Australian Government
Australian Taxation Office

Access Manager - My hosted SBR software services screens

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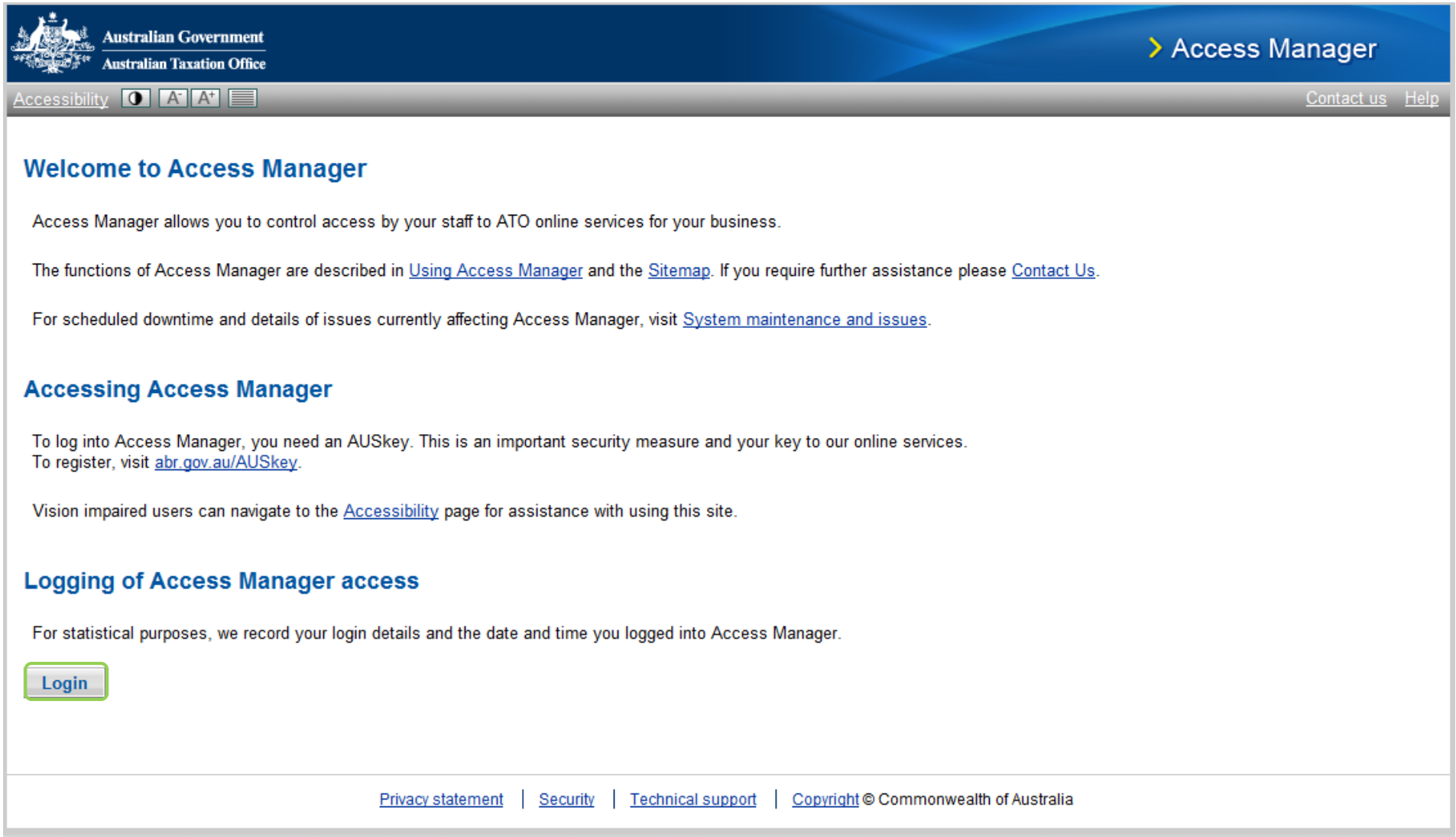
16 December 2016

