



This summary accompanies a webinar: *Alerts in the new version of myIR*

It is aimed at businesses and individuals

ird.govt.nz/bt-webinars

Introduction

Alerts tell you when a task needs to be actioned

Alerts will be consolidated and easier to find

Each alert has:

- a description of the alert, and
- a link that directs you to the task

Customer, Individual

111-111-111
123 NOWHERE STREET, SOMEWHERE CITY 5510

Summary Alerts 3 I want to...

A red dot tells you when there are alerts, and how many

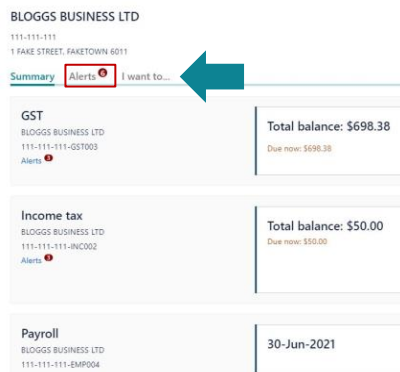
The time when the alert appears will depend on the type of action. For example:

- Upcoming return alerts will display as soon as the return has been generated.
- Overdue return alerts will display as soon as the return has passed the due date
- A payment alert will display from the date it is due.

Accessing alerts

In your customer account

The Alerts tab is at the top of the panels in your customer account.



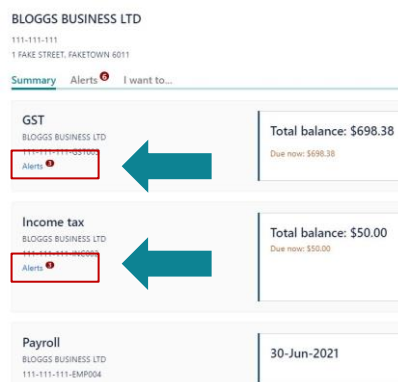
BLOGGS BUSINESS LTD
111-111-111
1 FAKE STREET, FAKETOWN 6011

Summary Alerts 3 I want to...

GST BLOGGS BUSINESS LTD 111-111-111-GST003 Alerts 1	Total balance: \$698.38 Due now: \$698.38
Income tax BLOGGS BUSINESS LTD 111-111-111-INC002 Alerts 1	Total balance: \$50.00 Due now: \$50.00
Payroll BLOGGS BUSINESS LTD 111-111-111-EMP004	30-Jun-2021

In your customer account

You can also link to account-specific alerts on an account panel.



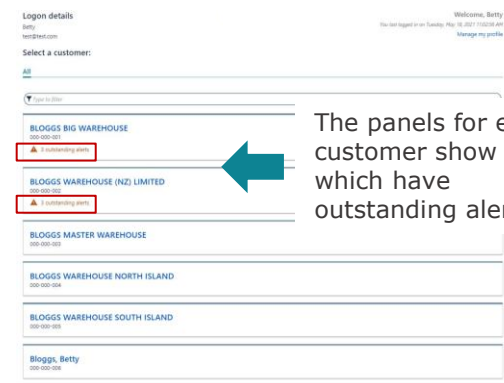
BLOGGS BUSINESS LTD
111-111-111
1 FAKE STREET, FAKETOWN 6011

Summary Alerts 3 I want to...

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Payroll BLOGGS BUSINESS LTD 111-111-111-EMP004	30-Jun-2021

Multiple customers

If you have access to multiple customers, go into each customer account to see their Alerts tab.



Login details
Name: Welcome, Betty
Email: betty@tax.com
The last login was on Tuesday, May 18, 2017 10:08:08 AM
[Manage my profile](#)

Select a customer:

All

Type to filter

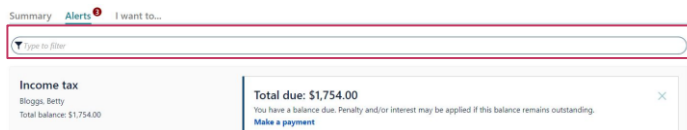
- BLOGGS BIG WAREHOUSE
000-000-000
Alerts 1
- BLOGGS WAREHOUSE (NZ) LIMITED
000-000-000
Alerts 1
- BLOGGS MASTER WAREHOUSE
000-000-000
- BLOGGS WAREHOUSE NORTH ISLAND
000-000-000
- BLOGGS WAREHOUSE SOUTH ISLAND
000-000-000

Bloggs, Betty
000-000-000

The panels for each customer show which have outstanding alerts.

Finding specific alerts

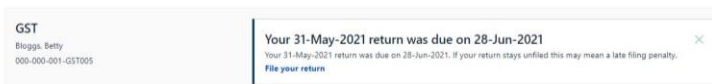
In the alerts tab you can search using the free text filter bar:



Actioning alerts

The description in the alert tells you about the task that needs to be actioned. It provides details like the amount due or the filing period.

You can go directly to the task from the alert. Just click on the blue link.



MORE INFORMATION

Visit our website

[What's changing in 2021](#)

ird.govt.nz/business-transformation-2021

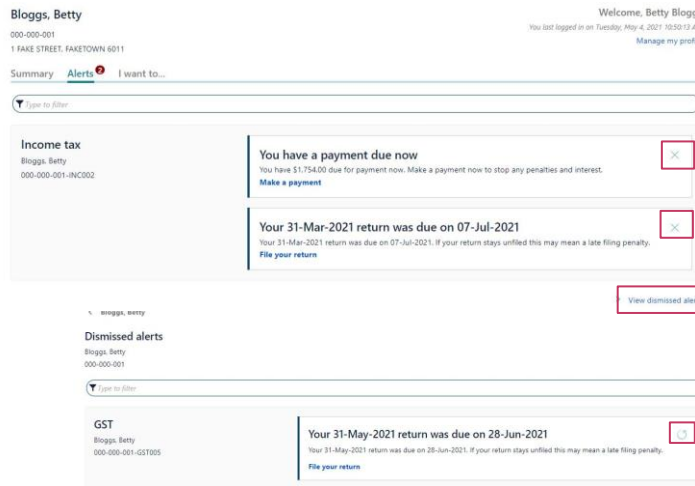
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Webinar.questions@ird.govt.nz

Dismissing alerts



You can dismiss alerts if you don't want to see them right now.

You can view dismissed alerts.

From the View dismissed alerts screen you can restore them.

Dismissed alert reminders

Don't worry, you won't forget to do something when you've dismissed the alert. Alerts are evaluated on a daily basis. When the due date is near, due, or is overdue, the alert will appear every time you log in – even if you keep dismissing it.

Example: income tax return for 31 March 2022



1 April 2022

Alert displays



7 July 2022

Due date (if no extension of time)



From 1 April 2022

Alert dismissed



28 June 2022

Alert comes back as a reminder



After 7 July 2022

Once it is overdue, the alert will show every time you log in, even if you have dismissed it