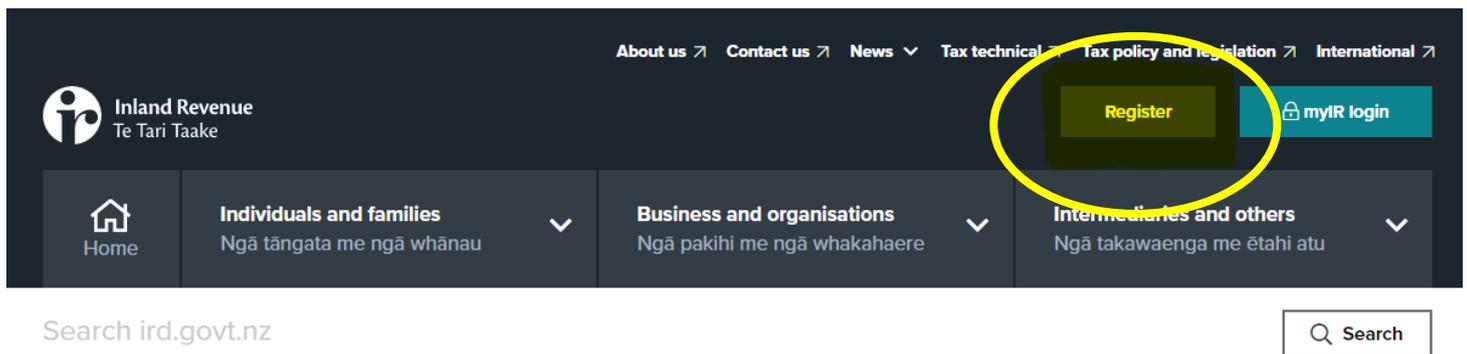


Setting up your own myIR account

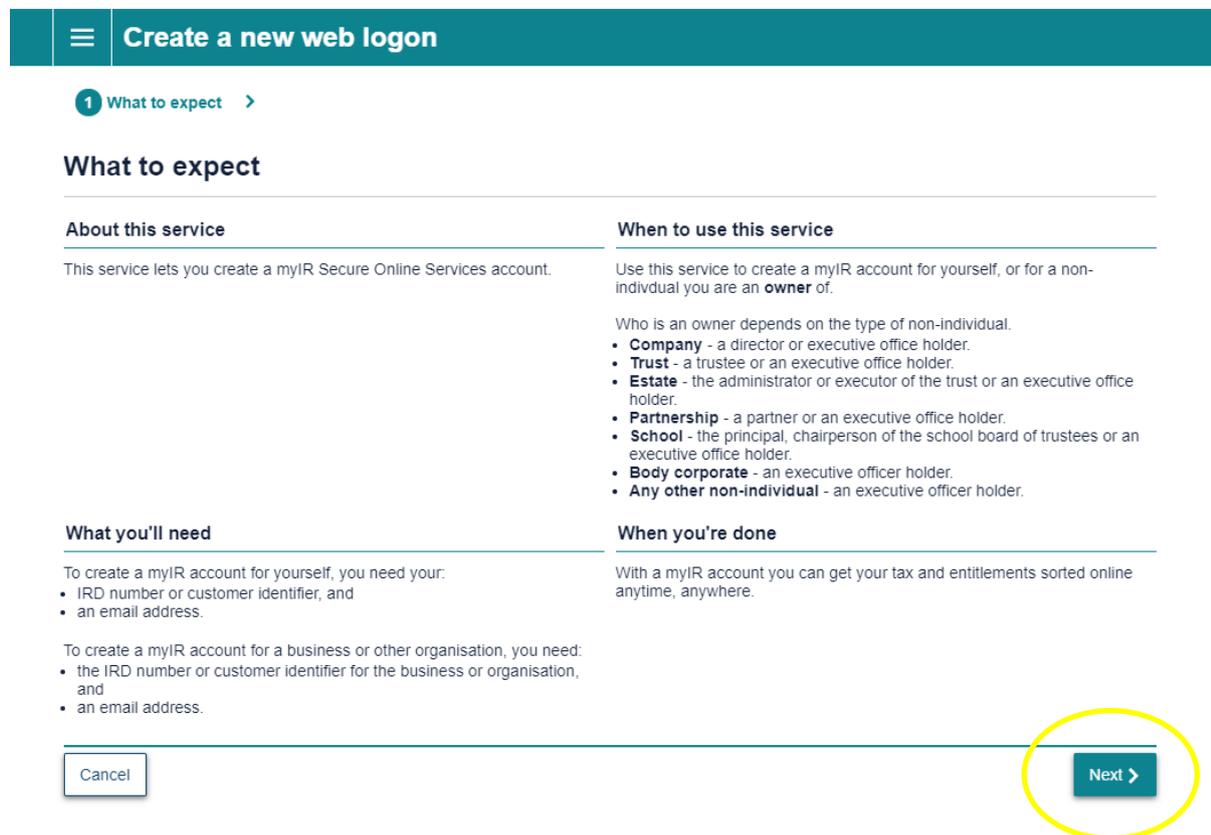
(Please allow 45 minutes to complete)

