

STEP BY STEP GUIDE TO SETTING UP “myAccount” with Revenue

- Log into www.revenue.ie
- Click on “Sign in to myAccount” (top right hand corner)

The screenshot shows the Revenue website homepage. At the top right, there is a link to "Sign in to myAccount or ROS" and a "Gaeilge" option. Below this is a search bar. The main content area is divided into "Popular topics" and a "PAYE modernisation" section. The "Popular topics" section includes links for "Emergency tax", "Tax credits, reliefs and exemptions", "Health expenses", and "Tuition fees paid for third level education". The "PAYE modernisation" section has a "Read more..." button. At the bottom, there are three columns of information: "Jobs and pensions", "Personal tax credits, reliefs and exemptions", and "Life events and personal circumstances".

- Click on “Register Now”

The screenshot shows the Revenue website sign-in page. The page is titled "Sign In". On the left, there are input fields for "PPS Number", "Date of Birth" (with sub-fields for DD, MM, and YYYY), and "Password". Below the password field, there is a note: "Temporary passwords can also be used" and a link for "Forgot Password?". At the bottom left is a "Sign In" button. On the right, there is a section for "MyGovID" with a "Continue with MyGovID" button and a "What is MyGovID?" link. Below this, there is an "Or" section with a "Register Now" button. A note below the "Register Now" button states: "If you already have a temporary password, use this to sign in. You do not need to register again."

- Click on “Start Registration”
- Follow each screen step by step.

Step 1:
Complete the registration form

Step 2:
Enter your temporary password

Step 3:
Create a new password

What do I need to register?

- 1 PPS number
- 2 Date of Birth
- 3 Mobile number or landline number
- 4 Email address
- 5 Home address

To get instant access, verify your identity with 2 of the following:

- Irish driving licence number
- Information from your P60
- Information from your Income Tax notice of assessment or acknowledgement of self assessment

If you cannot get instant access, a password will issue to you by post following successful registration.

Who can register?

- ✓ PAYE taxpayers
- ✓ LPT taxpayers
- ✓ Business customers, including those who have an active digital certificate for ROS
- ✓ New taxpayers

[Start Registration →](#)

Or

[Continue with MyGovID !\[\]\(9c2e8d1b5bd77cb5c9f83b7a9cff79fd_img.jpg\)](#)

[What is MyGovID?](#)

Step 1: Complete the registration form

Question 1

What is your PPS number?

Example: 1234567AA or 1234567A

[▶ I don't know my PPS number](#)

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Question 2

How would you like to get your temporary password?

By text (today)

By email (today)

By post (up to 5 working days)

[Next →](#)

You will need:



- 1 Your PPS number
- 2 Mobile number or landline number
- 3 Email address
- 4 Any two of the following:

Irish driving licence, P60, Income Tax notice of assessment or acknowledgement of self assessment

Question 3 of 9

What is your name?

First name

Example: Mary

Family name

Example: Murphy

Next →

[← Back](#) Question 4 of 9

What is your date of birth?

 | |

DD

MM

YYYY

Next →

What is your address?

Street address

Address line 2 (optional)

City or town

County or country

Eircode (if known)

▶ [What is an Eircode?](#)

Next →

[← Back](#) Question 6 of 9

What is your mobile number?

Mobile number

Example: 0871234567 or
+447123456789 (International
Format for Non-Irish Mobile
Numbers)

[▶ I don't have a mobile number](#)

Next →

[- Back](#) Question 7 of 9

What is your email address?

myAccount notifications will be sent to this email address. It is important that you use a valid email address to which only you have access.

Example: mmurphy@email.ie

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[← Back](#) Question 7 of 9

What forms of identity can you provide?

To verify your identity so you can get your temporary password today, please provide 2 of the following:

- Irish driving licence number
- P60 details
- Income Tax notice of assessment or acknowledgement of self assessment

[▶ More information](#)

[Send my temporary password by post](#)

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Question 8 of 9

What is your Irish driving licence number?

