Signing Up to HMRC's On-Line Services

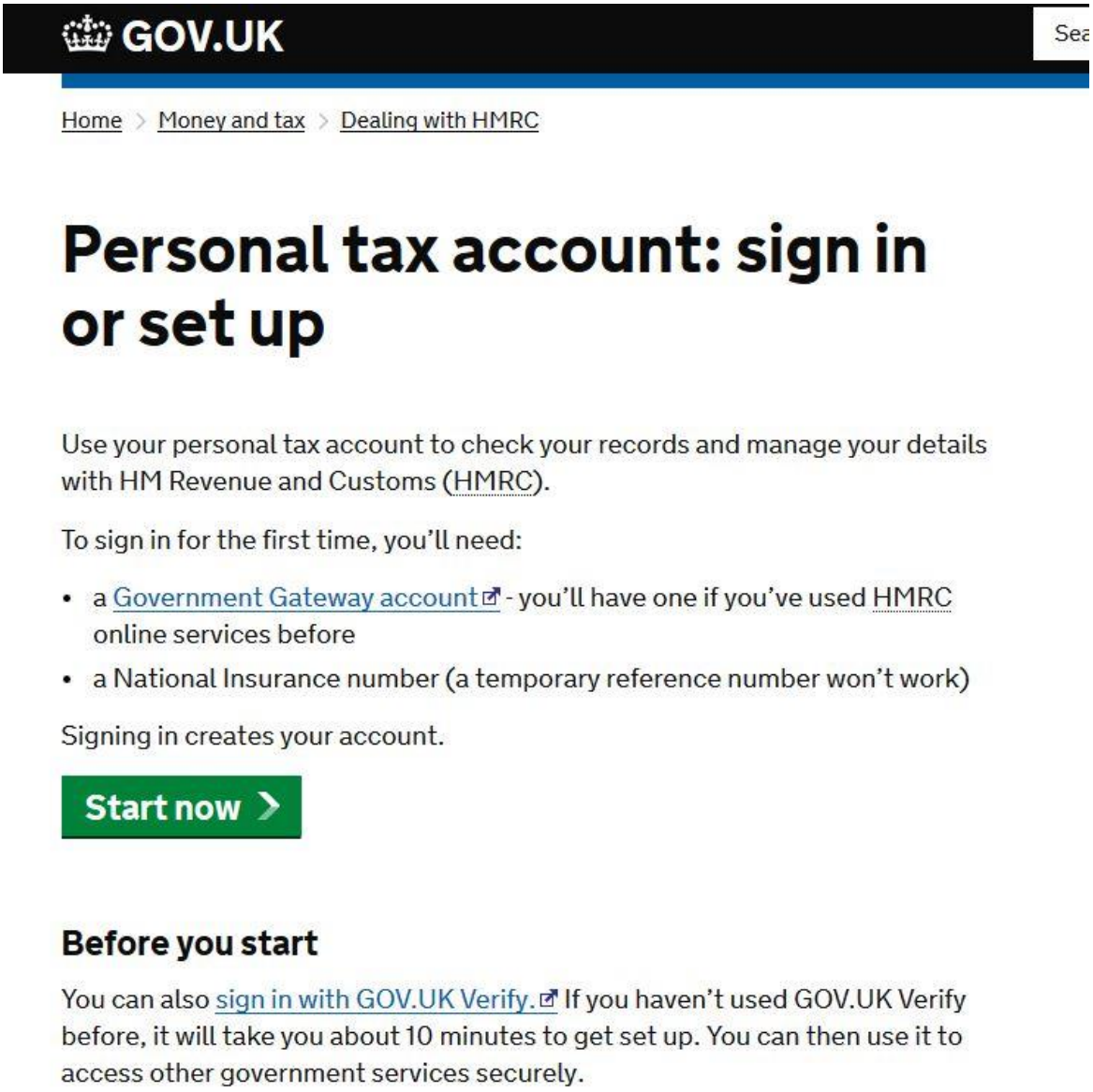
Signing up to a personal Tax Account with HMRC can be useful for a number of aspects of tax and PAYE in addition to obtaining a State Pension Forecast and also checking your National Insurance Record.

