

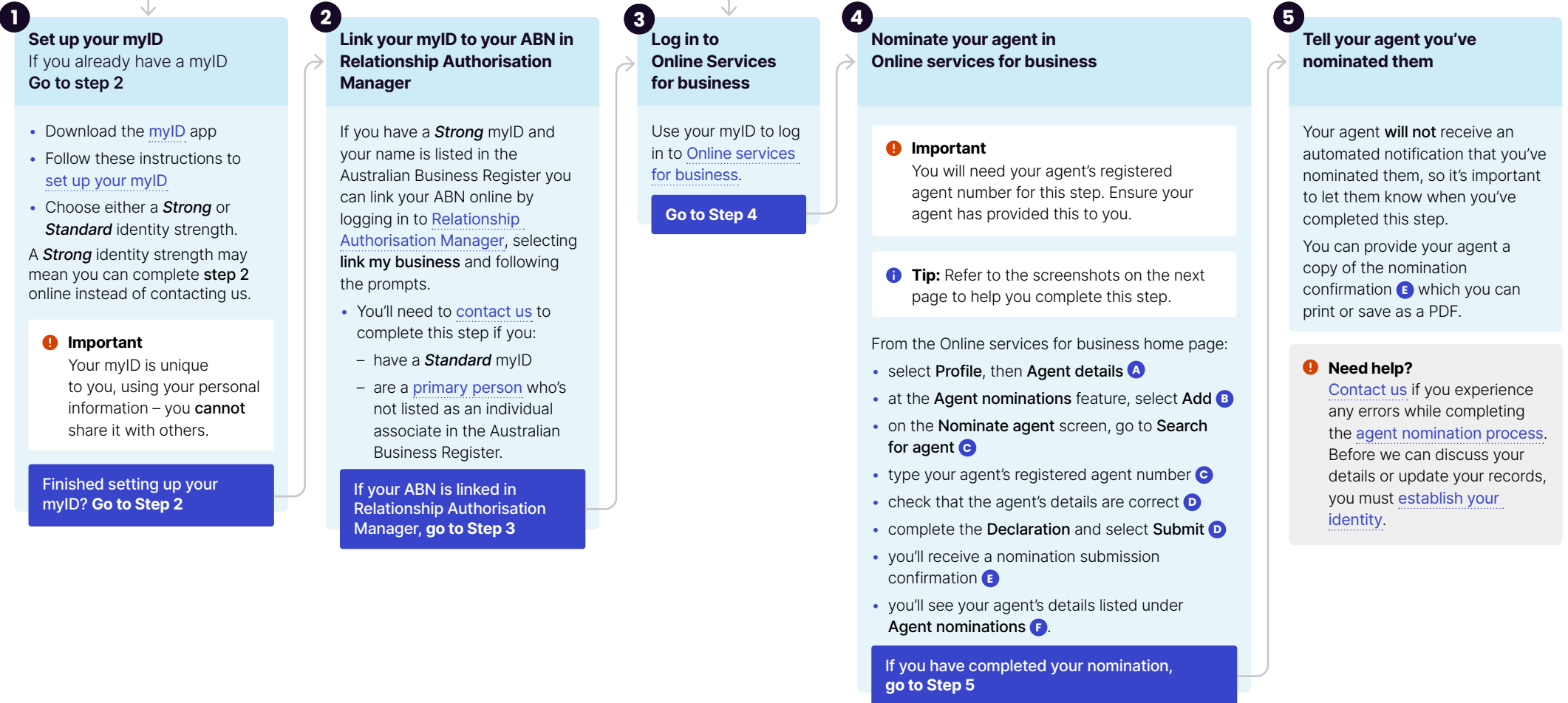


Online services for business

# How to nominate an agent in Online services for business

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

NO YES



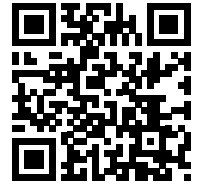
You must nominate your agent.

Your agent cannot 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.

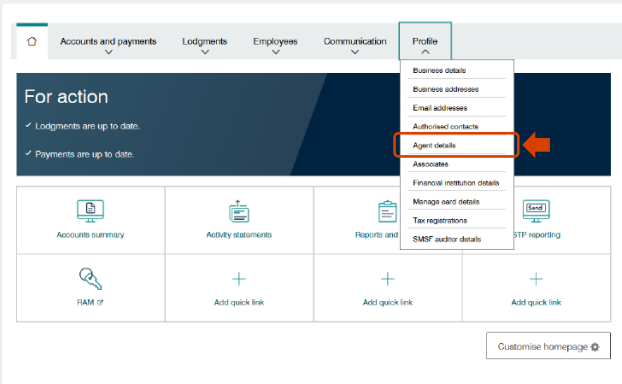
The flowchart and screen shots below will assist you to nominate your agent.

