



# User Guide: How to set up your Organisation in Relationship Authorisation Manager

## Who should read this?

The intended audience of this user guide is **principal authorities** (business owners or eligible associates listed on an ABN in the Australian Business Register) who are responsible for setting up their organisation in [Relationship Authorisation Manager](#) (RAM).

If you are responsible for authorising users in a government agency, contact the Australian Taxation Office to set up a **government representative** role in RAM.

## Digital Resources

[How to link your business in RAM](#) (Australian Taxation Office video)

## Before you start

1. Check your personal details as listed on the [Australian Business Register](#) are up to date
2. Check if other nominated individuals within your organisation are still current
3. Download the myGovID app on your smart device from the official [Apple](#) or [Google Play](#) store
4. Register your myGovID with a unique email address and verify at least 2 Australian Government identity documents
5. Log in to [Relationship Authorisation Manager](#) with your new myGovID

## Link your business

6. Once you have logged in to RAM, select **link my business** to find your businesses
7. Add in your address details
8. Select your businesses, enter your email address and click **send email** to receive a verification code
9. Enter the code and click **verify** and continue
10. View the summary of the selected businesses and select the checkbox to declare you understand and accept. Click **Submit**.
11. A message will display confirming your business is successfully linked. Click **Continue**.

## Import all of your current AUSkey users

12. You can bring across current AUSkey users into RAM (up to a maximum of 100 at a time) using the **Import AUSkey users** function. Refer to [User Guide: How to use the Import AUSkey function in Relationship Authorisation Manager](#) for steps.

## Set up additional authorisations

13. You can set up manual authorisations to allow others to act for your business, including **authorisation administrators** using the **Add new user** function.

## Where can I go for additional support?

For issues relating to **myGovID**:

- Check the information in this pack or visit the [myGovID website](#)
- If you still need to speak with the ATO, you can contact the support line on **1300 287 539** — select **option 2** for myGovID.

For issues relating to **Relationship Authorisation Manager (RAM)** or issuing **authorisation requests**:

- Check the information in this pack or visit the [Relationship Authorisation Manager website](#)
- If you still need to speak with the ATO, you can contact the support line on **1300 287 539** — select **option 3** for RAM.