The sign up process is reasonably straight forward. You will need to have the following available to you:

- Your national Insurance Number
- Your Passport
- Your mobile or land-line phone
- Access to the internet and your e-mails.

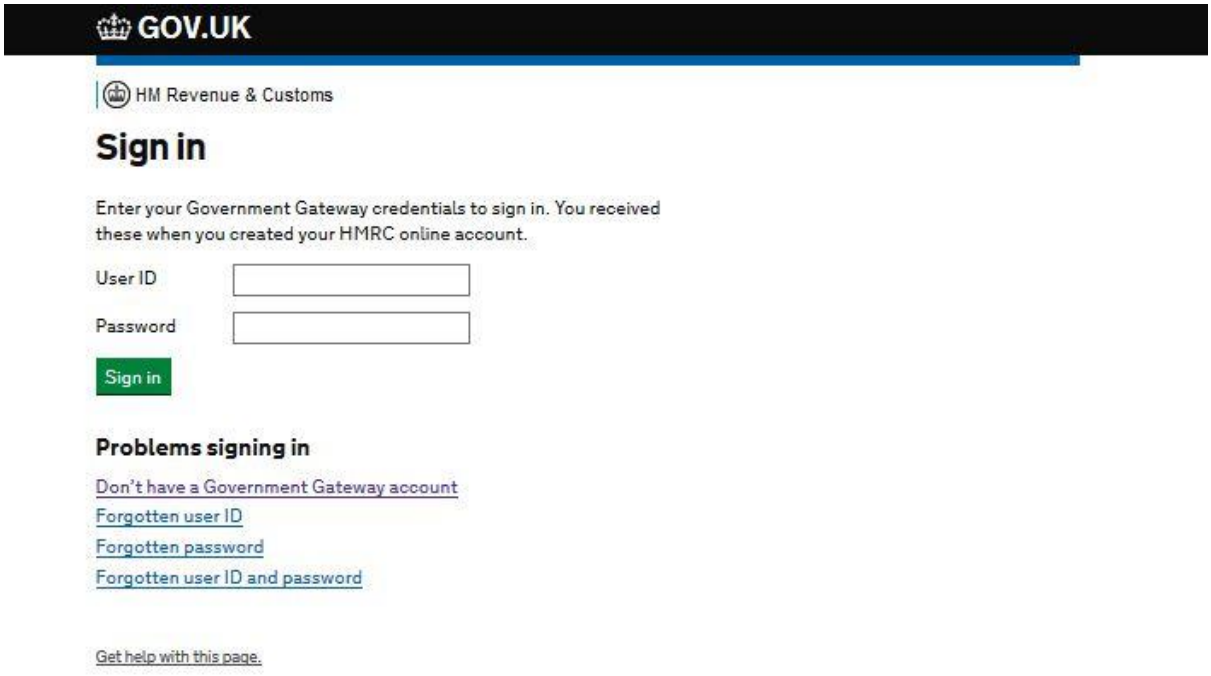
Step 1

To sign in or set up an HMRC Personal Tax Account, go to: https://www.gov.uk/personal-tax-account



Step 2

You then Select “Start now” and you will be taken to the following page:

