

Client-to-agent linking steps:



Do you have access to Online services for business?

- Yes Go to step 3.
- No Go to step 1.

To complete step 1-2 you must be the principal authority

This is the person responsible for the business and must be the first person to set up access to Online services for business. If you are not sure what role you have, see [Get started](#)

Step 1: Set up your Digital ID (myID)

Download the myID app, available from the App Store or Google and follow these instructions on [how to set up your myID](#)



Set up your identity strength as strong (*strong myID needed for linking*):

- A Strong myID – by verifying your Australian passport and either birth certificate, citizenship certificate, driver licence or Medicare card.

Note: myID is unique to you, using your personal information – you cannot share it with others.

Step 2: Link your myID to your ABN

You will need to link your myID to your Australian business number (ABN) using [Relationship Authorisation Manager \(RAM\)](#)



If you have a Strong myID go to [RAM](#) and log in. Select Link your business and follow the prompts.

You'll need to [contact the ATO](#) to complete this step if you:

- have a Standard myID
- are a [primary person](#) – this is a type of principal authority who is not listed as an individual associate in the Australian Business Register. For example, the authorised contact of a government entity.

For more information, see [How to link your business online](#)

Step 3: Log in to Online services for business

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

Step 4: Nominate your authorised agent in Online services for business

To complete this step you will need Ascot Partners registered agent number.

From the Online services for business home page:

1. Select Profile, then Agent details
2. In the Agent nominations feature, select Add
3. On the Nominate agent screen, go to Search for agent
4. Enter Ascot Partners registered agent number (7614 3009) and select Search
5. From the results, select Ascot Partners
6. Check the details are correct
7. Complete the Declaration
8. Select Submit.



You will now see Ascot Partners details listed under Agent nominations. Please contact us to let us know you have completed the authorisation.

At the time this document was created, this information was correct and all links worked. Although we do our best, external agencies may change things without us knowing, so if you find a broken link, please let us know.