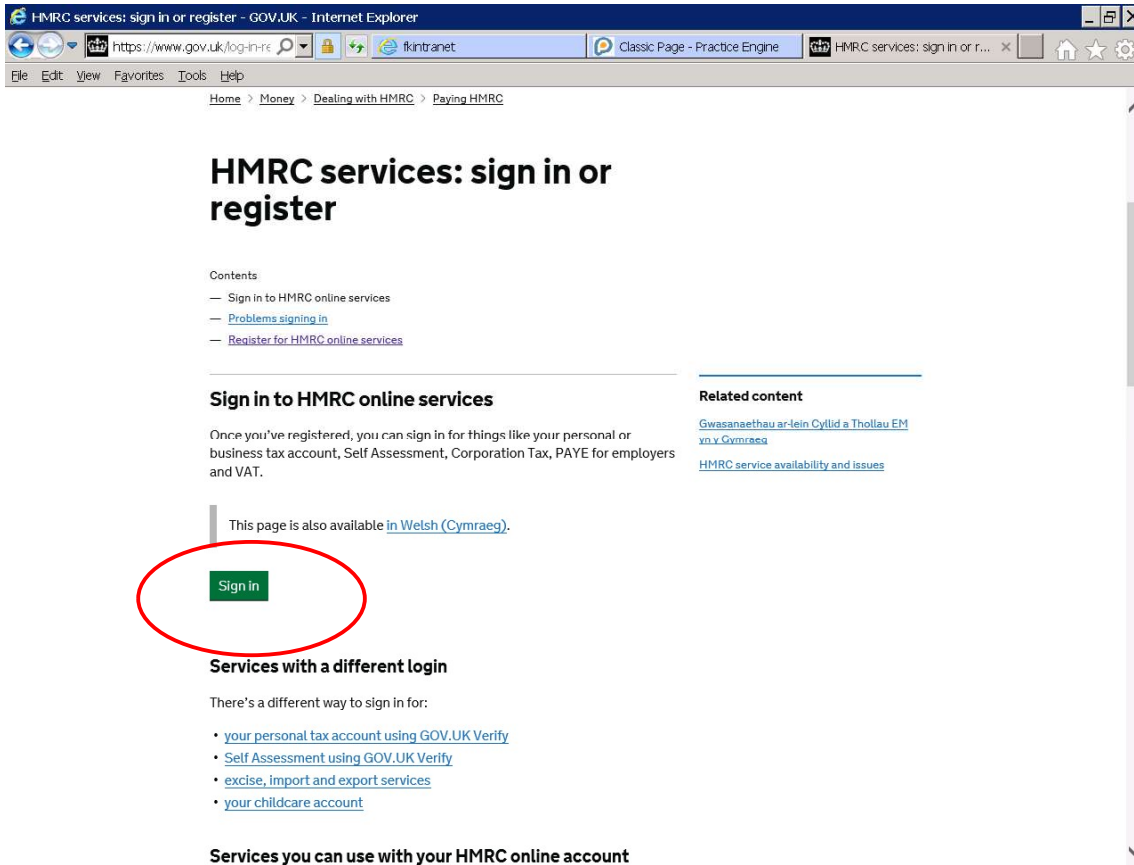


Self Employed Income Support Scheme

How to Register for a Government Gateway

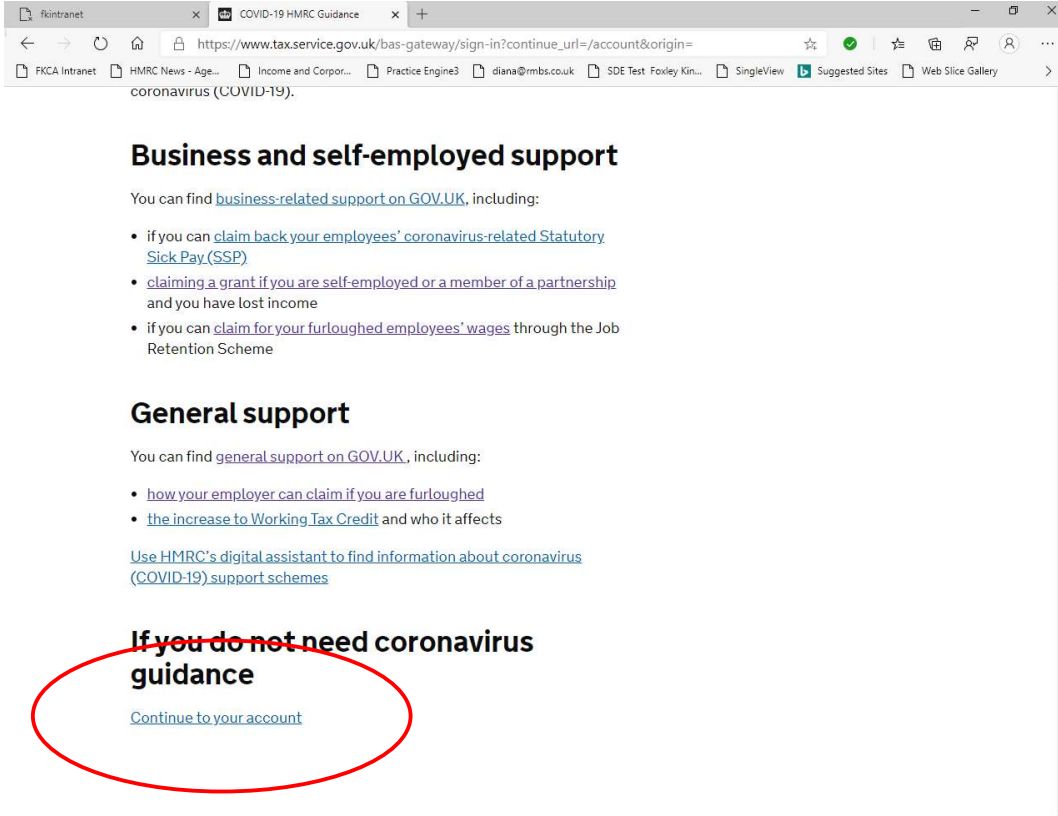
Start here after completing the Online Eligibility Checker and following the option to create an account. There are 16 steps to complete, see below guide which takes you through each step.

