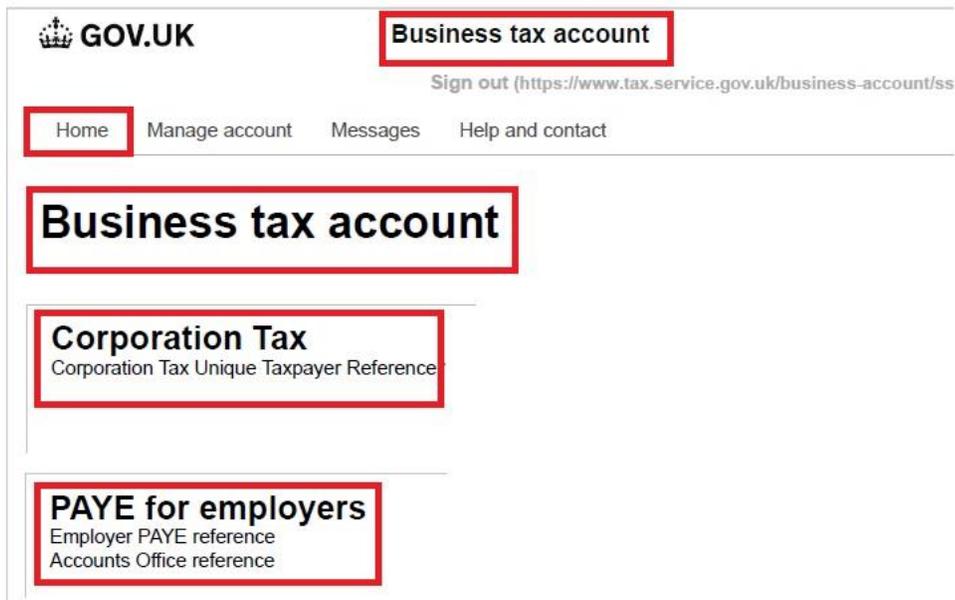


## 1- Log in to your business Tax Account

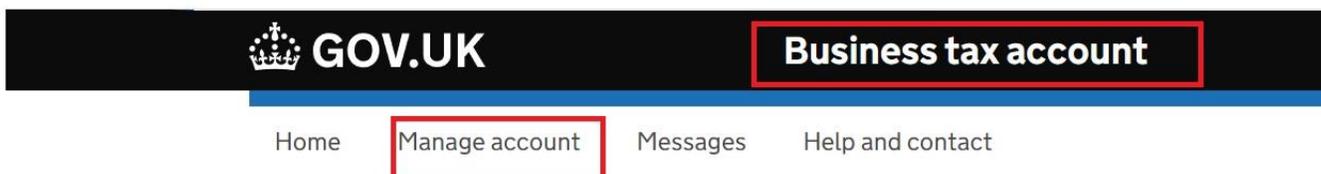
<https://www.access.service.gov.uk/login/signin/creds>

After login you should see your registered and activated services like VAT, PAYE and Corporation tax. **If you don't see them you should apply for these services first!**



The screenshot shows the 'Business tax account' dashboard on the GOV.UK website. At the top left is the GOV.UK logo. To its right, the text 'Business tax account' is highlighted with a red box. Below this, there is a 'Sign out' link with the URL 'https://www.tax.service.gov.uk/business-account/ss'. A navigation bar contains 'Home' (highlighted with a red box), 'Manage account', 'Messages', and 'Help and contact'. The main content area features three large, red-bordered boxes: 'Business tax account', 'Corporation Tax' (with subtext 'Corporation Tax Unique Taxpayer Reference'), and 'PAYE for employers' (with subtext 'Employer PAYE reference' and 'Accounts Office reference').

## 2- Go to Manage Account



The screenshot shows the 'Manage account' page on the GOV.UK website. At the top left is the GOV.UK logo. To its right, the text 'Business tax account' is highlighted with a red box. Below this, there is a navigation bar with 'Home', 'Manage account' (highlighted with a red box), 'Messages', and 'Help and contact'.

## Manage account

## 3- Scroll down and Go to Team member account access.

## Team member account access

You can give permission to others to access your business tax account.

[You can give permission to others to access your business tax account.](#)

[Give a team member access to a tax, duty or scheme](#)

### 4- Add Team Member



## Add a team member

Full name

TNT Payroll & Accounting Services



Email address

tntpaye@gmail.com



## What is their role?



Administrator

Can access services for an organisation and manage its team members.



Standard user

Can access services for an organisation.



Continue

# Manage account

## Team member account access

You can give permission to others to access your business tax account.

[You can give permission to others to access your business tax account.](#)

[Give a team member access to a tax, duty or scheme](#)

Taxes and schemes assigned to:

Filter

You need to give access from here

Showing all taxes and schemes

### Taxes and schemes

### Actions

[Add reference](#)

#### Corporation Tax

Corporation Tax Unique Taxpayer Reference:

Reference: [Making Tax Digital - VAT](#)

#### Making Tax Digital for VAT

VAT Registration Number:

[Add reference](#)

#### PAYE for Employers

1

[Manage team members](#)

2

[Manage team members](#)

3

[Manage team members](#)