

AUSkey Replacement

How to check ABR data in preparation for AUSkey Transition

Background

AUSkey is reaching end of life in March 2020 and the ATO is delivering a strong, secure and simple digital identity replacement solution. Together myGovID and Relationship Authorisation Manager (RAM) will be used to replace AUSkey, device AUSkey and Manage ABN Connections (using myGov to login).

Authorised business representatives are now able to prove their identity using myGovID, link their business in RAM, manage user authorisations and use the myGovID app to authenticate and access participating online government services. To learn more about which government services are connected to RAM visit the authorisation manager [website](https://info.authorisationmanager.gov.au/what-can-i-use-it-for) (<https://info.authorisationmanager.gov.au/what-can-i-use-it-for>).

Guide Overview

This guide has instructions to check the eligible listed associates of an ABN in the Australian Business Register (ABR).

The individual linking the business to RAM must be an eligible listed associate. Depending on the organisation's structure, eligible associates can be:

- Sole trader
- Partners
- Trustees
- Directors
- Officer Bearer of a club/association

Pre-requisites:

- An administrator AUSkey or Manage ABN Connections (MAC) with administrator privileges.

Contact the AUSkey administrator of the business for any assistance regarding AUSkeys or visit the [AUSkey website](https://www.abr.gov.au/auskey/managing-auskeys/register-someone-else-auskey) (<https://www.abr.gov.au/auskey/managing-auskeys/register-someone-else-auskey>) for more details.

NOTE: The legal name of individuals or sole traders cannot be updated through the ABR website. Please contact the ATO directly to update this information. Name changes made to the ATO will update the ABR, though there may be a delay. Read more about updating your name on the [ATO website](https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-details/Update-your-name/) (<https://www.ato.gov.au/Individuals/Tax-file-number/Update-your-details/Update-your-name/>).

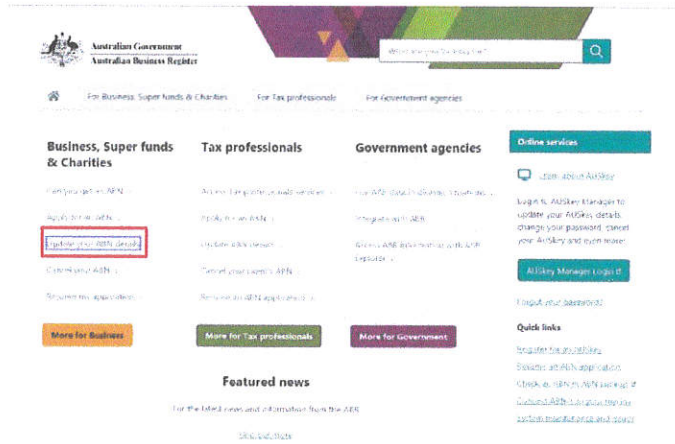
Estimated Time

For most people with an administrator AUSkey or Manage ABN Connections, checking eligible associates in the ABR will take less than five minutes.

NOTE: To be performed by an AUSkey Administrator or listed Manage ABN Connections (MAC) user of the ABN

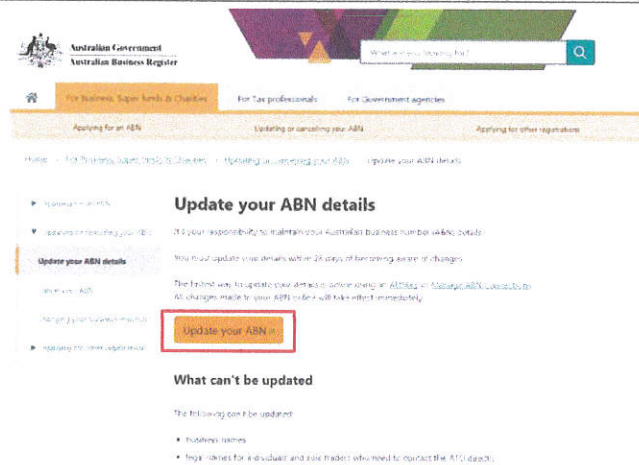
- 1. Go to the ABR website:
<https://www.abr.gov.au/>

Select 'Update your ABN details'.



