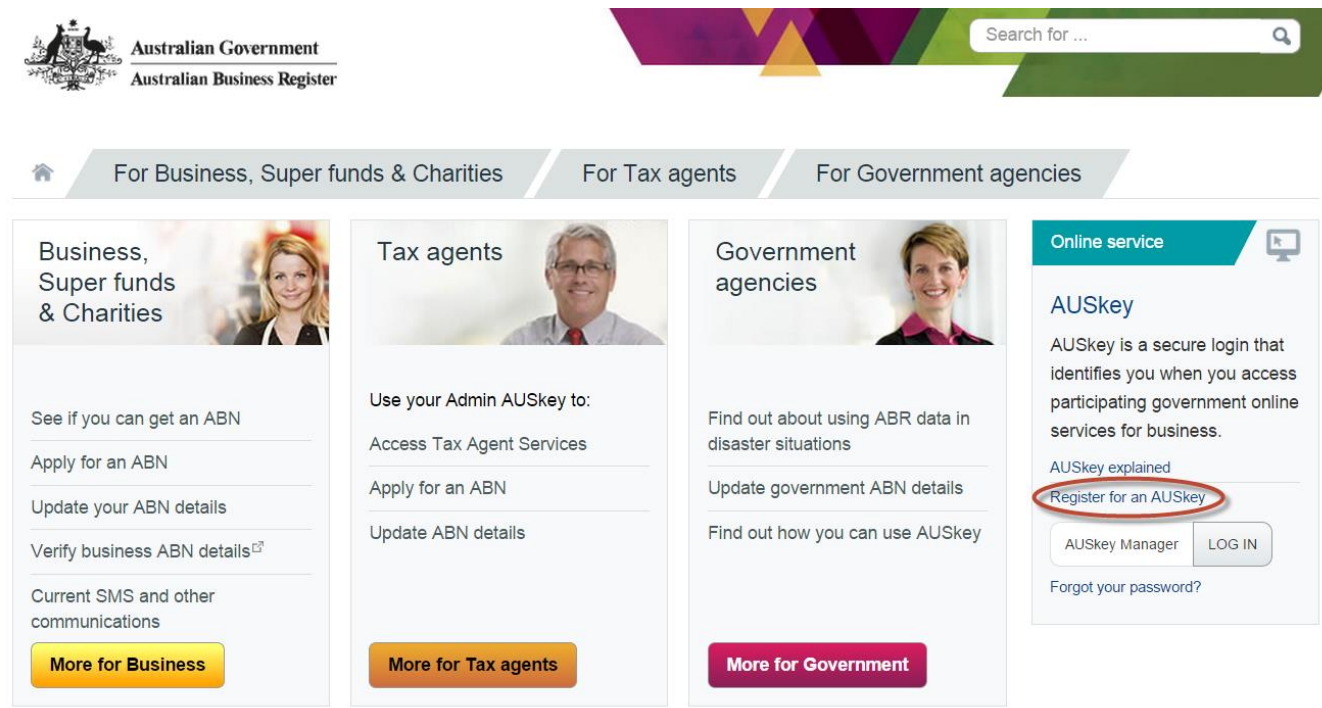
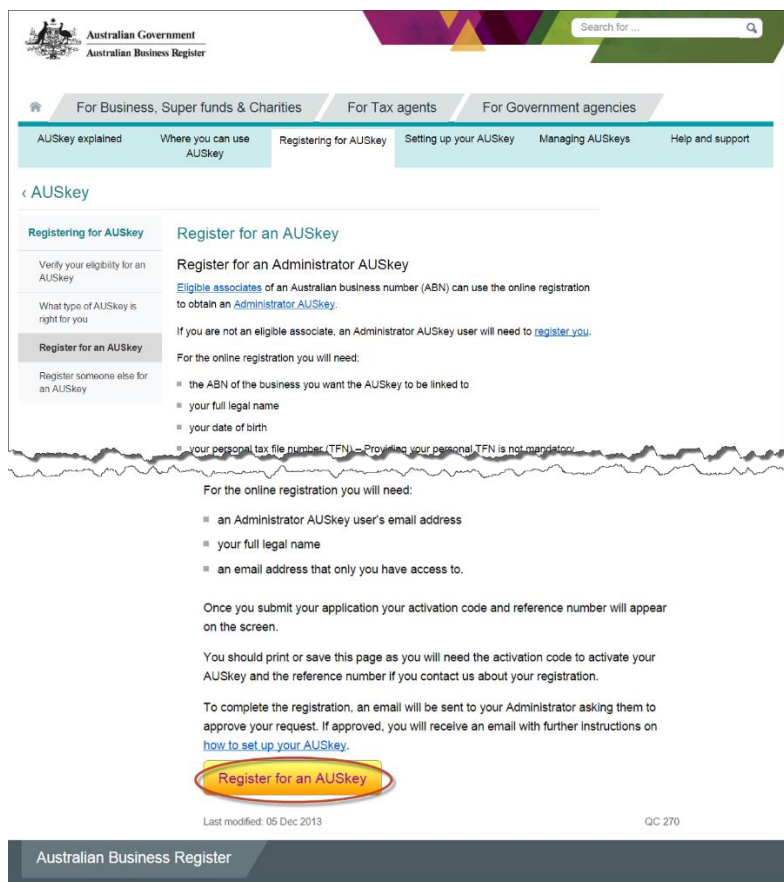


**Step 1:** Visit the website <https://abr.gov.au/>  
Click on the 'Register for an Auskey' link on the right.



The screenshot shows the Australian Business Register homepage. At the top left is the Australian Government logo. A search bar is at the top right. Below the header are three main navigation tabs: 'For Business, Super funds & Charities', 'For Tax agents', and 'For Government agencies'. On the right side, there is an 'Online service' section for AUSKey. The AUSKey section includes a description, a link to 'AUSKey explained', and a red circle around the 'Register for an AUSKey' link. Below this are buttons for 'AUSKey Manager' and 'LOG IN', and a link for 'Forgot your password?'. On the left side, there are three columns of services: 'Business, Super funds & Charities' with a yellow 'More for Business' button, 'Tax agents' with a purple 'More for Tax agents' button, and 'Government agencies' with a purple 'More for Government' button.

