



Getting an Additional AUSKey

Go to the AUSKey site on the Australian Business Register - www.auskey.abr.gov.au and log into the AUSKey manager

The screenshot shows the AUSKey website in a web browser. The address bar displays <https://abr.gov.au/AUSkey/>. The page header includes the Australian Government logo and the text 'Australian Business Register'. A search bar is located in the top right corner. Below the header, there are three tabs: 'For Business, Super funds & Charities', 'For Tax professionals', and 'For Government agencies'. Under the 'For Business' tab, there are links: 'AUSKey explained', 'Where you can use AUSKey', 'Registering for AUSKey', 'Setting up your AUSKey', 'Managing AUSKeys', and 'Help and support'. The main content area is titled 'AUSKey' and includes a description: 'AUSKey is a secure login that identifies you when you use participating government online services on behalf of a business.' Below this, there is a section 'What are you looking for' with several links: 'Will there be times when the site is down for maintenance?', 'How do I keep my AUSKey secure?', 'What if an employee with an AUSKey leaves?', 'I want to activate my AUSKey', 'Download the AUSKey software', and 'What online services can I use with an AUSKey?'. On the right side, there is a 'AUSKey Manager' section with a description: 'AUSKey Manager allows you to update your AUSKey details, change your password, cancel your AUSKey and more.' Below this description are two buttons: 'AUSKey Manager' and 'Login', both of which are highlighted with a yellow circle. There is also a link 'Forgot your password?' below the buttons. At the bottom, there is a 'Featured news' section with two articles: 'AUSKey security improvements go live' and 'Use Internet Explorer 11 to run AUSKey on Windows 10'.

Once you've logged in with your credential, select "Get Additional AUSKey" from the menu on the left hand side. You should see your name and email address as well as any other information pertaining to your AUSKey. Click the "submit" button.

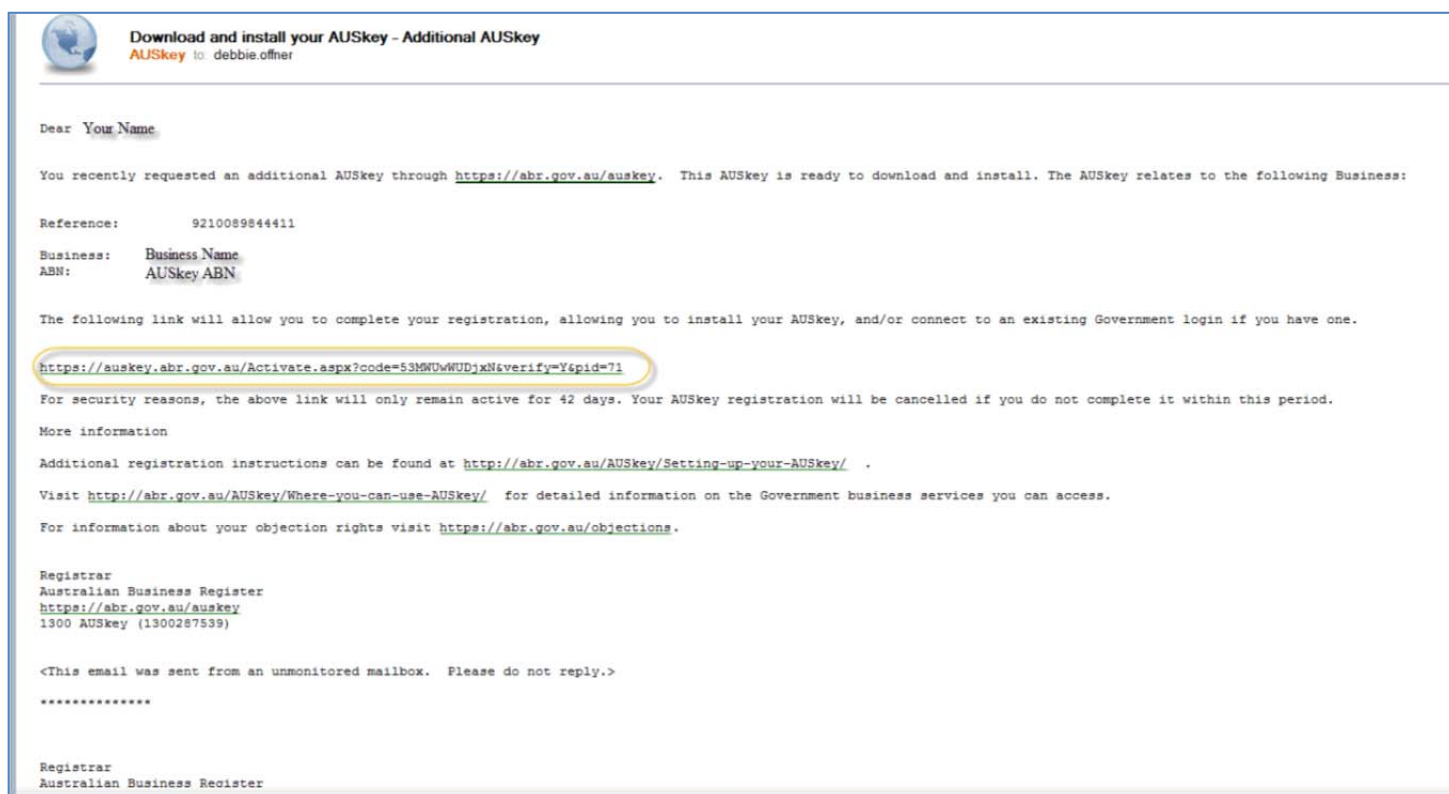
The screenshot shows the 'AUSKey Manager' interface. On the left is a sidebar menu with options: 'My AUSKey', 'My details', 'Change password', 'Get additional AUSKey' (highlighted), 'Cancel my AUSKey', 'List AUSKeys', and 'AUSKey software'. The main content area has a breadcrumb trail 'You are here: My Details > Get additional AUSKey'. A yellow box highlights the 'Get additional AUSKey' link. Below this, instructions state: 'Get an AUSKey for a different computer or USB stick using the details listed below.' The form contains fields for 'Name: Your Name', 'Email: Your Email', and 'Privilege: Standard'. 'Cancel' and 'Submit' buttons are at the bottom. A 'Tips' box on the right explains that after clicking 'Submit', an email will be sent with instructions for downloading the AUSKey, and advises updating details if the email address is to change.

You should see the next screen telling you that your request was successful with an activation code. Print this out as you will need it later. Then click the next button.

