

ACT Revenue Office

How to start lodging ACT Payroll Tax online

Welcome!

The ACT Revenue Office's Self Service Portal (SSP) is an online portal, which allows ACT Payroll Tax and Ambulance Levy taxpayers to view real-time information about their tax obligations and lodge returns online.

The SSP uses Digital Identity to ensure private company information is only accessible to people who the company has authorised. Digital Identity is a safe, secure and convenient way to prove who you are online and can be used to access online government services.

myGovID is the Australian Government's digital identity app. You'll need to set up your Digital Identity with a minimum Standard identity strength. For more information on Digital Identity, visit digitalidentity.gov.au

To start using the SSP and lodging returns, please follow the steps in this guide for:

1. Setting up myGovID
2. Getting authorised to lodge on behalf of a business
3. Logging into the Self Service Portal

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Step 1: Download and set up myGovID



What is myGovID?

It's an easy and secure way to prove who you are online.

myGovID is your Digital Identity and makes it easier to prove who you are online. Use your myGovID to access [participating government online services](#).

myGovID is different to myGov



Your myGovID is your digital identity and unique to you. The myGovID app lets you prove who you are and securely sign in to participating government online services, such as myGov.



Your myGov account lets you link to government services online in one place. You can access online services like Medicare for your COVID-19 vaccine certificate through your myGov account. Signing in to your myGov account is simple and secure when you connect your myGovID.

<https://www.mygovid.gov.au/>

myGovID App Requirements

The myGovID app is compatible with most smart devices, and performs best when using:

- iOS 13 or later on Apple devices
- Android 10.0 or later. This excludes devices that use the Android Go operating systems, such as Android One

Steps

1. Download the myGovID app



2. Enter your details

Open the myGovID app on your smart device and follow the prompts. You need to enter your full name, date of birth and email address.

<https://www.mygovid.gov.au/set-up>

Steps

3. Verify your identity documents and set up a Standard Identity Strength

For a **Standard** identity strength, you need to enter your personal details and verify at least two of the following **Australian** identity documents (your name must match on both):

- driver's licence or learner's permit
- passport (not more than three years expired)
- birth certificate
- visa (using your foreign passport)
- citizenship certificate
- ImmiCard

You'll have the option to verify your Medicare card once you verify one of the other identity documents in your app.

If your name doesn't match across your identity documents, you may be able to verify this using a [change of name certificate](#) (Tasmania, South Australia, Northern Territory and the Australian Capital Territory only) or [marriage certificate](#).

If you do not have these Australian ID documents and you are not able to set up myGovID, please contact our office on returntaxes@act.gov.au

<https://www.mygovid.gov.au/set-up>

Need help with myGovID?

If you're having trouble, you can find support to help you:

- [verify your identity](#)
- [scan your identity documents](#)
- [update your myGovID email address](#)

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Step 2: Link your myGovID to a business using RAM

The Relationship Authorisation Manager (RAM) is an authorisation service that allows you to act on behalf of a business online when linked with your myGovID.

A principal authority needs to link to a business in Relationship Authorisation Manager (RAM) before others can be authorised to access government online services on behalf of the business.

A principal authority or authorisation administrator can create authorisations for employees and other individuals to work on behalf of the business.

How to link

How you link your myGovID to a business depends on your role:

- [Principal authority](#) - person responsible for the business. A principal authority needs to link to the business in RAM before others can be authorised to access government online services on behalf of the business.
- [Authorised user or administrator](#) - person who acts on behalf of a business online. Use your myGovID to log into RAM and accept an authorisation.

<https://info.authorisationmanager.gov.au/>

Setting up

If you are a principal authority or authorisation administrator, you can create authorisations for employees and other individuals to work on behalf of the business.

Find out how to:

- [Create new authorisations](#)
- [How to manage authorisations](#)

You need to make sure that business representatives have **Full** access to “REVENUE OFFICE – ACT (CMTEDD ACT TREASURY TERRITORIAL)” in order to use the ACT Revenue Office’s Self Service Portal.

