

# 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>



[Home](#) > [Money and tax](#) > [Dealing with HMRC](#)

## Personal tax account: sign in or set up

Use your personal tax account to check your records and manage your details with HM Revenue and Customs (HMRC).

To sign in for the first time, you'll need:

- a [Government Gateway account](#) - you'll have one if you've used HMRC online services before
- a National Insurance number (a temporary reference number won't work)

Signing in creates your account.

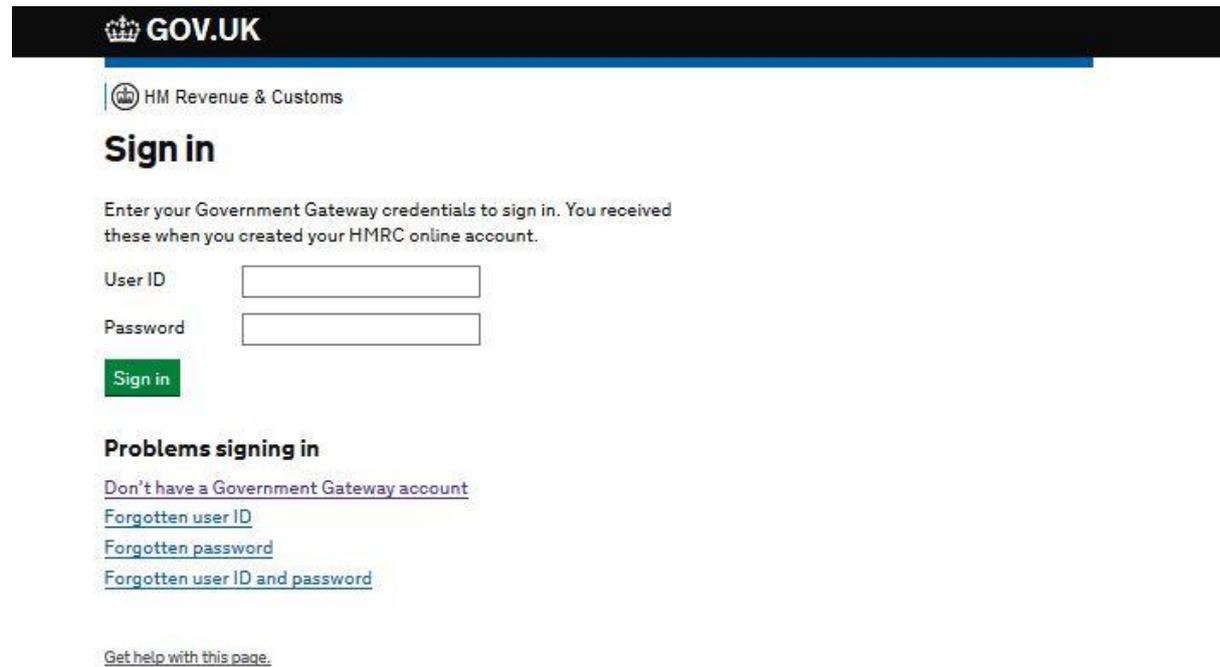
[Start now >](#)

### Before you start

You can also [sign in with GOV.UK Verify](#). If you haven't used GOV.UK Verify before, it will take you about 10 minutes to get set up. You can then use it to access other government services securely.

## Step 2

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



The screenshot shows the HM Revenue & Customs sign-in page. At the top, there is a black header with the GOV.UK logo. Below the header, the HM Revenue & Customs logo is displayed. The main heading is "Sign in". Below this, there is a paragraph of text: "Enter your Government Gateway credentials to sign in. You received these when you created your HMRC online account." There are two input fields: "User ID" and "Password". Below the input fields is a green "Sign in" button. Underneath the sign-in section, there is a heading "Problems signing in" followed by three links: "Don't have a Government Gateway account", "Forgotten user ID", and "Forgotten user ID and password". At the bottom, there is a link "Get help with this 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.