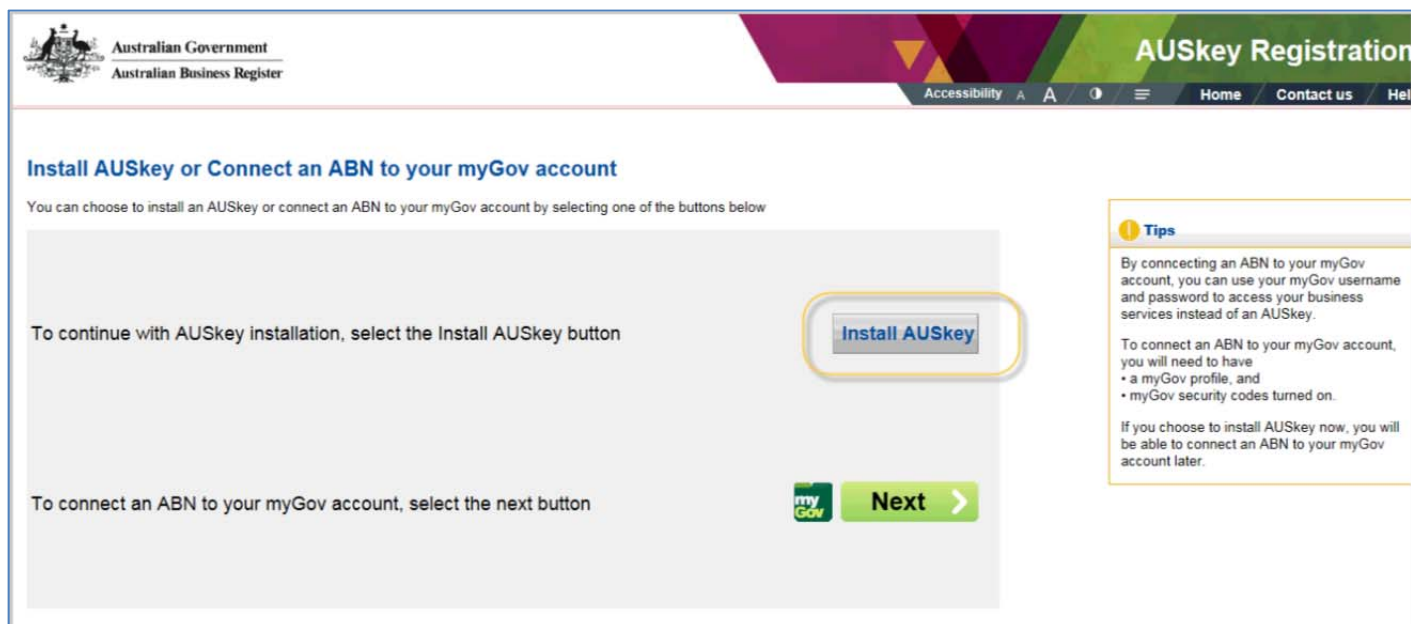
The screenshot shows the 'Submitted' page. The breadcrumb trail is 'You are here: My Details > Get additional AUSKey > Submitted'. A green banner with a checkmark icon says 'Your request was submitted successfully.' Below this, a box displays the 'Activation code: 8pW2hqbb' and a warning: 'Do not close this window until you have printed or saved this code. You will need it to activate your AUSKey. Please note that the Activation code is case sensitive.' A section titled 'What happens now?' explains that instructions for activating the AUSKey will be emailed and advises checking the email on the target computer. It also provides the 'Reference number: 9210 0898 44411'. 'Print' and 'Next' buttons are at the bottom right.

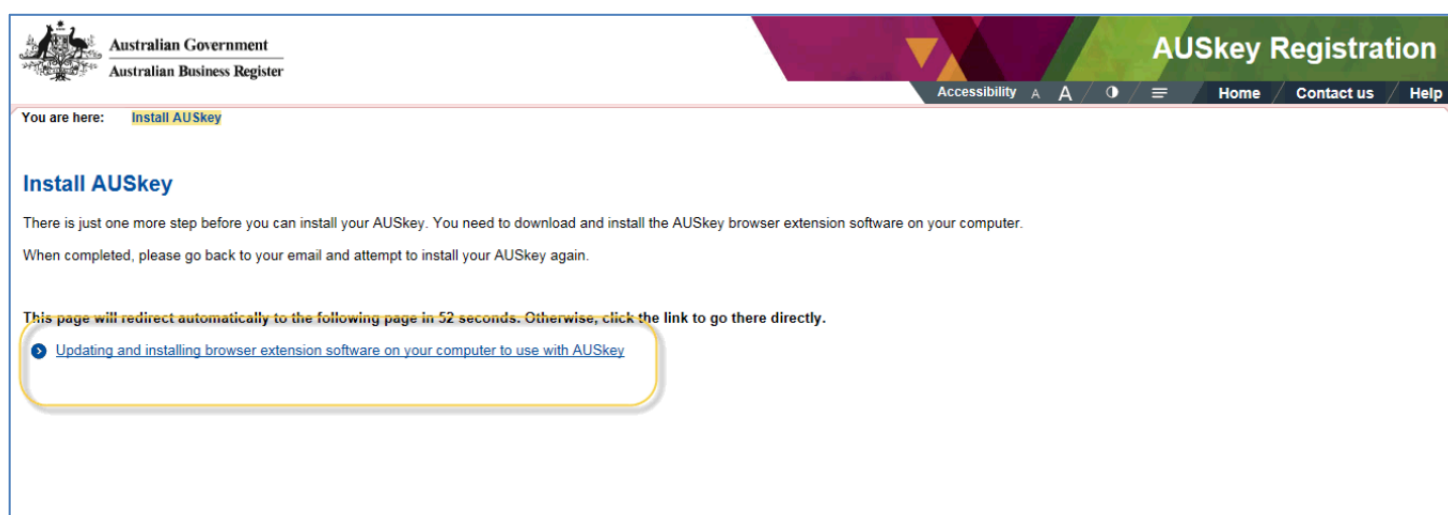
You can now log out of the AUSKey manager. It might also be a good idea to close the browsing session down at this point in time (just to clear any cached information as a precaution).

You should receive an email straight away, this will have a link embedded in the email. Copy and paste this link into your web browser



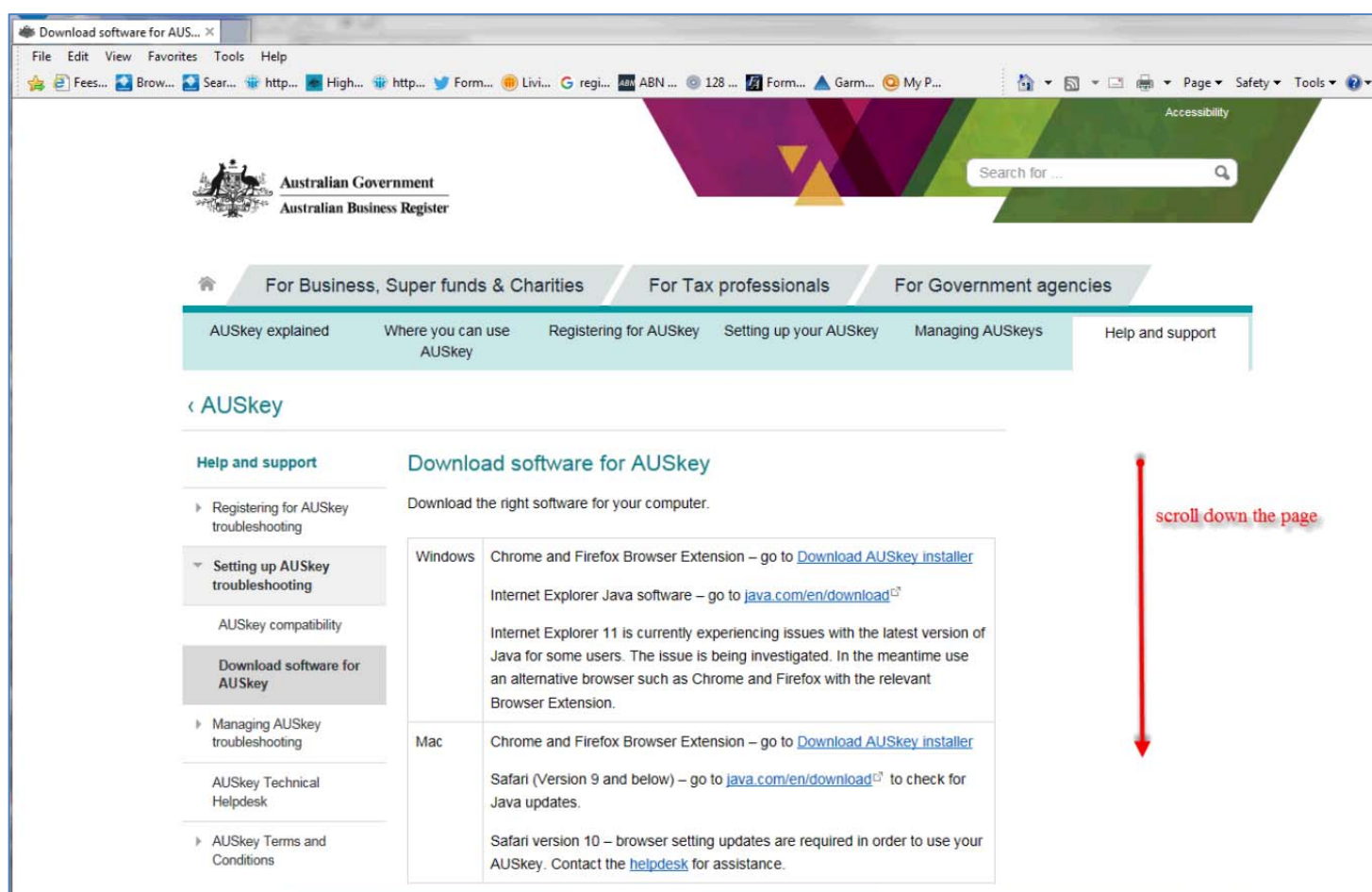
Choose "Install AUSKey" option.





