

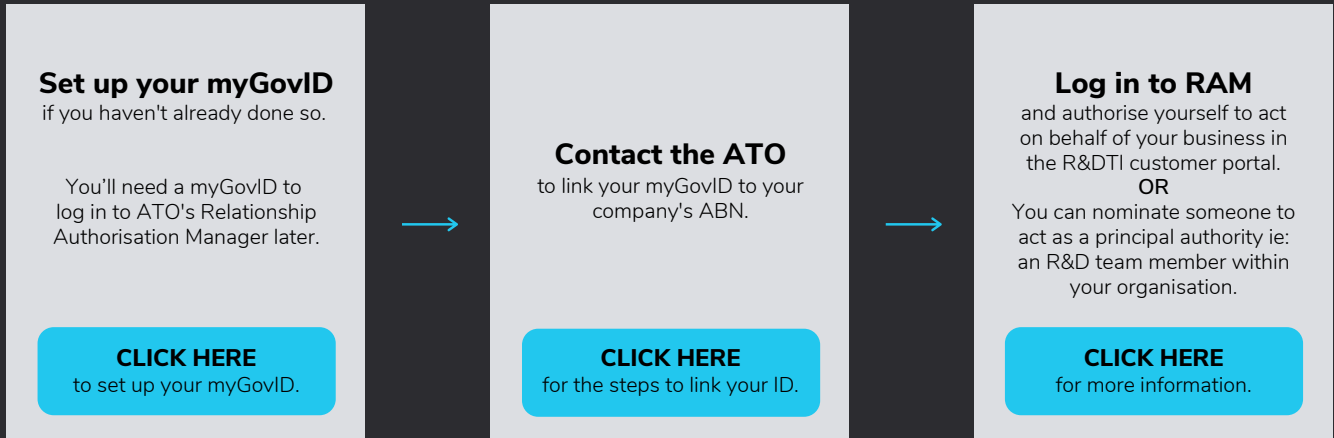
# R&DTI - Authorising Portal Access

## STEP ONE

### PORTAL ACCESS FOR YOURSELF AS PRINCIPAL AUTHORITY

As a principal authority of a company, you must first link your myGovID to the company's ABN. You must do this before you can authorise access to the customer portal for yourself or anyone else.

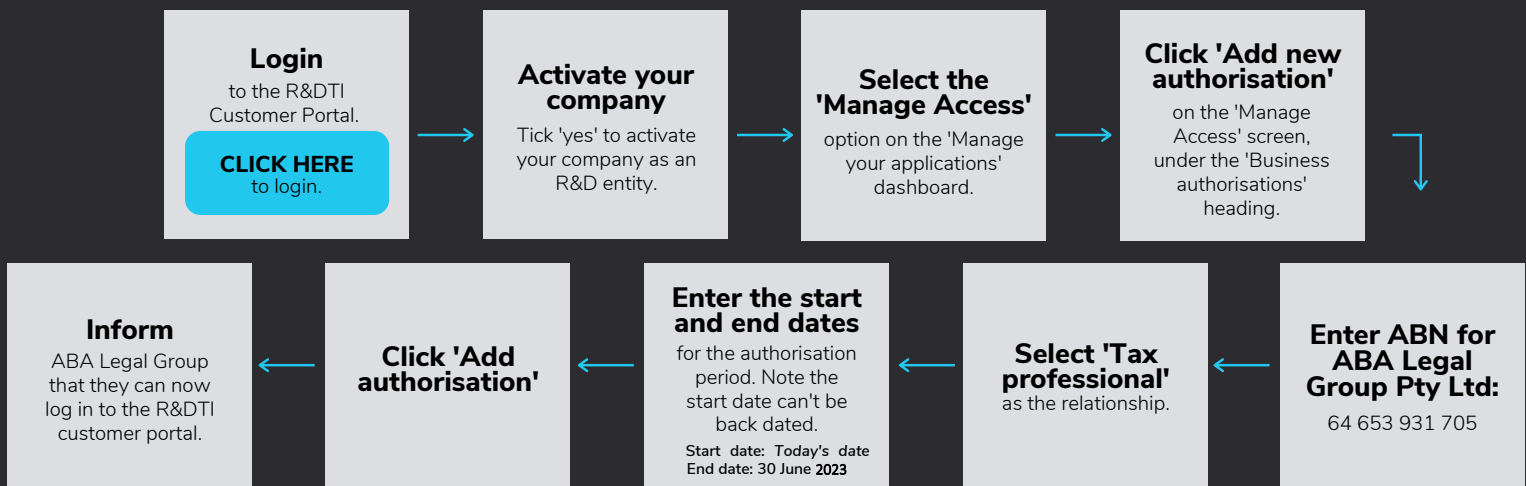
If this has not been done for your business before, you can do this yourself as a principal authority:



## STEP TWO

### AUTHORISING PORTAL ACCESS FOR ABA LEGAL GROUP.

The principal authority or authorisation administrator of your company can authorise access for ABA Legal Group by using the Manage access option in the R&DTI customer portal.



\* If no one else has been linked to your company before, the principle authority will need to get portal access first.  
\*\* RAM provides access at a departmental level.

Individuals who have been authorised in RAM for one service from the Department of Industry, Science, Energy and Resources will also have access to all your other services from the same department. These services include: the R&DTI customer portal, the Business Registration Service and Payment Times Reporting. All staff granted portal access will have visibility of all information in the portal. You should review 'Manage authorisations' in RAM for guidance on editing or removing an authorisation.