



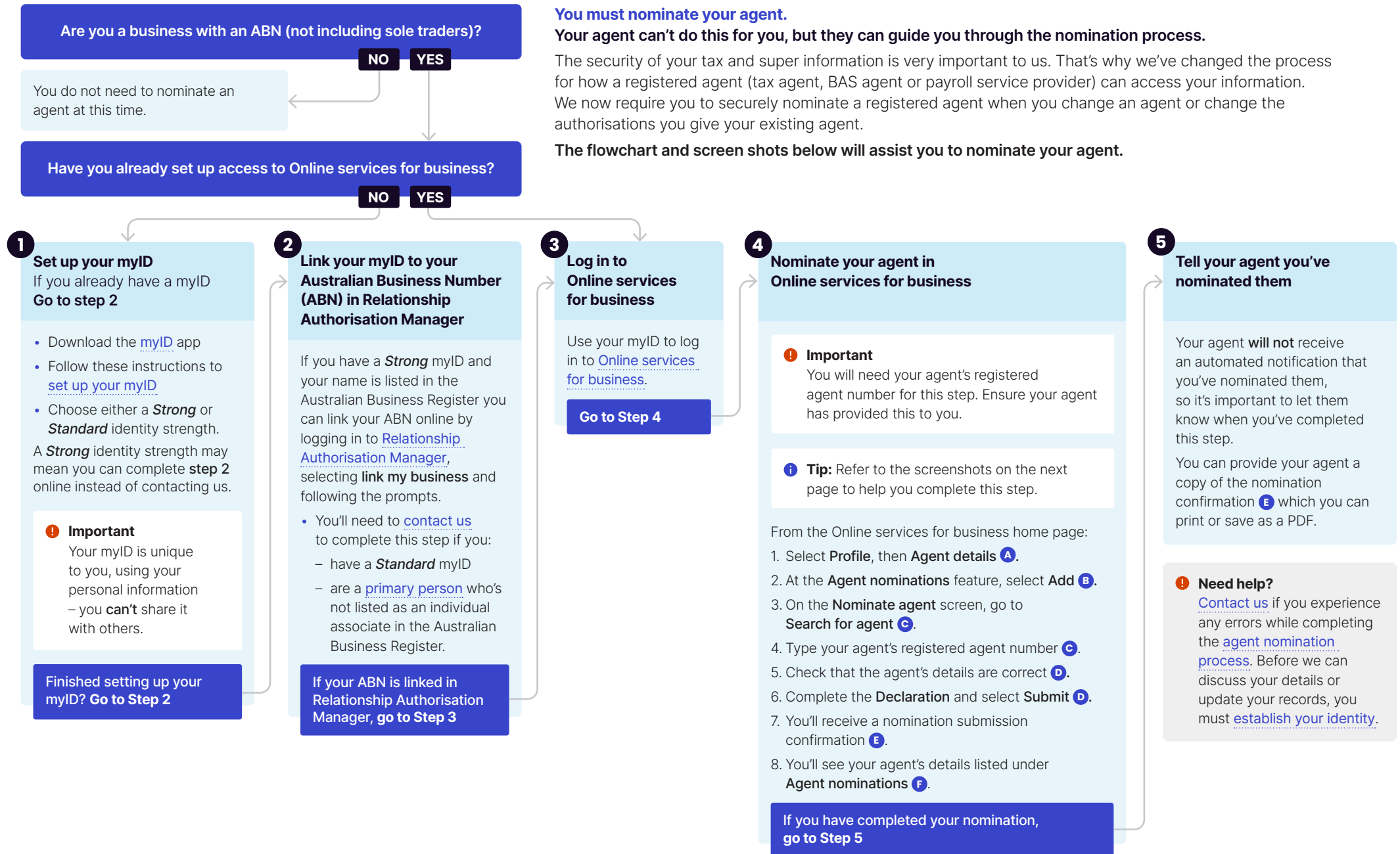
How to nominate an agent in Online services for business

You must nominate your agent.

Your agent can't do this for you, but they can guide you through the nomination process.

The security of your tax and super information is very important to us. That's why we've changed the process for how a registered agent (tax agent, BAS agent or payroll service provider) can access your information. We now require you to securely nominate a registered agent when you change an agent or change the authorisations you give your existing agent.

The flowchart and screen shots below will assist you to nominate your agent.



How to nominate an agent in Online services for business



The following screenshots will assist you to nominate your agent in Online services for business.

A Online services for business home page.

The screenshot shows the 'Online services for business' home page. The 'Profile' menu is open, and 'Agent details' is highlighted. The 'Add agent nomination' button is also highlighted.

B Add agent nomination.

The screenshot shows the 'Add agent nomination' page. The 'Add' button is highlighted.

C Search for your agent. The easiest way to search for them is with their registered agent number.

The screenshot shows the 'Nominate agent' page. The search bar is highlighted.

D Confirm details are correct, complete declaration and submit.

The screenshot shows the 'Nominate agent' page. The 'Agent nomination' section is highlighted, showing the agent details and the declaration section.

E Nomination submission confirmation. Notify your agent you have successfully nominated them.

The screenshot shows the 'Nominate agent' page. The 'Agent nomination successfully submitted' message is highlighted.

F Agent details now listed under agent nominations.

The screenshot shows the 'Agent details' page. The 'Agent nominations' table is highlighted, showing the agent details and the nomination details.