The screenshot shows the 'AUSkey Registration' page. At the top, the Australian Government logo and 'Australian Business Register' are on the left, and 'AUSkey Registration' is on the right. Below the logo, it says 'You are here: Install AUSkey'. The main heading is 'Install AUSkey'. The text explains that there is one more step: downloading and installing the AUSkey browser extension software. A yellow box highlights a message: 'This page will redirect automatically to the following page in 52 seconds. Otherwise, click the link to go there directly.' Below this, a blue button with a right arrow points to the link: 'Updating and installing browser extension software on your computer to use with AUSkey'.

As we are going to install the new AUSKey on a USB stick you will need to download the AUSkey software for USB by clicking on the above link, it will take you to the next screen - scroll to the bottom and select the Windows version of the software and select run.



The screenshot shows the 'Download software for AUSkey' page. The browser window title is 'Download software for AUSkey'. The page has a navigation bar with 'For Business, Super funds & Charities', 'For Tax professionals', and 'For Government agencies'. Below this is a menu with 'AUSkey explained', 'Where you can use AUSkey', 'Registering for AUSkey', 'Setting up your AUSkey', 'Managing AUSkeys', and 'Help and support'. The 'AUSkey' section is active. On the left, under 'Help and support', there are links for 'Registering for AUSkey troubleshooting', 'Setting up AUSkey troubleshooting' (which is highlighted), 'AUSkey compatibility', 'Download software for AUSkey' (which is highlighted), 'Managing AUSkey troubleshooting', 'AUSkey Technical Helpdesk', and 'AUSkey Terms and Conditions'. The main content area is titled 'Download software for AUSkey' and says 'Download the right software for your computer.' It contains a table with instructions for Windows and Mac users. A red arrow on the right side of the page points downwards with the text 'scroll down the page'.

Operating System	Instructions
Windows	<p>Chrome and Firefox Browser Extension – go to Download AUSkey installer</p> <p>Internet Explorer Java software – go to java.com/en/download</p> <p>Internet Explorer 11 is currently experiencing issues with the latest version of Java for some users. The issue is being investigated. In the meantime use an alternative browser such as Chrome and Firefox with the relevant Browser Extension.</p>
Mac	<p>Chrome and Firefox Browser Extension – go to Download AUSkey installer</p> <p>Safari (Version 9 and below) – go to java.com/en/download to check for Java updates.</p> <p>Safari version 10 – browser setting updates are required in order to use your AUSkey. Contact the helpdesk for assistance.</p>

[AUSKey Terms and Conditions](#)

Safari version 10 – browser setting updates are required in order to use your AUSKey. Contact the [helpdesk](#) for assistance.

If you are sharing a computer with someone else who has an AUSKey installed on that computer you must first set up your own profile or user account before installing your AUSKey.

For instructions on how to set up your own profile visit the website for your operating system or contact your IT provider.

Next step:

- Go to [Set up AUSKey on a computer](#) for detailed instructions on what to do next.

AUSkey software for USB sticks

Download the version of the AUSKey software below for your USB stick. We recommend you save it to your computer desktop so it is easy to find later. Do not save the file to your USB stick.

Windows

[Version 1.7.0.0](#) (81.1MB)

Next step:

- Go to [Set up AUSKey on a USB stick](#) for detailed instructions on what to do next.

Last modified: 04 Jul 2017

QC 198

Australian Business Register

[About us](#)[General information](#)[Contact us](#)[Media centre](#)[Related sites](#)

Who will
Do you want to run or save **AUSkey_software_for_USB_v1700.exe** (88.1 MB) from **auskey.abr.gov.au**?

