

How to nominate your authorised Tax/BAS agent



ATO CHANGES TO PREVENT UNAUTHORISED ACCESS TO CLIENT ACCOUNTS

WHAT HAS CHANGED?

The ATO are implementing these changes to strengthen the security of your online services. This is to ensure that only the correct registered agents have access to your Tax and Super details.

This means that you now need to use the Agent Nominations feature to nominate your authorised Tax/BAS agent, via [Online Services](https://onlineservices.ato.gov.au/business/) (onlineservices.ato.gov.au/business/).

HOW TO NOMINATE

1 Log in to your [Online Services](#) business portal

(see below if you do not have access to Online Services - you will need a MyGovID)

2 Select [Profile](#) then [Agent details](#)

3 At the [Agent nominations](#) feature, select [Add](#)

4 Type in the Registered Agent Number of your Tax/BAS Agent

5 Select [Search](#)

6 Select your Tax/BAS Agent

7 Tick the Declaration

I declare the information I have provided is true and correct

8 Select [Submit](#)

9 Your Tax/BAS Agent will not automatically receive notification from the ATO that this has been completed so it's a good idea to let them know with an email.

ACCESSING ONLINE SERVICES FOR BUSINESSES

To access Online services for business you'll need to sign in using myGovID.

If you're new to the ATO's online services, you will need to first set up your myGovID and then link it to your business in Relationship Authorisation Manager (RAM).

Thank you

For access and set up assistance, see:
-[Accessing online services with myGovID and RAM](#)
-[Set up your access to Online Services for business](#)