



# AUSkey replacement

## How to clean AUSkey 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 (MAC).

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

To assist with the transition, RAM will enable authorisation administrators to import existing AUSkey user settings across to RAM. This will include Access Manager permissions and access to business/practice/existing mail data in the portals. This will reduce the time taken to re-establish authorisations and permissions across a large number of users.

In preparation for the transition it is advisable for businesses to check their current AUSkey data to ensure it is correct prior to transitioning to the new solution.

The importing of records from AUSkey Manager to RAM will help businesses with large amounts of AUSkeys transition their employees faster. This feature will be available in RAM in September 2019.

### Guide Overview

This guide outlines the instructions to assist in reviewing and cleaning up AUSkey data, including how to:

1. **Review and cancel any AUSkey users in AUSkey Manager** who no longer need access to ATO systems, ensuring only current AUSkey users are imported into RAM (Section A).
2. **Review and update Access Manager permissions** associated with each active AUSkey to ensure these are accurate when imported across to RAM (Section B).

Follow this guide below for detailed step-by-step instructions.

**NOTE:** AUSkey data is located in both the AUSkey Manager (accessed via the ABR) and Access Manager. It is best practice to review and update AUSkey data in both locations. The AUSkey Manager does not allow any changes to the name of AUSkey holders.

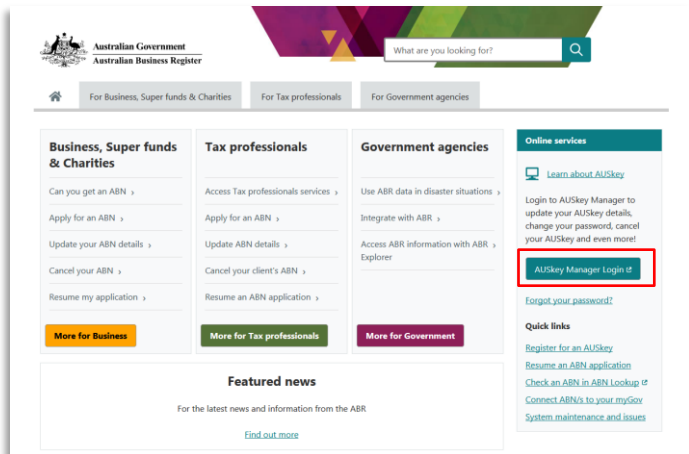
## A. Updating AUSkey user data in AUSkey Manager on the ABR portal

**NOTE: To be performed by an AUSkey Administrator of the ABN**

### Cleaning AUSkey Data

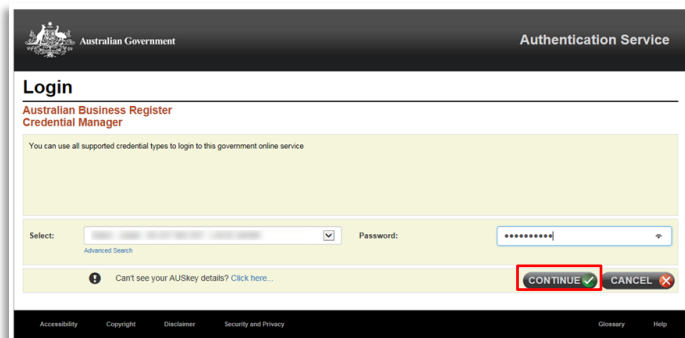
1. Open the ABR web portal.  
<https://www.abr.gov.au/>

Select 'AUSkey Manager Login' to access AUSkey data for the ABN.



