

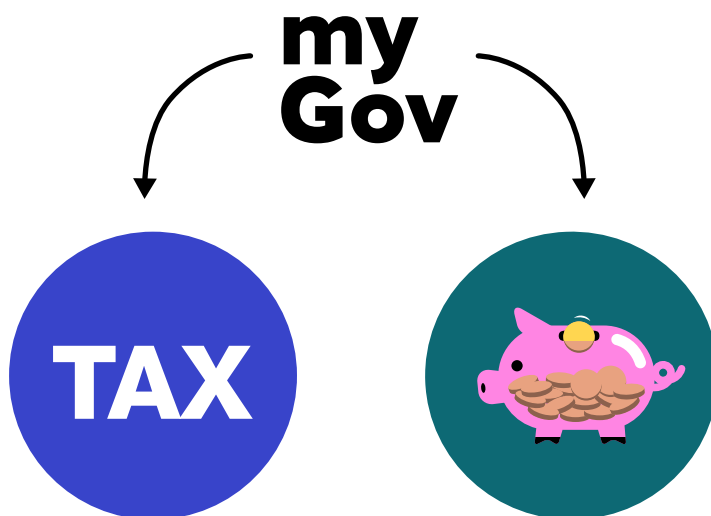


**Australian Government**

**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 was written by the Australian Tax Office (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 [www.ato.gov.au/LinkmyGov](http://www.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 your myGov account to the ATO.

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

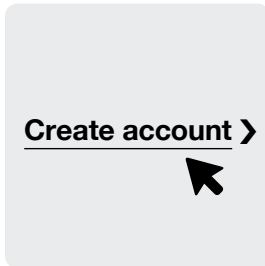
Your TFN is your personal identification number in our tax system.

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

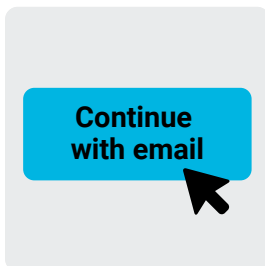
[www.ato.gov.au/TFN\\_EasyRead](http://www.ato.gov.au/TFN_EasyRead)

# Create a myGov account

## 1. Go to [www.my.gov.au](http://www.my.gov.au)



Select 'Create account'.

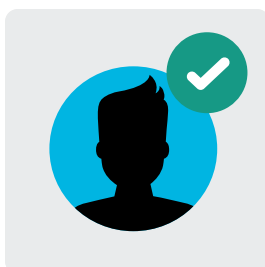


Select 'Continue with email'.

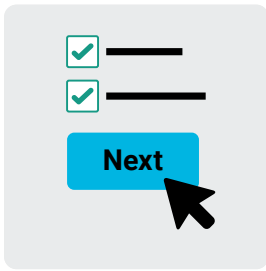


Read about the **terms of use** and **myGov privacy notice**.

- 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.

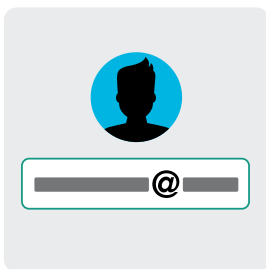


You can ask someone for help if you need to.



Select the 2 boxes to show you understand and accept the terms of use and privacy notice.

## 2. Email address



Enter your email address.

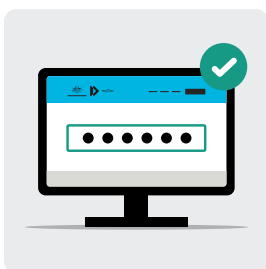
Do not use an email address that you share with someone else.



myGov will email you a code straight away.

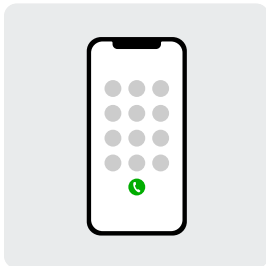
This is to show that it is your email address that you can access.

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



Enter this code into the code box on myGov.

### 3. Mobile phone number



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

Enter your mobile phone number.



myGov will text a code to your mobile phone straight away.

This is to show that it is your mobile phone number that you can access.



Enter this code into the code box on myGov.



You can select 'Skip this step' if you

- do not have a mobile phone
- have a mobile phone but you have poor mobile reception
- want to access your myGov account when you are not in Australia.

You will still need a secure way to sign in to your myGov account.

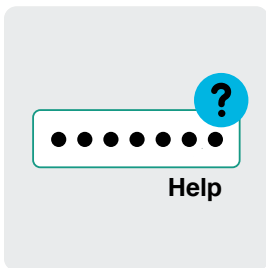


You can download one of these apps to your smart device

- the myGov Code Generator app
- the myGovID app.

You can do this after you finish creating your myGov account.

#### 4. Create password



Create your myGov password.