Step 1: Go to www.ird.govt.nz

Step 2: Click on the **Register** box at the top right corner of the the IRD website.



Step 3: You will then be directed to a **What to expect** page. Read and click **Next**.



Step 4: Next you'll go through to the **Your Details** page.

Fill in the required information, tick the **I'm not a robot box** (for security purposes) and click **Next**. (Please note – any fields with a red asterix must be completed before IRD will allow you to continue)

Create a new web logon

1 What to expect ✓ > 2 **Your details** >

Your details

Type of registration

Please select the type of registration you are submitting

- Create a personal myIR account using your IRD number
- Create a myIR account for your business or organisation, using the entity's IRD number
- Create a myIR account for your non-resident business or organisation

Note: IRD number must contain nine digits. If you have a eight digit IRD number, include a zero at the start of your number.

Personal details

IRD number/Customer identifier	myIR web name
IRD number <input type="text"/>	<input type="text"/>
IRD number <input type="text"/>	*Required
First name <input type="text"/>	This is not your myIR username. Your web name is what will be displayed on your myIR account. It may differ from your legal name.
Last name <input type="text"/>	
Date of birth <input type="text"/>	

I'm not a robot  reCAPTCHA Privacy - Terms

Please note – If you're setting up for a business that has more than one owner, each owner can have their own myIR for that business.

Step 5: You'll then be directed to the next page **Web logon**. Please complete the required details on this page and click **next**.



Create a new web logon

1 What to expect ✓ > 2 Your details ✓ > 3 **Web logon** >

Web logon

<p>Select a logon</p> <p>Logon <input type="text"/></p> <p>*Required</p> <p>Check availability</p> <p>Please check the availability of the web logon.</p>	<p>Select notification preference</p> <p>By creating a myIR account you consent to receiving information electronically, for example notices and statements. Select your preferred method of contact for being notified. See our conditions of use for more information.</p> <p>Preferred contact method <input type="text"/></p> <p>Email address <input type="text"/></p> <p>Country code NEW ZEALAND</p> <p>Mobile phone <input type="text"/></p>
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Step 6: You're now nearing the final stages, and a confirmation is required to activate your account. This can be done via a text message to your nominated mobile number, or by calling IRD directly to confirm your identity.

If you've said **Yes** to **Would you like to activate your login with an activation code?** please follow through to Step 7.

If you've selected **No** to this question, please call the number provided by IRD to confirm your identity and activate your myIR account.

The screenshot shows the 'How to activate' step of the 'Create a new web logon' process. The Inland Revenue logo is at the top left. A teal header bar contains a menu icon and the text 'Create a new web logon'. Below the header is a progress indicator with five steps: 1. What to expect ✓, 2. Your details ✓, 3. Web logon ✓, 4. How to activate (highlighted), and 5. How to activate ✓. The main heading is 'How to activate'. Underneath is the sub-heading 'Activating your account'. The text reads: 'To activate your myIR account, you can:' followed by a bulleted list: 'Receive an activation code by text message, or' and 'Continue without a code. You'll need to call us after your submission to activate.' Below this is the question: 'Would you like to activate your logon with an activation code?' with two radio buttons: 'Yes' (selected) and 'No'. At the bottom are three buttons: 'Cancel', '< Previous', and 'Next >'.