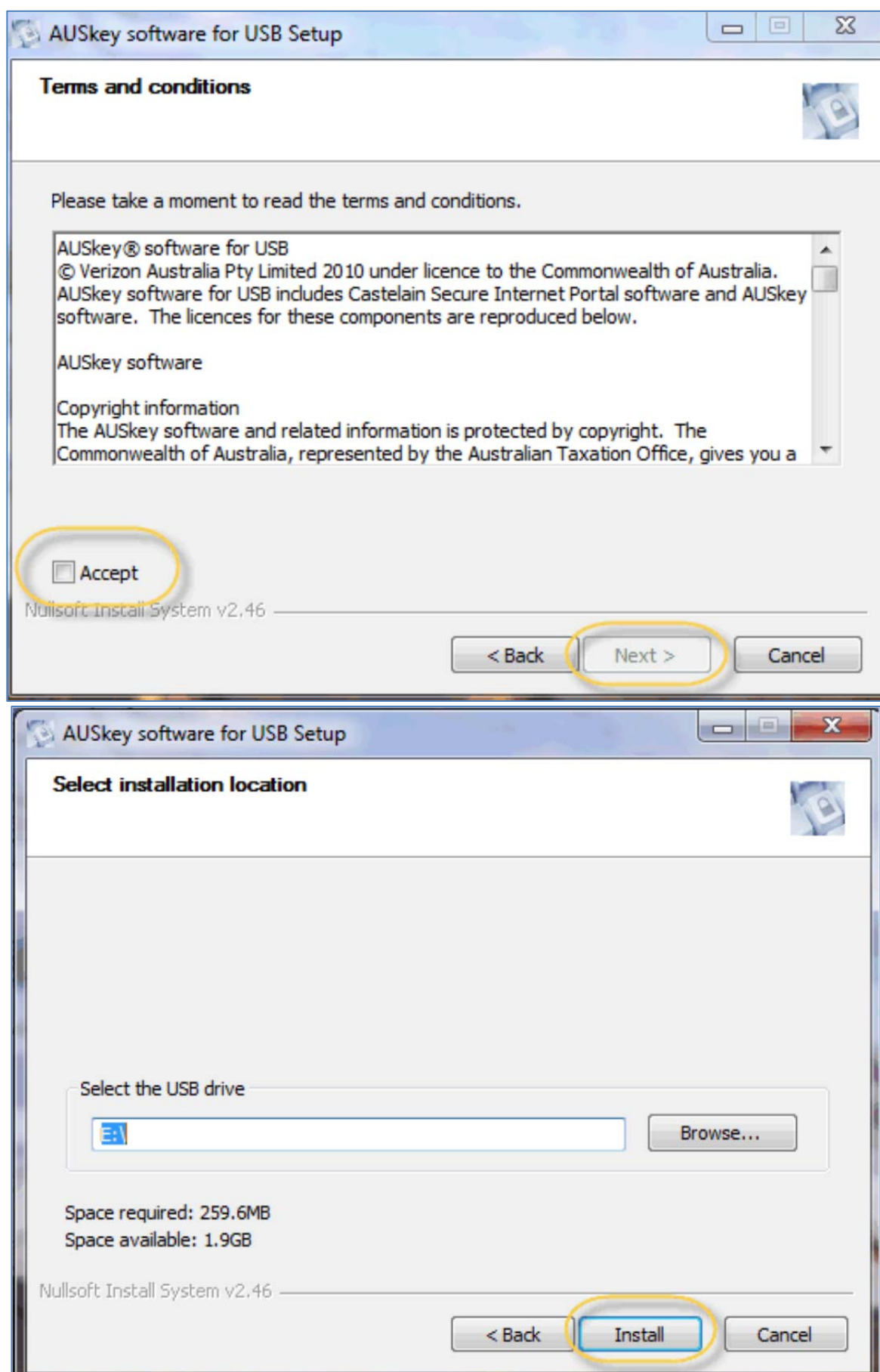
Run

Save

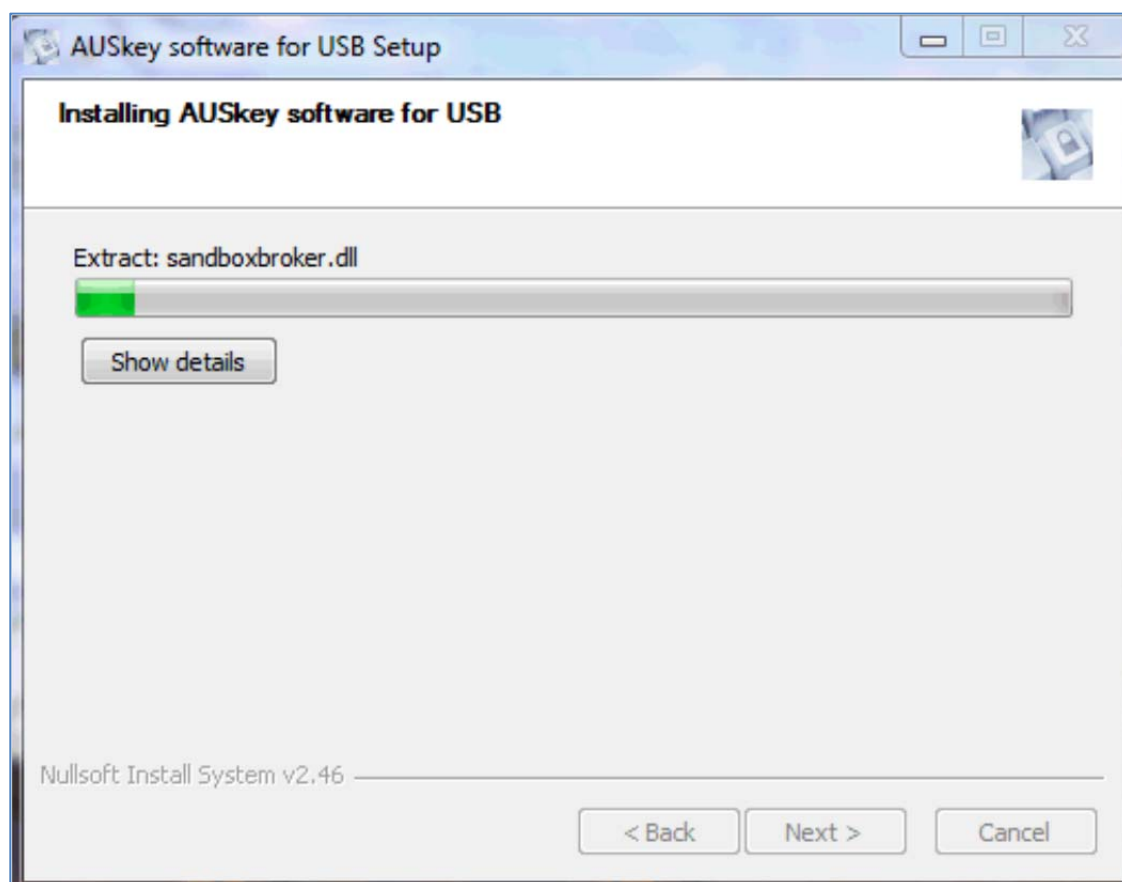
Cancel

×

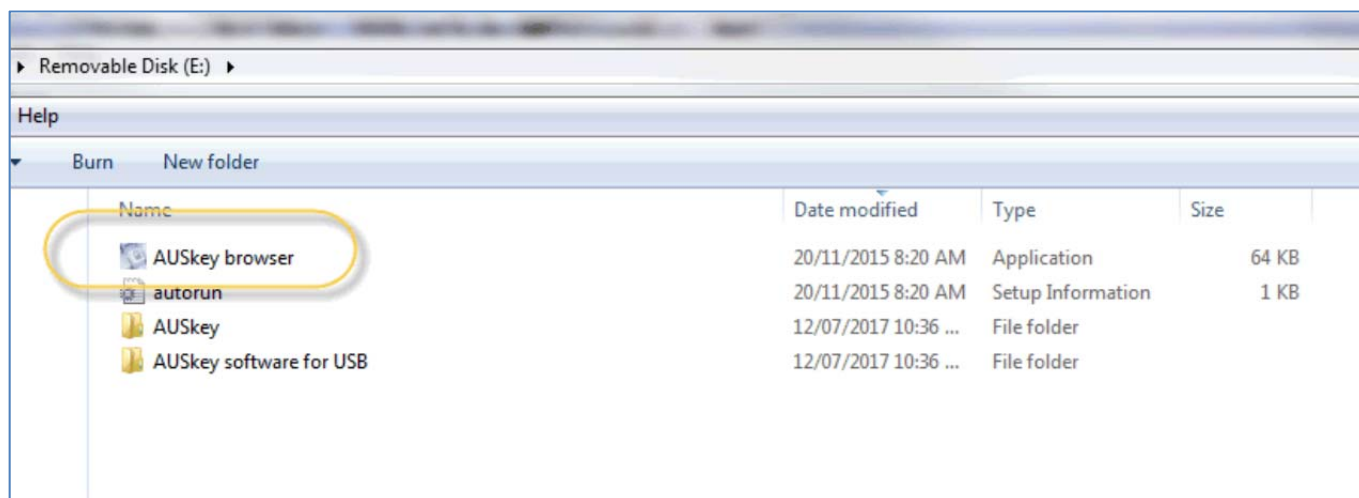
Once the AUSKey software runs, you should get a pop up box to accept the terms and conditions, and click next. Insert a blank USB for your AUSKey into your computer and install the USB software.



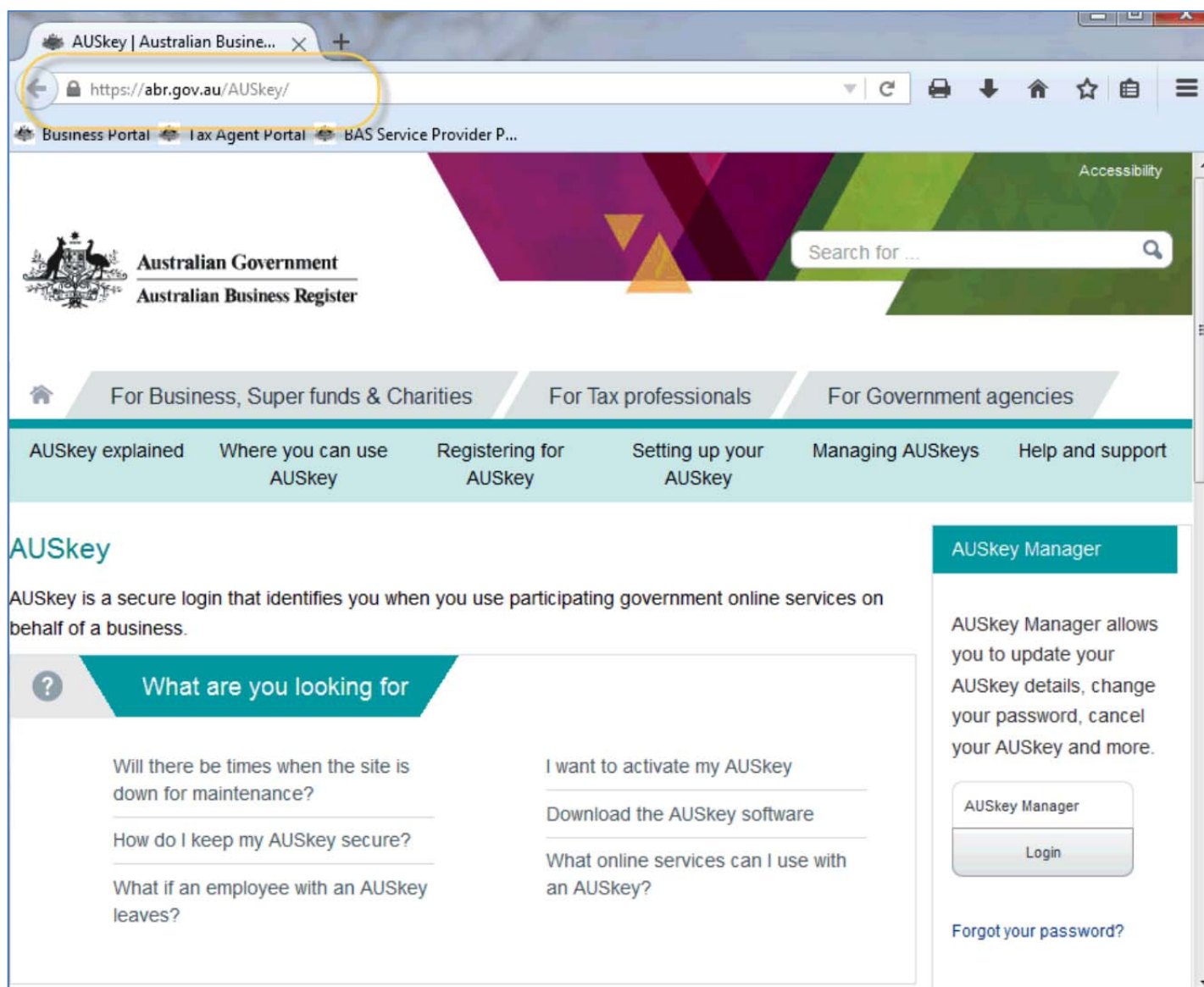
Just follow prompts and wait for the software to install on your USB stick. This may take a little time, just be patient. Once installation is complete click the "finish" button.