Step 1: Sign In (even if you don't already have an account)



The screenshot shows a web browser window displaying the HMRC services sign in or register page. The browser's address bar shows the URL <https://www.gov.uk/log-in-hmrc>. The page title is "HMRC services: sign in or register". The main heading is "HMRC services: sign in or register". Below the heading, there is a "Contents" section with links to "Sign in to HMRC online services", "Problems signing in", and "Register for HMRC online services". The "Sign in to HMRC online services" section is highlighted, and it contains the text: "Once you've registered, you can sign in for things like your personal or business tax account, Self Assessment, Corporation Tax, PAYE for employers and VAT." Below this text, there is a link to "This page is also available in Welsh (Cymraeg)". A red circle highlights a green "Sign in" button. To the right of the "Sign in" button, there is a "Related content" section with links to "Gwasanaethau ar-lein Cytid a Thollau EM yn y Cymraeg" and "HMRC service availability and issues". Below the "Sign in" button, there is a section titled "Services with a different login" which states "There's a different way to sign in for:" and lists four options: "your personal tax account using GOV.UK Verify", "Self Assessment using GOV.UK Verify", "excise, import and export services", and "your childcare account". At the bottom of the page, there is a section titled "Services you can use with your HMRC online account".

Step 2: Continue to your account (even if you do not already have an account)



Business and self-employed support

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

- if you can [claim back your employees' coronavirus-related Statutory Sick Pay \(SSP\)](#)
- [claiming a grant if you are self-employed or a member of a partnership](#) and you have lost income
- if you can [claim for your furloughed employees' wages](#) through the Job Retention Scheme

General support

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

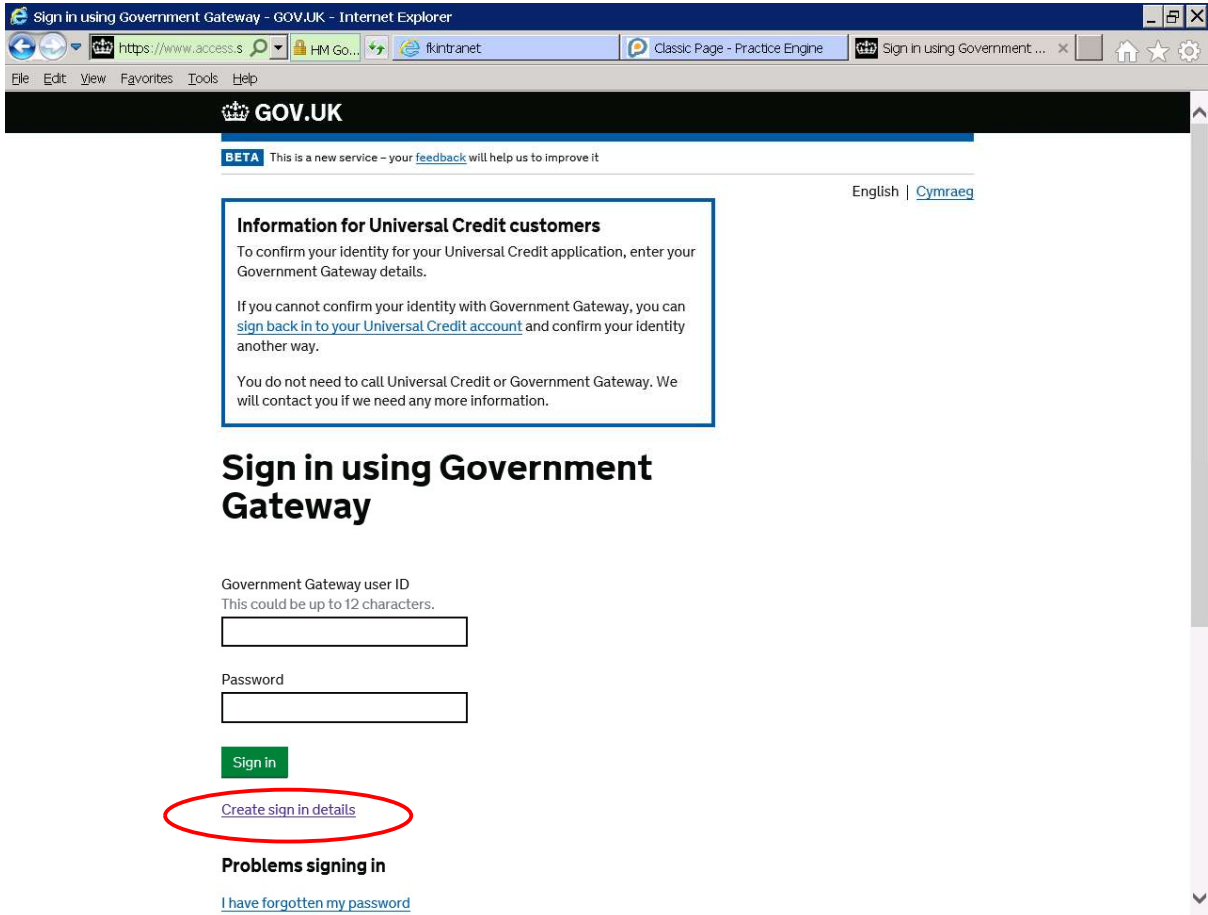
- [how your employer can claim if you are furloughed](#)
- [the increase to Working Tax Credit](#) and who it affects

[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](#)

Step 3: Create sign in details



The screenshot shows a web browser window with the title "Sign in using Government Gateway - GOV.UK - Internet Explorer". The address bar shows "https://www.access.s" and the page content is from "gov.uk". The main heading is "Sign in using Government Gateway". Below the heading are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is present, along with a red circle around the link "Create sign in details". Below this is a section titled "Problems signing in" with a link "I have forgotten my password".

