

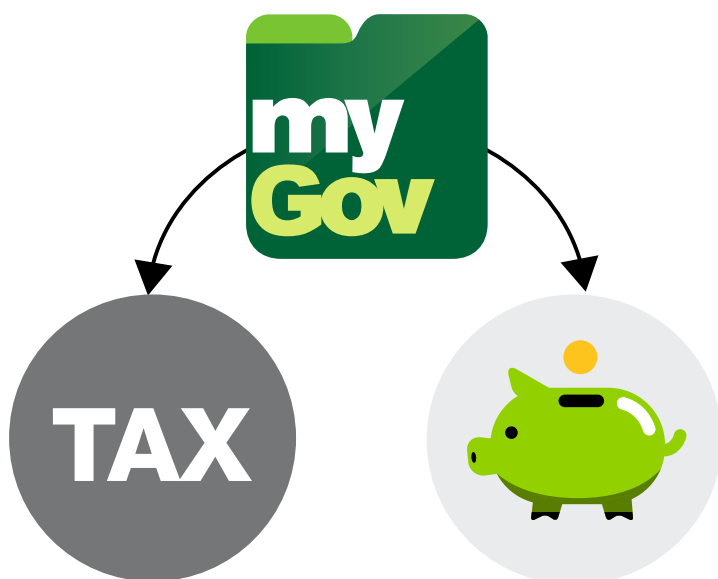


Australian Government

Australian Taxation Office

How to link your myGov to your tax and super

Easy Read information



How to use this document

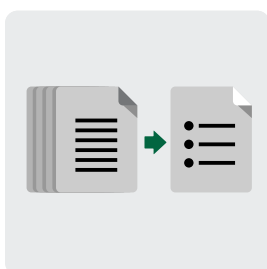
**This information is written in a way that is easy to read.
We use pictures to explain some ideas.**



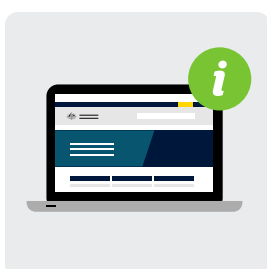
This document was written by the Australian Tax Office (ATO).



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

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.

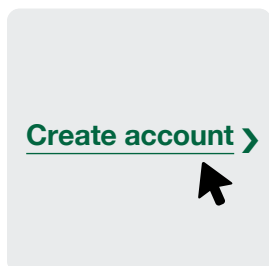
Before you start you need your **tax file number** (TFN).

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

Create a myGov account

1. Go to www.my.gov.au

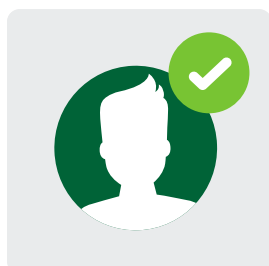


Select 'Create a myGov account'.



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

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



You can ask someone for help if you need to.



Select 'I agree' to show you understand and accept the terms of use.

2. Email address



Enter your email address.

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

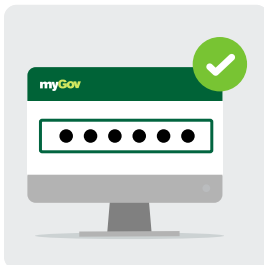


myGov will email you a code straight away.

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

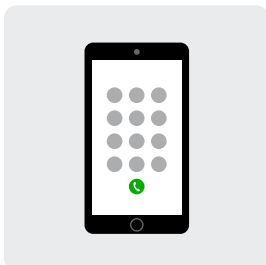
Check your email for the code.

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



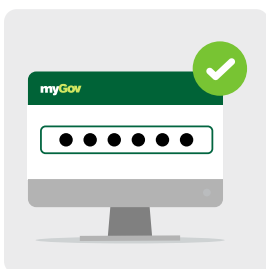
myGov sends security codes to your mobile phone when you want to log in to your account.

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.



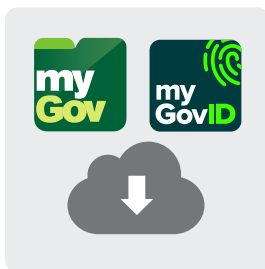
Enter this code into the code box on myGov.



You can select 'Skip this step' if you

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

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

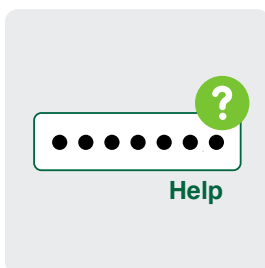


You can download one of these apps to your smart device

- 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.