Open the files on the USB drive and Double click the AUSKey browser on the USB stick.



This will bring up the AUSKey site on the ABR in Firefox. Copy and paste the URL from your email here.



The screenshot shows the AUSkey activation page on the Australian Business Register (ABR) website. The browser's address bar is highlighted with a yellow circle, showing the URL: <https://auskey.abr.gov.au/Activate.aspx?code=53MWUwWUDjxN8&verify=Y&pid=71>. The page header includes the Australian Government logo and the text "Australian Business Register". A search bar is located in the top right corner. Below the header, there are three tabs: "For Business, Super funds & Charities", "For Tax professionals", and "For Government agencies". A navigation bar contains links: "AUSkey explained", "Where you can use AUSkey", "Registering for AUSkey", "Setting up your AUSkey", "Managing AUSkeys", and "Help and support". The main content area is titled "AUSkey" and explains that it is a secure login for government online services. A section titled "What are you looking for?" lists several questions and links, including "I want to activate my AUSkey" and "Download the AUSkey software". On the right side, there is a "AUSkey Manager" section with a description of its functions, a "Login" button, and a link for "Forgot your password?".

AUSkey | Australian Business Register

<https://auskey.abr.gov.au/Activate.aspx?code=53MWUwWUDjxN8&verify=Y&pid=71>

Business Portal Tax Agent Portal BAS Service Provider P...

Accessibility

Search for ...

Australian Government
Australian Business Register

For Business, Super funds & Charities For Tax professionals For Government agencies

AUSkey explained Where you can use AUSkey Registering for AUSkey Setting up your AUSkey Managing AUSkeys Help and support

AUSkey

AUSkey is a secure login that identifies you when you use participating government online services on behalf of a business.

What are you looking for

- Will there be times when the site is down for maintenance?
- How do I keep my AUSkey secure?
- What if an employee with an AUSkey leaves?
- I want to activate my AUSkey
- Download the AUSkey software
- What online services can I use with an AUSkey?

AUSkey Manager

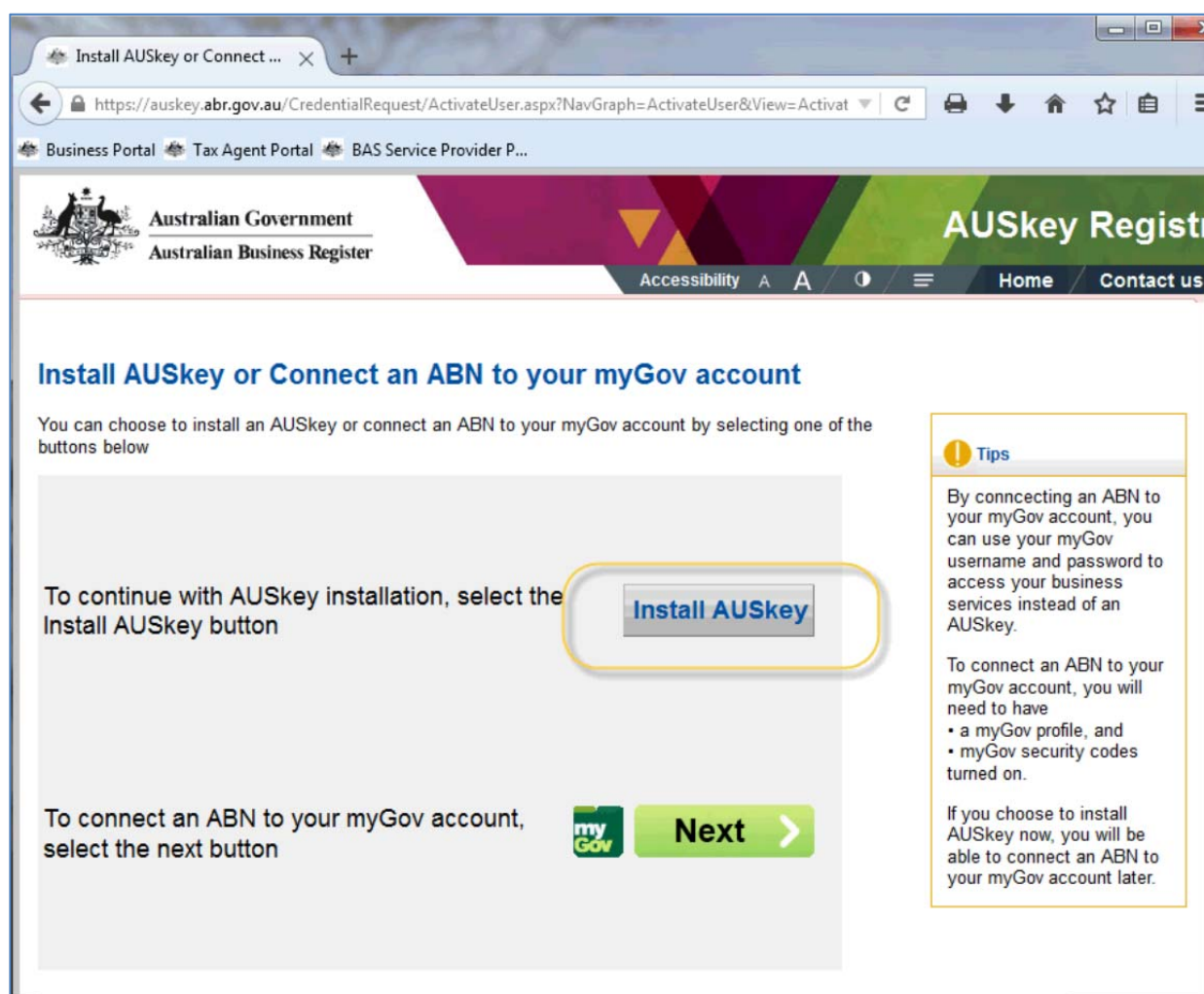
AUSkey Manager allows you to update your AUSkey details, change your password, cancel your AUSkey and more.

