

What you require:

1. Your PAYE employer reference number & accounts office reference.
2. Both on all P32 documents I send in the top left corner and bottom left corner respectively.

ONCE LOGGED IN, NEAR THE TOP YOU SHOULD SEE THESE ITEMS SELECT GET ACCESS TO AN ONLINE TAX.

Business tax summary

View and access your business taxes in one place

Add a tax to your account to [get online access to a tax, duty or scheme.](#)

SELECT PAYE FOLLOW THE SCREEN PROMPTS

What do you want to add?

- Corporation Tax
- Self Assessment, including partnerships and trusts
- Employers or intermediaries, for example PAYE for employers or CIS
- Another VAT service, for example EC Sales List
- Other taxes or schemes

Continue

Which employer tax or scheme do you need?

- PAYE for employers
- Construction Industry Scheme (CIS)
- Pension Schemes Online for Practitioners
- Employment related securities (ERS)
- Employment intermediaries (for agencies)

Continue

Do you have an employer PAYE reference?

Yes No

Continue

ENTER YOUR EMPLOYER REFERENCE NUMBER AND ACCOUNTS OFFICE REFERENCE NUMBER

BOTH OF THESE CAN BE FOUND ON EVERY P32 DOCUMENT I EMAIL YOU AND YOUR END-OF-YEAR LETTER WITH P60.

(P32 IS THE PAYE BILL I SUPPLY MONTHLY OR QUARTERLY WITH THE AMOUNT YOU HAVE TO PAY HMRC).

Request access to PAYE for Employers

HMRC office number

It is on the letter HMRC sent you when you registered as an employer. Enter the first 3 numbers. For example, 123/A246, enter 123.

120

Employer PAYE reference

Enter the second part of your reference (any letters and numbers after the slash). For example, A246

XZ12345

Accounts office reference

It is on the letter you got when you registered as an employer and your payment booklet. For example, 123PX12345678

120PP01045678

x

Request access

A CONFIRMATION IS SUPPLIED

You've requested access to PAYE for Employers

120 (HMRC office number)
XZ12345 (Employer PAYE reference)

You'll receive an activation code in the post within 7 days.

You need to use the activation code to get access to the tax or scheme.

Continue

BACK TO YOUR HOME PAGE OF YOUR ONLINE TAX ACCOUNT YOU SEE THE NEW SERVICE HAS BEEN ADDED.

IT SAYS YOU ACTIVATION CODE HAS BEEN POSTED AND JUST BELOW THAT IS THE LINK TO ACTIVATE AND COMPLETE THE SET UP.

PAYE for employers

Employer PAYE reference 120/8[REDACTED]

We posted an activation code to you. Delivery takes up to 7 days.

Use the code to [activate your PAYE for employers](#). It can take up to 72 hours to display your details.

WHEN YOUR YOUR ACTIVATION CODE ARRIVES IN THE POST – LOG IN AND CLICK ACTIVATE PAYE FOR EMPLOYERS.

ACTIVATION IS INSTANT AND YOU CAN NOW BROWSE WHAT OPTIONS YOU HAVE AVAILABLE.

NOW SIT TIGHT UNTIL WE HAVE MORE DETAILS FOR GRANT PORTAL TO EMERGE.