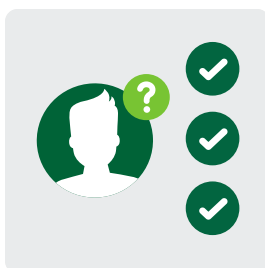
If you need help, select 'Help creating a password'.

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

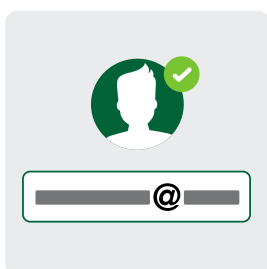
- are easy for you to remember
- are not going to change over time
- other people would find hard to guess.

6. Finished



You have now created your myGov account.

myGov will send your username
to your email address

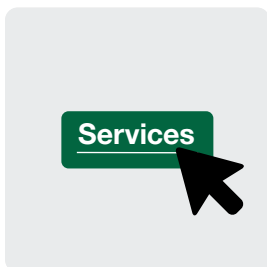


To log in to your myGov account you need to use
either your

- username or email, plus your password and a security code
- myGovID Digital Identity.

Link your myGov account to the ATO

7. Log in to myGov



Select 'Services'.



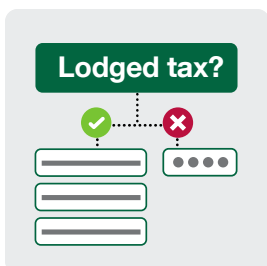
Select 'Australian Taxation Office' from the list under 'Link a service'.



You will need to select 'I agree' to myGov storing your

- name
- date of birth.

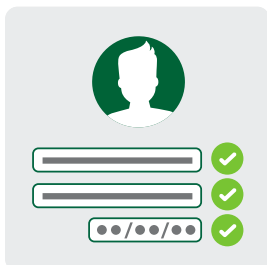
8. Choose linking option



You can choose

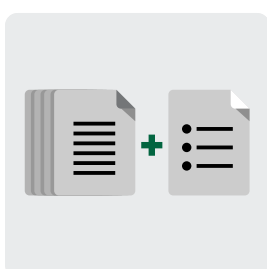
- 'Questions specific to you' and answer 2 questions to prove who you are. Go to step 9a.
- 'Use a linking code' and call us for a code. Go to step 9b.

9a. If you choose Questions specific to you



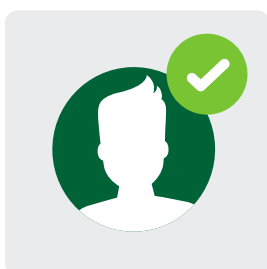
Enter your

- tax file number
- name
- date of birth.



Read about our

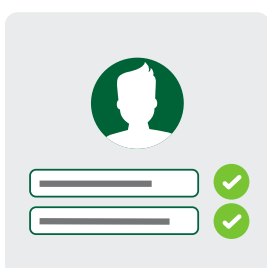
- terms and conditions
- privacy rules.



Ask someone for help if you need to.



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



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/QSTY

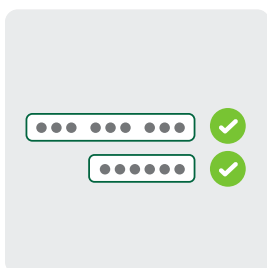
If you can't answer the questions you can phone us for a linking code.

9b. If you choose **Use a linking code**



Phone us on **13 28 61** to get a linking code.

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



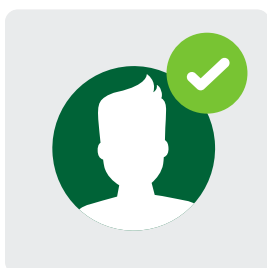
In myGov enter your

- tax file number
- linking code.

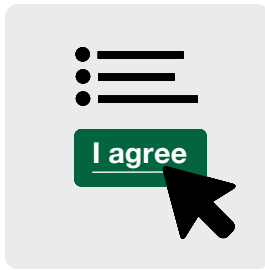


Read about our

- terms and conditions
- privacy rules.

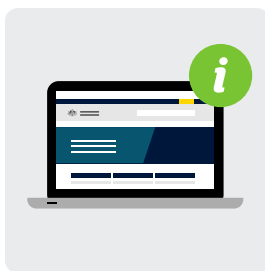


You can ask someone for help if you need to.



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

10. You can now use ATO online



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