- 2. Update your ABN details page will display.

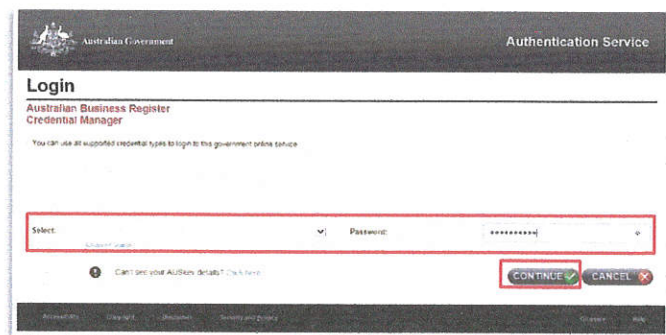
Select 'Update your ABN'.



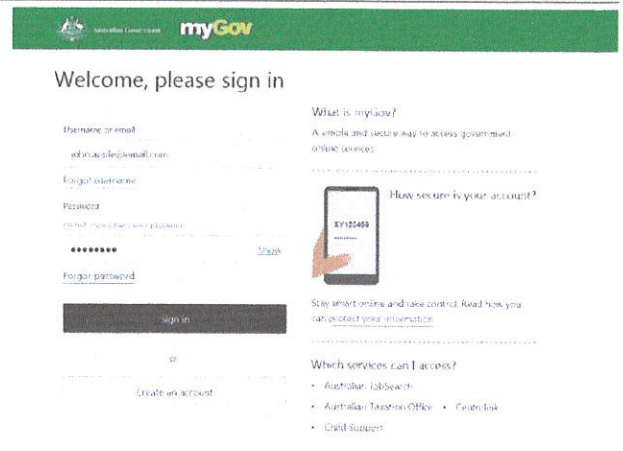
- 3. The AUSkey login screen will display.

To login with AUSkey: Select the business from the drop down, enter the password and select 'Continue'.

Note: For the business to appear, an administrator AUSkey must be installed on the computer.

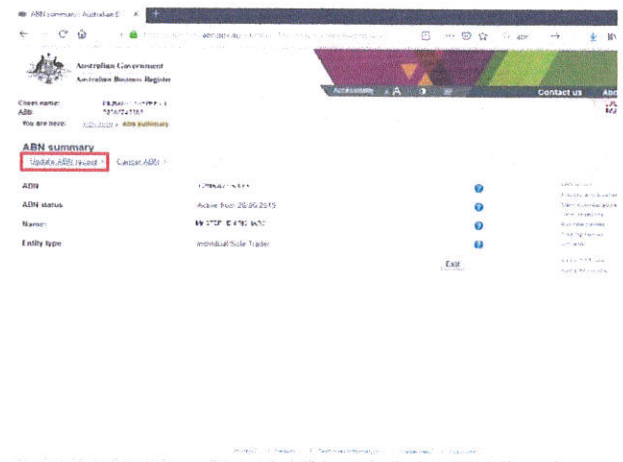


To login with Manage ABN Connections (MAC): Select 'myGov (beta)' from the drop-down and select 'Continue'. Enter username and password to sign in to myGov account (Note: myGov is **not** the same as myGovID). Verify identity by text message or the myGov Access app. Enter the code and select 'Next'.