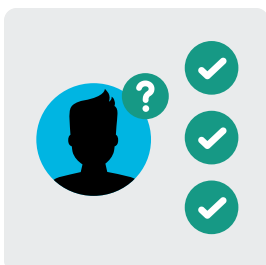
If you need help, select 'Help creating a password'.

#### 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.



Use answers that

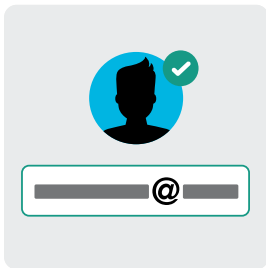
- are easy for you to remember
- are not going to change over time
- other people would find hard to guess.

## 6. Finished



You have now created your myGov account.

myGov will send your username to your email address.



To sign in to your myGov account you need to use 3 things

- your username or email
- your password
- a security code sent to your mobile phone or from the myGov Code Generator app.

You could also use your myGovID Digital Identity.

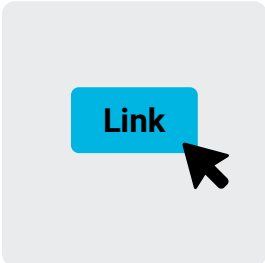


# Link your myGov account to the ATO

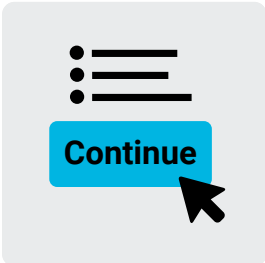
## 7. Sign in to myGov



Select 'View and link services'.



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



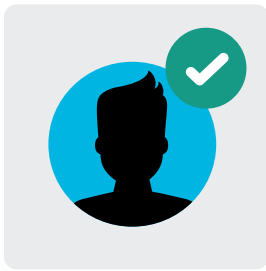
Select 'Continue' to agree to myGov storing your

- name
- date of birth.

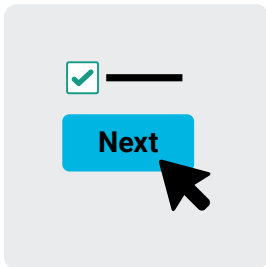


Read about our

- terms and conditions
- privacy notices.

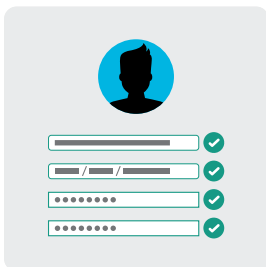


You can ask someone for help if you need to.



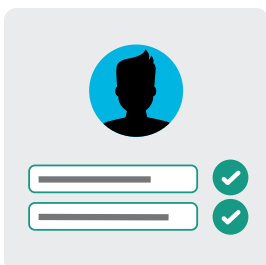
Select 'I agree to the terms and conditions of use' then select 'Next'.

## 8. Answer questions about your tax record



Enter or confirm your personal details such as

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



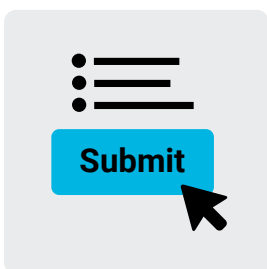
Enter information for 2 of the questions to prove who you are.



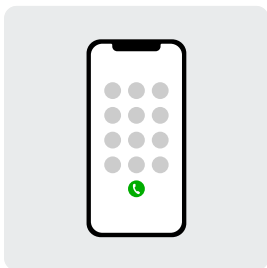
We have another Easy Read document to help you answer these questions.



You can find it at [www.ato.gov.au/Questions](http://www.ato.gov.au/Questions)

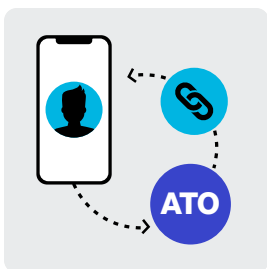


Select 'I agree to verifying and linking my record' then select 'Submit'.

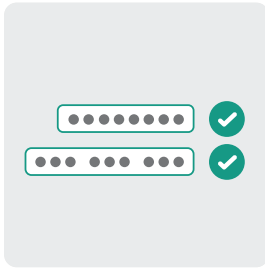


If you can't answer the questions you can phone us on **13 28 61** for a linking code.

## 8a. If you use a linking code



We will ask you some questions to prove who you are.



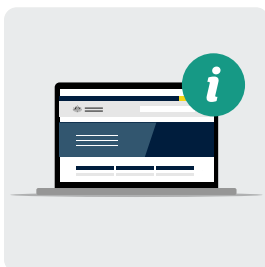
Enter your

- linking code
- tax file number.



Select 'I agree to linking my record' then select 'Submit'.

## 9. You can now use ATO online services



Go to [www.ato.gov.au/Online](http://www.ato.gov.au/Online) to find out what you can do in ATO online services.