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HM Revenue & Customs

## Enter your details

**Full name**

**Email address**

**Create your password**

Your password must:

- be between 8 and 12 characters (letters and numbers only, no special characters)
- contain at least one letter (a-z)
- contain at least one number (0-9)
- not contain the word 'password'

**Confirm your password**

[Continue](#)

[Get help with this page.](#)

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

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## Make a note of your User ID

Your User ID

4

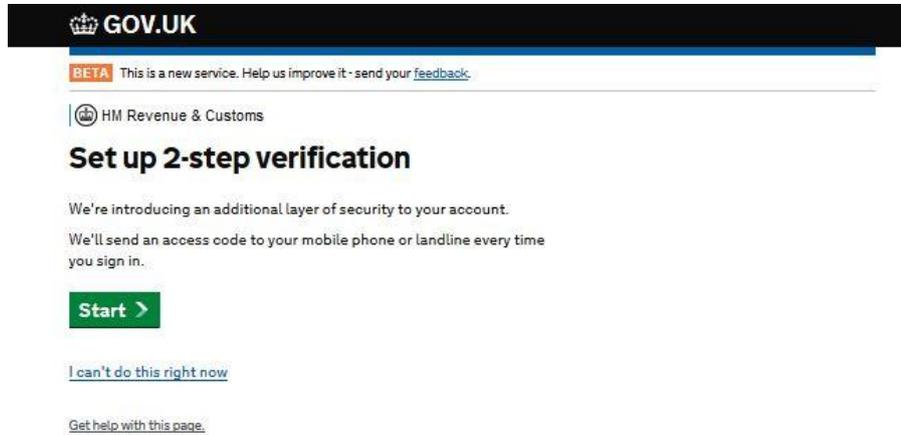
[Print your User ID](#)

Your Government Gateway account has been created.  
You'll need your User ID whenever you sign in.

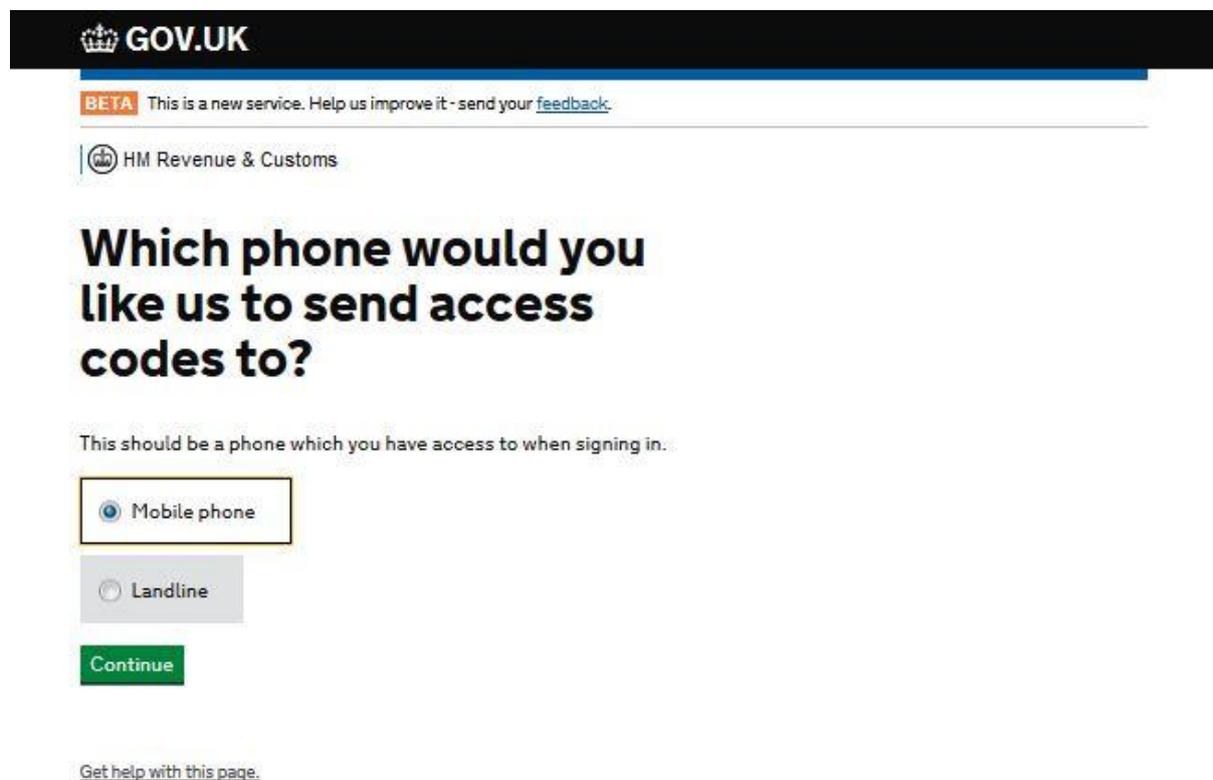
[Continue](#)

