STEP BY STEP GUIDE TO SETTING UP “myAccount” with Revenue

- Log into www.revenue.ie
- Click on “Sign in to myAccount” (top right hand corner)

- Click on “Register Now”

- Click on “Start Registration”
- Follow each screen step by step.
What do I need to register?

1. PPS number
2. Date of Birth
3. Mobile number or landline number
4. Email address
5. Home address

To get instant access, verify your identity with 2 of the following:
- Irish driving licence number
- Information from your P60
- Information from your Income Tax notice of assessment or acknowledgement of self assessment

If you cannot get instant access, a password will be issued to you by post following successful registration.

Who can register?

- PAYE taxpayers
- LPT taxpayers
- Business customers, including those who have an active digital certificate for ROS
- New taxpayers

Start Registration

Or

Continue with MyGovID

What is MyGovID?

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Step 1: Complete the registration form

Question 1

What is your PPS number?

Example: 1234567AA or 1234567A

I don't know my PPS number

Next →

Back

Question 2

How would you like to get your temporary password?

- By text (today)
- By email (today)
- By post (up to 5 working days)

Next →
You will need:
1. Your PPS number
2. Mobile number or landline number
3. Email address
4. Any two of the following:

Irish driving licence, P60, Income Tax notice of assessment or acknowledgement of self assessment

Question 3 of 9

What is your name?

First name

Example: Mary

Family name

Example: Murphy

Next ➔

Question 4 of 9

What is your date of birth?

DD  MM  YYYY

Next ➔
What is your address?

Street address

Address line 2 (optional)

City or town

County or country

Eircode (if known)

What is an Eircode?
Question 6 of 9

What is your mobile number?

Mobile number

Example: 0871234567 or +447123456789 (International Format for Non-Irish Mobile Numbers)

I don't have a mobile number

Next →

Question 7 of 9

What is your email address?

myAccount notifications will be sent to this email address. It is important that you use a valid email address to which only you have access.

Example: mmurphy@email.ie

Next →
What forms of identity can you provide?

To verify your identity so you can get your temporary password today, please provide 2 of the following:

- [ ] Irish driving licence number
- [ ] P60 details
- [ ] Income Tax notice of assessment or acknowledgement of self assessment

More information

Send my temporary password by post

Next ➔
What is your Irish driving licence number?

Driving licence number

|                |

Example: 0000001G8F

Next →

Select a different form of identification

Where is my driving licence number?
P60 Information

Year

- 2017
- 2016

Employer number

9503034A

Example: 1234567A or 1234567AA

Gross pay in Euro

€

Example: €25000.50

Next →
**Where can I find this on my P60?**

<table>
<thead>
<tr>
<th>Date of commencement of employment</th>
<th>01/09/2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Employee</td>
<td>MARK MURPHY</td>
</tr>
<tr>
<td>PPS No.</td>
<td>12345678</td>
</tr>
<tr>
<td>Tax Credit</td>
<td>300.00</td>
</tr>
<tr>
<td>Code:</td>
<td></td>
</tr>
<tr>
<td>Basic pay after tax (£)</td>
<td>3153.48</td>
</tr>
<tr>
<td>Net pay after tax (£)</td>
<td>2820.80</td>
</tr>
</tbody>
</table>

**P60 Certificate of Pay, Tax, Pay-Related Social Insurance, Universal Social Charge and Local Property Tax year ended 31st Dec 2014**

**Employee's Name**

**Employer's Name**

**Employer's PPS No.**

**Payslip No.**

**Year**

**Gross pay**

**Employer number**

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**Are these details correct?**

Please check that your details are correct before submitting them for verification.
Items to be checked are: PPS number, Name, Date of Birth, Address, Email address, Mobile Number, Landline Number, Irish driving licence number and P60 details.

Beside each item you will see an Edit button where you can edit any information that may previously have been entered incorrectly.

Once you are happy that all is correct click on:

Submit for verification

Temporary password sent to
another@gmail.com

You will soon get an email with your temporary password. Enter it below to finish registration. Your temporary password will be valid for 1 hour.

Temporary Password

Next
Create a new password

Change your password to something you can remember. Don’t make it too easy!!

New password

Strength

Password tips

- Your password must contain between 6 and 100 characters.
- A longer and more complex password or passphrase will keep your details secure.
- Use a mix of upper case letters, lower case letters, numbers and symbols.
- Do not use personal information or common dictionary words.
- Keep your password secret.

Confirm password

Finish registration →
A Welcome note will appear, again asking you to confirm details you have already entered.
If happy, click on:

Save and continue →

Your bank account details will pop up for you to update. This will be required for any tax refunds due to you.

Your PAYE details

Bank details

Account Holder's Name:

IBAN:

BIC:

Update Continue

Your Registration to “myAccount” has been completed. Below are details of the following services now available to you.
TAX SERVICES available through “myAccount”.

PAYE Services

**Employees and Pension Recipients:**
manage your tax record, claim credits, declare income, submit a return and register your new job or pension.
To get an End of year statement (P21) click 'Review your tax'.
To get a Tax credit certificate click 'Manage your tax'.

**Manage your tax 2018**

**Review your tax 2014-2017**
(Form 12 or End of year statement (P21))

**Add Job or Pension**

Learn more
Property Services

**Property Owners**
- View, file and pay your LPT
- LPT valuation guide: average market value of properties as at March 2013
- Claim tax relief on the renovation of a property
- Claim tax relief on mortgage interest paid

**First Time Buyers:** View or start your Help To Buy application.

[Learn more]

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Vehicle Services

**Drivers & Passengers with Disabilities:**
Apply for tax relief on adapted vehicles and claim fuel grant.

**Vehicle Owners:** Upload a VRT Certificate of Conformity.

**VRT Calculator:** estimate VRT due on a car, small commercial vehicle or motorcycle. Estimate any repayment of VRT due on the export of a car.

[Learn more]
Payments/Repayments

**Payments:** make payments online for most tax types and view your payments history.

**eRepayments:** make repayment claims and check status of submitted claims for
- Specific VAT repayments for unregistered persons
- Mineral Oil Tax paid by certain sectors
- Stamp Duty (83D)

Learn more

Make a Payment
View Payments History
eRepayments

Manage My Record

**Manage My Record:** a range of services to manage and update your record and make enquiries.

Learn more

**My Profile**
**My Enquiries**
**Receipts Tracker**
**My Documents**
**Letter of Residence**

**Tax Registrations**
**Tax Clearance**
**Update Bank Details for PAYE**
**Refunds**
**File CAT IT38 Return**