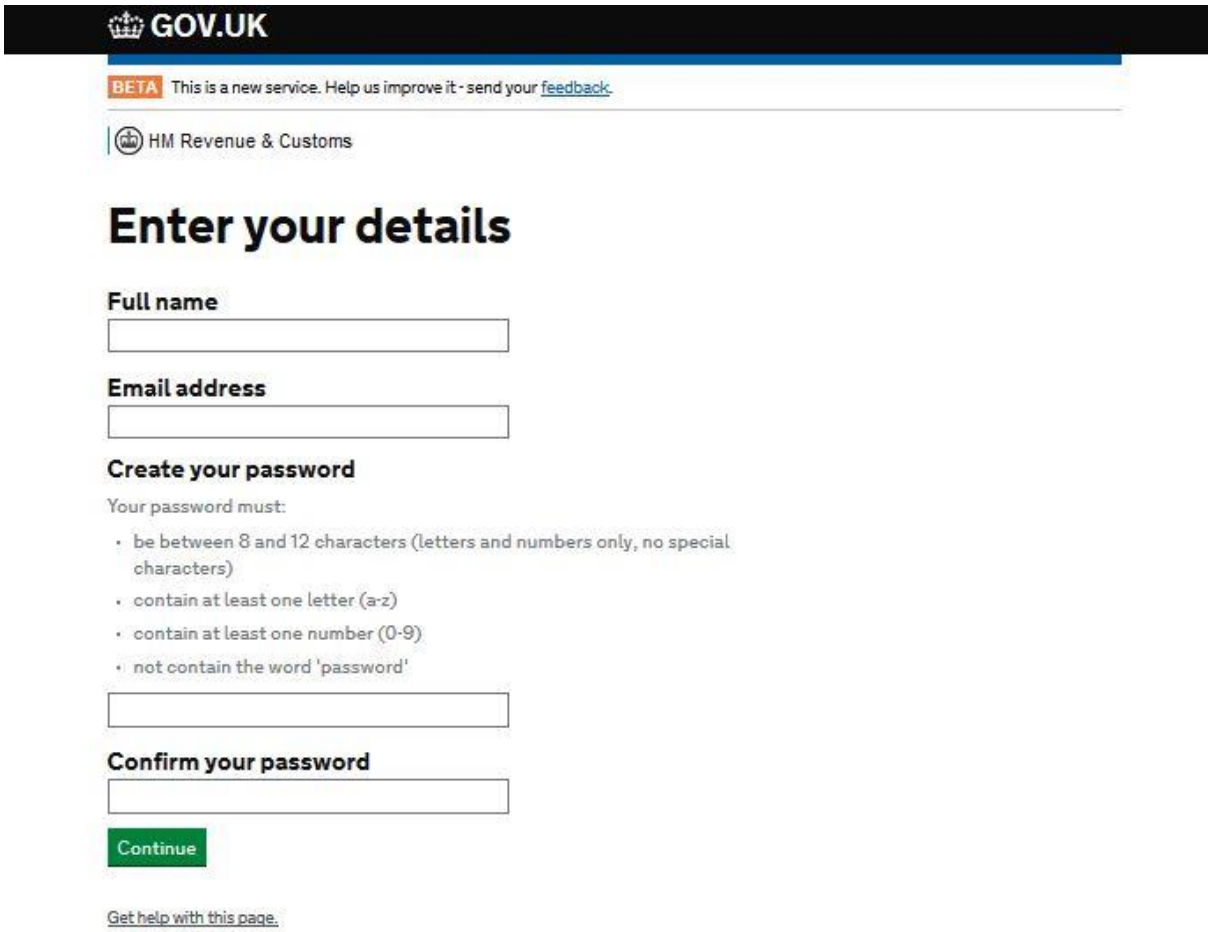


Assuming do not already have a Government Gateway account, select the option “Don’t have a Government gateway account”.

