

Step 1 – Set up an Administrator AUSKey*

You will register online for an **administrator AUSKey** via the Australian Business Register (ABR) website:
<https://abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/>

* Check first to see if there is already an administrator who holds an AUSKey in your service.

For the online registration, you will need:

- The ABN of the business you want the AUSKey to be linked to
- Your full legal name
- Your date of birth
- Your personal tax file number (TFN) – Providing your personal TFN is not mandatory, but will speed up the registration process. If you don't provide your TFN, you will need to call **1300 AUSKey (1300 287 539)** and provide extra details so we can confirm your identity and complete the registration.
- An email address that only you have access to

Once you submit your application, your activation code and reference number will appear on the screen.
Save this page as you will need the activation code to activate your AUSKey

Step 2 – Registering standard AUSKeys (for other staff in your service)

Ask an **Administrator AUSKey** user to register you.

For the online registration, you will need:

- Your full legal name
- An email address that only you have access to – which is the same as the one you have added on PEP
- Once you submit your application

Step 3 – Setting up your AUSKey on a computer or USB

For assistance in setting up your AUSKey on a computer or a USB, go to:

<https://abr.gov.au/AUSKey/Setting-up-your-AUSKey/Set-up-AUSKey-on-a-computer/>

Here you will find detailed information on computer system and browser compatibility requirements and step by step instructions on how to set your AUSKey on a USB or desktop computer.

If you need support, you can contact the Technical Support area on **1300 AUSKey (1300 287 539)** and select option 2 for further assistance.

Step 4 – Provisioning your service to the IS Portal

Once you have your AUSKey, an authorised person will need to be provisioned by Gowrie SA to access the IS Portal.

You will need to email inclusion@gowriesa.org.au the following information:

- Service Name
- The name of the person to be provisioned

We will then let you know once you have been provisioned. You are then ready to access the Portal.