



Australian Government

Australian Taxation Office

How to create a myGov account and link to your tax and super

Easy Read

How to use this document

This information is written in a way that is easy to read.
We use pictures to explain some ideas.



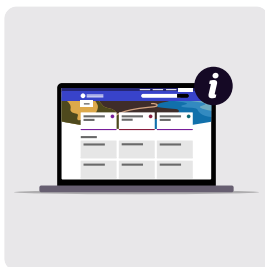
This document has been written by the Australian Taxation Office or ATO.



When you see the words 'we', 'our' or 'us' it means the ATO.



This Easy Read document is a summary of another document.



You can find the other document on our website at ato.gov.au/LinkmyGov
It includes a helpful video you can watch.

How this guide will help you

This guide helps you



1. create a myGov account



2. link the ATO to your myGov account.

Before you start you may need your **tax file number** (TFN).

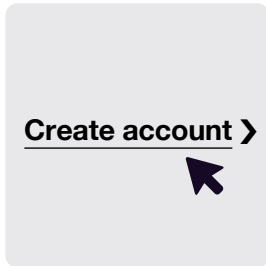
Your TFN is your personal identification number in our tax system.

If you cannot find it or you do not have one go to

ato.gov.au/TFN_EasyRead

Create a myGov account

1. Go to my.gov.au



Select **Create account**.

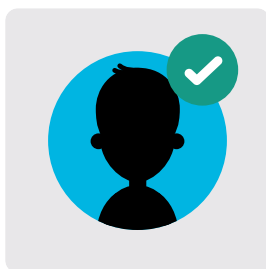


Select **Continue with email**.



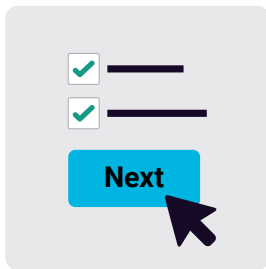
Read about the **terms of use** and **myGov privacy notice**.

- Terms of use are the rules about creating and using a myGov account.
- The privacy notice is the rules about how your information is collected, shared and protected.



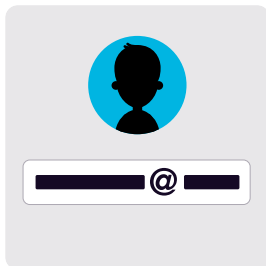
You can ask someone for help if you need to.

If you have questions about the terms you can also call the myGov helpdesk on **13 23 07**.



If you agree, select the 2 boxes to show you understand and accept the terms of use and privacy notice.

2. Email address



Enter your email address, then select **Next**.

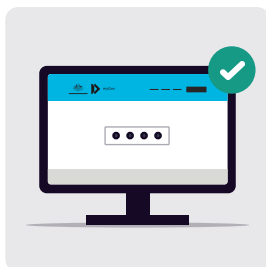
Do not use an email address that you share with someone else.



myGov will email you a code straight away.

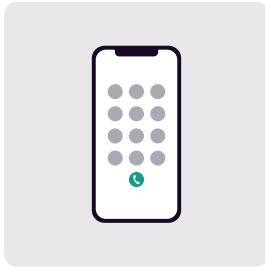
This is to check that you can access the email address.

Check your email for the code. If you don't find the code, look in your Junk or Spam folder.



Enter this code on the myGov screen, then select **Next**.

3. Mobile phone number



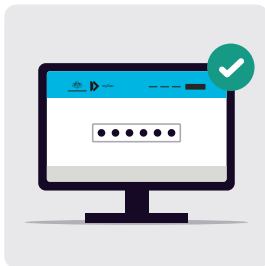
myGov sends a security code to your mobile phone when you want to sign in to your account.

Enter your mobile phone number.

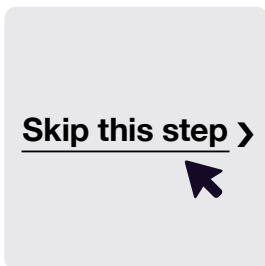


myGov will send a text message with a code.

This is to check that you can access the mobile number.



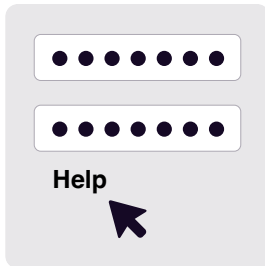
Enter this code on the myGov screen.



