

How to create a Government Gateway account



Step 1

Once you are on the website, it will ask you to sign in. For new users select 'Create sign in details'. link underneath the green button.

Step 2

Next enter the email address you want to use. You need to make sure you have access to this email address as a verification code will be sent to you.

Step 3

Enter the verification code that has been sent to you. If a code doesn't come through, click 'I haven't received a code' and a new one will be sent.

Step 4

Once you have entered the code your email address is confirmed.

Step 5

Enter your FULL name (first, middle and last name) Make sure your name is the same as it on letters or ID.

Step 6

Next, create a password. This should be something that only you would know.



Step 7

English | Cymraeg

Your Government Gateway user ID is:

[redacted]

We have sent it to [redacted]

You will need your user ID and your password each time you sign in to Government Gateway.

Continue

You will be given your Government Gateway ID, this can be up to 12 characters long.

Step 8

HM Revenue & Customs

English | Cymraeg

Choose the type of account you need

- Individual**
Includes personal tax account, tax credits, Self Assessment and Child Benefit
- Organisation**
Includes limited companies, partnerships, charities, trusts and estates
- Agent**
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

Choose the type of account you want (Individual). You will then need to set up additional security with an access code.

Step 9

HMRC This is a new service - your feedback will help us to improve it

English | Cymraeg

How do you want to get access codes?

- Text message**
Get codes sent to a mobile phone.
- Voice call**
Get codes by automated message to a UK mobile or landline.
- Authentication app for smartphone or tablet**
Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

Continue

You can choose how to confirm your access code by one of the following; Text, voice call, or authenticator app. Follow the instructions for the selected option.

Step 10

English

We need to check your identity

We will ask you for personal details, like your:

- name
- date of birth
- National Insurance number
- postcode

We will check the details you give us with our records and then ask some security questions to confirm your identity.

In order to successfully login to your Government Gateway account, you will be asked to confirm your identity.

Step 11

Confirm your identity

Enter your details

This is to help us confirm who you are, so we know what questions to ask you.

First name
[input field]

Last name
[input field]

National Insurance number
It's on your National Insurance card, benefit letter, payslip or P60.
For example, OO123456C
[input field]

[I do not know my National Insurance number](#)

Date of birth
For example, 31 3 1980
[input field]

Enter your name (make sure it's the same as previously), date of birth and national insurance number.

Step 12

English

Choose how to prove who you are

- Match your face to your documents using an app**
You will need to take a picture of your UK photocard driving licence, UK passport, UK biometric residence permit or international passport and scan your face using your mobile device.
- Enter details about your documents and records**
You will need to enter details from your UK photocard driving licence, payslips or P60, Self Assessment, tax credits (optional Voice ID) or credit record

Then you need to choose a way to confirm your identity. Once your identity is verified and confirmed, you can login to the HMRC app or online account.