

Set-up Government Gateway Account

1. Click on the below link:

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



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

Individual accounts

You can, for example:

- <u>set up a personal tax account</u> 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"



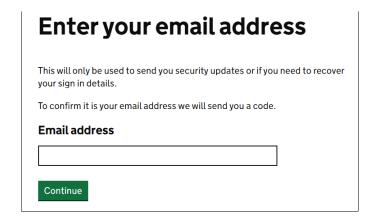
Sign in to or set up your personal tax account



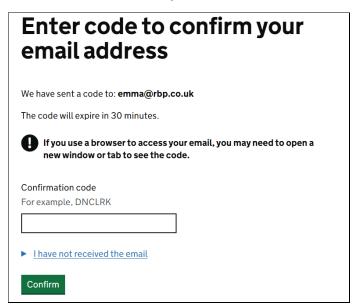
4. Click on "Create sign in details"



5. Enter your email address and continue



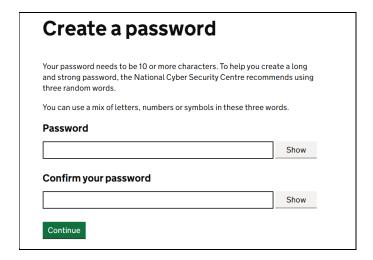
6. Enter the code sent to your email address



7. Enter your full name



8. Create a password



9. This will now create your Government Gateway user ID



IMPORTANT

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