# How to nominate an agent in Online services for business

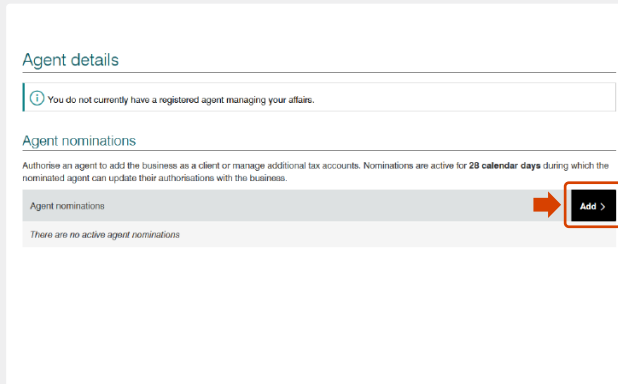


The following screenshots will assist you to nominate your agent in Online Services for Business.

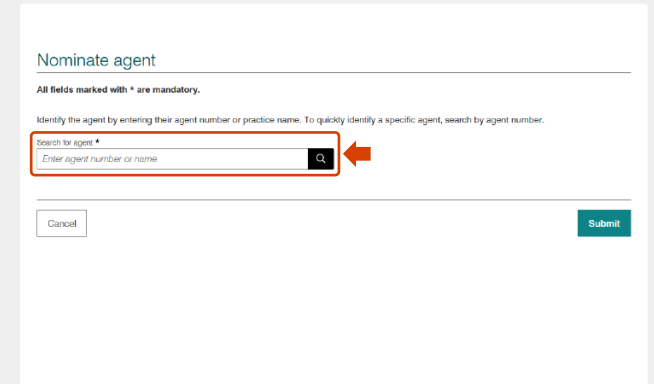
## A Online services for business home page.



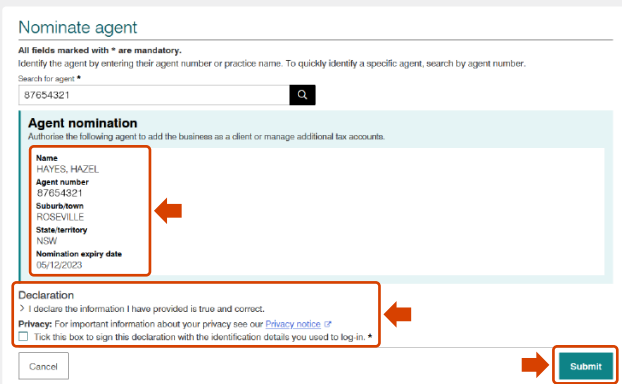
## B Add agent nomination.



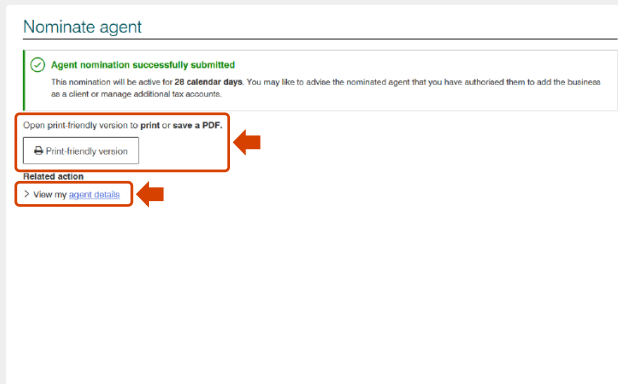
## C Search for your agent. The easiest way to search for them is with their registered agent number.



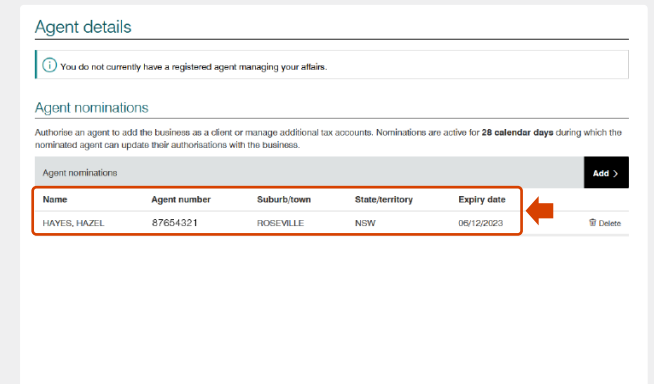
## D Confirm details are correct, complete declaration and submit.



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



## F Agent details now listed under agent nominations.



**i** This is a general summary only.  
For more information go to [ato.gov.au/CALsteps](https://ato.gov.au/CALsteps)