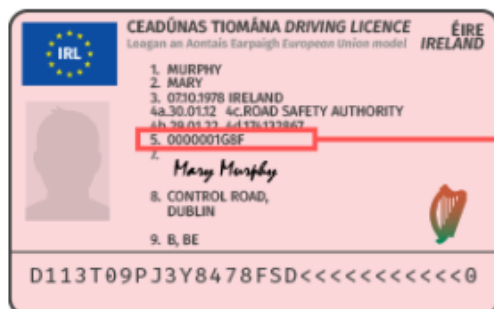
Driving licence number

Example: 0000001G8F

Next →

[Select a different form of identification](#)

▼ [Where is my driving licence number?](#)



New format driving licence



Old format driving licence

[← Back](#) Question 9 of 9

P60 Information

Year

2017

2016

Employer number

9503034A

Example: 1234567A or 1234567AA

Gross pay in Euro


€

Example: €25000.50

[Next →](#)

Select a different form of identification

Where can I find this on my P60?

P60		Certificate of Pay, Tax, Pay-Related Social Insurance, Universal Social Charge and Local Property Tax year ended 31st Dec 2014			
Name of Employee:	MARY MURPHY	Payroll/Works No.:	00001	Year	
PPS No.	12345677W	Rate Band €:	3289.00		
Tax Credit €:	3000.00	USC Rate Band 1 €:	10036.00	Gross pay	
Date of commencement of employment	01/09/2010	USC Rate Band 2 €:	16016.00		
* Indicate temporary leave applied at 31st December: <input type="checkbox"/>		Enter 'D' if employee was a director <input type="checkbox"/>		Employer number	
* Indicate that emergency leave applied <input type="checkbox"/>		Enter 'W' if week 13 month 1 applied <input type="checkbox"/>			
Enter 'X' if there were 53 pay days in the year. <input type="checkbox"/>					
(A) PAY		(D) Pay for Universal Social Charge (USC) purposes			
1. Total pay (i.e. gross pay less any superannuation contributions allowable for income tax purposes) in above year including pay in respect of previous employment(s), and taxable illness benefits, if any. 43153.68		1. Total pay for USC purposes in above year, including pay for USC purposes in respect of previous employment(s), if any. 44735.32			
2. Pay in respect of previous employment(s), if any, in above year. 0.00		2. Pay for USC purposes in respect of previous employment(s), if any, in the above year. 0.00			
3. Pay in respect of THIS period of employment (i.e. gross pay less any superannuation contributions allowable for income tax purposes, including taxable illness benefits, if any). Use this figure in PAYE Anytime. 43153.68		3. Pay for USC purposes in respect of this period of employment. Use this figure in PAYE Anytime. 44735.32			
4. Total amount of taxable illness benefits included in the above pay figures. 0.00		(E) USC Deducted			
		1. Total USC deducted in above year, including USC deducted by previous employment(s), if any. 2510.27			
		2. USC in respect of previous employment(s), if any, in above year. 0.00			
		3. Net USC deducted (D)/refunded (R) in this period of employment [D]. Use this figure in PAYE Anytime. 2510.27			
(B) TAX		(F) PRSI in this employment			
1. Total net tax deducted in above year (including tax deducted by previous employer(s), if any). 6982.96		1. Gross pay for employee PRSI purposes 44735.32			
2. Tax in respect of previous employment(s), if any, in above year. 0.00		2. Employee's PRSI 1769.41			
3. Net tax deducted (D)/refunded (R) in this period of employment [D]. 6982.96		3. TOTAL (employer + employee) PRSI 6503.43			
(C) LOCAL PROPERTY TAX (LPT)		4. TOTAL number of weeks in month's employment 52			
1. Local Property Tax (LPT) deducted in this period of employment, if applicable 0.00		5. Initial social insurance contribution class A1			
		6. Subsequent social insurance contribution class			
		7. Number of weeks at the class entered at line 6, above. 0			
I/We certify that the particulars given above in respect of Pay, Tax, PRSI, USC and LPT are correct in respect of this employment.					
Employer's Name MURPHY & CO.		Employer's PAYE Regd. No. 7654321X		Employer number	
Employer's Phone Number (for P60 enquiries) 011234567		Date 03/01/2015			
TO THE EMPLOYER: THIS IS A VALUABLE DOCUMENT You should retain this document carefully as evidence of tax, PRSI, Universal Social Charge and LPT deducted. Note: There is a five-year time limit on claiming refunds of tax or Universal Social Charge. You may also require this document as evidence if you claim social welfare benefits within the next two years.					

Are these details correct?

Please check that your details are correct before submitting them for verification.