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
[I have forgotten my password](#)



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Step 4: Enter email address

The screenshot shows a web browser window with the title "Enter your email address - GOV.UK - Internet Explorer". The address bar shows "https://www.access.s" and "fkintranet". The page content includes:

- GOV.UK logo and navigation bar.
- BETA notice: "This is a new service - your [feedback](#) will help us to improve it".
- Language selection: "English | [Cymraeg](#)".
- Back button.
- Section header: "Enter your email address".
- Text: "This will only be used to send you security updates or if you need to recover your sign in details." and "To confirm it is your email address we will send you a code."
- Form: "Email address" with an input field.
- Button: "Continue".
- Link: "Get help with this page".
- Footer: "Accessibility statement", "Cookies", "Privacy notice", "Terms and conditions", "OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated", and the Royal Coat of Arms with "© Crown copyright".



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Step 5: Pick up the code sent to your email and enter it here

A screenshot of an Internet Explorer browser window. The address bar shows 'https://www.access.s...'. The page title is 'Enter code to confirm your email address - GOV.UK'. The main content area has a heading 'Enter code to confirm your email address' and a sub-heading 'We have sent a code to: taraaldwin@hotmail.com'. Below this is a text box for the confirmation code, a link for 'I have not received the email', and a green 'Confirm' button. The footer of the page features the Royal Coat of Arms.

Enter code to confirm your email address - GOV.UK - Internet Explorer

https://www.access.s... HM Go... fkintranet Classic Page - Practice Engine Enter code to confirm your... x

File Edit View Favorites Tools Help

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: **taraaldwin@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.

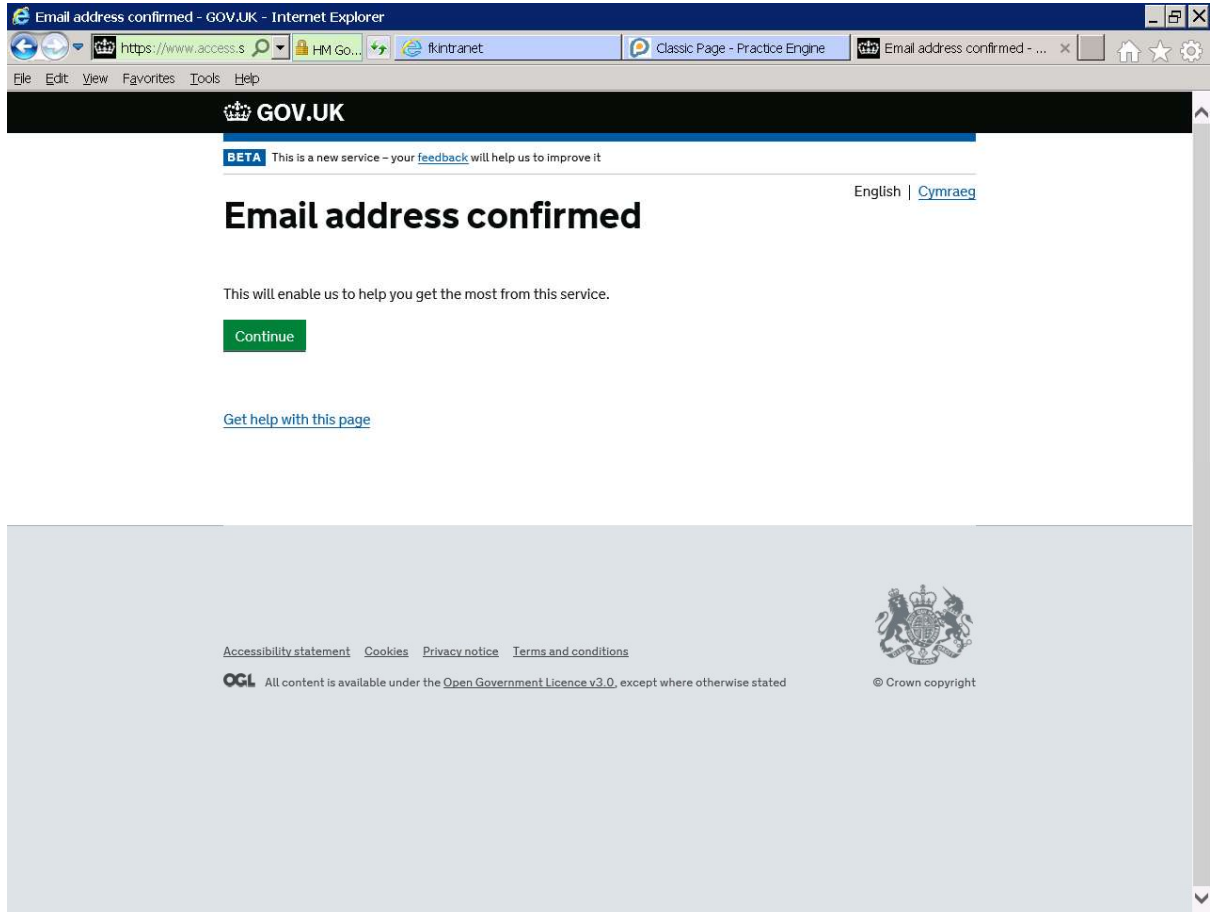
Confirmation code
For example, DNCLRK

[I have not received the email](#)

Confirm

[Get help with this page](#)

Step 6: Continue



The screenshot shows an Internet Explorer browser window with the following elements:

- Browser Title Bar:** "Email address confirmed - GOV.UK - Internet Explorer"
- Address Bar:** "https://www.access.s" (partially visible), "HM Go...", "fkintranet", "Classic Page - Practice Engine", "Email address confirmed - ..."
- Page Header:** "GOV.UK" logo and a "BETA" notice: "This is a new service - your [feedback](#) will help us to improve it". Language options: "English | [Cymraeg](#)".
- Main Content:**
 - Section header: "Email address confirmed"
 - Text: "This will enable us to help you get the most from this service."
 - Green button: "Continue"
 - Link: "[Get help with this page](#)"
- Page Footer:**
 - Links: "[Accessibility statement](#)", "[Cookies](#)", "[Privacy notice](#)", "[Terms and conditions](#)"
 - Text: "OGL All content is available under the [Open Government Licence v3.0](#), except where otherwise stated"
 - Image: Royal Coat of Arms
 - Text: "© Crown copyright"



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Step 7: Enter name

A screenshot of an Internet Explorer browser window. The address bar shows 'https://www.access.s...'. The page title is 'What is your full name? - GOV.UK'. The main content area has a 'GOV.UK' header, a 'BETA' notice, and the heading 'What is your full name?'. Below the heading is a text input field and a green 'Continue' button. At the bottom of the page, there are links for 'Accessibility statement', 'Cookies', 'Privacy notice', and 'Terms and conditions', along with the 'OGL' logo and '© Crown copyright' text. The Royal Coat of Arms is also visible in the footer area.

