

What you require:

1. Access to your email – you will be sent a code at step 2 and used in step 3

STEP 1 – CLICK THE LINK ABOVE AND SELECT CREATE SIGN IN DETAILS.

Sign in using Government Gateway

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

Password

[Sign in](#)

[Create sign in details](#)

STEP 2 ENTER YOUR EMAIL ADDRESS

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

[Continue](#)

HMRC WILL SEND YOU A CODE IMMEDIATELY – JUMP TO YOUR EMAIL COPY & PASTE THE CODE INTO THE NEXT BOX

Enter code to confirm your email address

We have sent a code to: **doug@**

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](#)

[Confirm](#)

Email address confirmed

This will enable us to help you get the most from this service.

Continue

YOU CAN NOW DELETE THE EMAIL, IT IS OF NO USE AGAIN.

OR YOU CAN ENTER A **BUSINESS NAME**.

What is your full name?

DOUG

Continue

HMRC PASSWORDS ARE NOT CASE SENSITIVE – MEANING IT MAKE NO DIFFERENCE IF YOU TYPE LOWER OR UPPERCASE, SO DON'T WORRY ABOUT USING A MIXTURE.

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

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

Set up a 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

Your Government Gateway user ID is:

11 75 36 [REDACTED]

We have sent it to **doug@**[REDACTED]

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

Continue

Choose the type of account you need

- Individual
Includes personal tax account, tax credits, Self Assessment and Child Benefit
- Organisation
Includes limited companies, partnerships, charities, trusts and estates
- Agent
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

AFTER WHICH IT TAKES YOU BACK TO THE HOME PAGE.

NOW OPEN THE LINK TO ENROL FOR THE SERVICES YOU REQUIRE.

- PAYE
- SELF-ASSESSMENT
- CORPORATION TAX