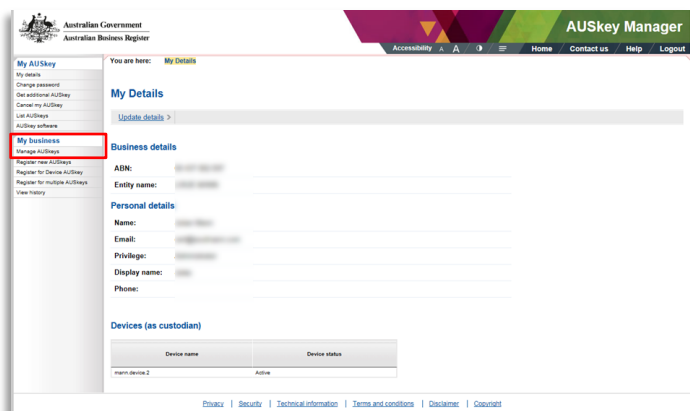
2. Australian Business Register Credential Manager screen will display.

Select your AUSkey, enter the password and select 'continue'.



3. AUSkey Manager will display.

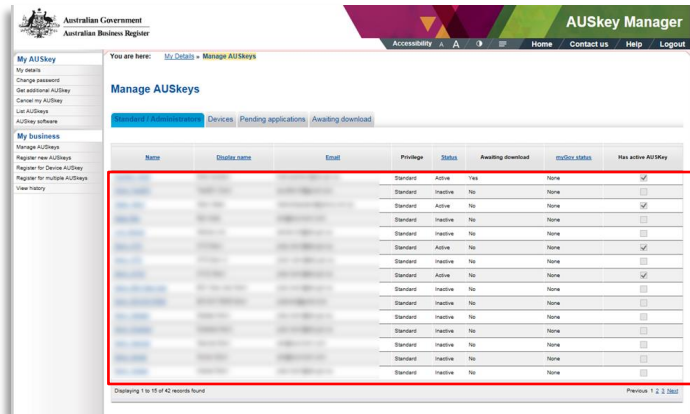
Select 'Manage AUSkeys' under 'My Business' on the menu.



4. A list of AUSkey users will be displayed.

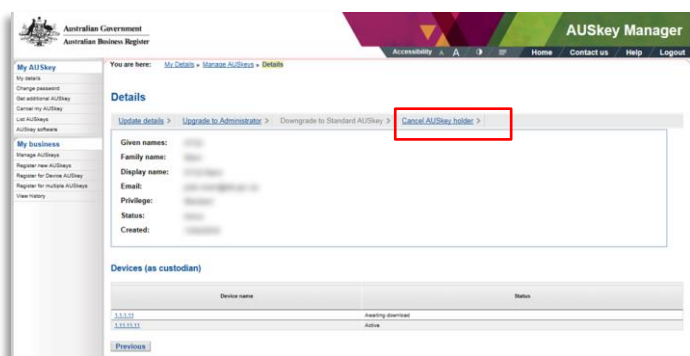
Select a user from the list.

Note:  
Status Inactive = The user is already Cancelled or Expired.



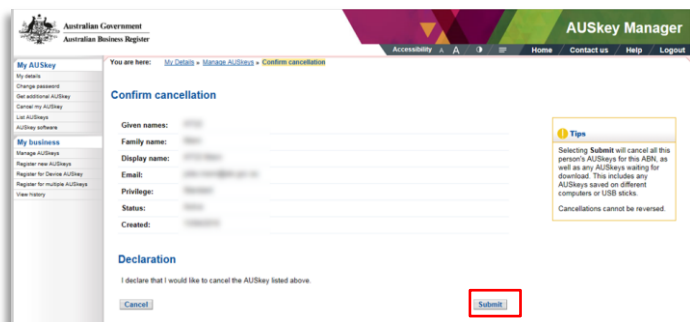
5. The user's details will be displayed.

Select 'Cancel AUSkey holder'.



6. Details confirming the user to be cancelled will be displayed.

Select 'Submit' to confirm the cancellation.



7. All AUSkeys installed for this user will now be cancelled and the user will no longer be able to login.

Note:

- The user will still be listed under 'Manage AUSkeys' but will show as inactive and will be excluded when importing AUSkey users into RAM.
- The AUSkey Manager does not allow changes to the name of AUSkey holders.