What is your full name? - GOV.UK - Internet Explorer

https://www.access.s... HM Go... fkintranet Classic Page - Practice Engine What is your full name? - G... x

File Edit View Favorites Tools Help

GOV.UK

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

English | [Cymraeg](#)

What is your full name?

[Continue](#)

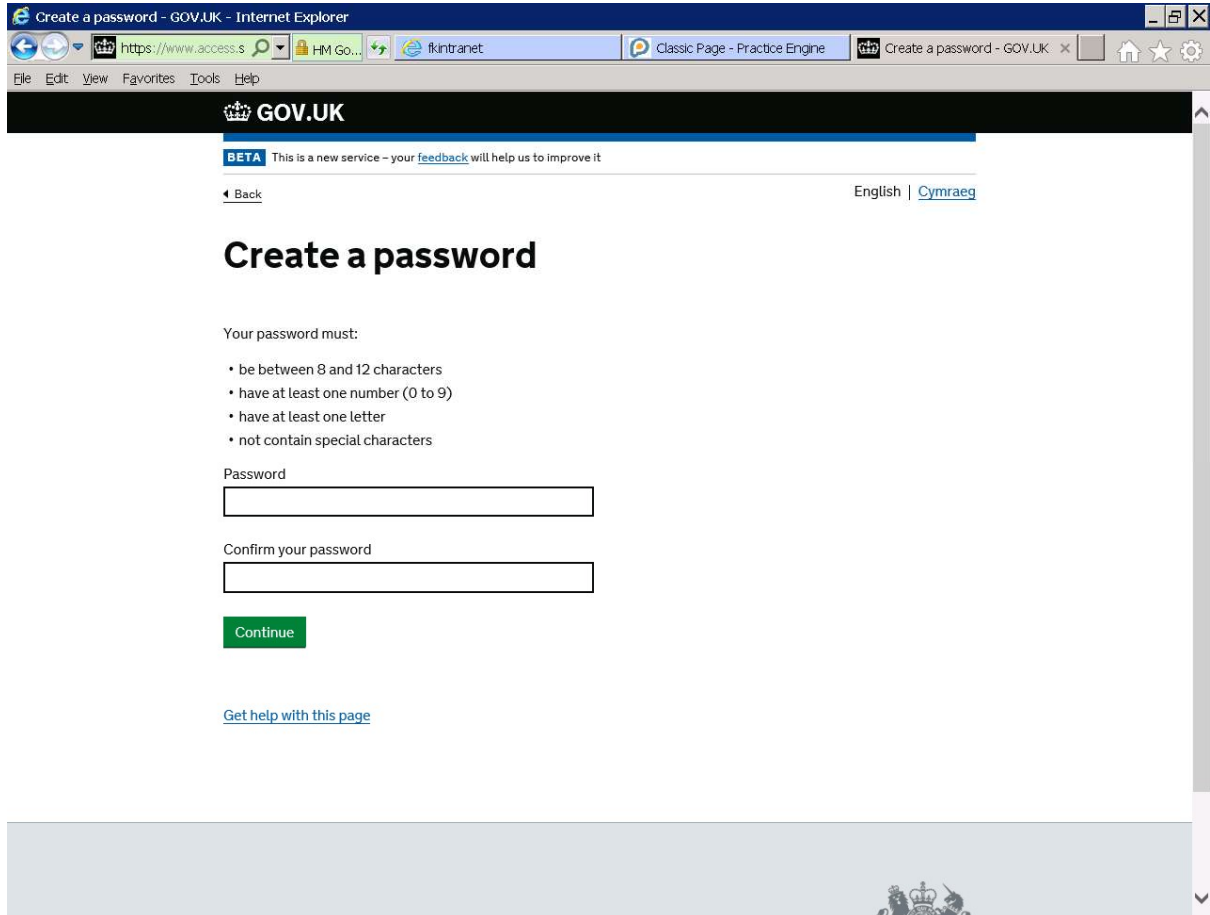
[Get help with this page](#)

[Accessibility statement](#) [Cookies](#) [Privacy notice](#) [Terms and conditions](#)

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Step 8: Create password



The screenshot shows a web browser window with the title 'Create a password - GOV.UK - Internet Explorer'. The address bar shows 'https://www.access.s...' and the page content is from 'gov.uk'. The page has a 'BETA' notice and a 'Back' link. The main heading is 'Create a password'. Below this, it states 'Your password must:' followed by a list of requirements: 'be between 8 and 12 characters', 'have at least one number (0 to 9)', 'have at least one letter', and 'not contain special characters'. There are two input fields: 'Password' and 'Confirm your password'. A green 'Continue' button is located below the second field. A link 'Get help with this page' is at the bottom. The GOV.UK logo is visible in the bottom right corner.

Create a password - GOV.UK - Internet Explorer

https://www.access.s... HM Go... fkintranet Classic Page - Practice Engine Create a password - GOV.UK

File Edit View Favorites Tools Help

GOV.UK

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

Back English | [Cymraeg](#)

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

[Get help with this page](#)





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Step 9: Set up recovery word

The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/registration/set-account-recovery>. The page is titled "Set up recovery for your sign in details" and includes a "Continue" button. Below the main content, there is a footer with the Royal Coat of Arms, "Accessibility statement", "Cookies", "Privacy notice", "Terms and conditions", "OGL" (Open Government Licence v3.0), and "© Crown copyright".

fxintranet x Set up recovery for your sign in x +

https://www.access.service.gov.uk/registration/set-account-recovery

FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmb.co.uk SDE Test Foxy Kin... SingleView Suggested Sites Web Slice Gallery

GOV.UK

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

English | [Cymraeg](#)

Set up recovery for your sign in details

You need to set up a recovery word so that you can get back into Government Gateway if you forget your password.