4. ABR home screen will appear.

Once logged in, select 'Update ABN record'



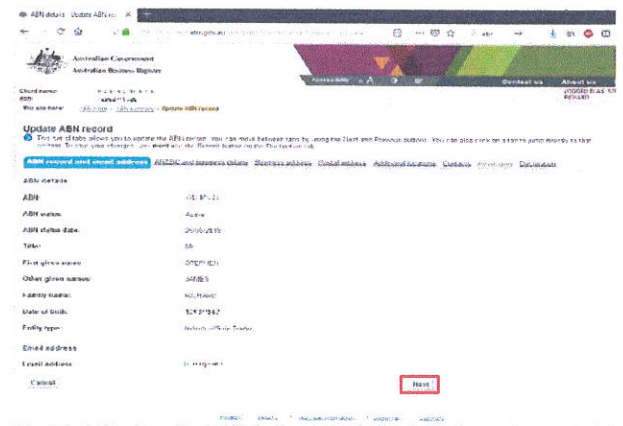
5. Update ABN record screen will display.

The individual linking the business in Relationship Authorisation Manager (RAM) must be listed here as an eligible associate (as either a sole trader, partner, trustee, director/public officer, or office bearer of a club/association).

If the individual is listed here and their details are correct, then no further action needs to be taken.

If eligible associate details are outdated and can't be updated on the website, contact the ABR at 13 92 26 to update their details.

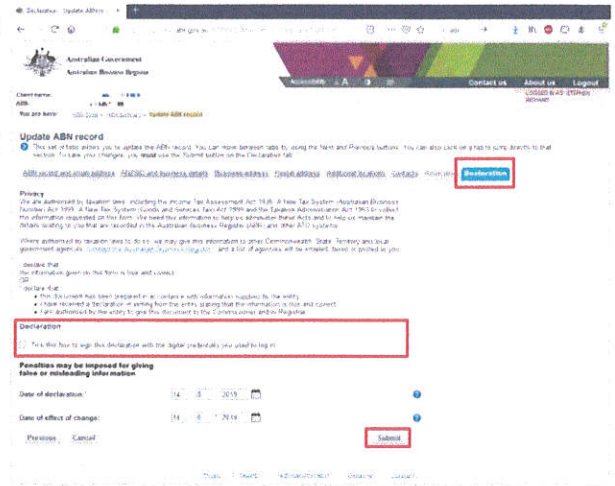
The individual linking the business should be recorded on the ABR as an eligible associate. If they are not listed, they'll need to be added. See the 'adding eligible



associates' section below.

- If changes have been made, save the changes by selecting the final tab labelled 'Declaration'.

Tick the box to accept the declaration and select 'Submit'.



- Once eligible associate details are updated, download the myGovID app and link the business in Relationship Authorisation Manager (RAM). Visit the [RAM website](https://info.authorisationmanager.gov.au/how-do-i-get-set-up) (<https://info.authorisationmanager.gov.au/how-do-i-get-set-up>) for more details on how to do this.

Adding eligible associates

If the individual linking the business in Relationship Authorisation Manager (RAM) is not currently listed as an eligible associate, they'll need to be added. Adding an eligible associate will depend on the organisation type:

Organisation type	Adding a new eligible associate
Sole Trader	Only that individual can be considered an eligible associate.
Partnership	New partners cannot be updated on the ABR. Read more about reconstituting a partnership on the ATO website (https://www.ato.gov.au/business/changing%2C-selling-or-closing-your-business/in-detail/changing-the-makeup-of-a-partnership/).
Company	Change director details through the Australian Securities and Investments Commission (ASIC). Once the details have been updated with ASIC you will also need to update the details on the ABR using the guide. Updating a Public Officer can be done directly within the ABR by following this guide. Read more about adding and appointing directors on the ASIC website .

Not-for-profit Change details through the Australian Charities and Not-for-profits Commission (ACNC). Once the details have been updated with ACNC you will also need to update the ABR using the guide. Read more about changing the details of a Not-for-profit [here](https://www.acnc.gov.au/for-charities/manage-your-charity/make-changes-your-charity-details) (https://www.acnc.gov.au/for-charities/manage-your-charity/make-changes-your-charity-details).

Trusts Adding trustees can be done directly within the ABR by following this guide.