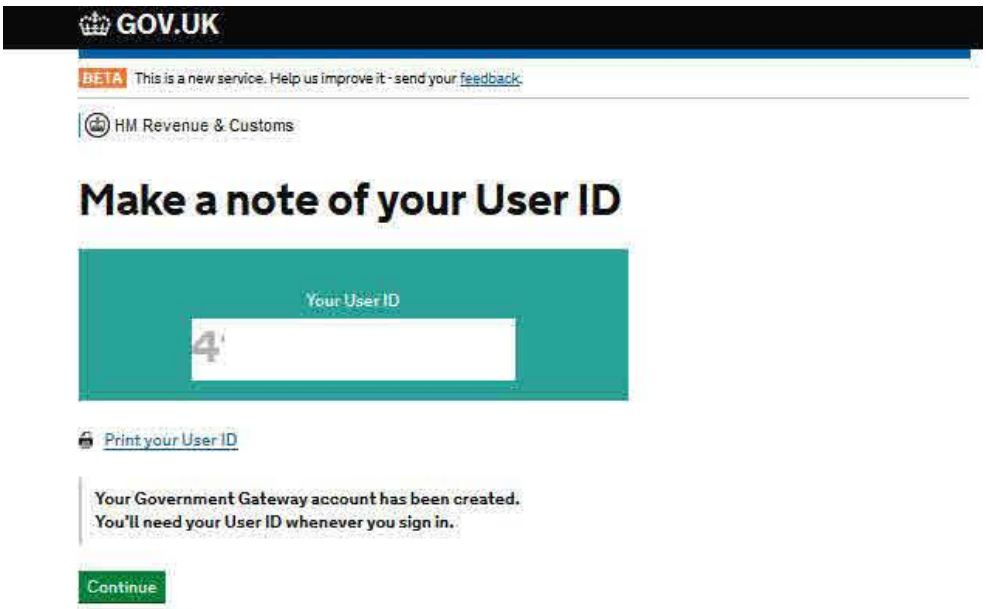
Step 3

You will then be taken to the following page:

Enter your full name and e-mail address. You will then need to select a password.

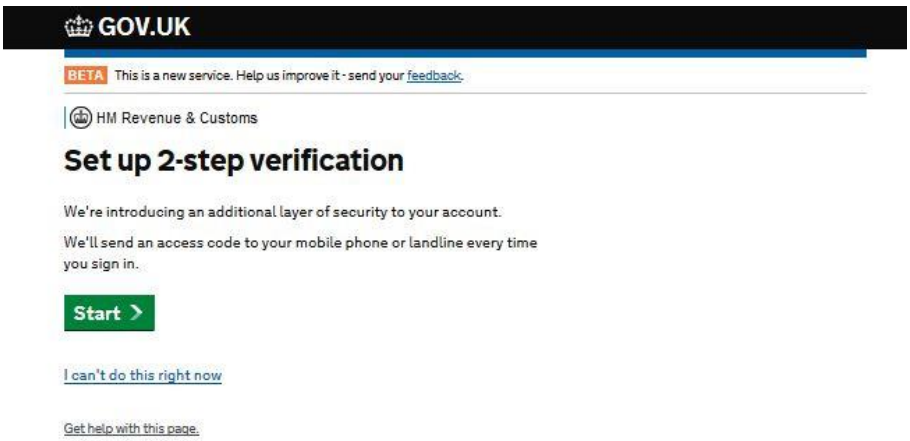


You will then be provided with your new unique User ID. As set out below. You will need to keep this ID safe.

