

**What you require:**

1. Access to your email – you will be sent a code at step 2 and used in step 3
2. Full name, DOB, NI number.
3. A valid passport / a recent P60

**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 [blurred]

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

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

## You need to set up additional security

This is to make sure only you can sign in.

Continue

## How do you want to get access codes?

**Text message**

Get codes sent to a mobile phone.

**Voice call**

Get codes by automated message to a UK mobile or landline.

**Authentication app for smartphone or tablet**

Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

Continue

## How do you want to get access codes?

**Text message**

Get codes sent to a mobile phone.

**Voice call**

Get codes by automated message to a UK mobile or landline.

**Authentication app for smartphone or tablet**

Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

Continue

## Is this a UK mobile phone number?

Yes

No

Continue

## Enter a UK mobile phone number

We will send an access code to this mobile phone by text message.

UK mobile phone number

07977 [redacted] x

[Choose a different way to get access codes](#)

Send access code

# Enter the access code

We have sent a 6 digit access code to +447977 [REDACTED]

It may take a few minutes to arrive

Access Code

Problems with this code? [Try another option](#)

Continue

# You've set up additional security

Every time you sign in we will request an access code.

If you've set up more than one security preference you'll be able to choose how you get the access code.

Continue

# We just need to confirm who you are

We're going to ask you some security questions based on information HMRC hold on you.

This is to help protect your data.

Continue

Confirm your identity

# Enter your details

This is to help us confirm who you are, so we know what questions to ask you.

First name

Last name

National Insurance number

It's on your National Insurance card, benefit letter, payslip or P60.

For example, QQ123456C

[I do not know my National Insurance number](#)

Date of birth

For example, 31 3 1980

Day Month Year

Continue

---

Confirm your identity

## Choose a way for us to identify you

UK Passport

P60

Make sure you have the right documents with you

[Continue](#)

---

Confirm your identity

## We need your consent to share your information

To confirm your identity using your passport details, we need your consent to share the information you give us with HM Passport Office.

For details about how we store and process your information, see our [privacy notice \(opens in new window or tab\)](#).

**Do you consent to HMRC sharing your passport details with HM Passport Office?**

Yes  No

[Continue](#)

---

# Your UK passport

Enter your details exactly as they appear on your passport.

[▶▶ Where to find these details on your passport](#)

## Passport number

Your passport number contains up to 9 numbers and no letters.

## Surname

Exactly as it appears on your passport.

## Given names

Enter all given names, as they appear on your passport.

## Expiry date of your passport

For example, 31 MAR 2026

Day    Month    Year

[Continue](#)

[I don't have that information](#)

---

# We have confirmed your identity

You can now sign in to your personal tax account

[Continue](#)

---

# Choose how to get your legal notices, penalty notices and tax letters

You can choose to get some of your tax documents and information sent through your HMRC online account instead of by post.

You will need to take action when you receive some of the documents. They include:

- Legal notices to file tax return
- Late filing penalty notices
- Late payment penalty notices

We may also send you other messages, including information about your personal tax code, if you have one.

## How do you want to get your legal notices, penalty notices and tax letters?

- Through my HMRC online account
- By post only

For more information about how HMRC uses your data, [read the privacy notice](#).

Continue

---



## Account home

### Income

#### Pay As You Earn (PAYE)

Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes.

#### National Insurance

You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.

[View your National Insurance letter](#)

[View gaps in your record](#)

#### 6 April 2019 to 5 April 2020

Your tax has not been calculated yet

There is no need to contact HMRC about this. You will receive a letter if you have paid too much or too little tax.

#### 6 April 2018 to 5 April 2019

You paid the right amount of tax

There is nothing more to pay for this year.

### Benefits

#### Tax credits

View your next payments and the people on your claim, and make changes to your claim.

#### Child Benefit

A tax-free payment to help parents with the cost of bringing up children.

[Tell us if your child is staying in full-time education](#)

[Tell us if your child's circumstances change](#)

[Tell us if your circumstances change](#)

#### Marriage Allowance

Transfer part of your Personal Allowance to your partner so they pay less tax.

[Find out if you qualify for Marriage Allowance](#)

### Pensions

#### State Pension

View your State Pension and National Insurance contributions.

[View your State Pension forecast](#)

[View your National Insurance record](#)

[Is there anything wrong with this page?](#)