## B. Updating AUSkey Data in the ATO's Access Manager

**NOTE: To be performed by an AUSkey Administrator, Principal Authority or an Authorisation Administrator**

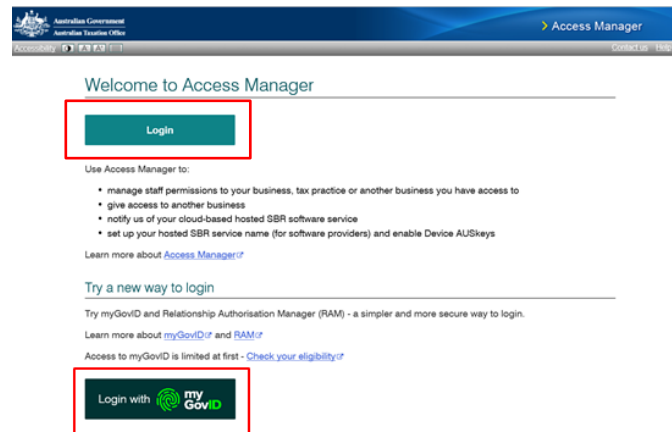
1. Open Access Manager via the ATO website:

<https://am.ato.gov.au/>

- a. Select 'Login' to use an AUSkey administrator

OR

- b. Select 'Login with myGovID' if myGovID has been set up.



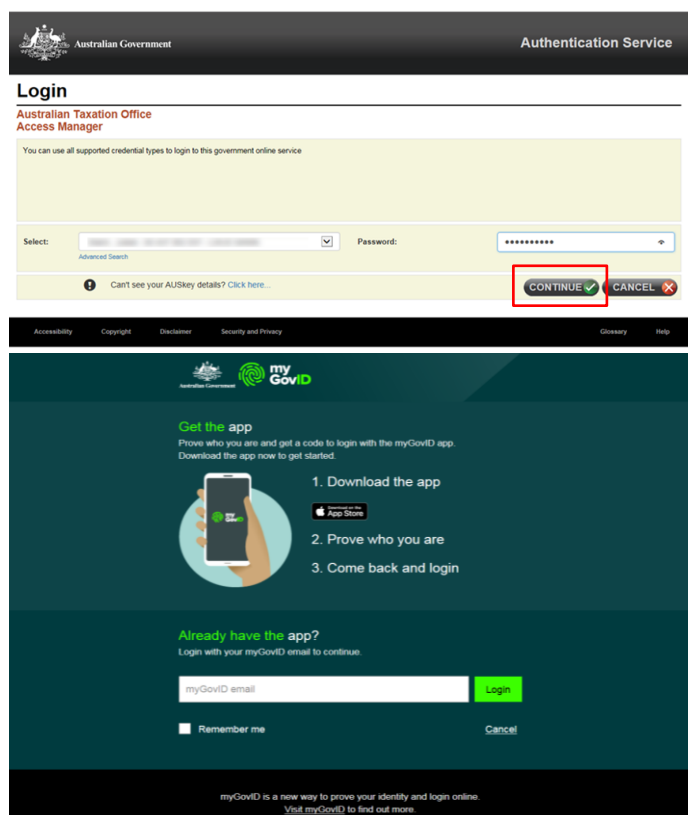
2. *If logging in via an AUSkey, the ATO Access Manager Credential page will display.*

- a. Select the AUSkey for the ABN, enter the password, and select continue.

OR

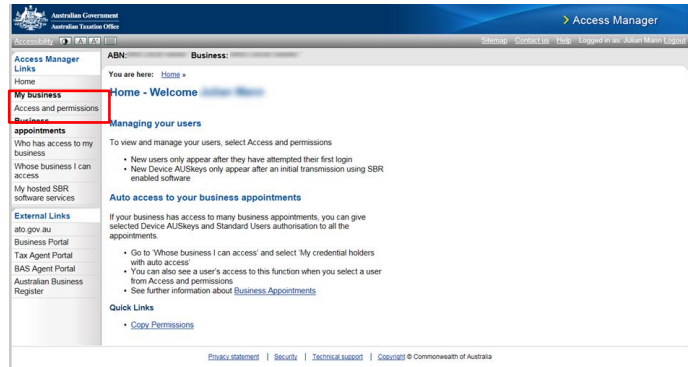
*If logging in with myGovID, the myGovID login page will display.*

- b. Enter myGovID email, select 'Login', and then enter the 4-digit code displayed into the myGovID app.



