





# Keep authorisations and permissions up to date

Keep authorisations and permissions for ATO online services up to date to ensure the right people have the right access.

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[Relationship Authorisation Manager](#)  (RAM) enables authorised people to transact with government online services on behalf of your fund. This includes access to Online services for business and Access Manager. As the holder of an ABN, APRA regulated funds must keep authorisations and permissions up to date by regularly completing these 3 checks.

## 1. Ensure the right people are authorised

The principal authority or authorisation administrator must [create authorisations](#)  in RAM for people who need access. Maintaining accurate records ensures employees and others can easily identify who can approve access.


When a person no longer needs access (for example, they change roles or leave) remove their authorisation immediately to prevent unauthorised access.

## 2. Ensure each person has the right access


The principal authority or authorisation administrator should regularly check each person has the right access. After creating an authorisation for someone in RAM, permissions can be customised in Access Manager.


If someone increases their myID identity strength from Basic to Standard, the principal authority or authorisation administrator needs

to create a new authorisation. Once accepted, this will remove restricted access to our online services.

Where your fund uses Standard Business Reporting (SBR) enabled software to interact with our online services, you may need to create a [machine credential](#)  using RAM. You can also customise machine credential permissions in Access Manager.

### **3. Review activity regularly**

The principal authority or authorisation administrator should regularly check the authorisation and machine credential activities for the fund using the [History function](#)  in RAM.

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