



Online services for business

How to nominate an agent in Online services for business

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

NO

YES

1

Set up your myGovID

If you already have a myGovID
Go to step 2

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

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

Important

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

Finished setting up your myGovID? **Go to Step 2**

2

Link your myGovID to your ABN in Relationship Authorisation Manager

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

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

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

3

Log in to Online Services for business

Use your myGovID to log in to [Online services for business](#).

Go to Step 4

4

Nominate your agent in Online services for business

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26344058

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

From the Online services for business home page:

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

If you have completed your nomination, **go to Step 5**

5

Tell your agent you've nominated them

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

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

Need help?

[Contact us](#) if you experience any errors while completing the [agent nomination process](#). Before we can discuss your details or update your records, you must [establish your identity](#).

You must nominate your agent.

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

The security of your tax and super information is very important to us. That's why we've changed the process for how a registered agent (tax agent, BAS agent or payroll service provider) can access your information.

We now require you to securely nominate a registered agent when you change an agent or change the authorisations you give your existing agent.

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



A Online services for business home page.

The screenshot shows the 'Agents' section of the software interface. The 'Profile' dropdown menu is open, displaying a list of options. The 'Agent details' option is highlighted with a red rectangle, and a red arrow points to it. The other options in the menu are 'Business details', 'Business addresses', 'Email addresses', 'Autofollow contacts', 'Associates', 'Financial institution details', 'Manage eart details', 'Tax registrations', and 'SMSF author details'. The 'Agent details' option is the first one in the list, and it is the one that is highlighted.

Agent details

 You do not currently have a registered agent managing your affairs

Agent nominations

Authorise an agent to add the business as a client or manage additional tax accounts. Nominations are active for **28 calendar days** during which the nominated agent can update their authorisations with the business.

Agent nominations

There are no active agent nominations

Nominate agent

All fields marked with * are mandatory.

Identify the agent by entering their agent number or practice name. To quickly identify a specific agent, search by agent number.

Search for agent

Enter agent number or name

Cancel

Submit

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Nominate agent

All fields marked with * are mandatory.

Identify the agent by entering their agent number or practice name. To quickly identify a specific agent, search by agent number.

Search for agent •

87654321

Agent nomination

Authorise the following agent to add the business as a client or manage additional tax accounts.

Name
HAYES, HAZEL
Agent number
87654321
Suburb/town
ROSEVILLE
State/territory
NSW
Nomination expiry
05/12/2023

Declaration

> I declare the information I have provided is true and correct.

Privacy: For important information about your privacy see our [Privacy notice](#)

☐ Tick this box to sign this declaration with the identification details you used to log-in. *

Cancel

Submit

Nominate agent

✔ Agent nomination successfully submitted

This nomination will be active for **28 calendar days**. You may like to advise the nominated agent that you have authorised them to add the business as a client or manage additional tax accounts.

[Open print-friendly version to print or save a PDF.](#)

D. Point of sale

Related action

> View my [agent details](#)

Agent details

 You do not currently have a registered agent managing your affairs.

Agent nominations

Authorise an agent to add the business as a client or manage additional tax accounts. Nominations are active for **28 calendar days** during which the nominated agent can update their authorisations with the business.

Agent nominations

Name	Agent number	Suburb/town	State/territory	Expiry date	
HAYES, HAZEL	87654321	ROSEVILLE	NSW	06/12/2023	  Delete

delete

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