AUSkey Manager

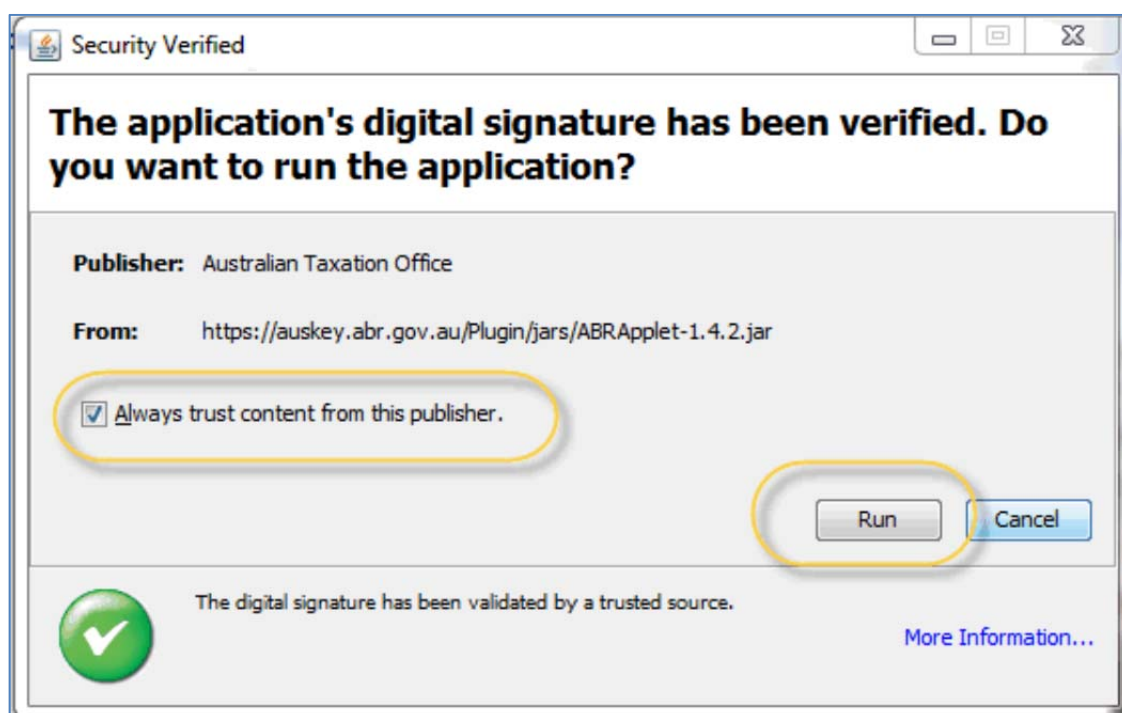
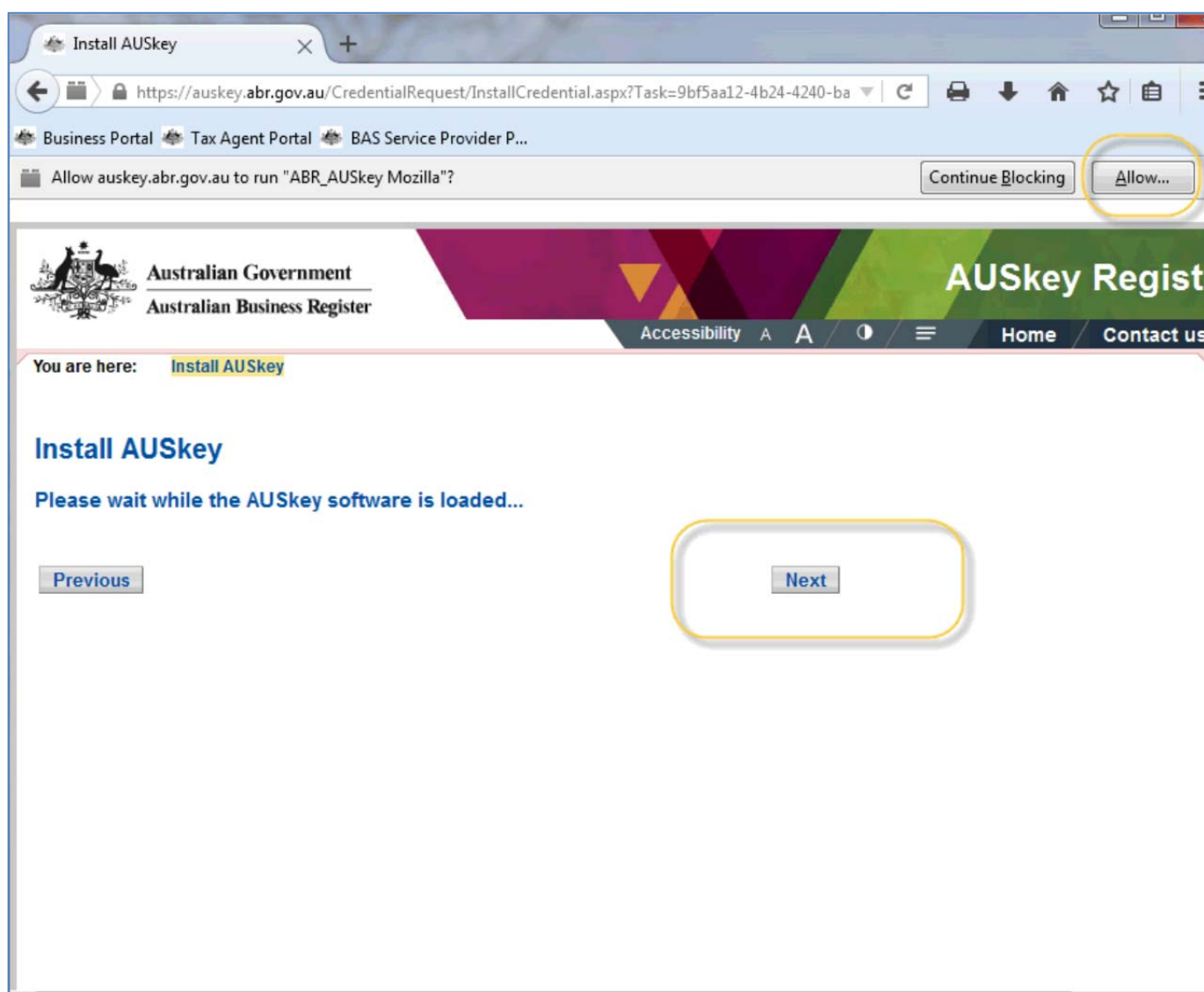
Login

[Forgot your password?](#)

Install the AUSkey software on your USB stick



Make sure you allow and accept all the AUSKey to be able to be run and not blocked. Click next.



On the next screen you will need to insert the activation code you received when you first requested the additional AUSKey. Remember to type this in exactly as it appears as it is case sensitive. Also enter the Captcha code (this is not case sensitive) AUSKey is just making sure you are a real person not a robot. Then click "next".

Australian Government
Australian Business Register

AUSKey Register

You are here: [Install AUSKey](#)

Install AUSKey

You are about to download your AUSKey onto your computer or USB stick.

Activation code is a required field.

Activation code: 8pW2hqbb

Enter the Captcha code from the box above. This is not case sensitive.

Code is a required field. Enter the new code and try again.

Captcha Code: NENZZ

Previous Next

Tips

- * Denotes required field.
- The Activation code is the code you were asked to save when you registered. This code is case sensitive. Do not proceed unless you have this code.
- Your Activation code cannot be retrieved. If you have lost your Activation code, you will need to register for your AUSKey again.

Submitted

✓ Your request was submitted successfully.

Activation code: 8pW2hqbb

Do not close this window until you have printed or saved note that the Activation code is case sensitive.

What happens now?

Once we have processed your application, we will email you instructions.

You should see all your details on the Install AUSKey screen below. By clicking Next you agree with the terms and conditions for AUSKey.

Australian Government
Australian Business Register

Accessibility A A

You are here: [Install AUSKey](#)

Install AUSKey

You have been nominated to hold an AUSKey for the Business identified below.

Read the [Terms and conditions](#) associated with this AUSKey.