Scroll to the bottom of the page and click on the yellow 'Register for an AUSKey' link.



The screenshot shows the AUSKey registration page. At the top is the Australian Government logo and a search bar. Below the header are three main navigation tabs: 'For Business, Super funds & Charities', 'For Tax agents', and 'For Government agencies'. A horizontal menu contains links: 'AUSKey explained', 'Where you can use AUSKey', 'Registering for AUSKey', 'Setting up your AUSKey', 'Managing AUSKeys', and 'Help and support'. The 'Registering for AUSKey' link is highlighted. The main content area is titled 'AUSKey' and has a sub-section 'Registering for AUSKey'. It contains a 'Register for an AUSKey' link, a 'Register for an Administrator AUSKey' link, and a 'Register for someone else for an AUSKey' link. The 'Register for an AUSKey' link is circled in yellow. Below the links, there is a list of requirements for online registration: an Administrator AUSKey user's email address, your full legal name, and an email address that only you have access to. At the bottom of the page, there is a yellow button labeled 'Register for an AUSKey'. The footer contains the text 'Australian Business Register' and 'Last modified: 05 Dec 2013'.

## Step 2: Complete the registration process

Type in your ABN #



Accessibilit

You are here: [Register for an AUSKey](#)

### Register for an AUSKey

#### Australian Business Number (ABN)

Enter your ABN to begin your AUSKey registration

ABN:\*

[Cancel](#)

[Next](#)

If you are eligible click Yes. If not, you'll need to become eligible. If you can't become eligible someone who is eligible will need to apply and then grant you what is called a 'standard user AUSKey'.



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You are here: [Register for an AUSKey](#) » [Registration details](#)

### Registration details

#### Are you an eligible person?

ABN: 96 771 882 522

Legal name: A HENRY & J HENRY & TILMAN PTY LIMITED

Are you recorded on the Australian Business Register as a *Partner* of the business listed above?\*

Yes

No

[Not sure? Verify your eligibility to register](#)

[Cancel](#)

[Previous](#)

[Next](#)

Select whether you want to be the 'Administrator AUSKey holder.'



You are here: [Register for an AUSKey](#) » [Registration details](#)

### Registration details

Step 1 of 3: **Business details** Step 2 of 3: Your details Step 3 of 3: Confirm details

#### Business details

ABN: 98 77 86 138

Legal name: A HENRY & T HENRY & TOLBERT PTY LIMITED

#### Nominate an Administrator AUSKey holder

The first AUSKey for your business must be an Administrator AUSKey. You can nominate yourself or someone else in a position of authority to hold an administrator AUSKey.

That Administrator AUSKey will allow the holder to access and update your Business' ABR details, and issue and manage all AUSKeys held for your Business, through the ABR's online systems. It will also allow access to various online services of other participating agencies (contact the agencies you deal with for information about what Administrator AUSKey holders can do in their online systems).

Administrator AUSKeys should be restricted to a small number of individuals who are in a position of authority within your business. Standard AUSKeys will be suitable for most people.

Read the [Terms and conditions](#) associated with the AUSKey you are registering for.

[More information about types of AUSKeys.](#)

Who would you like to receive this Administrator AUSKey?\*

- I will be the Administrator AUSKey holder
- I want to nominate someone else to be the Administrator AUSKey holder

[Cancel](#) [Previous](#)

[Next](#)

## Complete your personal details



You are here: [Register for an AUSKey](#) » [Registration details](#)

### Registration details

Step 1 of 3: [Business details](#) | Step 2 of 3: **Your details** | Step 3 of 3: [Confirm details](#)

#### Your details

**i** For information about your privacy, see the [privacy statement](#).

We need some personal details from you so we can confirm that you are eligible to apply for this AUSKey.

**1** Enter your full legal name and date of birth.

Title (Optional):

Given names:\*

Family name:\*

Date of birth:\*  /  /

**2** Enter your personal TFN (not the business TFN)

Tax file number:\*  or  I do not want to provide my TFN

**i** For important information about quoting your TFN see the [privacy statement](#). Please note, if you don't provide your TFN you will need to phone us and provide some extra details so we can confirm your identity.

We will need to email you as part of the registration process. Please provide an email address that only you can access.  
e.g. joe.citizen@business.com.au rather than sales@business.com.au.

Email:\*

Confirm email:\*

Phone:

To assist in managing the AUSKeys for your business please select a Display name to identify yourself. Display names are only seen by other Administrators. Your Display name does not have to be your legal name. Choose something that is meaningful to others eg. 'Jo - Finance' or 'Jo- CBD office'.

Display name:\*

**3** Enter the Captcha code from the box above. This is not case sensitive.

Captcha code:\*

### Step 3: activate and install your AUSKey

After you click 'Next' in the above step you will be presented with a unique code. You will need this code so don't lose it. The ATO will send you an email. You click on the link in the email and enter the code. You will then be able to install your AUSKey on your computer. Once you have installed it on your computer you can then access the business portal.

### Step 4: logon to the business portal

Visit the following webpage to log onto the business portal: <https://bp.ato.gov.au/>