## 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.

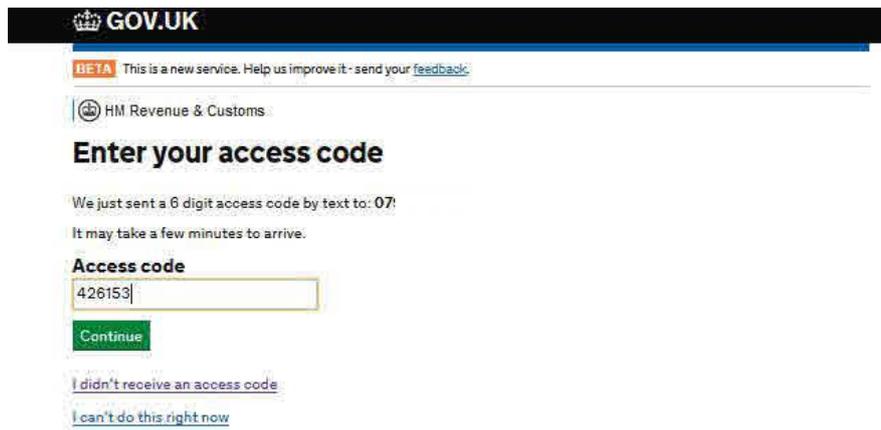


You will then be asked to enter details of your phone number. The rest of these notes assume you use a mobile.



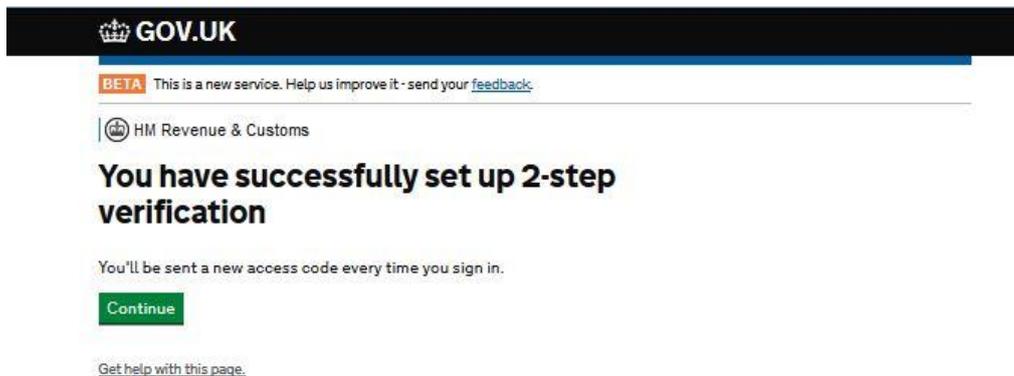
## Step 5

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:



The screenshot shows the GOV.UK website interface for entering an access code. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner contains the text "BETA This is a new service. Help us improve it - send your [feedback](#)". Underneath, the HM Revenue & Customs logo is displayed. The main heading is "Enter your access code". Below this, a message states: "We just sent a 6 digit access code by text to: 077... It may take a few minutes to arrive." There is a text input field labeled "Access code" containing the value "426153". A green "Continue" button is positioned below the input field. At the bottom, there are two links: "I didn't receive an access code" and "I can't do this right now".