Items to be checked are: PPS number, Name, Date of Birth, Address, Email address, Mobile Number, Landline Number, Irish driving licence number and P60 details.

Beside each item you will see an [Edit](#) button where you can edit any information that may previously have been entered incorrectly.

Once you are happy that all is correct click on:

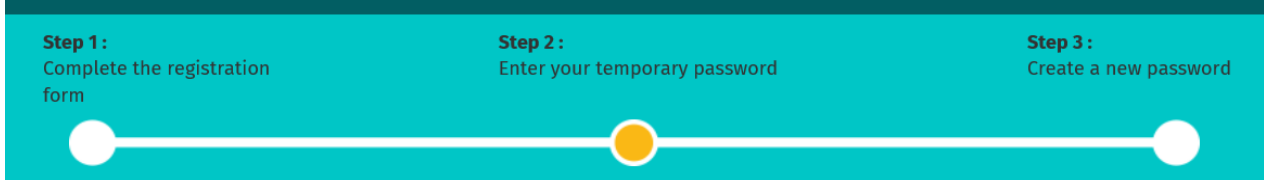
Submit for verification →



myAccount

[Gaeilge](#)

Sign In



Temporary password sent to

another@gmail.com

You will soon get an email with your temporary password. Enter it below to finish registration. Your temporary password will be valid for 1 hour.

Temporary Password

Next →

[▶ I haven't received my password](#)



Create a new password

Change your password to something you can remember. Don't make it too easy!!

New password

Strength

▼ [Password tips](#)

- Your password must contain between 6 and 100 characters.
- A longer and more complex password or passphrase will keep your details secure.
- Use a mix of upper case letters, lower case letters, numbers and symbols.
- Do not use personal information or common dictionary words.
- Keep your password secret.

Confirm password

[Finish registration →](#)

A Welcome note will appear, again asking you to confirm details you have already entered.

If happy, click on:

Save and continue →

Your bank account details will pop up for you to update. This will be required for any tax refunds due to you.

Your PAYE details

Bank details

Account Holder's Name:

IBAN:

BIC:

Update

Continue

Your Registration to “myAccount” has been completed. Below are details of the following services now available to you.

TAX SERVICES available through “myAccount”.

PAYE Services



Employees and Pension Recipients:
manage your tax record, claim credits,
declare income, submit a return and
register your new job or pension.

To get an End of year statement (P21)
click 'Review your tax'.

To get a Tax credit certificate click
'Manage your tax'.

[Learn more](#)

[Manage your tax 2018](#)

[Review your tax 2014-2017](#)

[\(Form 12 or
End of year statement \(P21\)\)](#)

[Add Job or Pension](#)

Property Services



Property Owners

- View, file and pay your LPT
- LPT valuation guide: average market value of properties as at March 2013
- Claim tax relief on the renovation of a property
- Claim tax relief on mortgage interest paid

First Time Buyers: View or start your Help To Buy application.

[Learn more](#)

[Local Property Tax \(LPT\)](#)

[Home Renovation Incentive](#)

[Help To Buy](#)

[LPT Valuation Guide](#)

[Claim Mortgage Interest Relief](#)

Vehicle Services



Drivers & Passengers with Disabilities: Apply for tax relief on adapted vehicles and claim fuel grant.

Vehicle Owners: Upload a VRT Certificate of Conformity.

VRT Calculator: estimate VRT due on a car, small commercial vehicle or motor cycle. Estimate any repayment of VRT due on the export of a car.

[Learn more](#)

[Drivers & Passengers with Disabilities](#)

[VRT Certificate of Conformity](#)

[VRT Calculator](#)

Payments/Repayments



Payments: make payments online for most tax types and view your payments history.

eRepayments: make repayment claims and check status of submitted claims for

- Specific VAT repayments for unregistered persons
- Mineral Oil Tax paid by certain sectors
- Stamp Duty (83D)

[Learn more](#)

[Make a Payment](#)

[View Payments History](#)

[eRepayments](#)

Manage My Record



Manage My Record: a range of services to manage and update your record and make enquiries.

[Learn more](#)

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[My Enquiries](#)

[Receipts Tracker](#)

[My Documents](#)

[Letter of Residence](#)

[Tax Registrations](#)

[Tax Clearance](#)

[Update Bank Details for PAYE](#)

[Refunds](#)

[File CAT IT38 Return](#)