



Set-up Government Gateway Account

1. Click on the below link:

<https://www.gov.uk/log-in-register-hmrc-online-services/register>

The screenshot shows the GOV.UK website header with the GOV.UK logo. Below the header is a breadcrumb trail: Home > Money and tax > Dealing with HMRC. The main heading is "HMRC online services: sign in or set up an account". Underneath is a "Contents" section with three links: "Sign in to HMRC online services", "Set up an account for HMRC online services", and "Get help with signing in to HMRC online services". At the bottom of the page, there is a section titled "Set up an account for HMRC online services".

2. Scroll down and select "set up a personal tax account"

The screenshot shows the "Individual accounts" section. It starts with the heading "Individual accounts" followed by the text "You can, for example:". Below this is a bulleted list with one item: "set up a personal tax account to check things like your Income Tax estimate and tax code, update your personal details and claim a tax refund if one's due".

3. Within the below screen, scroll down to "Start now"

The screenshot shows the GOV.UK website header with the GOV.UK logo. Below the header is a breadcrumb trail: Home > Money and tax > Dealing with HMRC. The main heading is "Personal tax account: sign in or set up". Below this is a paragraph: "Use your personal tax account to check your records and manage your details with HM Revenue and Customs (HMRC).". There is a note: "This service is also available in Welsh (Cymraeg)". At the bottom of the page, there is a section titled "Sign in to or set up your personal tax account" with a green button that says "Start now >".

4. Click on “Create sign in details”

Sign in using Government Gateway

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

Password

New users of Government Gateway
[Create sign in details](#)

5. Enter your email address and continue

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

6. Enter the code sent to your email address

Enter code to confirm your email address

We have sent a code to: **emma@rbp.co.uk**

The code will expire in 30 minutes.

! If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example, DNCLRK

[▶ I have not received the email](#)

7. Enter your full name

What is your full name?

Continue

8. Create a password

Create a password

Your password needs to be 10 or more characters. To help you create a long and strong password, the National Cyber Security Centre recommends using three random words.

You can use a mix of letters, numbers or symbols in these three words.

Password

Show

Confirm your password

Show

Continue

9. This will now create your Government Gateway user ID

Your Government Gateway user ID is:

12 34 56 78 90 12

IMPORTANT

Ensure you keep a safe record of your Government Gateway code and password