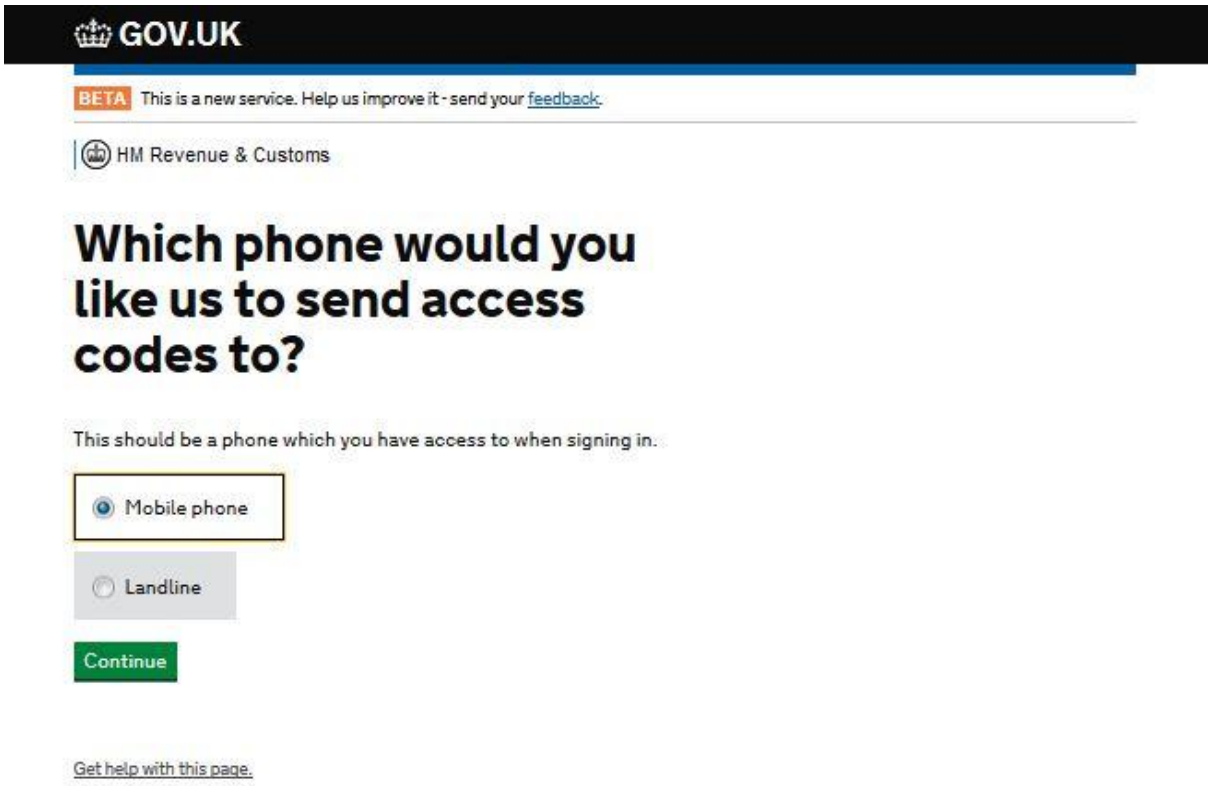


Step 4

You then need to set up the “two-step verification”. All this means that each time you sign in, in the future, they will text you a code to your selected mobile phone, which you have to input as well as your password. If you use a land-line, they will call you on the number you give with a code to input each time you sign in.

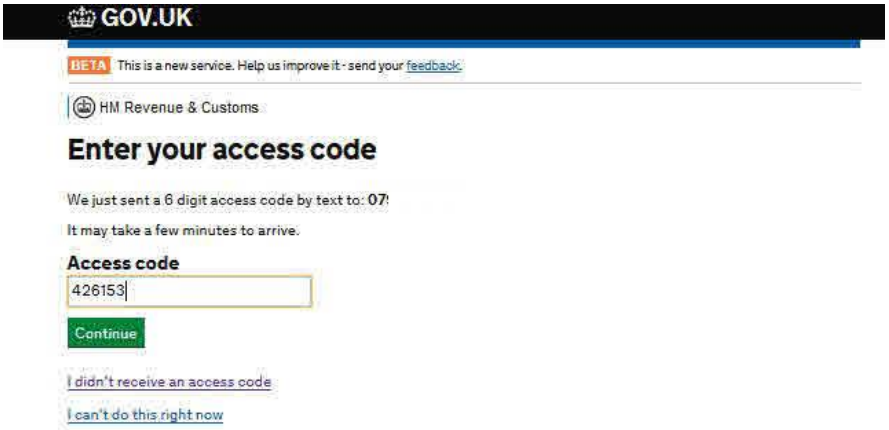


You will then be asked to enter details of your phone number. The rest of these notes assume you use a mobile.