Business details

ABN:

Entity name:

Your details

Given names:

Family name:

Email:

Your Details should be here

Declaration

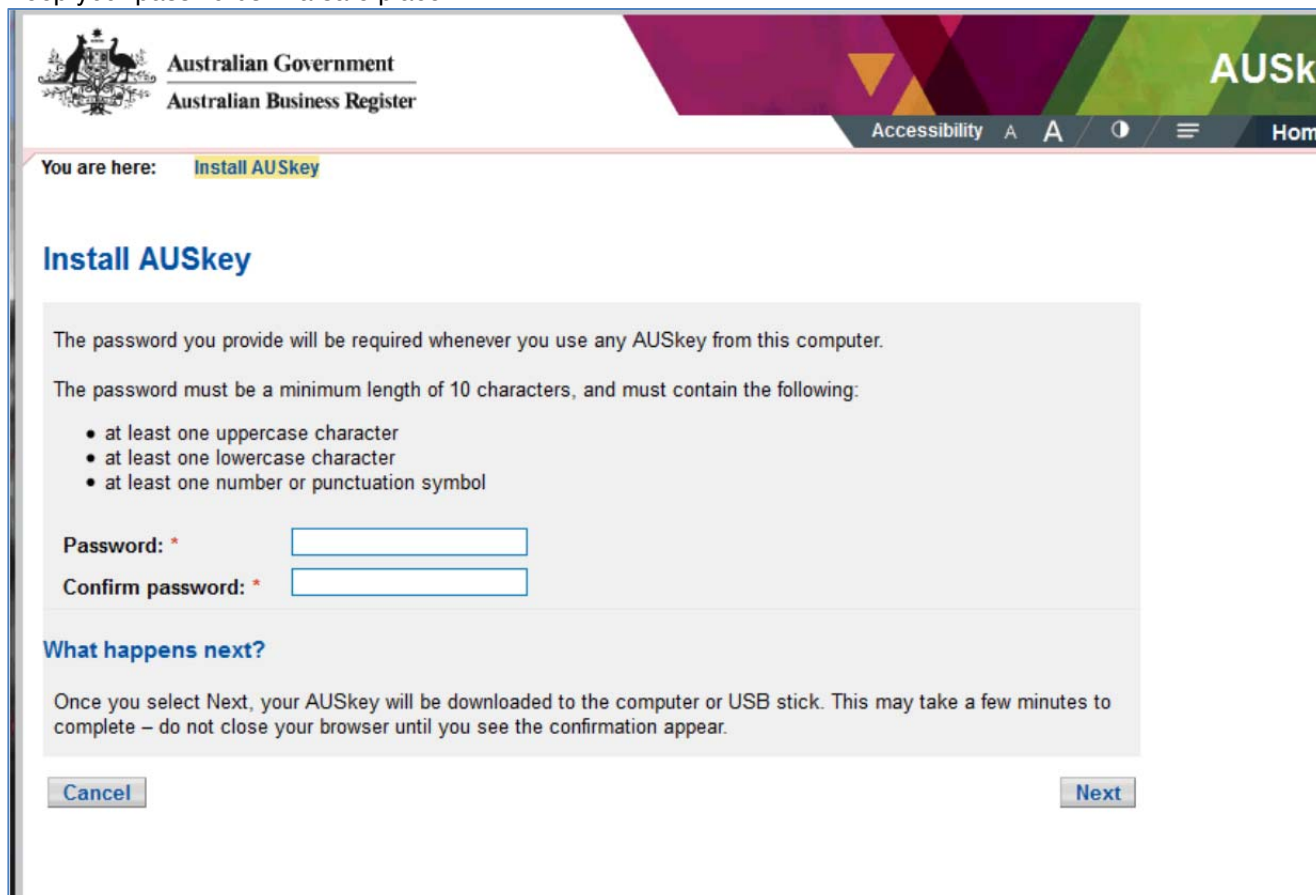
I declare that:

- I am the person identified under "Your details" above,
- I request to hold the AUSKey on behalf of the Business identified under "Business details" above,
- I understand the terms and conditions associated with that AUSKey,
- the information provided in this request is true and correct, and
- notices about this request and that AUSKey may be sent to the email address recorded for the business on the Australian Business Register.

Press Next below to make this declaration and install your AUSKey.

Cancel Next

It is important to remember this password as AUSKey can not reset your password. I would suggest that you make it the same as the AUSKey on your PC that way you won't forget it, however it must be 10 characters in length. They changed the rules about passwords a while ago, so if your old password is less than 10 characters, you will need to make up a new one. Keep your passwords in a safe place.



The screenshot shows the 'Install AUSKey' page on the Australian Government Australian Business Register website. The page has a header with the Australian Government logo and the text 'Australian Government Australian Business Register'. On the right, there is a colorful geometric pattern and the text 'AUSKey'. Below the header, there is a navigation bar with 'Accessibility' and 'A' icons, and a 'Home' link. The main content area is titled 'Install AUSKey' and contains the following text:

You are here: [Install AUSKey](#)

Install AUSKey

The password you provide will be required whenever you use any AUSKey from this computer.

The password must be a minimum length of 10 characters, and must contain the following:

- at least one uppercase character
- at least one lowercase character
- at least one number or punctuation symbol

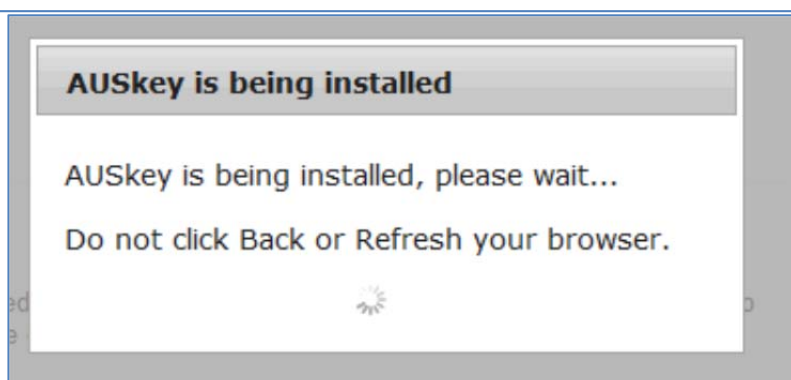
Password: *

Confirm password: *

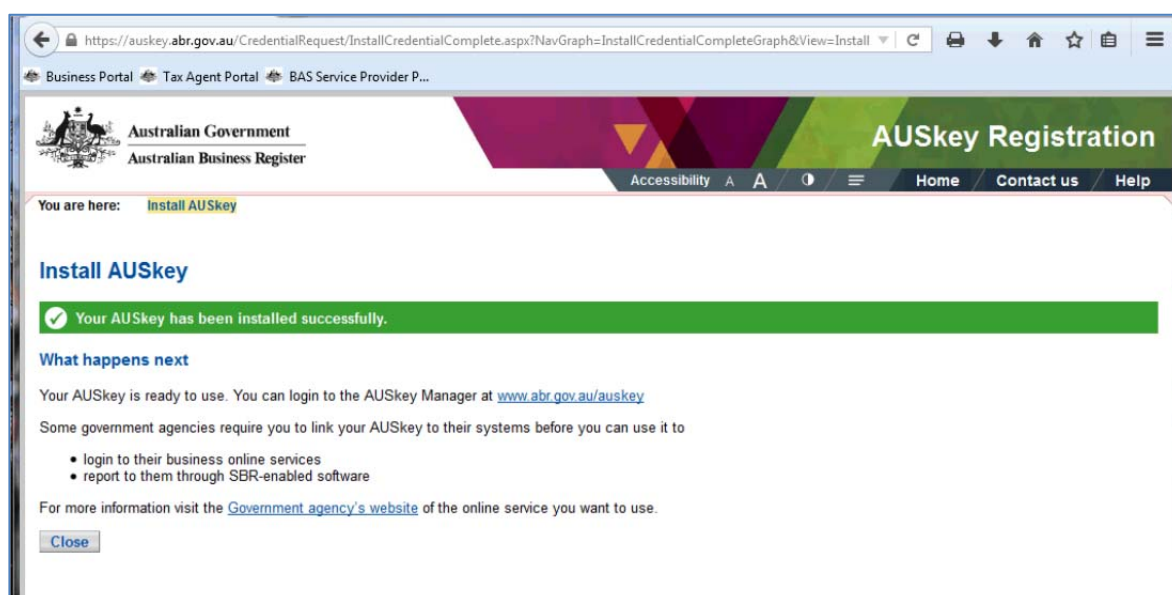
What happens next?

Once you select Next, your AUSKey will be downloaded to the computer or USB stick. This may take a few minutes to complete – do not close your browser until you see the confirmation appear.