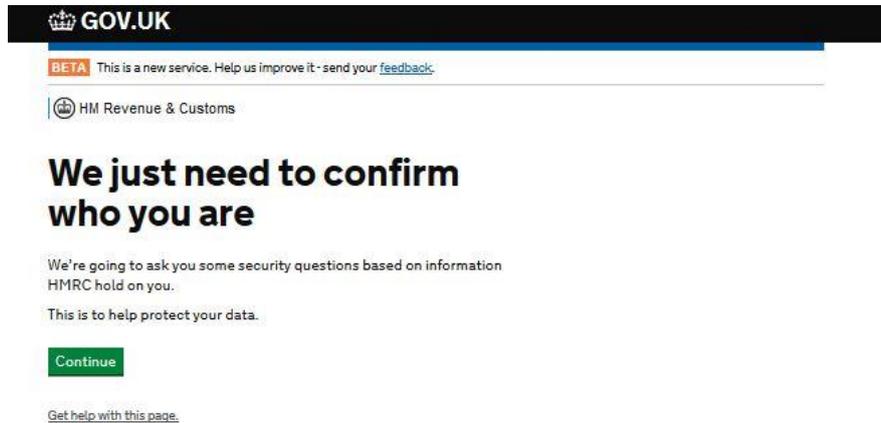
You will then receive confirmation that the “two-step” verification has been correctly set up:



The screenshot shows the GOV.UK website interface after successful 2-step verification setup. At the top, there is a black header with the GOV.UK logo. Below the header, a blue banner contains the text "BETA This is a new service. Help us improve it - send your [feedback](#)". Underneath, the HM Revenue & Customs logo is displayed. The main heading is "You have successfully set up 2-step verification". Below this, a message states: "You'll be sent a new access code every time you sign in." A green "Continue" button is positioned below the message. At the bottom, there is a link: "Get help with this page".

## 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:



The screenshot shows the GOV.UK website header with the HM Revenue & Customs logo. Below the header, there is a 'BETA' notice and a 'Continue' button. The main heading is 'We just need to confirm who you are'. Below this, there is explanatory text and a 'Continue' button.

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HM Revenue & Customs

## We just need to confirm who you are

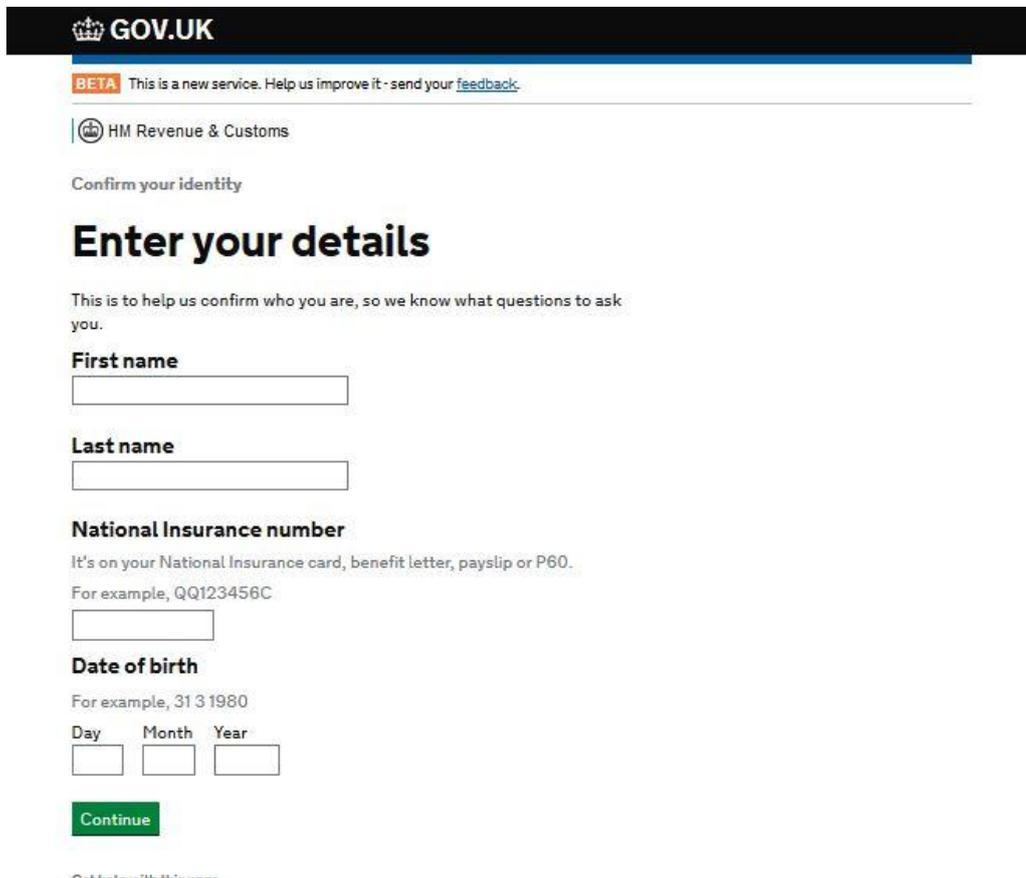
We're going to ask you some security questions based on information HMRC hold on you.

