

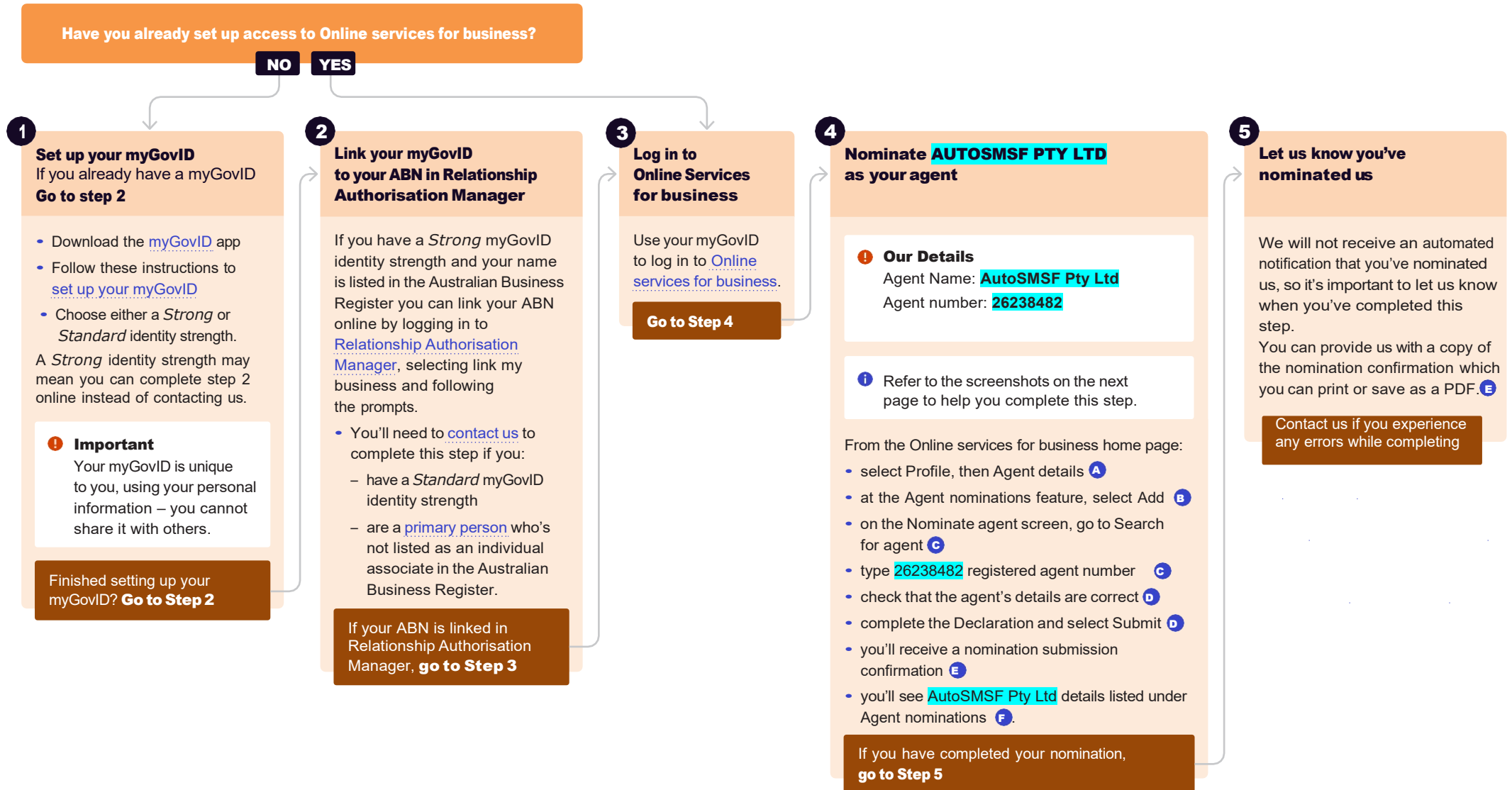
# How to nominate an agent in Online services for business

You must nominate your agent.

We cannot do this for you, but we can guide you through the nomination process.

The security of your tax and super information is very important to us. ATO has changed the process for how a registered agent (tax agent, BAS agent or payroll service provider) can access your information. ATO now require you to securely nominate a registered agent when you change an agent or change the authorisations you give your existing agent.

The flowchart and screenshots below will assist you to nominate your agent.



# How to nominate an agent in Online services for business

The following screenshots will assist you to nominate AutoSMSF as your agent in Online Services for Business.

## A Online services for business home page.

Accounts and payments Lodgments Employees Communication Profile

For action

- ✓ Lodgments are up to date.
- ✓ Payments are up to date.

Accounts summary Activity statements Reports and Financial institution details Manage card details Tax registrations SMSF auditor details STP reporting

RIAM ⓘ Add quick link Add quick link Add quick link

Customise homepage ⓘ

## B Add agent nomination.

Agent details

ⓘ You do not currently have a registered agent managing your affairs.

Agent nominations

Authorise an agent to add the business as a client or manage additional tax accounts. Nominations are active for **28 calendar days** during which the nominated agent can update their authorisations with the business.

Agent nominations

There are no active agent nominations

Add >

## C Search for AutoSMSF Pty Ltd. The easiest way to search is with registered agent number.

Nominate agent

All fields marked with \* are mandatory.

Identify the agent by entering their agent number or practice name. To quickly identify a specific agent, search by agent number.

Search for agent \*

Enter agent number or name

Cancel Submit

## D Confirm details are correct, complete declaration and submit.

Nominate agent

All fields marked with \* are mandatory.

Identify the agent by entering their agent number or practice name. To quickly identify a specific agent, search by agent number.

Search for agent \*

AutoSMSF

Agent nomination

Authorise the following agent to add the business as a client or manage additional tax accounts.

Name

AutoSMSF Pty Ltd

Agent number

26238482

Suburb/town

NARRE WARREN

State/territory

VIC

Nomination expiry date

18/10/2024

Declaration

> I declare the information I have provided is true and correct.

Privacy: For important information about your privacy see our [Privacy notice](#) ⓘ

☒ Tick this box to sign this declaration with the identification details you used to log-in.

Cancel Submit

## E Nomination submission confirmation. Notify your agent you have successfully nominated them.

Nominate agent

✓ Agent nomination successfully submitted

This nomination will be active for **28 calendar days**. You may like to advise the nominated agent that you have authorised them to add the business as a client or manage additional tax accounts.

Open print-friendly version to **print or save a PDF**.

Print-friendly version

Related action

> View my agent details

## F Agent details now listed under agent nominations.


Agent nominations

Authorise an agent to add the business as a client or manage additional tax accounts. Nominations are active for **28 calendar days** during which the nominated agent can update their authorisations with the business.

Agent nominations

Name	Agent number	Suburb/town	State/territory	Expiry date
AUTOSMSF PTY LTD	26238482	NARRE WARREN	VIC	18/10/2024

Delete

 **This is a general summary only.**  
For more information go to [ato.gov.au/CALsteps](https://ato.gov.au/CALsteps)