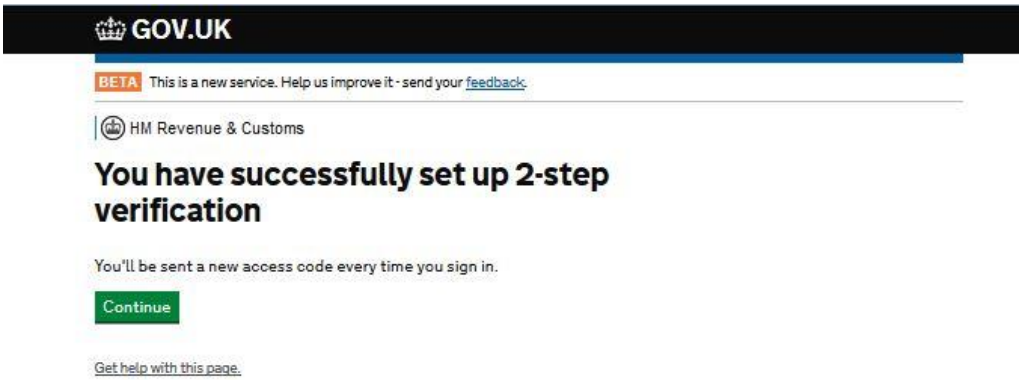


Step 5

Once the phone details have been provided they will use it for the “two-step” verification. In this instance a text was received within a couple of minutes and the six-digit code was entered into the box, as below:

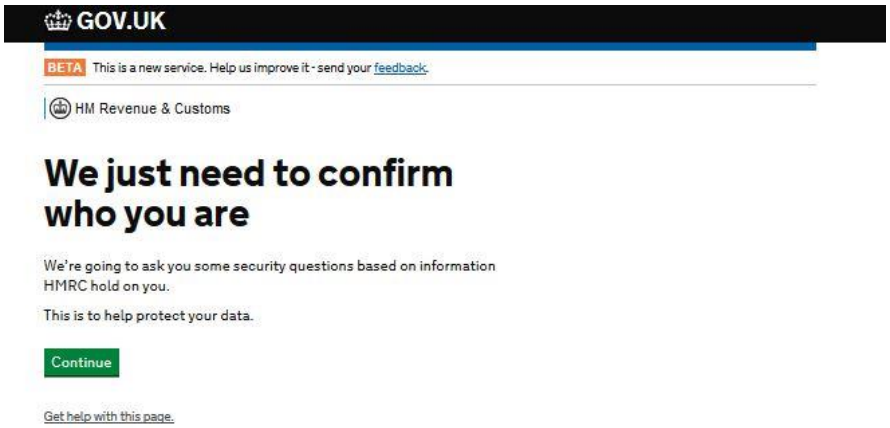


You will then receive confirmation that the “two-step” verification has been correctly set up:

