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.
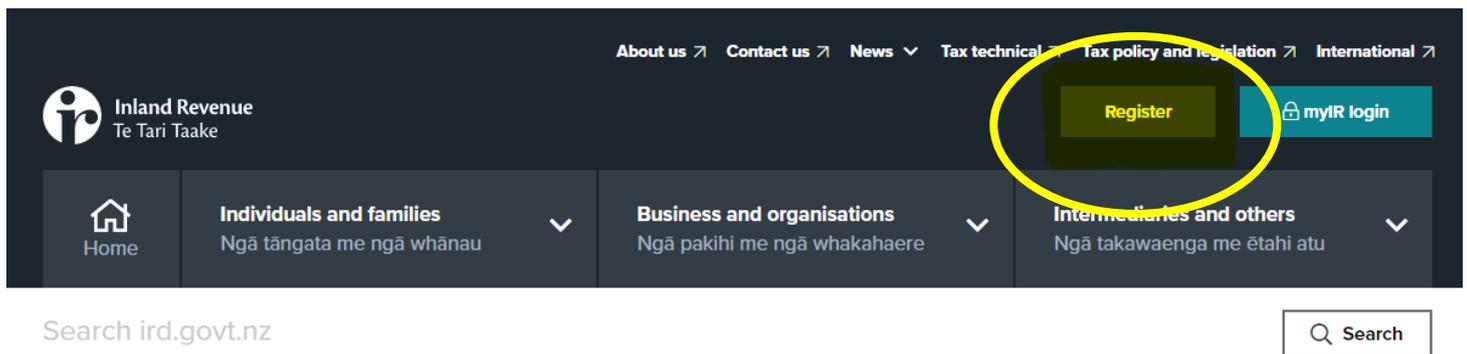
Step 3: You will then be directed to a *What to expect* page.
Read and click *Next.*
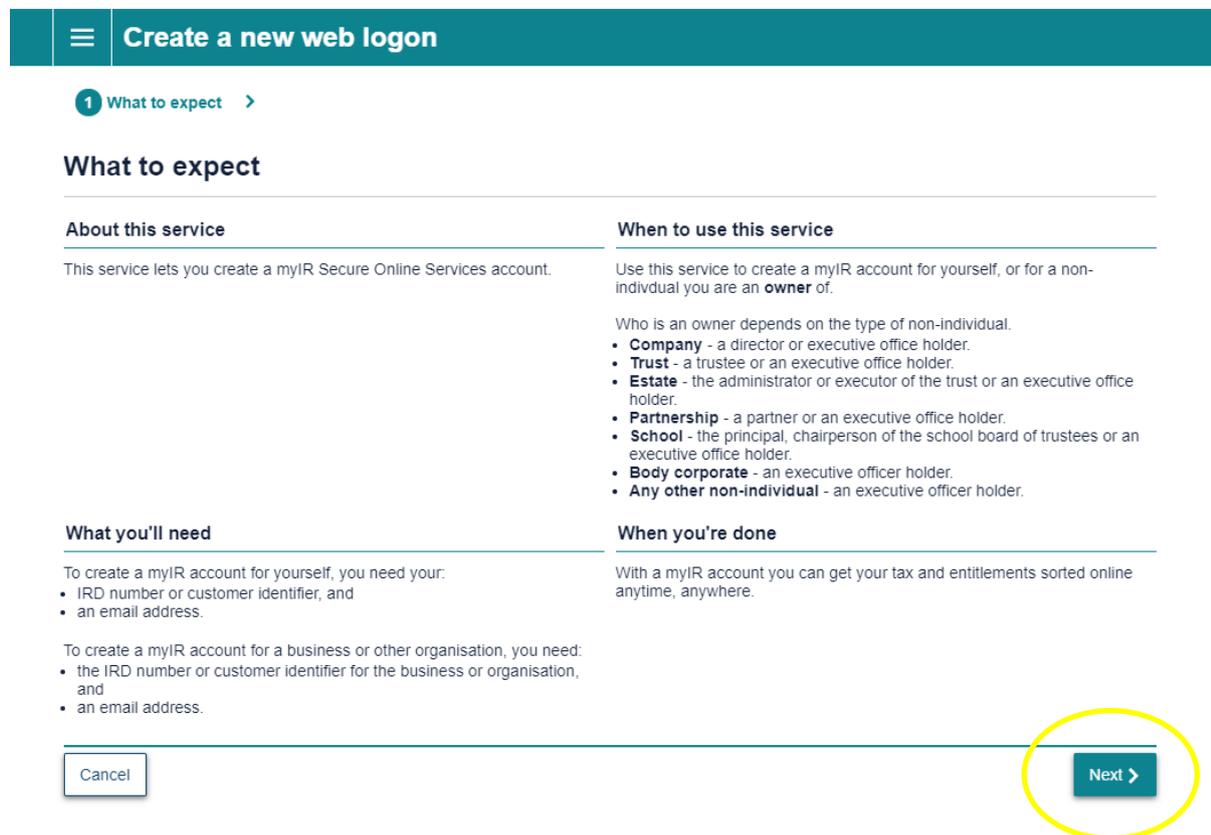
Step 4: Next you'll go through to the *Your Details* page.

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 astrix must be completed before IRD will allow you to continue)*

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.*

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.

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☰ Create a new web logon

① What to expect ✔ › ② Your details ✔ › ③ Web logon ✔ › **④ How to activate** ›

How to activate

Activating your account

To activate your myIR account, you can:

- Receive an activation code by text message, or
- Continue without a code. You'll need to call us after your submission to activate.

Would you like to activate your logon with an activation code?　　　　　Yes　**No**

Cancel　　　　　　　　　　　　　　　　　　　　　　　**❮ Previous**　**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.

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Activation

Verify your mobile number

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:

- Enter NZ country code '**+64**'
- **Remove the first '0'** of your mobile phone number, e.g. 64219876543
- Do not include any spaces or dashes.

Mobile country code
NEW ZEALAND ▾

Mobile phone

☐ Call to activate

ℹ Please provide your mobile number or select 'Call to activate' to continue.

Declaration

☐ By clicking the required check box, I declare that I:

(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.

Cancel　　　　　　　　　　　　　　　　　　　　　　　**❮ Previous**　**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.

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.**

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

IRD will send you an email to reset your password.

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≡ | **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.