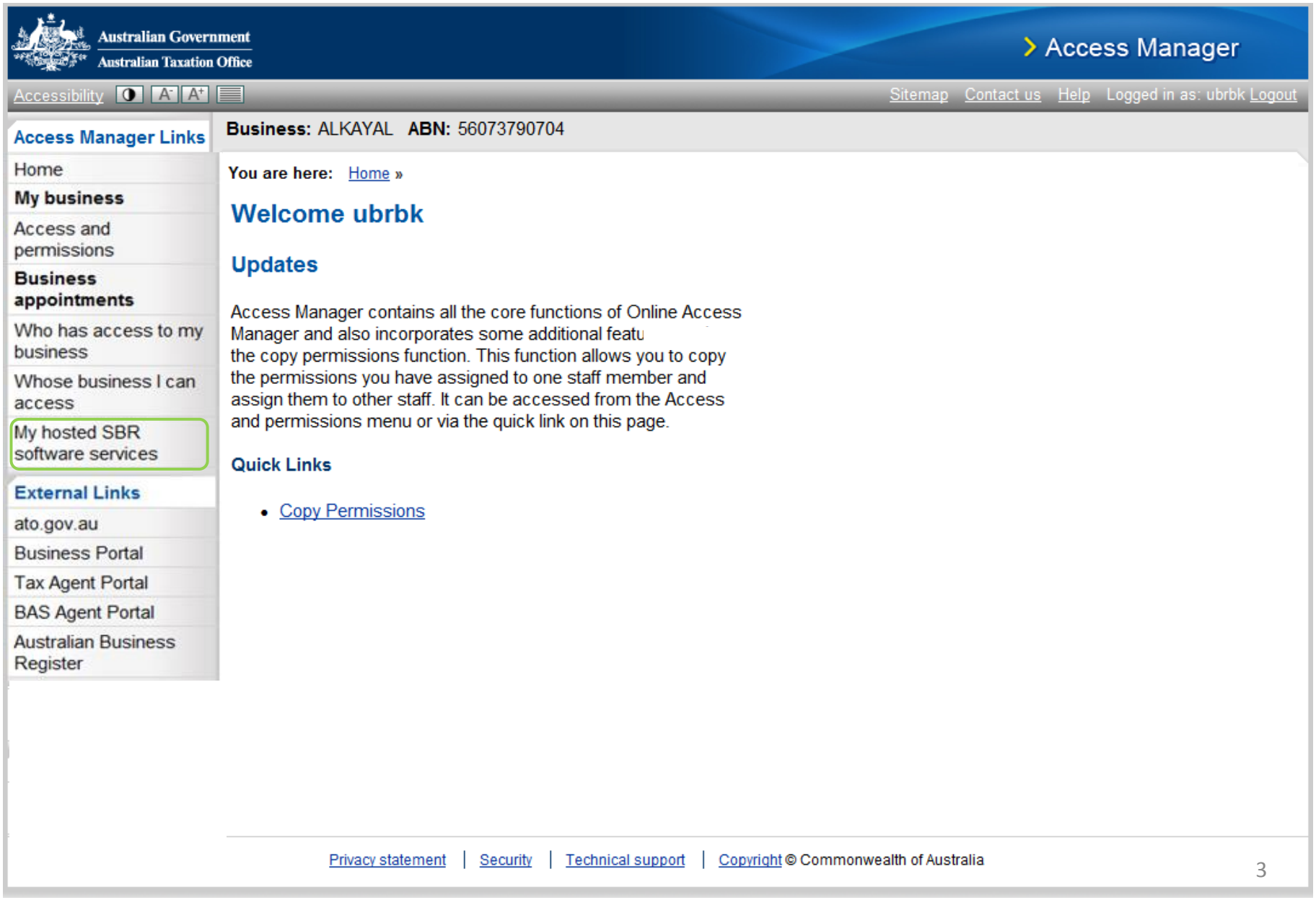
1. How to notify the ATO of your hosted SBR software service