This is to help protect your data.

[Continue](#)

[Get help with this page.](#)

Select "Continue":



The screenshot shows the GOV.UK website header with the HM Revenue & Customs logo. Below the header, there is a 'BETA' notice and a 'Continue' button. The main heading is 'Enter your details'. Below this, there is explanatory text and several input fields for personal details: First name, Last name, National Insurance number, and Date of birth (Day, Month, Year). A 'Continue' button is at the bottom.

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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**

**Last name**

**National Insurance number**

It's on your National Insurance card, benefit letter, payslip or P60.

For example, QQ123456C

**Date of birth**

For example, 31 3 1980

Day Month Year

<input type="text"/>	<input type="text"/>	<input type="text"/>
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[Continue](#)

[Get help with this page.](#)

Once you've done then, select "continue".

## Step 7

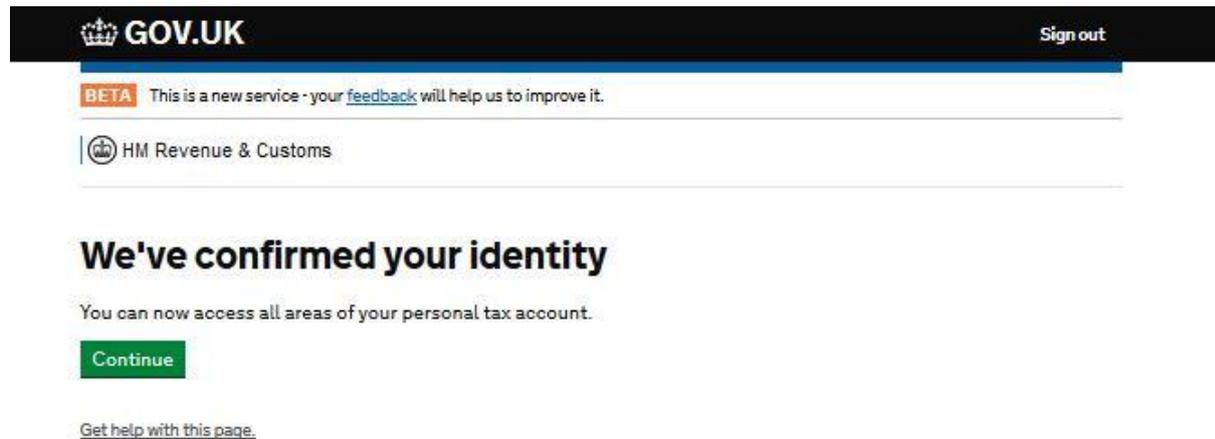
You will then be asked to enter details from your passport, as follows:



The screenshot shows the GOV.UK website header with the logo and 'Sign out' link. Below the header is a BETA banner: 'BETA This is a new service. Help us improve it - send your [feedback](#).' The main content area is titled 'Your passport' and includes the HM Revenue & Customs logo. The instruction reads: 'Choose the statement which applies to you'. There are three radio button options: 'My passport is a UK passport', 'My passport is from another country', and 'I don't have a passport'. A green 'Continue' button is positioned below the options. At the bottom, there is a link: 'Get help with this page.'

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:



The screenshot shows the GOV.UK website header with the logo and 'Sign out' link. Below the header is a BETA banner: 'BETA This is a new service - your [feedback](#) will help us to improve it.' The main content area is titled 'We've confirmed your identity' and includes the HM Revenue & Customs logo. The message reads: 'You can now access all areas of your personal tax account.' A green 'Continue' button is positioned below the message. At the bottom, there is a link: 'Get help with this page.'

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