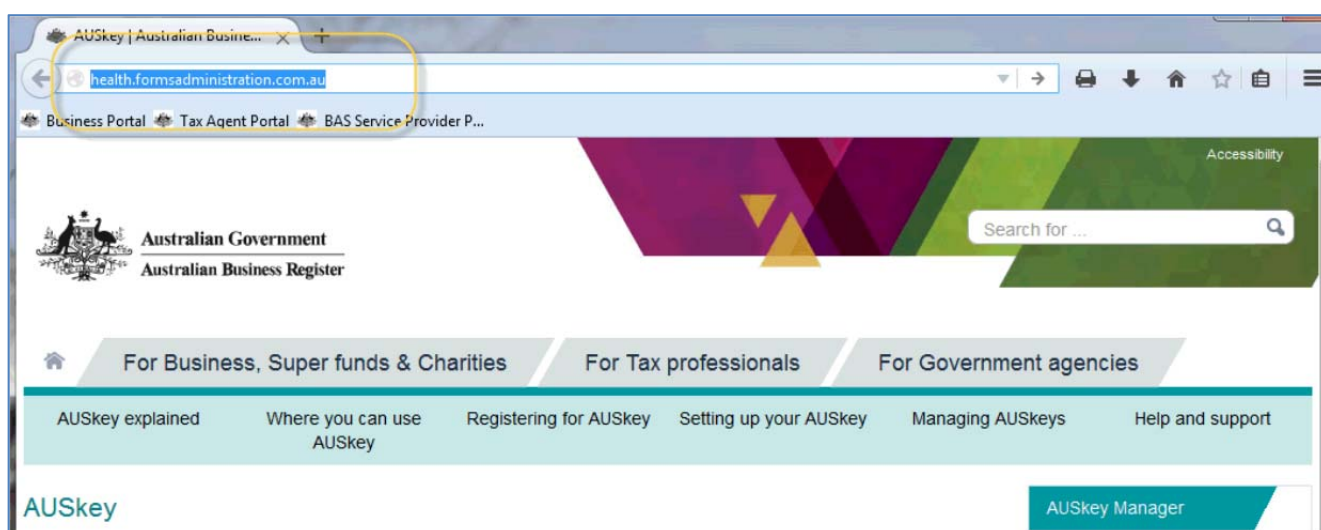
[Cancel](#) [Next](#)



Once your AUSKey is installed you are ready to test it out.



Close the browser and re-open a new session. In the URL type Forms Administration's online portal address. health.formsadministration.com.au



This will return you to the Forms Administration portal. Click Log in.

The screenshot shows the home page of the Australian Government Department of Health Forms Administration Portal. The URL in the browser is <https://healthformsadministration.com.au/dss.nsf/home.xsp>. The page features a navigation bar with links to Home, Online Forms, Benchmarking, FAQs, and Contacts. A 'Log-in' button is highlighted in the top right corner. The main header displays the Australian Government Coat of Arms and the text 'Australian Government Department of Health'. Below this, a 'Welcome' section provides instructions for users. At the bottom, there are two buttons: 'Register' and 'Login', with the 'Login' button highlighted by a yellow border.

https://healthformsadministration.com.au/dss.nsf/home.xsp

Business Portal Tax Agent Portal BAS Service Provider P...

Home Online Forms Benchmarking FAQs Contacts

Log-in

Australian Government
Department of Health

Welcome

Welcome to the new Forms Administration Portal, where you can now access services such as the Aged Care Benchmarking System and Online Form Submission from a central location. If you are a current Forms Administration user (ie. if you have previously participated in the Aged Care Benchmarking Program or submitted a Department of Health form or survey through this online portal, simply login by clicking on the grey button in the top right-hand corner of this page. Otherwise, if you are a new user, you will need to create a new account by clicking on the register button below.

Register Login

Select the AUSkey log in. Select your name and password from the credential.

The screenshot shows the AUSKey Login page. It features a circular icon with three stylized figures. Below the icon is a button labeled 'AUSKey Login →'. Underneath this button is the text 'OR'. Below 'OR' are two input fields: 'Email Address' and 'Password'. At the bottom of the form is a 'Login →' button. A link 'Forgot your username or password?' is located at the very bottom.

AUSKey Login →

OR

Email Address

Password

Login →

[Forgot your username or password?](#)

The screenshot shows the Australian Government Authentication Service Login page. The header includes the Australian Government Coat of Arms and the text 'Australian Government Authentication Service'. The main heading is 'Login'. Below this is the text 'Forms Administration Pty Ltd'. A message states: 'You have been redirected to the Government Authentication Service. This service requires that you identify yourself using your Credential. The information on your Credential will be returned to the Agency with which you are doing business. Please select your Credential and enter your password.' There are two input fields: 'Select' and 'Password'. The 'Select' field has a dropdown arrow and is circled in red with the text 'select your name from the drop down box' pointing to it. The 'Password' field is also circled in red with the text 'and enter your password' pointing to it. At the bottom are two buttons: 'CONTINUE' with a green checkmark and 'CANCEL' with a red X. The footer contains links for Accessibility, Copyright, Disclaimer, Security and Privacy, Glossary, and Help.

Australian Government Authentication Service

Login

Forms Administration Pty Ltd

You have been redirected to the Government Authentication Service.
This service requires that you identify yourself using your Credential.
The information on your Credential will be returned to the Agency with which you are doing business.
Please select your Credential and enter your password.

Select Password:

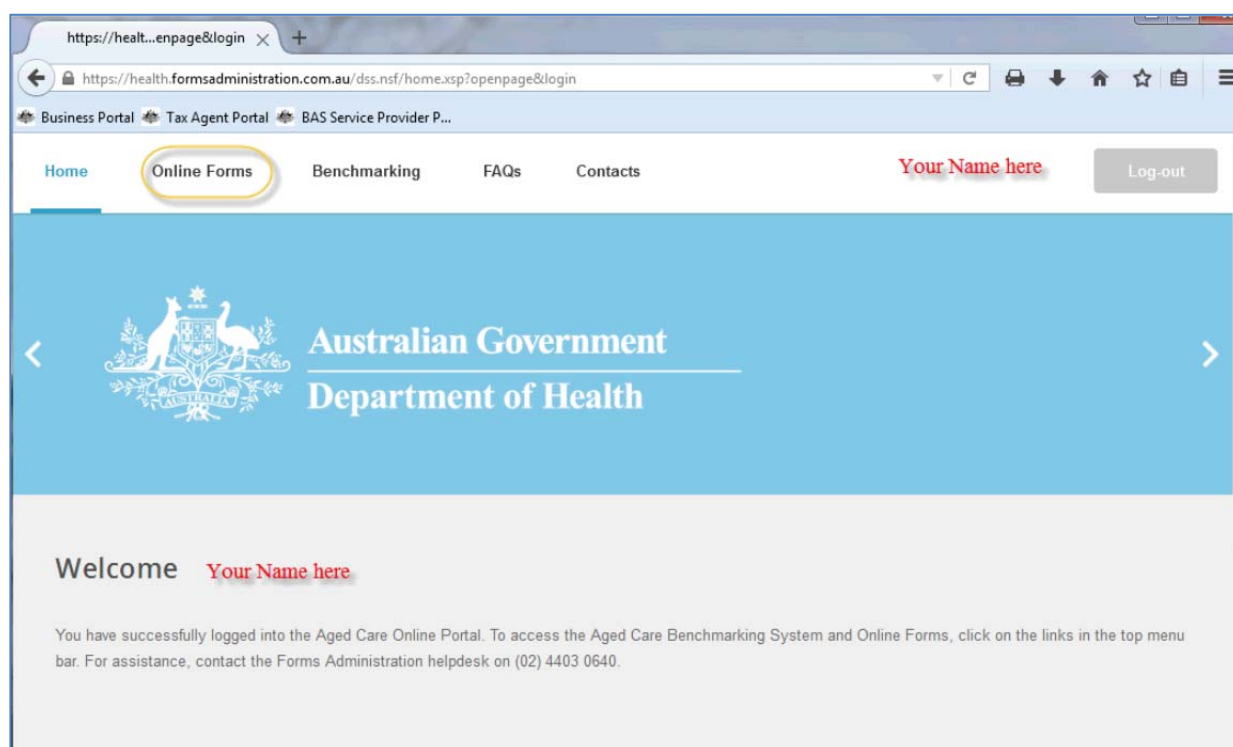
select your name from the drop down box

and enter your password

CONTINUE CANCEL

Accessibility Copyright Disclaimer Security and Privacy Glossary Help

Once logged in you should see your name on the home screen. You're good to go.



Having problems?

Please contact Forms Administration either by email health@formsadministration.com.au or phone (02) 4403 0640 and we will help you get your AUSkey access working.