[Continue](#)

[Get help with this page](#)

Accessibility statement Cookies Privacy notice Terms and conditions

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© Crown copyright

fxintranet x Set up a recovery word - GOV.U x +

https://www.access.service.gov.uk/registration/memorable-word

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GOV.UK

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

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

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](#)

[Get help with this page](#)

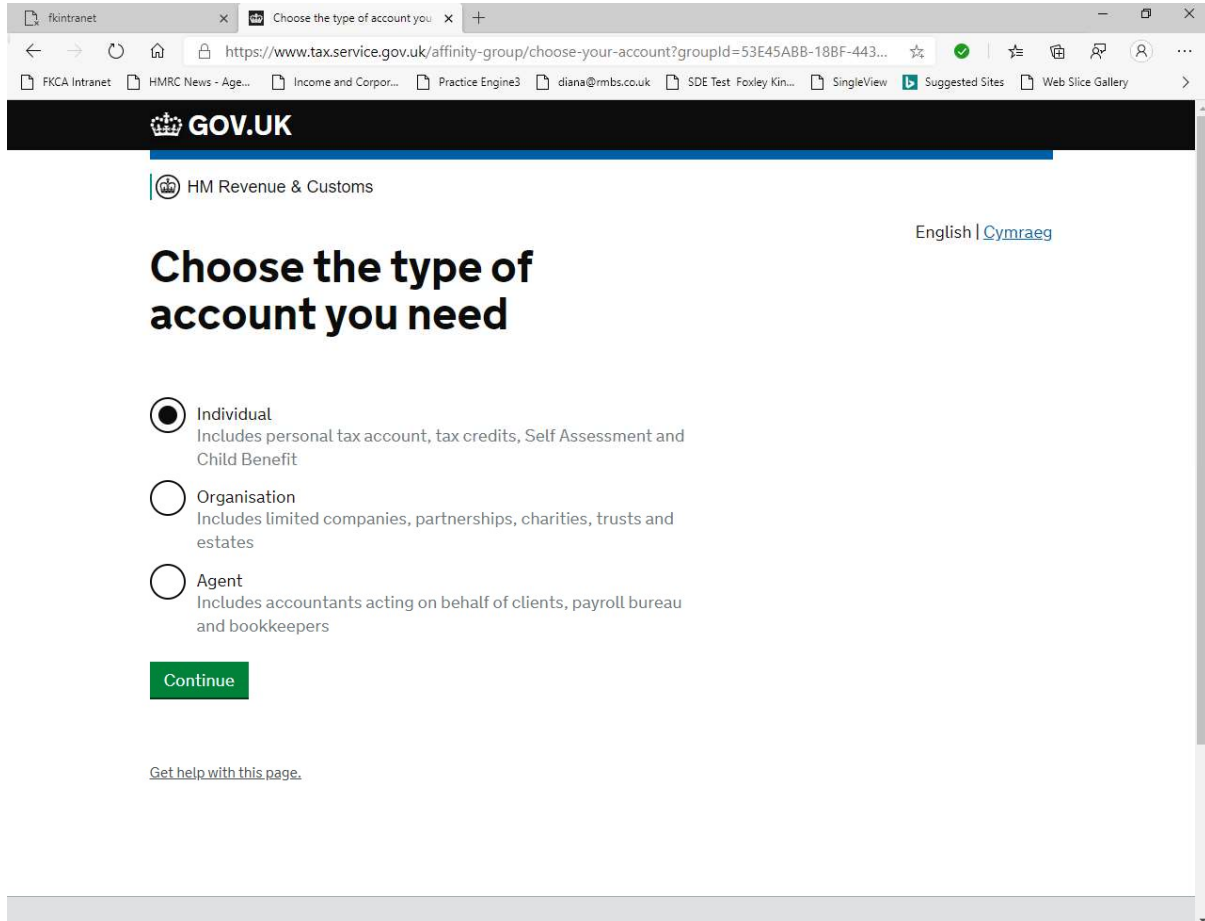


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Step 10: Success! (we hope!) Click Continue

A screenshot of a web browser window showing the Government Gateway user ID confirmation page. The browser's address bar shows the URL: https://www.access.service.gov.uk/registration/confirmation/ayp/tbf/af607506-dbdb-4c58-8598-74... The page header includes the GOV.UK logo and a 'Sign out' link. A blue banner at the top reads 'BETA This is a new service - your feedback will help us to improve it'. The main content area features a large teal box with the text 'Your Government Gateway user ID is:' followed by a blacked-out user ID. Below this, the text reads: 'We have sent it to [blacked out email address]'. Further down, it says: 'You will need your user ID and your password each time you sign in to Government Gateway.' A green 'Continue' button is visible. At the bottom, there is a link: 'Get help with this page'.

Step 11: Chose individual account



The screenshot shows a web browser window with the URL <https://www.tax.service.gov.uk/affinity-group/choose-your-account?groupId=53E45ABB-18BF-443...>. The page header includes the GOV.UK logo and 'HM Revenue & Customs'. The main heading is 'Choose the type of account you need'. There are three radio button options: 'Individual' (selected), 'Organisation', and 'Agent'. A green 'Continue' button is located below the options. A link 'Get help with this page.' is at the bottom left.

Choose the type of account you need

English | [Cymraeg](#)

- 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.](#)



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Step 12: Set up additional security method

fxintranet x You need to set up additional se x +

https://www.access.service.gov.uk/multi-factor/setup-security/ayp/tbf/0c64a65d-9ebd-42ff-8cfe-9...

FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmbss.co.uk SDE Test Foxley Kin... SingleView Suggested Sites Web Slice Gallery

GOV.UK Sign out

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

English | [Cymraeg](#)

You need to set up additional security

This is to make sure only you can sign in.

[Continue](#)

[Get help with this page](#)

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fxintranet x How do you want to get access x +

https://www.access.service.gov.uk/multi-factor/choose-method/ayp/tbf/0c64a65d-9ebd-42ff-8cfe-9...

FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmbss.co.uk SDE Test Foxley Kin... SingleView Suggested Sites Web Slice Gallery

GOV.UK Sign out

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

English | [Cymraeg](#)

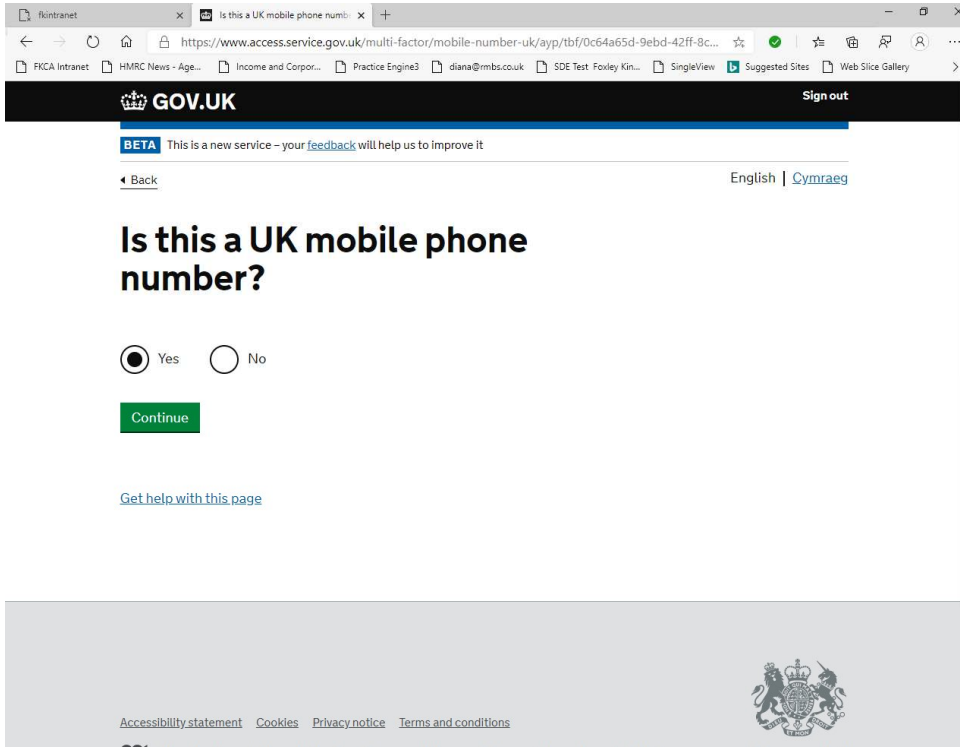
How do you want to get access codes?

- 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 13: Enter security details



fkcintranet x Is this a UK mobile phone number x +

https://www.access.service.gov.uk/multi-factor/mobile-number-uk/ayp/tbf/0c64a65d-9ebd-42ff-8c...

FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmbms.co.uk SDE Test Foxley Kin... SingleView Suggested Sites Web Slice Gallery

GOV.UK Sign out

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

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

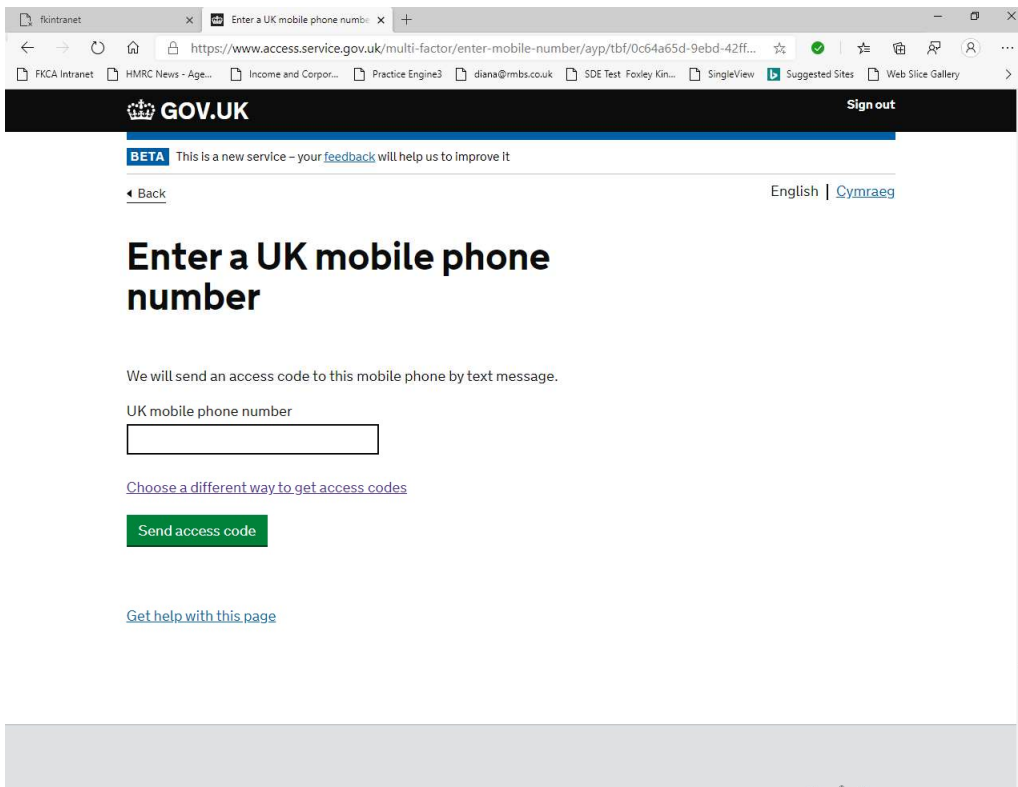

Is this a UK mobile phone number?

Yes No

[Continue](#)

[Get help with this page](#)

[Accessibility statement](#) [Cookies](#) [Privacy notice](#) [Terms and conditions](#)



fkcintranet x Enter a UK mobile phone number x +

https://www.access.service.gov.uk/multi-factor/enter-mobile-number/ayp/tbf/0c64a65d-9ebd-42ff...

FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmbms.co.uk SDE Test Foxley Kin... SingleView Suggested Sites Web Slice Gallery

GOV.UK Sign out

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

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

Enter a UK mobile phone number

We will send an access code to this mobile phone by text message.

