



ACCUMEN

Accountants + Business Advisors

LINKING A BUSINESS TO RAM

TO LINK A BUSINESS TO RAM,
HERE'S A GUIDE FOR YOUR CONVENIENCE.



Linking a Business to RAM (Relationship Authorisation Manager)

To access government online services such as Workforce Australia Online and ADMS, on behalf of a business, your Digital Identity, such as myID, needs to be linked to the ABN in RAM.

As a business owner/person responsible for a business you are a principal authority and need to link the business in RAM first.

Relationship Authorisation Manager (RAM) is an authorisation service that allows you to act on behalf of a business online when linked with your Digital Identity, like myID.

1 Download the MyID app on your smart phone



Please provide identification to your myID to verify yourself i.e ID, Passport, Birth Certificate.

2 Please note: When adding identification to the myID app, your identity strength will adjust from weak, to standard, to strong, based on the amount provided.

If you are linking a self managed super fund (SMSF) with a corporate trustee, you only require a standard identity strength.

The primary contact i.e director of a company, partner in partnership, or individual trustee of a self managed super fund must have a strong identity strength in order to link your business to the business portal.

To Link Online:

3 1. [log in to RAM External link External link](#)

Please note - You must log in using the same email address used to set up your myID, you will be sent a code to from the above sitO to your myID app on your mobile device which you must accept. (CONTINUE OVERLEAF)



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Linking a Business to RAM (continued)

SMSF'S WITH A CORPORATE TRUSTEE

Please go directly to option 3 “Accept an authorisation for a business”
To retrieve an authorisation code to link your SMSF, you need to do the following:

1. phone 1300 287 539 and select option 3 during ATO operating hours to complete a proof of identity check*
2. once confirmed, you'll receive an email with an authorisation code
3. log in to RAM, click “Accept an authorisation for a business”, enter the code and click “Submit”

3

*Proof of identity items will include:

Your full legal name, DOB, Address, Personal TFN, ABN of the SMSF
You may need to provide additional proof of identity, specifically details from your latest income tax return.

4. Use your myID to log in to ATO Online Services for business.
5. Select your SMSF and click next. (CONTINUE OVERLEAF)



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Linking a Business to RAM (continued)

COMPANIES, PARTNERSHIPS, TRUSTS and SMSF WITH INDIVIDUAL TRUSTEES

2. Select “Link my business” - you’ll be redirected to the ATO to find your business or businesses.
3. Add your personal postal or residential address (as held by the ATO) and select “Continue”.
4. Select the business or businesses you want to link and select “Continue” - if you can’t find your business, check and update your ABR details.
5. Enter an email address (this can be different to the one used to set up your Digital Identity) and select “Send email to receive a verification code”.
6. Enter the verification code and select “Verify and Continue”.
7. View the summary of the selected business or businesses and select the checkbox to declare you understand and accept, then select “Submit”.
8. A message will display confirming your business is successfully linked - then select “Continue”.

Once linked, you’ll be authorised in RAM to act on behalf of the business and can set up authorisations for others to act on behalf of the business.

Your authorisation type will display as ‘Principal Authority’ and remains unless you’re removed as an eligible individual associate of the business in the ABR.



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