The screenshot shows the 'Agency access' step (3) of a 5-step process. The user is 'Winston and Sons Cleaning Services' with ABN 90304022303. The interface includes a table for selecting agencies and their access levels. The 'REVENUE OFFICE – ACT (CMTEDD ACT TREASURY TERRITORIAL)' entry is highlighted in yellow. At the bottom, there are 'Back', 'Cancel', and 'Continue' buttons, along with links for Accessibility, Privacy, Disclaimer, and Copyright.

Agency access

Fields marked with an * are mandatory

Choose the agencies you want the selected business representative/s to access. Levels of access available for selection may vary depending on the type of authorisation you are creating/modifying. ?

NB: At least one agency must have a level of access of either Full or Custom to continue.

Agency	Level of access*
<input type="radio"/> AUSTRALIAN PRUDENTIAL REGULATION AUTHORITY	<input checked="" type="radio"/> Full <input type="radio"/> Custom <input type="radio"/> None
<input type="radio"/> AUSTRALIAN TAXATION OFFICE	<input checked="" type="radio"/> Full <input type="radio"/> Custom <input type="radio"/> None
<input type="radio"/> DEPARTMENT OF JOBS AND SMALL BUSINESS	<input checked="" type="radio"/> Full <input type="radio"/> Custom <input type="radio"/> None
<input type="radio"/> ONLINE SERVICES FOR DIGITAL SOFTWARE PROVIDER	<input checked="" type="radio"/> Full <input type="radio"/> Custom <input type="radio"/> None
<input checked="" type="radio"/> REVENUE OFFICE – ACT (CMTEDD ACT TREASURY TERRITORIAL)	<input checked="" type="radio"/> Full <input type="radio"/> Custom <input type="radio"/> None

Back Cancel Continue

Accessibility Privacy Disclaimer Copyright

Accepting an authorisation

- Once a principal authority or authorisation administrator has set up an authorisation for you, you'll receive an authorisation code and a summary of the authorisation request via email.
- Log in to RAM to accept or decline the request within seven days.
- Once accepted, you can act on behalf of the business when accessing government online services.

<https://info.authorisationmanager.gov.au/authorised-users-and-administrators>

Need help with RAM?

If you're having trouble, you can find support to help you:

- <https://info.authorisationmanager.gov.au/help>

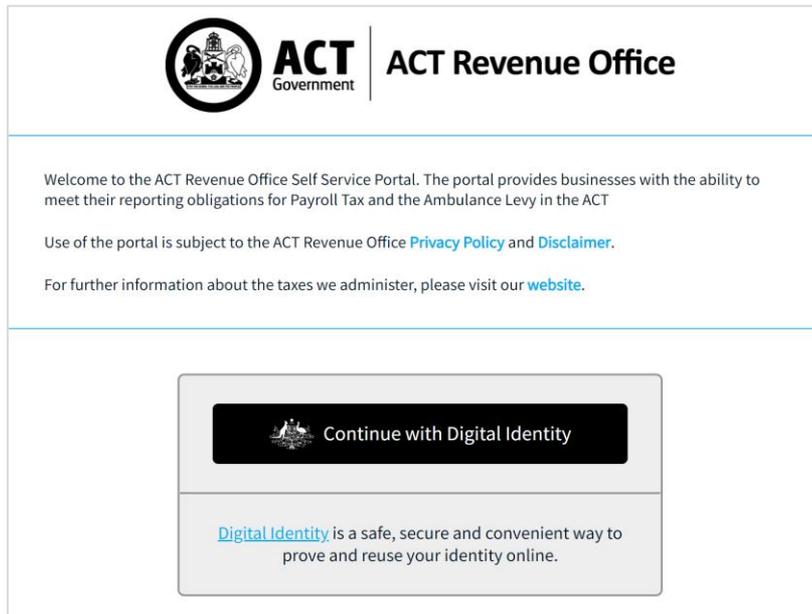
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Step 3: Log into the Self Service Portal and start lodging returns

Steps

1. Log onto SSP through <http://taxselfservice.revenue.act.gov.au/>

2. You will be redirected to Digital Identity



The screenshot shows the ACT Revenue Office Self Service Portal. At the top left is the ACT Government logo. To its right, the text 'ACT Revenue Office' is displayed. Below the logo and header, there is a welcome message: 'Welcome to the ACT Revenue Office Self Service Portal. The portal provides businesses with the ability to meet their reporting obligations for Payroll Tax and the Ambulance Levy in the ACT'. Below this, it states: 'Use of the portal is subject to the ACT Revenue Office [Privacy Policy](#) and [Disclaimer](#).' and 'For further information about the taxes we administer, please visit our [website](#).' At the bottom of the page, there is a large button that says 'Continue with Digital Identity' with a small icon of a person. Below the button, there is a text box that says: '[Digital Identity](#) is a safe, secure and convenient way to prove and reuse your identity online.'



