Below is a list of representativ • Select Add new user to • Select Import AUSkey u	es for this business. To create a new authorisat isers to import your exis	add a business representative you t ion for your business representative sting AUSkey users to RAM. <u>How to</u>	nave two options:
Representative Hist	tory		
Search by representative	e name X	Q Add new user	Import AUSkey users
Representative name ≑	Status 🛎	Authorisation type 🗘	
Roco, Phil	• Pending	Authorisation user	● View Ø Edit 🝵 Remove
Luu, Jane	Pending	Authorisation administrat	or 💿 View 🖉 Edit 📋 Remove
Winston, Robin	Active	Principal authority	View
Ahmed, Ameen	Active	Authorisation administrat	or (View
Pearce, Suzanne	Active	Authorisation administrat	or 💿 View 🖉 Edit 📋 Remove
Winston, Bryce	Active	Authorisation administrat	or 💿 View 🖉 Edit 🝵 Remove
Winston, Brendon	Active	Authorised user	👁 View 🖉 Edit 🝵 Remove
Winston, Daniel	Active	Authorisation administrat	or 💿 View 🖉 Edit 🝵 Remove
		N 7	
Back			

6. The Manage credentials page is displayed.

If you've already installed the required browser extension, skip this step.

If this is your first time installing a machine credential, you will see a message advising that browser extension software is required. Click the link to visit machine credential downloads.

- Click the browser extension link for your operating system.
- Install and enable the browser extension.
- Close down your browser. Reopen your browser and go to <u>https://authorisationmanager.gov.au</u> and login with your myGovID and navigate back to the Manage credentials page.

colfer.		
iome Manage authorisations Manage or	redentials	
Vinston and Sons Gar	dening Services	
BN 45002001501	0	
Create a machine credential		
Software required Before you can create a machine cre	dential, you must have the required software in	stalled on your machine. Vieit <u>Machine credential downloads</u> @
and follow the instructions to install the	ne software on this machine.	
NOTE: only Chrome and Firefox bro	owsers can be used to create and download	machine credentials
Machine credentials		
Machine credentials No credential(s) found There are no machine credentials i	or this business.	
Machine credentials No credential(s) found There are no machine credentials fo	or this business.	
Machine credentials	or this business.	
Machine credentials	or this business. MCA) @	
Machine credentials Image: The set of the s	or this business. MCA) @ Status	Date
Machine oredentials No credentials There are no machine credentials is Machine oredential administrators (Name Airmed, Amean	or this bouiness. MCA) @ <u>Btatus</u> Activo	Date 11/11/2019
Machine credentials No credentials found There are no machine credentials for the second s	or this business. MCA) @ Status Activo	Date 11/11/2019
Machine credentials No credentials found There are no machine credentials to Machine credential administrators (Name Ahmed, Amean	or this business. MCA) @ Bitatus Active C 1 >	Date 11/11/2019
Machine credentials No credentials found There are no machine credentials t Machine credential administrators (Name	or this business. MCA) @ Status Active	Date 1//1/2019
Machine credentials	or this business. MCA) @ Bitatus Active (1) >	Date 11/11/2019
Machine credentials	or this business. MCA) @ Biatus Active	Date 11/11/2019
Machine credentials	or this business. MCA) @ Statue Active (1) 2	Date 11/11/2019

7. Click Create machine credential.

The create a machine credential page is displayed. Enter the following information:

- Keystore path This will be prefilled but can be changed. This is where the machine credential is stored.
- Keystore password Enter a password.
- Credential name Enter a name for the machine credential.
- Identify the machine credential custodian – This will be pre-filled with your name and cannot be changed.

iome Manage authorisations Mar	rage credentials	
Vinston and Sons (BN 45002001501	Gardening Services	
Create a machine creden	tial	
A machine credential is issued to a	a machine and enables your business to int	teract directly with government
Select 'Create machine credential'	to create and download machine credentia	als. Find out more of
Machine credentials		
(i) No credential(s) found There are no machine creder	tials for this business.	
No credential(s) found There are no machine creden Machine credential administra	tiels for this business.	
No credential (s) found There are no machine credential Machine credential administration	titles for this business. tors (MCA) ©. Status	Date
No credential(s) found There are no machine creden Machine credential administrat Name Reid. Ricky	stals for this business. Norse (MCA) @ Bisitus Active	Date 22,00,0019
No credential(s) found There are no machine creden Machine credential administra Name Reid, Ricky	tials for this business. tors (MCA) Status Active (Date 22/08/2019
No credential (d) found There are no machine creden Machine credential administra Name Reid, Ficky	tials for this business. tors (MCA) @ Status Active (1	Date 22/08/2019

