



## ATO Client-Agent linking steps

Businesses can use the ATO online services to nominate an agent.

We **cannot** do this for you, however if you make an appointment and bring all your proof of identity documents, we may be able to assist you

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

YES

No

Set up your myGovID

Link your myGovID to your ABN

Log in to Online services for business

Nominate AV Chartered Accountants in Online services for business

Let us know we have been nominated

Remember that myGovID is different to myGov.  
  
For instructions on setting up your myGovID, see [www.mygovid.gov.au/setup](http://www.mygovid.gov.au/setup).  
  
You will need at least Standard identity strength to set up your business for online services. e.g drivers license, passport and medicare card.

You'll need to use [Relationship Authorisation Manager \(RAM\)](#) to link your myGovID to your Australian business number (ABN).  
  
The principal authority ([info.authorisationmanager.gov.au/principal-authority](http://info.authorisationmanager.gov.au/principal-authority)) is the person responsible for the business, and **must** be the first person to link the ABN in RAM.  
  
You can link online here: [https://info.authorisationmanager.gov.au/principal-authority#How\\_to\\_link](https://info.authorisationmanager.gov.au/principal-authority#How_to_link)

Use your myGovID to log in to Online services for business [ato.gov.au/OSB](http://ato.gov.au/OSB)

From the Online services for business home page:  
  
•select **Profile**, then **Agent details**  
•at the **Agent nominations** feature, select **Add**  
•on the **Nominate agent** screen, go to **Search for agent**  
•type our registered agent number (RAN) **24420009** and select **Search**  
•select **AVCA Pty Limited**  
•complete the **Declaration**  
•select **Submit**.  
  
You'll now see AVCA's details listed under Agent nominations.  
  
For more information, go to [ato.gov.au/agentnomination](http://ato.gov.au/agentnomination)

Email or call us to let us know you have nominated us.  
  
**We only have seven days to accept your nomination, so please let us know.**  
  
Email: [mail@avca.net.au](mailto:mail@avca.net.au)  
  
Phone Numbers:  
Waratah: 4929 5533  
Maitland: 4933 6100