Step 1 of 7 – Login to Access Manager at https://am.ato.gov.au or go to ato.gov.au and select Access Manager



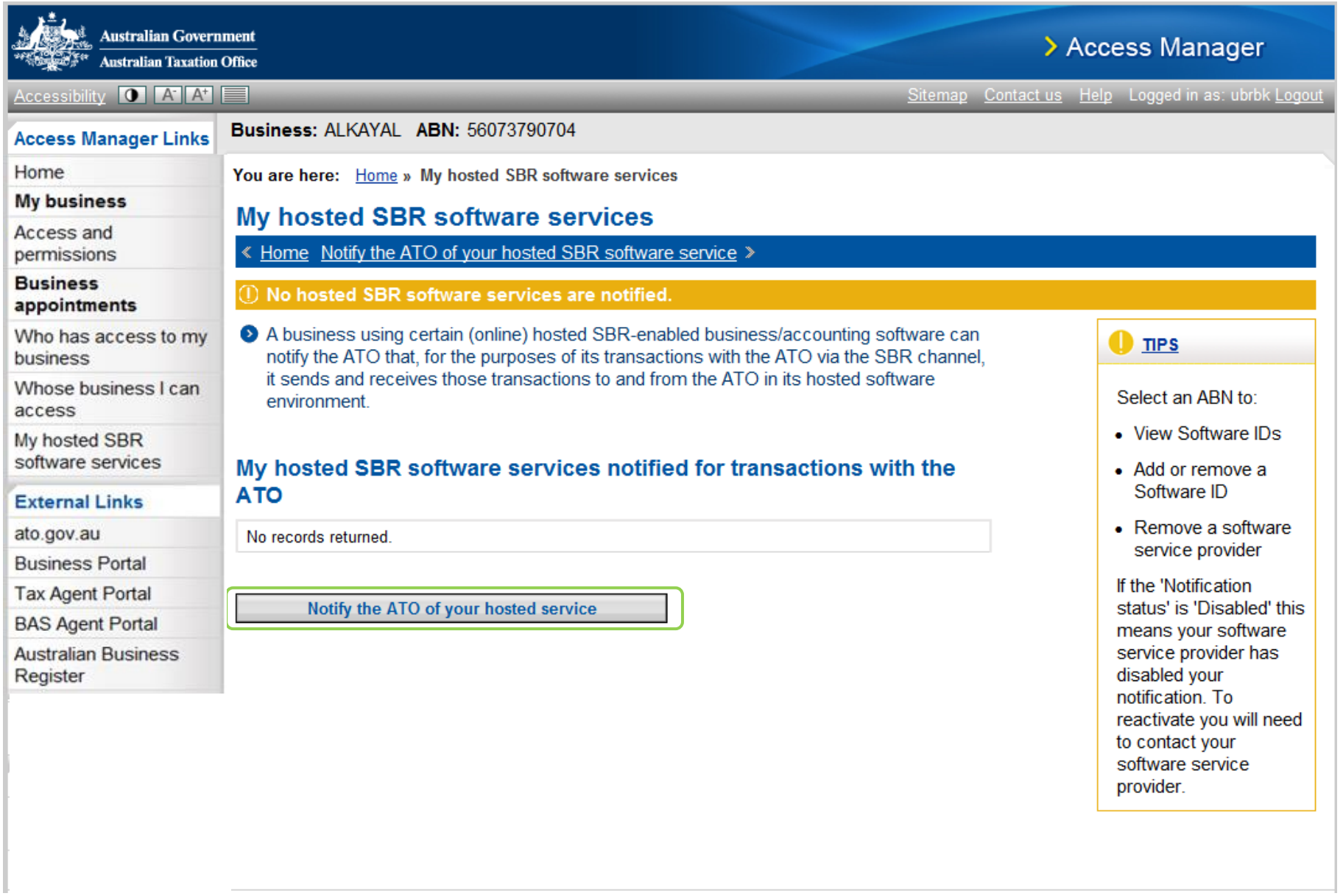
1. How to notify the ATO of your hosted SBR software service

Step 2 of 7 – Select ‘My hosted SBR software services’