reate	a machine credential	
	Keystore path @	
	C:/Users/USERNAME/AppData/Roaming/ATOMAS/keystore-new.xml	
	Keystore password 🖗	
	Lower Statistical	
	Credential name	
	NewMachineCredential	
	Identify the machine credential custodian	
	Ameen Ahmed	
	Lindenteel that he another a module and and all an anonarities for anonarities are aster sorters and memory and the master and activity as initial of	
~	Turbenstand that by creating a machine creating is an responsible for appropriate use, saleguaroing and management or this machine creating on denait of the business entity identified in the creating.	

 Select the checkbox to confirm you understand the terms. Click Download.

	Polationship Authorization Managar
Australian Government	Relationship Authonsation Manager
me Manage authorisations Manage credentials	
lineten and Cana Cardening Canila	
NINSION AND SONS GARDENING SERVICE	5
and a secolation and a start	
reate machine credential	
Keystore path @	
C;/Users/USERNAME/AppData/Roaming/ATOMAS/keysl	lore-new.xml
Keystore password @	
Credential name	
New with a line of edge to a	
Identify the machine contential custodian	
Ameen Ahmed	
I understand that by creating a machine credential I am responsible to	acconcriste use, safequarding and management of this machine credential on behalf of
the business entity identified in the credential.	
Cancel	Download

 The Credential Installed notification is displayed upon successful installation. Click **Finish** to be returned back to the Manage credentials page.

The new credential, Machine Credential 1, was successfully installed this device.	l on
Fini	sh

10. The Manage credentials page allows you to create, view and revoke your credentials.

Home Manage authorisations	Manage credentials				- 84
Winston and So ABN 45002001501	ns Gardening S	Services			
Create a machine cre	edential				
agencies through complian Select 'Create machine crea	t software. dential" to create and downk	oad machine credentials. <u>Find out more</u> (?	Create machi	ne credential	
indonino oredentidio		Subject name id	Status	Actions	
Credential name	Custodian name				
Credential name NewMachineCredential	Custodian name Ameen Ahmed	ABRD:57250370163_NewMachineCredential	Active	Revoke	

4. Ongoing use of myGovID

Once the business is set up in RAM and business representatives have accepted their authorisation, the business is now set up to use myGovID to access participating government online services.

Refer to the RAM website for the full list of participating government online services: <u>https://info.authorisationmanager.gov.au/</u>

Section Overview

4.1 Using myGovID to access government online services – Log in to participating government online services.

4.1 Using myGovID to access government online services

Refer to the RAM website for the full list of participating government online services: <u>https://info.authorisationmanager.gov.au/</u>

Who can complete this activity?

All authorised representatives can complete this activity, provided they've been granted access to the government online service. This includes:

- The Principal Authority
- Authorised Administrators
- Authorised Users (Depending on access and permissions granted)

Note: The Machine Credential Administrator role does not influence permissions regarding acess to government online services.

Using myGovID to access government online services – Detailed instructions

1. Go to the login page of the government online service.

Click Login with myGovID.

Note: If you don't see the **Login** with myGovID button, check the RAM website to see if the government online service you're trying to access is available: https://info.authorisationmanager.go v.au/



2. Enter the email address linked to your myGovID.

A code will appear. Open myGovID on your smart device, log in and enter the 4 digit code into the popup within the app. Tap **Accept**.

Note: To learn more about how to download and set up your myGovID visit the myGovID website: <u>https://www.mygovid.gov.au/</u>

			_
Get the app Prove who you are and g Download the app now to	at a code to login with the myGovID app. get started. 1. Download the app		
	2. Prove who you are 3. Come back and login		
Already have the Login with your myGovID	app? email to continue.		
AmeenAhmed@gmail.c	com :	Login	
Remember me		Cancel	
myGovID is a new way t	o prove your identity and login online.		



3. You are now logged in to the government online service.