This summary accompanies a webinar:
Managing profiles and logons in myIR
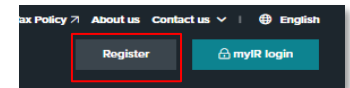
ird.govt.nz/bt-webinars
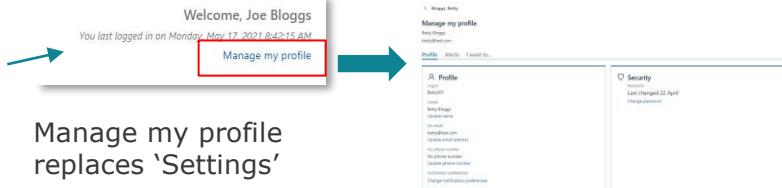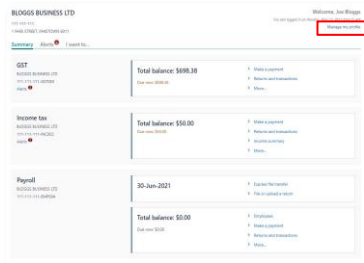
Registering for myIR

Registering for myIR stays the same

On our website home page, click on the Register button (top right)

The steps to register are the same

Maintaining logons

Manage my profile replaces 'Settings'

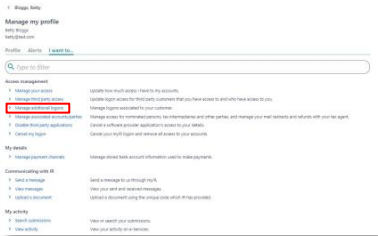Here you can update your web logon details – like your email address

Creating additional logons for you or your business

Create a logon under your IRD number to give someone access to your / your business accounts

This can be done by owners and Administrators

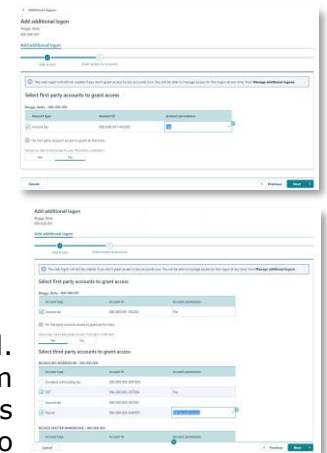When creating the additional logon you can set the access – this hasn't changed

Creating additional logons for you / your business

2. Complete the details

1. To add a logon – go to:

Manage my profile > I want to...> Manage additional logons

3. Give the access level. You can also grant them access to other customers you have access to

Inland Revenue
Te Tari Taake

Create third party access – Nominated Persons

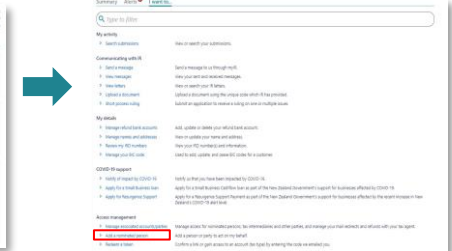A Nominated Person (NOP) can act on your behalf.

- Add a new NOP through your **customer account**
  I want to… > Add a nominated person

- Follow the steps to give a NOP access to the accounts you want them to see

(Instead of creating a new logon, the NOP accesses the accounts through their own logon)
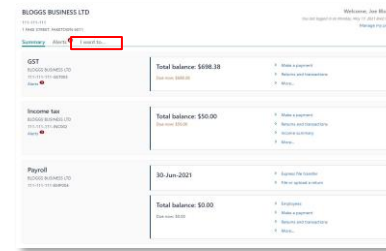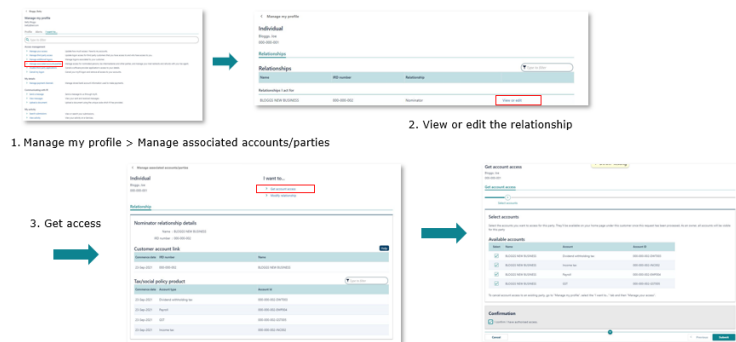
Customer level landing screen

Add Nominated Person

Steps for the Nominated Person

1. Manage my profile > Manage associated accounts/parties
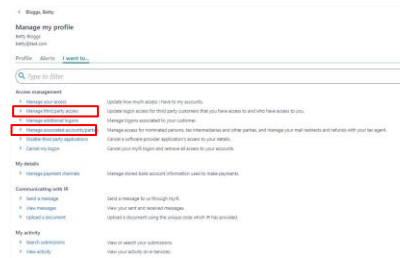
2. View or edit the relationship

3. Get access

The Nominated Person needs to claim access through:
Manage my profile > Manage associated accounts/parties

Once they have access, they will see the customer on their landing page when they logon (using their own logon)

Managing, viewing and editing third party access

Manage third party logons (including cancelling) through Manage my profile > I want to…:

- **Manage third party access** OR

- **Manage associated accounts/parties***

*This option is where you'll see the relationships for tax intermediaries acting on your behalf