



How to Nominate LCAACCOUNTING PTY LTD as your Tax Agent.

To nominate **LINDA CRAWFORD ACCOUNTING PTY LTD** as your Tax Agent, you will need to complete the following linking steps below:

Section 1 : Set up Access to Online Services for Business

You will require access to the ATO's 'Online services for Business' portal to complete the client-agent linking steps. If you already have a business portal, please skip to **Section 2: Nominate your Tax Agent.** If you do not have a business portal, please start at step 1.

Step 1: Set up your Digital Identity (myGovID)

Differing from a myGov account, a myGovID is the Australian Government's Digital Identity app that allows you to login to the 'Online services for business' portal. For instruction on how to set up your myGovID, please visit <https://www.mygovid.gov.au/set-up>. Please be aware that when your setting up your myGovID, you must hold a Standard Identity Strength level to complete the remaining steps.

The screenshot shows the top of the myGovID website. On the left is the Australian Government logo. In the center is the myGovID logo. On the right is a search bar with the text 'Search myGovID' and a magnifying glass icon. Below the logo is a navigation menu with the following items: Home, How to set up (which is underlined), Where to use it, How to use it, Security, and Help. Below the navigation menu is a large grey box with the heading 'How to set up' and the subtext 'Download the myGovID app, enter your details and choose your identity strength.'

Find out how to set up your myGovID.

On this page

- [Before you start](#)
- [Three easy steps to set up your myGovID](#)
- [When verifying your identity](#)
- [How to use myGovID](#)
- [Using myGovID for business](#)
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Basic identity strength

A Basic myGovID allows access to **limited** participating government online services.

For a Basic identity strength, you need to enter your personal details. Your identity strength will still be Basic if you verify one identity document.

Standard identity strength

A Standard myGovID allows access to **most** participating government online services.

For a **Standard** identity strength, you need to enter your personal details and verify at least two of the following **Australian** identity documents (your name must match on both):

- driver's licence or learner's permit
- passport (not more than three years expired)
- birth certificate
- visa (using your foreign passport)
- citizenship certificate
- ImmiCard
- Medicare card.

You can find support if you're [unable to achieve a Standard myGovID](#).

Strong identity strength

A Strong myGovID allows access to **all** participating government online services.

For a Strong identity strength, you need to enter your personal details and verify the following **Australian** identity documents (your name must match on all):

- passport (not more than three years expired), and
- one of the following - birth certificate, citizenship certificate, driver's licence (including learner's permit) or Medicare card.

Verify your photo – you also need to complete a face verification check. This is a one-off scan that checks that you're a real person, the right person and verifying in real-time. It's like a selfie which is compared to the photograph on your passport.

You can find support if you're [unable to achieve a Strong myGovID](#).

Step 2: Link your myGovID to your ABN

Relationship Authorisation Manager (RAM) is an authorisation service that grants you to access to online services on behalf of a business. You will need to use RAM to link your myGovID to your Australian Business Number (ABN).

The person who is ultimately responsible for the business, also known as the principal authority, must be the first person to link your ABN in RAM.

The way you link your myGovID to your ABN will depend on your role in the business (see below):

You can link your myGovID to your ABN online if you meet the following criteria:

1. You have a strong myGovID identity strength; and
2. Your name is listed in the ABR.

You will need to link your myGovID to your ABN by contacting the ATO directly if you meet the following criteria:

1. You do not have a strong myGovID identity strength; or
2. You are not an individual associate listed in the ABR.



Step 3: Authorise others to act on your behalf (optional)

You can authorise others to act on behalf of your business (for example, employees) in RAM. For instructions on how to authorise others, Visit: <https://info.authorisationmanager.gov.au/set-up-authorisations>.

Section 2: Nominate your Tax Agent

Now that you have created your myGovID and linked it to your ABN, you can nominate **LINDA CRAWFORD ACCOUNTING PTY LTD** as your Tax Agent through the following steps.

Step 1: Log in to Online services for business

Use your myGovID to login to 'Online Services for business' through the following link: <https://mygovid.gov.au/AuthSpa.UI/index.html#login>.



Don't have the myGovID app?

Create a myGovID to prove who you are and log in to online services. Find out how to [set up your myGovID](#).



What's next?

1. Download the app
2. Prove who you are
3. Come back and log in

Already have the myGovID app?

Log in with your myGovID email to continue.

 Remember me



Step 2: Nominate LINDA CRAWFORD ACCOUNTING PTY LTD as your authorised agent

Navigate through 'Online services for business' to nominate us as your Tax Agent by following the steps below:

1. From the Online services for business home page select Profile, then Agent details.
2. At the Agent nominations feature, select **ADD**.
3. On the nominate agent screen, go to **"Search for Agent"**.
4. In the search bar, enter our Registered Agent Number (RAN), which is **24625918**, then press search.
5. From the results, select **LINDA CRAWFORD ACCOUNTING PTY LTD**.
6. Check that the agent's details are all correct.
7. Complete the Declaration.
8. Select Submit.

You should now see your Agents details listed under Agent nominations.

Step 3: Contact us to confirm you have completed the nomination

It is important that you contact your LCAACCOUNTING team member as soon as you have completed your nomination, as we only have 7 days to action the nomination before it expires. If your nomination expires, you will have to restart the nomination process.

Important Considerations

When completing your nomination, please ensure that you select all authorisations that you would like us to be responsible for (for example, Tax Agent and Activity Statement Agent). If you don't add all authorisations in your first nomination, you will need to complete the linking process again to add them.

Finally, if you experience any errors or difficulties when completing the agent nomination process, please reach out to your LCAACCOUNTING team member on 02 6921 3682 or contact the ATO directly for support.