UK mobile phone number

[Choose a different way to get access codes](#)

[Send access code](#)

[Get help with this page](#)



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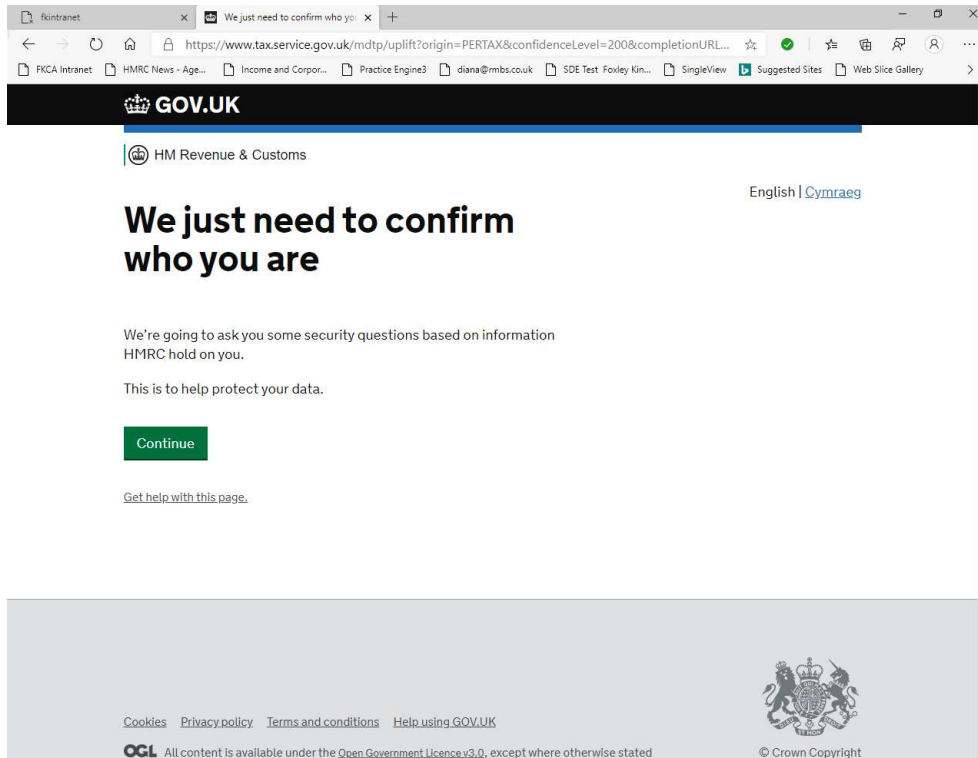
Step 14: Enter access code

The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/multi-factor/validate/ays/tbf/0c64a65d-9ebd-42ff-8cfe-93923a7...>. The page header includes the GOV.UK logo and a 'Sign out' link. A beta notice states: "BETA This is a new service – your [feedback](#) will help us to improve it". There is a 'Back' link and language options for 'English' and 'Cymraeg'. The main heading is "Enter the access code". Below this, it says: "We have sent a 6 digit access code to +447881760756" and "It may take a few minutes to arrive". There is a label "Access Code" above a text input field. Below the input field, it says: "Problems with this code? [Try another option](#)". A green "Continue" button is present. At the bottom, there is a link: "Get help with this page".

The screenshot shows a web browser window with the URL <https://www.access.service.gov.uk/multi-factor/setup-complete/ays/tbf/0c64a65d-9ebd-42ff-8cfe-...>. The page header includes the GOV.UK logo and a 'Sign out' link. A beta notice states: "BETA This is a new service – your [feedback](#) will help us to improve it". There is a 'Back' link and language options for 'English' and 'Cymraeg'. The main heading is "You've set up additional security". Below this, it says: "Every time you sign in we will request an access code." and "If you've set up more than one security preference you'll be able to choose how you get the access code.". A green "Continue" button is present. At the bottom, there is a link: "Get help with this page".



Step 15: Enter your details



fkcintranet x We just need to confirm who you are x +
https://www.tax.service.gov.uk/mdtp/uplift?origin=PERTAX&confidenceLevel=200&completionURL...
FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmb.co.uk SDE Test Foxley Kin... SingleView Suggested Sites Web Slice Gallery

GOV.UK
HM Revenue & Customs
English | [Cymraeg](#)

We just need to confirm who you are

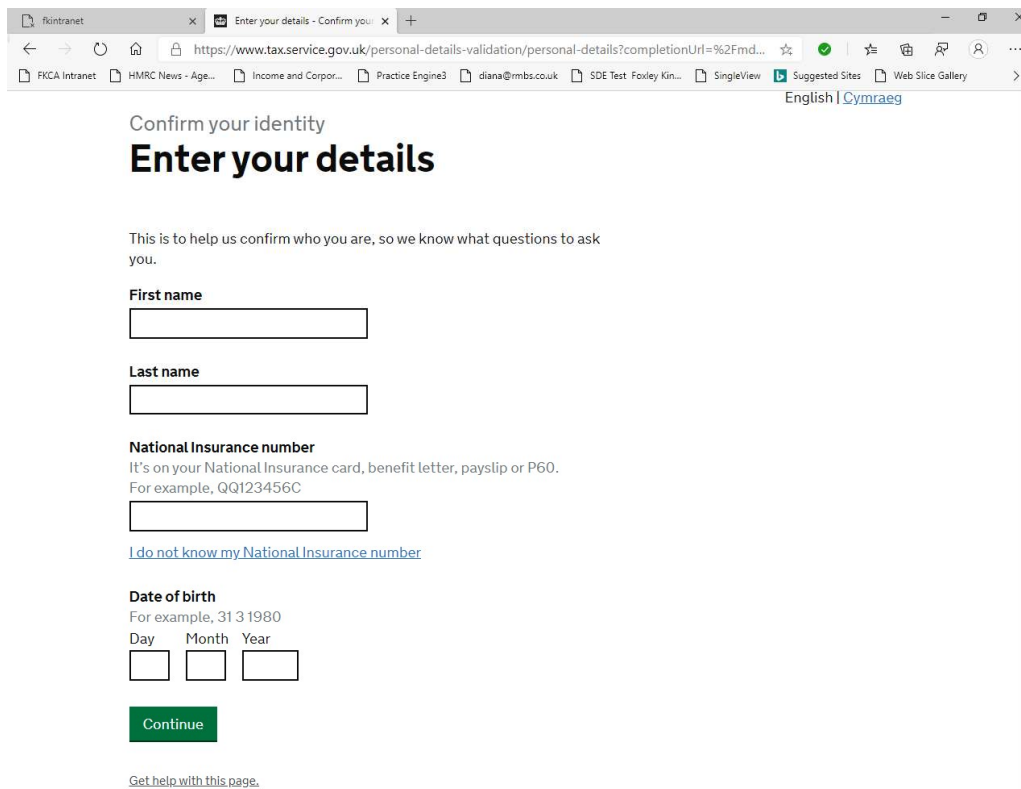
We're going to ask you some security questions based on information HMRC hold on you.
This is to help protect your data.

