



Registering a Government Gateway Account

1. Register a personal tax account if you don't already have one by visiting <https://www.gov.uk/personal-tax-account>, then press 'Start now'

GOV.UK Search

Coronavirus (COVID-19): what you need to do

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).

This service is also available in [Welsh \(Cymraeg\)](#).

There's a different service if you want to sign in to GOV.UK Verify to [file your Self Assessment tax return](#).

Start now >

2. Select 'Create an account' and 'Continue', then 'Create a Government Gateway Account'

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Prove your identity to continue

- 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.

Continue

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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 [valid](#) [PSO](#) or a valid UK passport

Create a Government Gateway account

3. Select 'Continue to your account'

GOV.UK Government Gateway Home

HM Revenue & Customs

English | [Cymraeg](#)

COVID-19 HMRC Guidance

You do not need to sign in to your account to find guidance about coronavirus (COVID-19).

You can find [general support on GOV.UK](#), including:

- [how your employer can claim if you are furloughed](#)
- [claiming a grant if you are self-employed or a member of a partnership and have lost income](#)
- [the increase to Working Tax Credit](#) and who it affects

[Use HMRC's digital assistant to find information about coronavirus \(COVID-19\) support schemes](#)

If you do not need coronavirus guidance

[Continue to your account](#)



Registering a Government Gateway Account

4. Select 'Create sign in details'

English |

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

[Problems signing in](#)

5. Enter your email address and continue

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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](#)

Email address entered here

6. You will be emailed a code which you will then be prompted to enter

Enter code to confirm your email address

We have sent a code to: **gem.bushell@hotmail.com**

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](#)

Enter code here



Registering a Government Gateway Account

7. You'll then be asked enter your full name, create a password and also set up a recovery word so that you can get back into the government gateway if you forget your password.
8. Your Government Gateway ID will then appear on screen as well as be emailed to the address you used to set up the account.
9. Choose the type of account you need, it will either be 'Individual' or 'Organisation', then continue

GOV.UK
HM Revenue & Customs

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.](#)

10. You will be prompted to set up additional security, please follow these steps accordingly
11. Decide how you want to receive access codes from the options below. You will then be prompted to enter the details and an access code will be sent

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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

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Registering a Government Gateway Account

12. Enter the 6-digit code and continue. Every time you sign in to your Government Gateway account HMRC will request an access code.

13. You will then need to enter some personal details so HMRC can confirm who you are

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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.](#)

GOV.UK
HM Revenue & Customs

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

14. You will also be asked to choose a way for HMRC to identify you from the options below

Confirm your identity

Choose a way for us to identify you

Multiple choice security questions
For example, select your credit card provider from a list

Passport questions
You need a valid UK passport

Continue

[I can't answer questions on any of these options](#)

15. Enter the relevant details and the following screen will appear

GOV.UK

We have confirmed your identity

You can now sign in to your personal tax account

Continue

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Registering a Government Gateway Account

16. After you select 'Confirm' you will be able to view your account homepage

Coronavirus (COVID-19): what you need to do (opens in a new window or tab) [Hide message](#)

Account home Messages Check progress Your account Business tax account Sign out

Account home

Your name will appear here

Your Self Assessment Unique Taxpayer Reference (UTR) is [REDACTED]

Income

Pay As You Earn (PAYE)
Check or update the employment, pension or other income information used to work out your PAYE Income Tax and tax codes.

6 April 2019 to 5 April 2020
Your tax has not been calculated yet
There is no need to contact HMRC about this. You will receive a letter if you have paid too much or too little tax.

Self Assessment
[Find out how to access Self Assessment](#)

National Insurance
You have a National Insurance number to make sure your National Insurance contributions and tax are recorded against your name only.

17. You will then need to select 'find out how to access Self-Assessment'

18. Select 'Request access to Self-Assessment', before being prompted to enter some personal details: your 10-digit UTR and either your NI number or postcode

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Access your Self Assessment

You need to request access to Self Assessment

This may be because you have deregistered from Self Assessment online.
You will need your Unique Taxpayer Reference (UTR).
Your UTR is **1444930242**
You will need to request access to Self Assessment in the post within 10 days of requesting access.

[Request access to Self Assessment](#)

Do your tax return before the deadline
The deadline to do your tax return online is 11:59pm on 31 January 2021.

[Is there anything wrong with this page?](#)

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Request access to Self-Assessment

Unique Taxpayers Reference
You can find this on your tax return, statement of accounts or any other self-assessment calculations. It is 10 numbers. Do not include spaces. For example, 1234567890

Complete one of the following

National Insurance number
For example, QQ123456C

or

Postcode
Enter the postcode you used when you registered for self assessment.
For example, AA11 1AA

or

Please select if you live abroad

[Request access](#)



Registering a Government Gateway Account

19. The following screen will appear. As outlined, you will need to now wait for an activation code to be sent to you by post within 7 days to the address HMRC currently hold for you.

You've requested access to Self-Assessment

[Redacted] (Unique Taxpayers Reference)

You'll receive an activation code in the post within 7 days.

You need to use the activation code to get access to the tax or scheme.

[Continue](#)

20. Once you receive the code you will need to login to your Government Gateway account and select the 'Activate your Self-Assessment' link to completed the process.

The screenshot shows the GOV.UK Personal tax account dashboard. At the top, there is a navigation bar with the GOV.UK logo, 'Personal tax account', and language options (English | Cymraeg). Below this is a banner for 'Coronavirus (COVID-19): what you need to do (opens in a new window or tab)' with a 'Hide message' link. The main navigation includes 'Account home', 'Messages', 'Check progress', 'Your account', 'Business tax account', and 'Sign out'. The 'Account home' section displays the user's Self Assessment Unique Taxpayer Reference (UTR) as [Redacted]. Under the 'Income' section, there are three cards: 'Pay As You Earn (PAYE)', '6 April 2019 to 5 April 2020', and 'Self Assessment'. The 'Self Assessment' card contains the text 'Your tax has not been calculated yet' and 'There is no need to contact HMRC about this. You will receive a letter if you have paid too much or too little tax.' A link 'Activate your Self Assessment' is circled in red.