

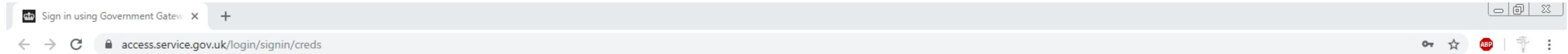
## HOW TO LOG INTO GOVERNMENT GATEWAY

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PRESENTED BY MG ACCOUNTING



1. Go to <https://www.tax.service.gov.uk/gg/sign-in?continue=/account>



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

English | [Cymraeg](#)

# 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](#)

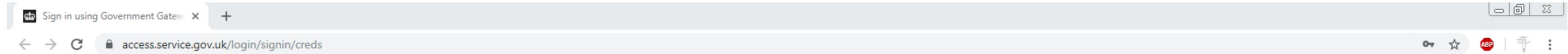
[I have forgotten my Government Gateway user ID](#)

[Get help with this page](#)



2. Enter your User ID and Password (the credentials are provided in our email)

3. Then click [Sign in](#)



# Sign in using Government Gateway

Government Gateway user ID  
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4. Check your details and press yes, then click [Continue](#).

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# Check your Government Gateway details

Full-screen Snip

Full name

Your LTD

Email address

Your@email.com

**Are these details correct?**

Yes  No

[Continue](#)

[Get help with this page](#)



4. Check your details and press yes, then click [Continue](#).

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# Check your Government Gateway details

Full name

Your LTD

Email address

Your@email.com

**Are these details correct?**

Yes  No

[Continue](#)

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4. Please verify your email by clicking [Continue](#). Or if you wish to do this at a later time press “Do it another time”

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# You need to confirm your email address

[Continue](#)

[Do it another time](#)

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5. You do not need to do this step, press "Do it another time". If you set up a recovery word, You MUST send this to us via email: info@mg-accounting.com.

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# 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](#)

[Set this up another time](#)

[Get help with this page](#)



6. Please press [Continue](#).

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# Your security preferences will be used for all services requiring Government Gateway sign in

You've previously told HMRC how you would like to receive access codes. This additional security helps us to ensure it is you signing in.

We are moving this information so that you will get access codes in the same way across all government services requiring Government Gateway sign in.

[Continue](#)

[Get help with this page](#)



7. Choose your telephone number, then press [Continue](#).

The screenshot shows a web browser window with the URL `access.service.gov.uk/multi-factor/choose-factor/ays/tbf/caa53973-c27f-49c0-84f3-f1eca4281100`. The page header includes the GOV.UK logo and a 'Sign out' link. A blue banner indicates a BETA service with a feedback link. The main heading is 'How do you want to get an access code?'. Two radio button options are shown: 'Text message \*\*\*\*\*7577' and 'Text message \*\*\*\*\*2909', with the second option highlighted by a red box. A link for help is provided below the options, and a green 'Continue' button is at the bottom.

How do you want to get an access code?

Text message  
\*\*\*\*\*7577

Text message  
\*\*\*\*\*2909

Cannot use any of these options? [You can get help](#)

[Continue](#)



7. Choose your telephone number, then press [Continue](#).

The screenshot shows a web browser window with the URL `access.service.gov.uk/multi-factor/choose-factor/ayp/tbf/caa53973-c27f-49c0-84f3-f1eca4281100`. The page header includes the GOV.UK logo and a 'Sign out' link. A blue banner indicates the service is in BETA and requests feedback. The main heading is 'How do you want to get an access code?'. Two radio button options are shown: 'Text message \*\*\*\*\*7577' (unselected) and 'Text message \*\*\*\*\*2909' (selected). A link for help is provided below the options. A red box highlights the 'Continue' button.

How do you want to get an access code?

Text message  
\*\*\*\*\*7577

Text message  
\*\*\*\*\*2909

Cannot use any of these options? [You can get help](#)

[Continue](#)



8. You will receive a text message from HMRC. Open it. In the message, there is a SIX-DIGIT number (access code). Enter it into the Access Code box, then press [Continue](#).

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

[Back](#)

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## Enter the access code

We have sent a 6 digit access code to \*\*\*\*\*2909

It may take a few minutes to arrive

Access Code

Remember me for 7 days

Problems with this code? [Try another option](#)

[Continue](#)

[Get help with this page](#)