[Continue](#)

[Get help with this page.](#)

[Cookies](#) [Privacy policy](#) [Terms and conditions](#) [Help using GOV.UK](#)

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fkcintranet x Enter your details - Confirm you are x +
https://www.tax.service.gov.uk/personal-details-validation/personal-details?completionUrl=%2Fmd...
FKCA Intranet HMRC News - Age... Income and Corpor... Practice Engine3 diana@rmb.co.uk SDE Test Foxley Kin... SingleView Suggested Sites Web Slice Gallery

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

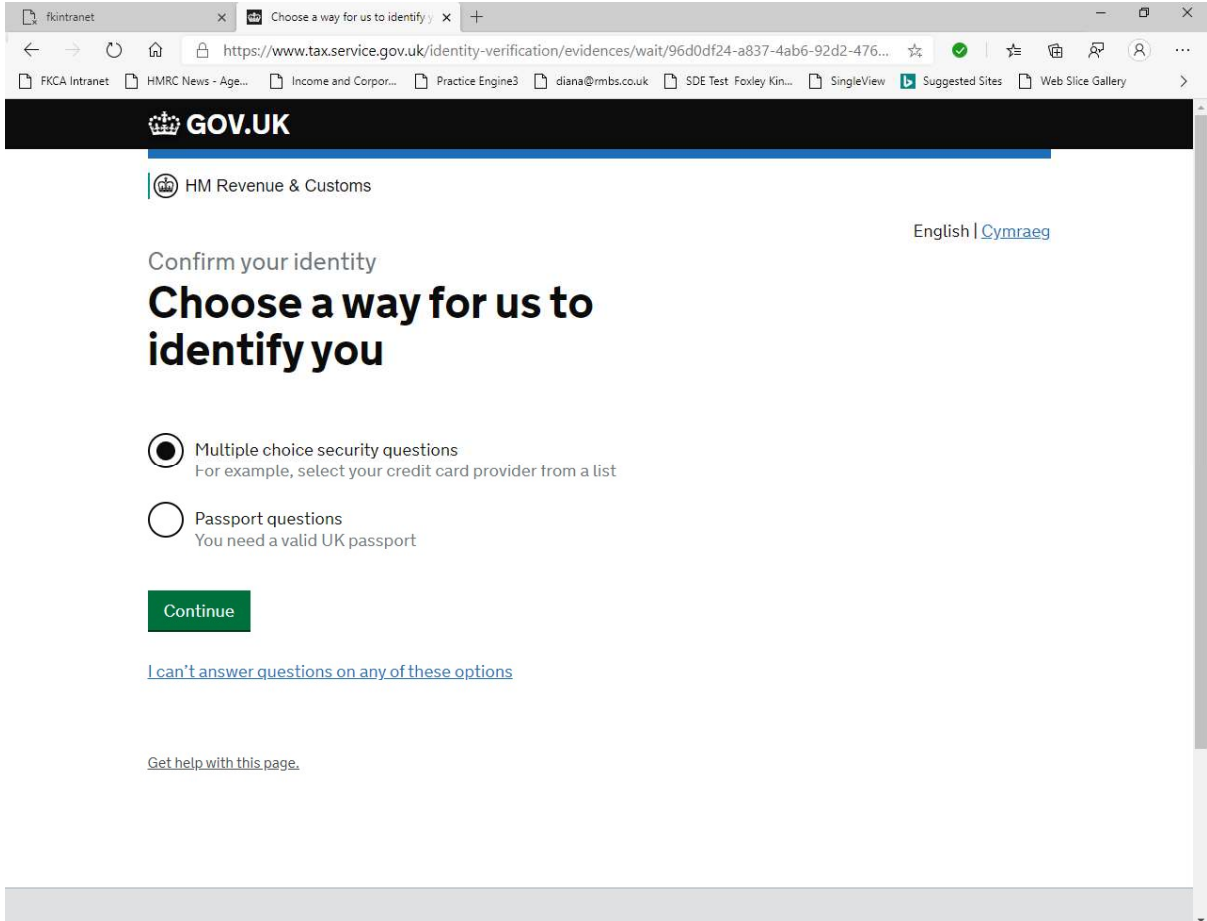
[I do not know my National Insurance number](#)

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

[Continue](#)

[Get help with this page.](#)

Step 16: Complete HMRC identity checks (suggest use passport questions if possible as the multiple-choice questions are hard!) If you fail, you will be locked out for 24 hours.



The screenshot shows a web browser window with the URL <https://www.tax.service.gov.uk/identity-verification/evidences/wait/96d0df24-a837-4ab6-92d2-476...>. The page is titled "GOV.UK" and "HM Revenue & Customs". The main heading is "Confirm your identity" followed by "Choose a way for us to identify you". There are two radio button options: "Multiple choice security questions" (selected) and "Passport questions". A green "Continue" button is visible. Below the button are two links: "I can't answer questions on any of these options" and "Get help with this page."

fkintranet x Choose a way for us to identify y x +

https://www.tax.service.gov.uk/identity-verification/evidences/wait/96d0df24-a837-4ab6-92d2-476...

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GOV.UK

HM Revenue & Customs

English | [Cymraeg](#)

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](#)

[Get help with this page.](#)