

The government's support scheme for the self employed will shortly be opening. To enable those eligible to make a claim, you will need to log into your personal government gateway account.

Please be advised that, as agents, we are unable to make the claim on your behalf, and we recommend that you set up your Government Gateway ID before the date that you are able to make a claim.

Creating a Government Gateway

If you don't have a Government Gateway, you will need to set one up. This can be done in 11 simple steps :

- 1. Follow this link to HMRC's login page <u>https://www.gov.uk/log-in-register-hmrc-online-services</u>
- 2. Click the green 'Sign in' button.
- 3. Scroll down and click on 'Continue to your account'.
- 4. Click 'Create sign in details'
- 5. Enter your email address when asked.
- 6. You will now receive an email from 'Government Gateway'. This will contain a 'Confirmation Code'.
- 7. Enter this code into the box when asked and click 'Continue'.
- 8. Enter your full name and click 'Continue'.
- 9. Set up a password when asked and click 'Continue'.
- 10. Set up a recovery word when asked and click 'Continue'.
- 11. You will now be issued a Government Gateway ID.

You will receive an email to confirm your Government Gateway ID, but it is important that you keep this number safe.

Once you have created a Government Gateway ID, you will need to confirm your identity and then add taxes.

You will be able to follow through the screens which will prompt you to confirm details.

If you have any queries, please don't hesitate to contact us.

H R Harris & Partners

