

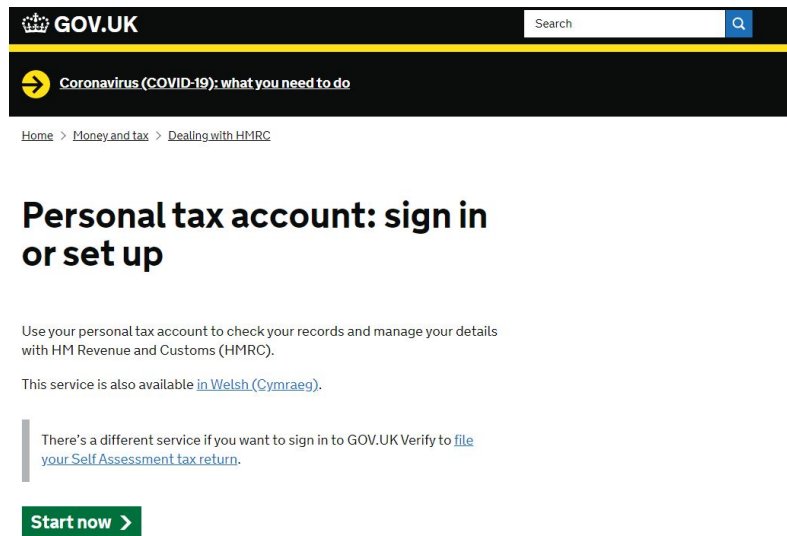
Steps to create a Government Gateway ID?

Please keep in mind that the below screenshots may have changed slightly as the process is designed to be simpler if creating an account directly from the SEISS eligibility checker. However, they may be helpful in case some of you want to see what you can expect.

What you should have ready:

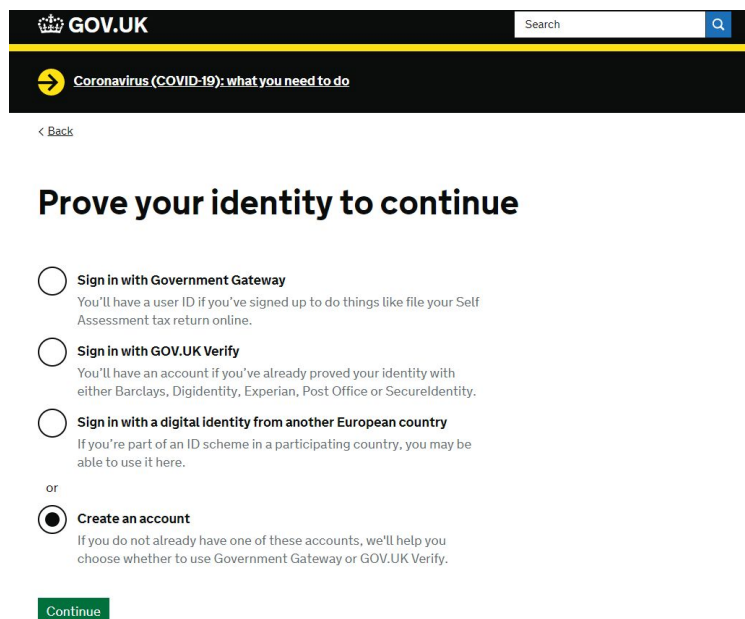
- NI number
- A form of identification, such as passport information or banking details.

Step 1: Visit the Personal Tax Account and [sign up](#) by clicking Start Now.



The screenshot shows the GOV.UK website header with a search bar. Below the header is a navigation bar with a yellow arrow icon and the text "Coronavirus (COVID-19): what you need to do". Below this is a breadcrumb trail: "Home > Money and tax > Dealing with HMRC". The main heading is "Personal tax account: sign in or set up". Below the heading is a paragraph: "Use your personal tax account to check your records and manage your details with HM Revenue and Customs (HMRC). This service is also available in [Welsh \(Cymraeg\)](#)." Below this is a link: "There's a different service if you want to sign in to GOV.UK Verify to [file your Self Assessment tax return](#)." At the bottom is a green button with the text "Start now >".

Step 2: Click Create an account



The screenshot shows the GOV.UK website header with a search bar. Below the header is a navigation bar with a yellow arrow icon and the text "Coronavirus (COVID-19): what you need to do". Below this is a breadcrumb trail: "< Back". The main heading is "Prove your identity to continue". Below the heading are four radio button options:

- Sign in with Government Gateway**
You'll have a user ID if you've signed up to do things like file your Self Assessment tax return online.
- Sign in with GOV.UK Verify**
You'll have an account if you've already proved your identity with either Barclays, Digidentity, Experian, Post Office or SecureIdentity.
- Sign in with a digital identity from another European country**
If you're part of an ID scheme in a participating country, you may be able to use it here.

or

- Create an account**
If you do not already have one of these accounts, we'll help you choose whether to use Government Gateway or GOV.UK Verify.

At the bottom is a green button with the text "Continue".

Step 3: Create a Government Gateway account

[< Back](#)

Create an account

To use this service, you need to create either a Government Gateway or GOV.UK Verify account. These are used to help fight identity theft.

