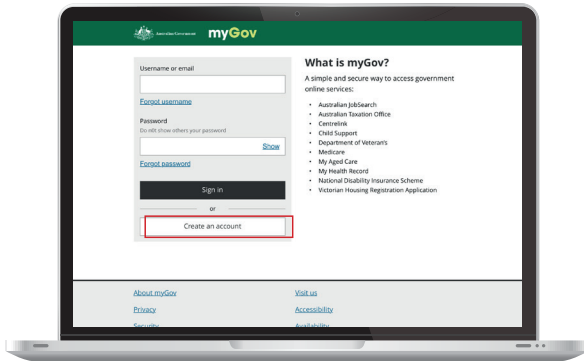




# Get started

A simple and secure way to access government services online.



Go to **my.gov.au** and select

**Create an account**

## 1 Terms of use

- ▶ Read and select **I agree** to accept our **Terms of use**.

## 2 Enter an email

- ▶ Enter your email address, then select **Next**

*If you share an email address, only 1 of you can use that email address for myGov.*

- ▶ Enter the code we email you, then select **Next**

## 3 Enter your mobile

- ▶ Enter your mobile number, then select **Next**

*If you share a mobile number, only one of you can use that mobile number for myGov.*

- ▶ If you don't have access to a mobile phone or mobile coverage, select **skip this step**

- ▶ If you entered your mobile number, we'll send you a code by text message. Enter the code, then select **Next**

## 4 Create password

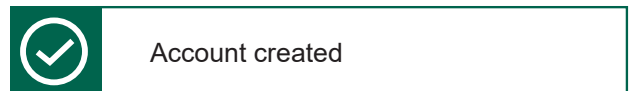
- ▶ Create and re-enter your password, then select **Next**

*Your password must have at least 7 characters. This must include at least 1 number.*

## 5 Create secret questions

- ▶ Create 3 questions and answers that only you can answer.
- ▶ Select your first question from the list or create your own.
- ▶ Select **Next** after entering your answer, and repeat for questions 2 and 3.

*Make sure your answers are easy for you to remember.*



*Your username will be emailed to you.*

- ▶ You can now:
  - link government services to your myGov account
  - update your settings to tell us how you want to sign in securely
  - choose to get Inbox notifications by text message or email.
- ▶ Select **Continue to myGov**

### **i** Always sign out

For your privacy and security, select **Sign out** when you've finished using your myGov account.

### Forgot your username?

You can sign in using the email address you used to create your account.

## Link online services

- 1** To link a service:
  - for the first time, select **Link your first service**, or
  - select **Services** in the top menu.
- 2** Select the service you would like to link to.
  - ▶ Depending on the service you link, you may be asked to agree to myGov storing personal information. If you agree, select **I agree**
- 3** Select how you would like to link your service:
  - I have an online account with the service
  - I do not have an online account with the service
  - I have a linking code
- 4** Select **Next**

*Depending on your selection, you'll need to provide details known to the service.*

## Personalise your account

### 1 Your sign in option

When you sign in to your myGov account, you can set up your sign in option to be, either:

- get a code sent by SMS to your mobile number
  - get a code from the myGov Code Generator app
  - answer one of your secret questions.
- ▶ To change this, select **Account settings** in the menu bar, then select **Sign in options** under **Sign in settings**.
  - ▶ Enter your password, then select **Next**
  - ▶ Choose the sign in option you want to use when you sign in to your myGov account, then select **Confirm**

### **i** New mobile number?

If you change your mobile number, make sure you update your myGov details first.

This is so you still have access to your security codes to access your account.

### 2 Inbox notification

Tell us how we can let you know there's a new message in your myGov Inbox.

- ▶ Select **Account settings** in the menu bar, and select **Inbox notifications** under **General settings**.
- ▶ Select how we tell you there's a new message in your Inbox:
  - email
  - text message to your mobile.
- ▶ To confirm your choice, enter the code sent to your mobile number or email address, then select **Confirm**

*These details can be different to your myGov sign in details.*

### **i** Inbox notifications

The email address or mobile number you use for your Inbox notifications can be different to your myGov sign in details.

### 3 Your username

You can sign in with the email address you used to create your account. You can also use your mobile number, if you enable this sign in option in your Account settings.



- ▶ Select **Account settings** in the menu bar, and select **Username** under **Sign in settings**.
- ▶ Select either your email address or mobile number, or both.

*If you use your mobile number to sign in, if it changes, you'll need to update your Account settings.*

## myGov Code Generator app

The myGov Code Generator app creates codes. You can use these codes instead of SMS codes or secret questions when you sign in to your myGov account. This is handy if you're travelling overseas or have limited mobile reception.

Download the app from:

- ▶  select **Install**, or
- ▶  select **Get**

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## Need help



go to [my.gov.au](http://my.gov.au)



[youtube.com/mygovau](https://youtube.com/mygovau)



Call the myGov helpdesk on **132 307** and select **Option 1**. The helpdesk operates: 7 am–10 pm Monday to Friday, and 10 am–5 pm Saturday to Sunday.



**Keep up to date**  
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