Making Tax Digital – your Agent Services Account
Agent Services Account

Agent services account: sign in or set up

As a professional tax agent firm, you need an agent services account to:

- access new HMRC online services
- use software to communicate directly with HMRC

Set up or sign in

Before you start

If you do not have an agent services account, check the guidance to find out:

- what an agent services account does
- how to set up your agent services account
- how to add clients to your agent services account
- when to use your agent services account

Get help with this page.
Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

Create sign in details

Problems signing in

I have forgotten my password
I have forgotten my Government Gateway user ID
Different journeys

- Depending on the type of business you are, you will see slightly different versions of the next slides.
- Core information remains the same, but you will be asked about things directly related to your category.
Business type (Partnership route):

What type of business are you?
- Sole trader
- Limited company
- Partnership
- Limited liability partnership (LLP)
- None of these types of business

Continue
Enter your business details

This will help us match your details against information we currently hold.

**Partnership Unique Taxpayer Reference (UTR)**
Enter the last 10 digits only. For example, 12345 67890

[Where to find your partnership UTR](#)

**Registered business postcode**
This is the postcode of your registered business address

[Continue](#)

[Get help with this page](#)
Confirm agency details

Is this your business?

Org 109
Address Line 1 109
Address Line 2 109
Address Line 3 109
Address Line 4 109
TF3 4ER

These are the details we hold for Unique Taxpayer Reference (UTR) 22205 18109. You will be able to change these details in a moment for your agent services account.

- Yes
- No - I want to enter a different UTR

Continue

Get help with this step.
Anti money laundering compliance details

Money laundering compliance details

You must be registered with a money laundering supervisory body before you can create an agent services account.

Name of money laundering supervisory body

Membership number

When does your membership expire?
For example, 31/03/2019
Day  Month  Year

Continue

Get help with this page.
Create a new Government Gateway user ID
What is your email address?

We will send you a code to confirm your email address.

Email address

☐ This email address is correct

Continue

Get help with this page
Enter the code

We have sent a code to boney.saju@digital.hmrc.gov.uk

Code
For example, CF-DNCLRK

CF:

▶ I have not got the email

Confirm

Get help with this page
Confirmation of email

Email address confirmed

Continue

Get help with this page
What is your full name?

Full name

Continue

Get help with this page
Create a password

Your password must:

• be between 8 and 12 characters
• have at least one number (0 to 9)
• have at least one letter
• not contain special characters

Password

Confirm your password

Continue

Get help with this page
Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

Continue

Get help with this page
Set up recovery word

Make a note of this word in case you need it in the future.

The word must:
- be between 6 and 12 characters
- not contain spaces or special characters
- not contain numbers

Recovery word

Continue

Get help with this page
New ASA credentials

Your Government Gateway user ID is:
11 32 39 04 93 94

We have sent it to boney.saju@digital.hmrc.gov.uk

You will need this user ID and your password every time you sign in to Government Gateway.

Continue

Get help with this page
Type of account

Choose the type of account you need

- Individual
  Includes personal tax account, tax credits, Self Assessment and Child Benefit

- Organisation
  Includes limited companies, partnerships and charities

- Agent
  Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue
Name of organisation

Enter the name of the organisation

Organisation name

Continue

Get help with this page.
Your Agent ID is
Testingagenc-2W3VJMW78DR7

You need to keep a record of your Agent ID.

Continue

Get help with this page.
Check your details before creating your account

These are the business details we will use for your agent services account.

Your business name will be the name shown to clients. We need your business address to check your details. We will only use your email address to contact you about your agent services account.

<table>
<thead>
<tr>
<th>Business name</th>
<th>Org ID</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10019</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business address</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Address Line 3</td>
<td></td>
</tr>
<tr>
<td>Address Line 4</td>
<td></td>
</tr>
<tr>
<td>TF3 4ER</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Business email address</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:test@test.com">test@test.com</a></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Money laundering compliance details and expiry date</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chartered Institute of Management Accountants (CIMA)</td>
<td></td>
</tr>
<tr>
<td>4567890</td>
<td></td>
</tr>
<tr>
<td>11/11/2019</td>
<td></td>
</tr>
</tbody>
</table>

By setting up this account, you confirm that, to the best of your knowledge, the details you provided are correct.

Confirm details and create account

Get help with this page.
Agent services account created

Your account reference number
PARN-000-2857

What you can do next

Make a note of your account reference number PARN-000-2857. You will need this if you are not able to access your agent services account.

Check the guidance to find out how to:

- sign in to your agent services account
- use new HMRC services on behalf of your clients

Go to your agent services account

Get help with this page.
Moving on to linking clients

- Save / screenshot all the credentials you have been sent.
- The Agent Services Account is now live.
- We can start linking clients.
- Go to search box on GOV.UK and type in Sign in to your agent services account
Sign in to your agent services account

Sign in to your agent services account if you're a tax agent.

Guidance

Find out what services you can access with an agent services account.

Online services may be slow during busy times. Check if there are any problems with this service.

Before you start

You'll need the Government Gateway user ID and password you got when you registered for agent services. If you do not have one, you can create an agent services account.

You need to use a different Government Gateway user ID and password for HMRC online services for agents.

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Explore the topic

Tax agent and adviser guidance

Related content

Link clients to your agent services account
Sign up for Making Tax Digital for VAT
Create an agent services account
Making Tax Digital for VAT as an agent: step by step

Detailed guidance

Create an agent services account

Collection

HMRC services for tax agents
Making Tax Digital for VAT
Starting to map credentials
Link your current Self Assessment and VAT clients to your agent services account

What you need to know
Use this service to allow your agent services account to access your current client relationships.
If your clients sign up to report their income and expenses, or their VAT returns, through software, you will then be able to:
- use software to access information about these clients
- act on your client’s behalf for these services without having to ask for their authorisation again

Before you start
You will need the login details for each of the agent Government Gateway accounts your business uses for your Income Tax Self Assessment and VAT clients.

Sign in with another account
Link your current clients

Link your current Self Assessment and VAT clients to your agent services account

You need to sign in to your agent services account to use this service.

Sign in

Clear data

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Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

Create sign in details

Problems signing in
I have forgotten my password
I have forgotten my Government Gateway user ID
Account link completed