You can select **Skip this step** if you

- do not have an Australian mobile phone number
- have a mobile phone but you have poor mobile coverage
- are going overseas and won't be able to get an SMS from Australia.

4. Create password

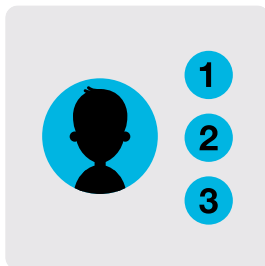


Create your myGov password.

If you need help creating a password, you can

- select **Learn more about passwords**
- go to [Create a myGov account](#).

5. Create secret questions and answers

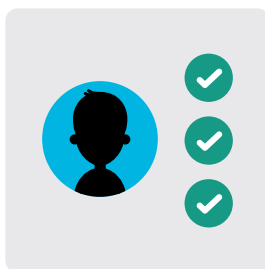


You need to choose and answer 3 secret questions.

You will need to answer these questions if you forget your password.

You can choose to

- select questions from each list you are shown
- select **Write my own question** at the bottom of each list.



Use answers that

- are easy for you to remember
- are not going to change over time
- other people would find hard to guess.

6. Finished



You have now created your myGov account. myGov will send your username to your email address.

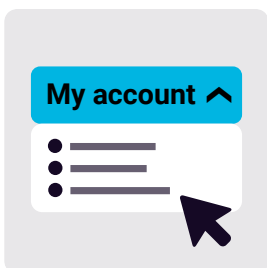
7. Set up a more secure myGov sign-in



You can now choose to set up a more secure way to sign in to your myGov account.

This more secure way can be

- the myID app
- passkeys
- multifactor authentication.



To change your sign in setting, select **My account** from the top of the myGov screen.

Then select **Account settings**.

Then select **Sign in settings**.



myID app

This is the best option as it

- is the most secure
- can make the linking process easier.

Find out how to set up and use the [myID app](#).



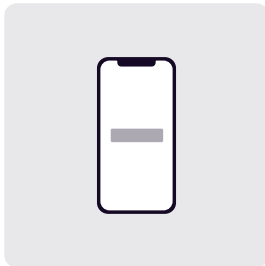
Passkey

A passkey is another secure way to sign in to myGov.

A passkey lets you use either

- the security features on your phone, computer or tablet
- a physical security key.

Find out about how to set up and use [passkeys](#).



Multifactor authentication

You can also use your myGov sign in details plus a secure code that you get from

- an SMS that is sent to you
- an authenticator.

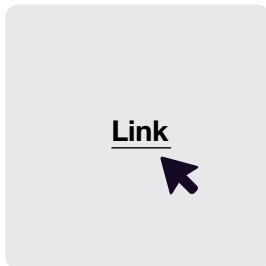
Find out how to set up an use [myGov sign in details](#).

Link the ATO to your myGov account

8. Make sure you are signed in to myGov



Select **View and link services**.



Under **Link a service** find Australian Taxation Office and select **Link**.



Select **Continue** to agree to myGov storing your

- given names
- family name
- date of birth.



Read about our

- terms and conditions
- privacy notices.



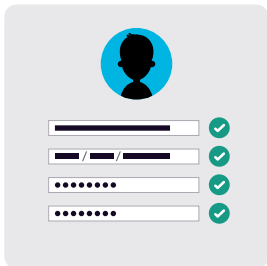
You can ask someone for help if you need to.



Select **I agree to the terms and conditions of use.**

Select **Next.**

9. Answer questions about your tax record



Enter or confirm your personal details such as your

- name
- date of birth
- address
- tax file number.



Answer questions to confirm your identity.

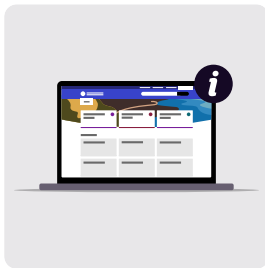


We have another Easy Read document to help you answer these questions.



You can find it at www.ato.gov.au/Questions

10. You can now use ATO online services



Go to ato.gov.au/Online to find out what you can do in ATO online services.