



# Keep your practice details secure and up to date

Regular checks help reduce fraud risk and ensure only the right people can act for your business.

**Published** 4 February 2026

A new year is a good time to review who can access your practice information.

Outdated authorisations or incorrect details can increase security risks. Regular checkups help protect your practice, your clients and your access to ATO online services.

## Three simple checks you can do now

### 1. Review authorisations in Relationship Authorisation Manager (RAM)

If you're a principal authority or authorisation administrator, use RAM to check who is authorised to act on behalf of your practice.

Ensure the right people have the right level of access for their role and promptly update or remove access when roles change or staff leave.

### 2. Review permissions in Access Manager

Use Access Manager to set and regularly review permissions for those authorised to access Online services for agents and the Australian Business Register (ABR) on behalf of your practice. This helps restrict sensitive or high-risk actions to staff who need them.

### 3. Keep your practice details up to date on the ABR

You must update your Australian business number (ABN) details on the ABR within 28 days of becoming aware of a change.

Keeping associates and contact details up to date helps prevent unauthorised access and ensures government agencies can provide timely, targeted support when needed.

**Tip:** Set a reminder to regularly review RAM, Access Manager and the ABR to help protect your practice and keep client information secure.

QC 106108

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