

How to Create a Government Gateway Account

What will you need?

- Full name
- Date of birth
- NI Number
- UTR
- Mobile phone
- Access to your email account
- Passport (optional)

What is the process?

1. Visit HMRC's website to create a government gateway account
<http://www.gov.uk/log-in-register-hmrc-online-services>
2. Click 'sign-in'
3. Scroll to the bottom of the page and choose 'Continue to your account'
4. Scroll down and choose 'Create sign-in details'
5. Enter your email address.

You will be sent a code to that email address to enter onto your application.

6. Enter the code

You will then be asked to input your details

7. Enter your full name
8. Create a password

You will then be asked to set up recovery for your sign in.

9. Enter a word that is special to you as a reminder in case you need to recover your password.

You will then be allocated a government gateway login number.

This will be a 12 digit number. This number is your login number so keep it safe.

You will then need to choose the type of account you need

10. Choose 'Individual'

You will then need to set up additional security

Each time you login to your government gateway, you will need to enter your login details and then a unique code that will be sent to your mobile phone.

11. Enter the method you would like to receive the code. Text message is the one we would recommend.
12. Click 'Yes' to if this is a UK mobile number
13. Enter the UK mobile number and 'Send Access Code'

You will be sent an access code to the phone number entered

14. Enter the access code as prompted and continue

You will then need to confirm who you are

15. Enter your full name, National Insurance Number and Date of Birth

You will then need to choose an option to confirm your identity. This will be either using your passport details or details from your credit reports.

16. Follow the instructions to confirm your identity either from your passport or credit report (you don't need a copy of your credit report for this)

Your identity should then be confirmed

You will then be asked how you'd like to receive your legal notice

17. Choose the option of either email or post

Your government gateway should then be set up.