3. The Access Manager home page will display.

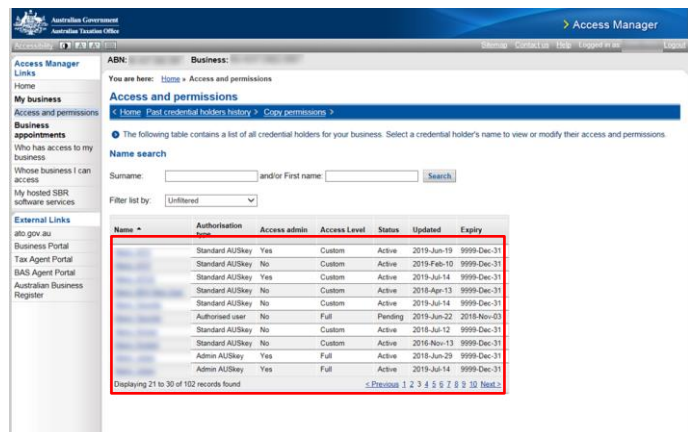
Select 'Access and permissions' under 'My Business' from the menu.



4. A list of users authorised will be displayed.

Select an AUSkey user to update.

Note: Only one user can be updated at a time.



5. The user's details will be displayed.

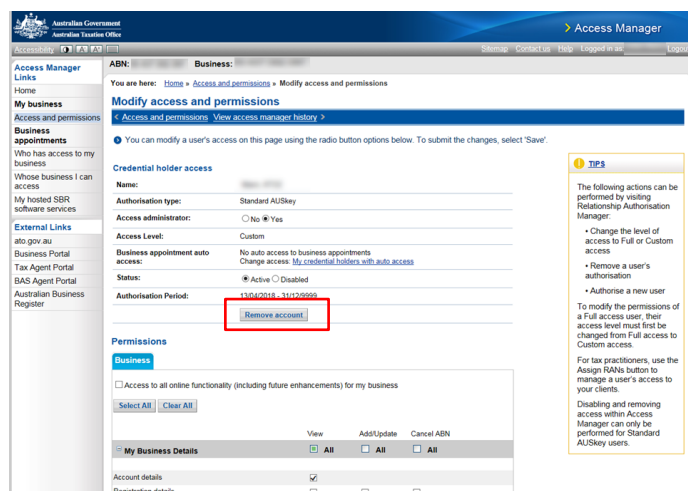
Update their permissions under 'My Business Details' and select 'Save'.

Or if the account is no longer needed (ie. the AUSkey was cancelled) then select 'Remove Account'.

Note: Removing an account can only be performed for AUSkey users and will:

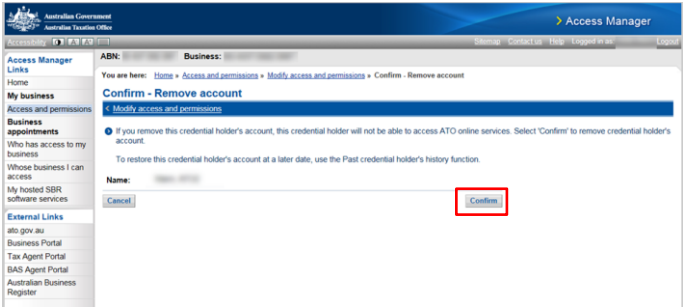
- remove the user from the list of users, and
- remove their authorisation

The user can be restored if required – see step 8.



6. Details confirming the user being removed will be displayed.

Select 'confirm' to remove the authorisation.



7. The user's authorisation is now removed and no longer displayed in the user list.

8. The user can be viewed by selecting 'Past credential holders history'.

If required, the user's authorisation can be restored by selecting 'Restore'.