Once you have an account, you can use it to access other government services online.

Choose a way to prove your identity

Government Gateway

Registering with Government Gateway usually takes about 10 minutes. It works best if you have:

- your National Insurance number
- a recent payslip or P60 or a valid UK passport

[Create a Government Gateway account](#)

Step 4: Click 'Create sign in details' under the green Sign In button.

Information for Universal Credit customers

To confirm your identity for your Universal Credit application, enter your Government Gateway details.

If you cannot confirm your identity with Government Gateway, you can [sign back in to your Universal Credit account](#) and confirm your identity another way.

You do not need to call Universal Credit or Government Gateway. We will contact you if we need any more information.

Sign in using Government Gateway

Government Gateway user ID


This could be up to 12 characters.

Password

[Sign in](#)

[Create sign in details](#)

Step 5: Enter your email address and then confirm your email address.

 **GOV.UK**

BETA This is a new service – your [feedback](#) will help us to improve it

[Back](#) English | [Cymraeg](#)

Enter your email address


This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

[Continue](#)

[Get help with this page](#)

 **GOV.UK**

BETA This is a new service – your [feedback](#) will help us to improve it

[Back](#) English | [Cymraeg](#)

Enter code to confirm your email address

We have sent a code to: [00000000000000000000000000000000](#)

If you use a browser to access your email, you may need to open a new window or tab to see the code.


Confirmation code
For example, DNCLRK

[I have not received the email](#)

[Confirm](#)

[Get help with this page](#)

Step 6: Add your full name

 **GOV.UK**

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What is your full name?

[Continue](#)

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Step 7: Create your password, the next pages will prompt you to add recovery details.

GOV.UK

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Create a password

Your password must:

- be between 8 and 12 characters
- have at least one number (0 to 9)
- have at least one letter
- not contain special characters

Password

Confirm your password

[Continue](#)

GOV.UK

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Set up a recovery word

Make a note of this word in case you need it in the future.

The word must:

- be between 6 and 12 characters
- not contain spaces or special characters
- not contain numbers

Recovery word

[Continue](#)

Step 8: Now you have your Government Gateway user ID!

GOV.UK [Sign out](#)

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[Back](#) English | [Cymraeg](#)

Your Government Gateway user ID is:

We have sent it to

You will need your user ID and your password each time you sign in to Government Gateway.

[Continue](#)

Step 9: Choose 'Individual'

GOV.UK
HM Revenue & Customs

English | [Cymraeg](#)

Choose the type of account you need

Individual
Includes personal tax account, tax credits, Self Assessment and Child Benefit

Organisation
Includes limited companies, partnerships, charities, trusts and estates

Agent
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

[Continue](#)

[Get help with this page.](#)

Step 10: Choose how you would prefer to get access codes

GOV.UK Sign out

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English | [Cymraeg](#)

How do you want to get access codes?

Text message
Get codes sent to a mobile phone.

Voice call
Get codes by automated message to a UK mobile or landline.

Authentication app for smartphone or tablet
Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

[Continue](#)

[Get help with this page](#)

Step 11: Enter your details, you will need to have your NI number ready.

GOV.UK

HM Revenue & Customs

English | [Cymraeg](#)

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

[I do not know my National Insurance number](#)

Date of birth
For example, 31 3 1980
Day Month Year

[Continue](#)

Step 12: Choose how you would like to prove your identity

The screenshot shows the GOV.UK 'Confirm your identity' page. At the top, there is a black header with the GOV.UK logo and 'HM Revenue & Customs'. Below this, the text 'Confirm your identity' is followed by the main heading 'Choose a way for us to identify you'. There are two radio button options: 'Multiple choice security questions' (with a sub-note: 'For example, select your credit card provider from a list') and 'Passport questions' (with a sub-note: 'You need a valid UK passport'). A green 'Continue' button is positioned below the options. At the bottom, there is a link: 'I can't answer questions on any of these options'. The language 'English | Cymraeg' is visible in the top right corner.

Step 13: Once you completed the above steps you should be taken to a page that looks similar to this.

The screenshot displays the 'Personal tax account' dashboard on GOV.UK. The top navigation bar includes the GOV.UK logo, the title 'Personal tax account', and the language 'English | Cymraeg'. A prominent message banner at the top reads 'Coronavirus (COVID-19): what you need to do (opens in a new window or tab)' with a 'Hide message' link. Below the banner is a navigation menu with 'Account home' (active), 'Messages', 'Check progress', 'Your account', 'Business tax account', and 'Sign out'. The main content area is titled 'Account home' and features a message: 'Your Self Assessment Unique Taxpayer Reference (UTR) is :'. Underneath, there is a section titled 'Income' which contains three informational cards: 1) 'Pay As You Earn (PAYE)' with instructions to check or update employment, pension, or other income information. 2) '6 April 2019 to 5 April 2020' stating that tax has not been calculated yet and that there is no need to contact HMRC. 3) 'Self Assessment' with a link to 'Find out how to access Self Assessment'. A fourth card, 'National Insurance', is partially visible at the bottom, stating that the user has a National Insurance number.