Step 7: IRD will now ask you to verify your mobile number. Please add your mobile number, and tick the **Declaration** box and click **Next** to continue.

The screenshot shows the 'Activation' step of the 'Create a new web logon' process. The Inland Revenue logo is at the top left. A teal header bar contains a menu icon and the text 'Create a new web logon'. Below the header is a progress indicator with five steps: 1. What to expect ✓, 2. Your details ✓, 3. Web logon ✓, 4. How to activate ✓, and 5. Activation (highlighted). The main heading is 'Activation'. Underneath is the sub-heading 'Verify your mobile number'. The text reads: 'If the mobile phone number you enter matches our records, you'll receive a text message with an activation code to enter on the next step. When entering your mobile number, please ensure you:' followed by a bulleted list: 'Enter NZ country code '+64'', 'Remove the first '0' of your mobile phone number, e.g. 64219876543', and 'Do not include any spaces or dashes.' Below this is a dropdown menu for 'Mobile country code' with 'NEW ZEALAND' selected. Underneath is a text input field for 'Mobile phone' with a single digit '1' entered. Below the input field is a checkbox labeled 'Call to activate'. A light blue information box contains the text: 'Please provide your mobile number or select 'Call to activate' to continue.' Below this is a grey box with the heading 'Declaration' and a checkbox labeled 'By clicking the required check box, I declare that I:' followed by the text: '(a) have read, understood and agreed to the conditions of use for Inland Revenue websites; and (b) understand that you will stop receiving paper statements, notices, and other correspondence from Inland Revenue once you have activated your account.' At the bottom are three buttons: 'Cancel', '< Previous', and 'Next >'.

Step 8: You should receive an activation code by text from IRD (within a few minutes). Please enter this number into the next screen where required.

☰ Create a new web logon

① What to expect ✓ > ② Your details ✓ > ③ Web logon ✓ > ④ How to activate ✓ > ⑤ Activation ✓ > ⑥ SMS activation | >

SMS activation

SMS activation

To activate your myIR account, enter your activation code received by text message in the box displayed below.

If your activation code does not arrive within 5 minutes, click the Previous button below and then select "Call to activate". Continue the process and Submit. You can then activate by phoning 0800 227 770 (or +64 4 890 2120).

Activation code

Cancel

< Previous

Next >

Step 9: Once your identity has been confirmed, it will ask you to **Review your details** on screen, and click **submit** if all is correct. (If details aren't correct, you have the option to click **Previous** and go back through the previous screens to correct details).

Step 10: Once your details are correct, and you're ready to complete the setup, click **Submit**.

☰

☰ Create a new web logon

What to expect ✓ > ② Your details ✓ > ③ Web logon ✓ > ④ How to activate ✓ > ⑤ Activation ✓ > ⑥ SMS activation ✓ > ⑦ Review | >

Review

Personal details

IRD number : XXX-XXX-XXX
First name : First Name
Last name : Last Name
Date of birth : XX-XX-XXXX
myIR web name : Webname

Select a logon

Logon :

Select notification preference

Preferred contact method : Email
Email address : firstname@email.com
Mobile phone : xxx-xxxx-xxx

Activating your account

After pushing the teal Submit button, you will receive a reset password email. Once you set your password, your logon will be active.

Cancel

< Previous

Submit

You should then get an onscreen confirmation similar to below to confirm your submission.

IRD will send you an email to reset your password.



Confirmation

Confirmation

Thanks for your submission.

Your confirmation number is: X XXX XXX XXX

You should receive an email to set your password. After you have set your password your logon will be active.

Printable view

Close

Step 11: Open your emails, click on the link in email, and you will be redirected to the IRD website to set your password.

(Please note: You must click on the password email setup link within 30 minutes of receiving it otherwise the link won't work).

Once password is set, **your myIR is active!**

Start using by returning to the IRD home page (click IRD logo in top left hand corner of screen or type www.ird.govt.nz into the address bar) and login with your new myIR account.