You are being redirected to Digital Identity

Steps

3. Choose an Identity Provider

**myGovID**
Managed by Australian Government

You'll need these to get started

iOS or Android device

Remember my choice
(Not recommended for shared devices)

Select myGovID >

4. Give your consent

Give your consent
If you give consent, we'll only share these details with <Relying Party>

**myGovID**
Details provided by myGovID.

Your details	
Family name:	Citizen
Given name(s):	Alex
Date of birth:	08 December 1989
Email:	alexcitizen102@gmail.com

Remember my consent
Do you want us to remember your consent to share these details from myGovID with this service?
 Yes, and don't ask me again.

Find out more about [giving consent](#) >

Steps

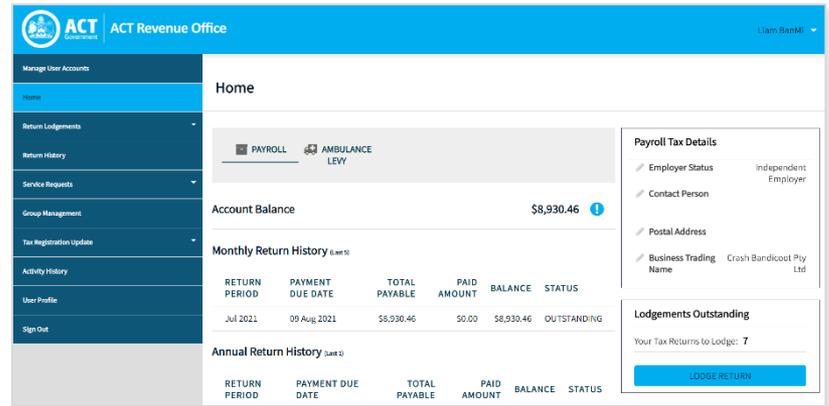
5. Register your details



The screenshot shows the registration page for the ACT Revenue Office. At the top left is the ACT Government logo. The page title is "Register". Below the title, there is a note: "Streamline the taxation process, manage tax returns and submit service requests from one easy portal." A radio button is selected for "Register for the Self Service Portal", with a sub-note: "For business representatives lodging returns and requests for a business." A small asterisk indicates mandatory fields.

If this is the first time logging into the Self Service Portal, or you have recently changed your details with myGovID, you will be asked to register your user details.

6. Start lodging returns



The screenshot shows the dashboard for the ACT Revenue Office. The user is logged in as "Liam Bank". The dashboard includes a sidebar with navigation options: Home, Return Lodgements, Return History, Service Requests, Group Management, Tax Registration Update, Activity History, User Profile, and Sign Out. The main content area shows the "Home" page with a "PAYROLL" and "AMBULANCE LEVY" section. The "Account Balance" is \$8,930.46. There are two tables: "Monthly Return History" and "Annual Return History".

RETURN PERIOD	PAYMENT DUE DATE	TOTAL PAYABLE	PAID AMOUNT	BALANCE	STATUS
Jul 2021	09 Aug 2021	\$8,930.46	\$0.00	\$8,930.46	OUTSTANDING

RETURN PERIOD	PAYMENT DUE DATE	TOTAL PAYABLE	PAID AMOUNT	BALANCE	STATUS
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Payroll Tax Details:

- Employer Status: Independent Employer
- Contact Person
- Postal Address
- Business Trading Name: Crash Bandicoot Pty Ltd

Lodgements Outstanding: Your Tax Returns to Lodge: 7

LODGE RETURN

Need help with SSP?

For further assistance with the Self Service Portal, please contact us via the methods below:



www.revenue.act.gov.au/payroll-tax



returntaxes@act.gov.au



(02) 6207 0028