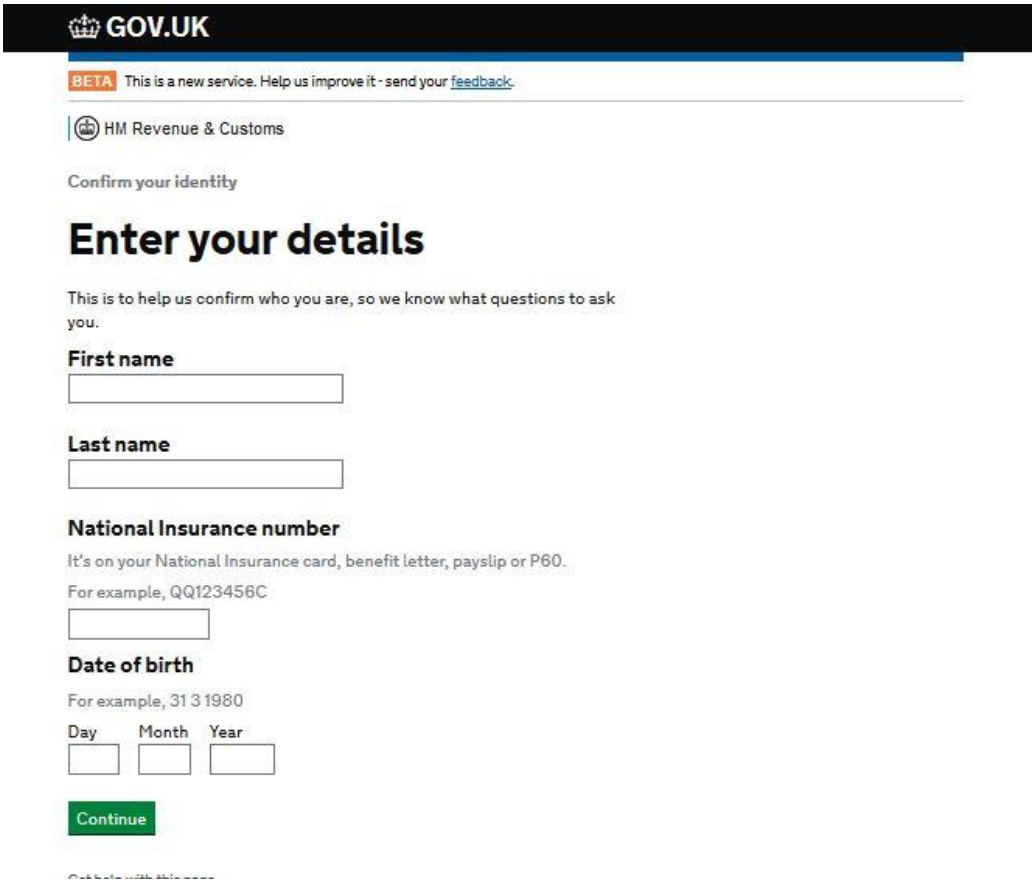


Step 6

You will then be asked to confirm who you are, this will mean entering your personal details again, and also details from your passport as follows:



Select “Continue”:



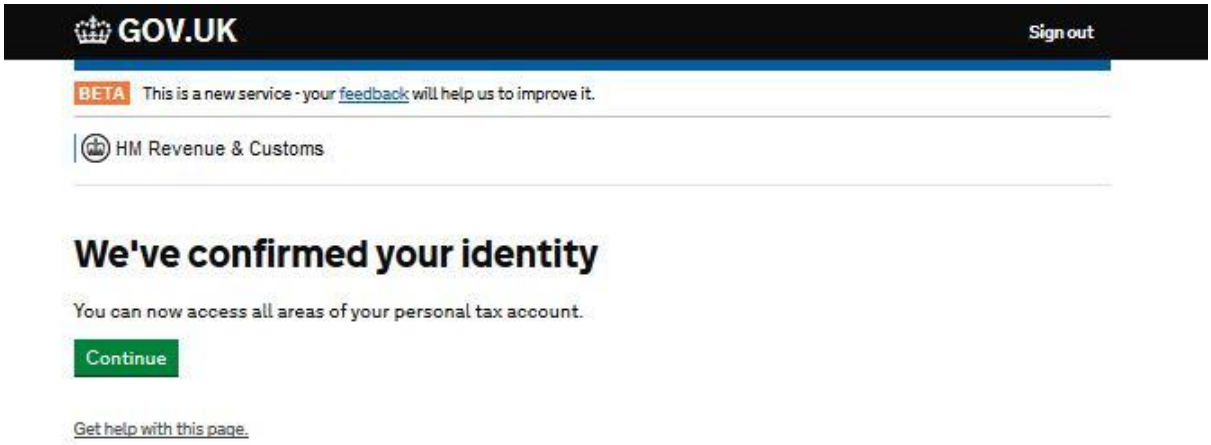
Once you’ve done then, select “continue”.

Step 7

You will then be asked to enter details from your passport, as follows:

Make the appropriate selection from the options above, you will then need to input the information they ask for.

Once that has been done, you will receive the following message:



You can now either continue to use the service or sign out.