

Director ID Instructions:



Above is the app that you will need to download on your phone in order to organise your Director ID.

When setting this up, you have to make sure that you provide enough information so that your 'identity strength', is at least 'standard'.

If your identity strength is 'weak', you will not be able to apply for your Director ID until you have provided more information.

Once you have set the app up on your phone, you will then need to apply for your Director ID on a computer – setting up the app is only the first step.

Below is the link to apply for the ID:

<https://www.abrs.gov.au/director-identification-number/apply-director-identification-number>

Scroll to 'Step 3' of the website link, and click on the green box labeled 'Apply Now With MyGovID'.

This will then take you to the MyGov ID website, where you will need to log in using the same email & password used to set up your MyGov ID App.

You will need your phone nearby as it will act as a 'two-factor authentication'.

Once you log in to MyGov ID on your computer, your phone will send you a code through the app.

Open the app - Input/accept this code & continue on your computer.

You will then be required to provide two forms of information that would be direct from your personal ATO profile.

Client feedback has proved that providing a notice of assessment and using the bank account details associated with your ATO profile, tends to be the easiest.

If you are a client of Henson Lloyd, we can provide this information to you.

Once you have provided 2 pieces of information, you can then continue to follow the prompts.



The steps following this are just a matter of reviewing the information and clicking a box to declare that all information is true and correct.

You should then receive your director ID.

If you are a client of Henson Lloyd, please forward your director ID number to hl@hensonandco.com.au