Australian Government
Australian Taxation Office

Online services for business

How to nominate an agent in Online services for business

Are you a business with an ABN (not including sole traders)?

NO — You do not need to nominate an agent at this time.

YES

Have you already set up access to Online services for business?

NO

YES

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.

1 Set up your myID

If you already have a myID **Go to step 2**

- Download the myID app
- Follow these instructions to set up your myID
- Choose either a ***Strong*** or ***Standard*** identity strength.

A Strong identity strength may mean you can complete step 2 online instead of contacting the RAM support line.

Important
Your myID is unique to you, using your personal information – you **can't** share it with others.

Finished setting up your myID? **Go to Step 2**

2 Link your myID to your Australian Business Number (ABN) in Relationship Authorisation Manager

If you have a ***Strong*** myID and your name is listed in the Australian Business Register you can link your ABN online by logging in to Relationship Authorisation Manager, selecting **link my business** and following the prompts.

You'll need to contact the RAM support line to complete this step if you:

- have a ***Standard*** myID
- are a primary person who's not listed as an individual associate in the Australian Business Register.

If your ABN is linked in Relationship Authorisation Manager, **go to Step 3**

3 Log in to Online services for business

Use your myID to log in to Online services for business.

Go to Step 4

4 Nominate your agent in Online services for business

Important
You will need your agent's registered agent number for this step. Ensure your agent has provided this to you.

Tip: Refer to the screenshots on the next page to help you complete this step.

From the Online services for business home page:

1. Select **Profile**, then **Agent details** A.
2. At the **Agent nominations** feature, select **Add** B.
3. On the **Nominate agent** screen, go to **Search for agent** C.
4. Type your agent's registered agent number C.
5. Check that the agent's details are correct D.
6. Complete the **Declaration** and select **Submit** D.
7. You'll receive a nomination submission confirmation E.
8. You'll see your agent's details listed under **Agent nominations** F.

If you have completed your nomination, **go to Step 5**

5 Tell your agent you've nominated them

Your agent **will not** receive an automated notification that you've nominated them, so it's important to let them know when you've completed this step.

You can provide your agent a copy of the nomination confirmation E which you can print or save as a PDF.

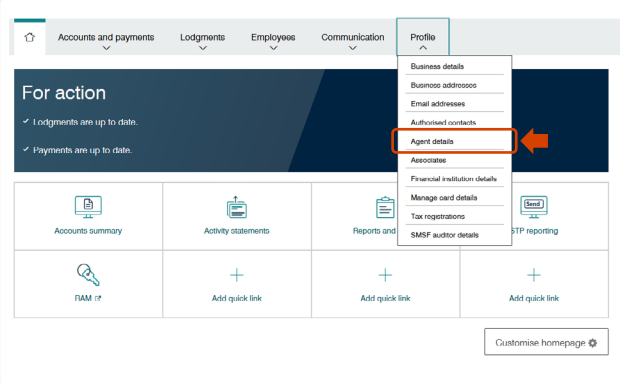
Need help?
Contact us if you experience any errors while completing the agent nomination process. Before we can discuss your details or update your records, you must establish your identity.

Online services for business

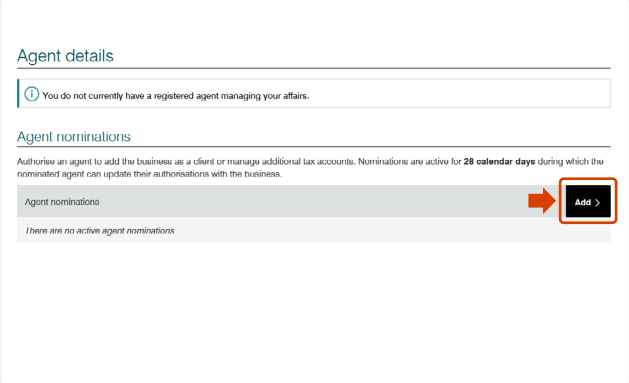
How to nominate an agent in Online services for business

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

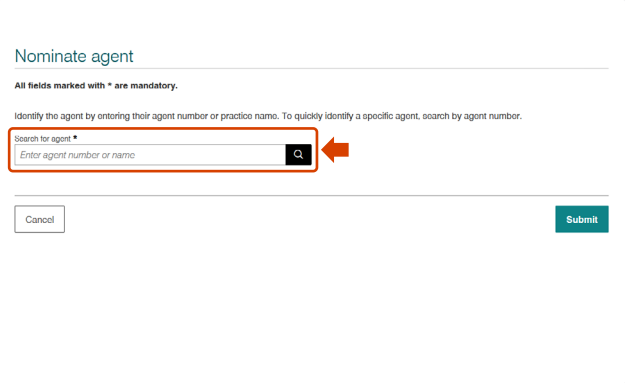
A Online services for business home page.



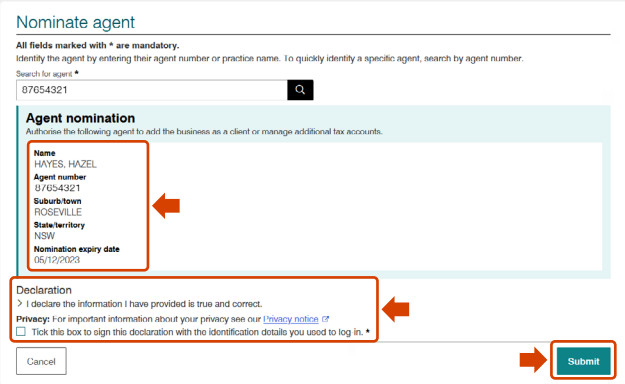
B Add agent nomination.



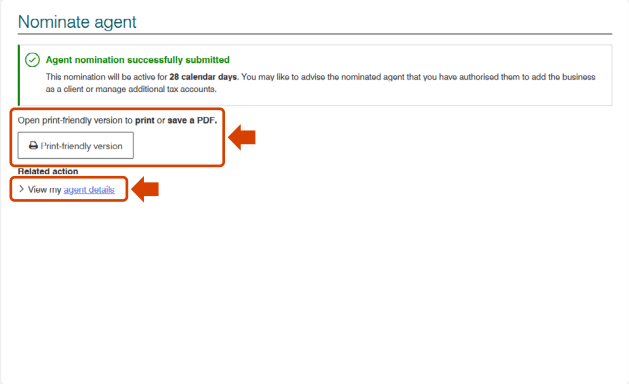
C Search for your agent. The easiest way to search for them is with their registered agent number.



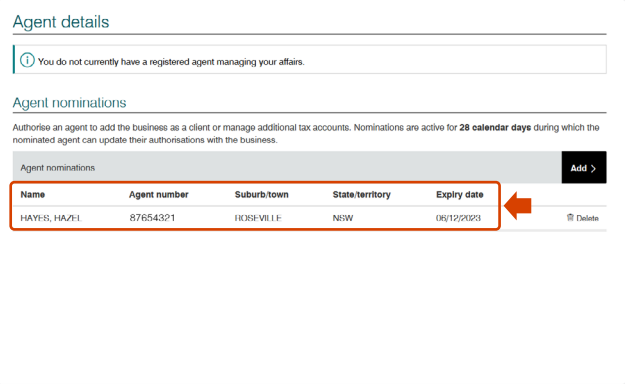
D Confirm details are correct, complete declaration and submit.



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



F Agent details now listed under agent nominations.



This is a general summary only.
For more information go to ato.gov.au/CALsteps

NAT 75562-11.2025 DE-77704