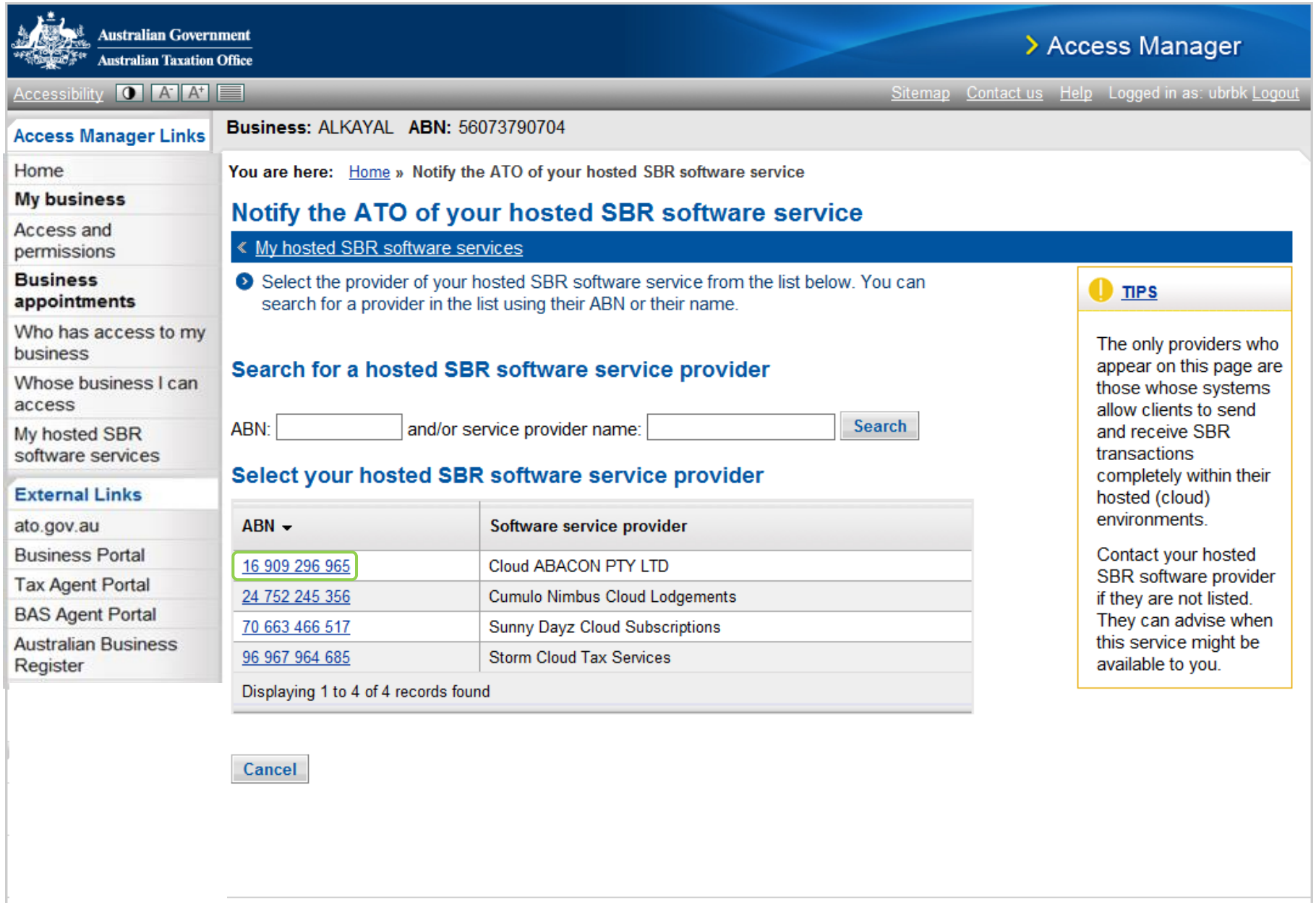
1. How to notify the ATO of your hosted SBR software service

Step 3 of 7 – Select 'Notify the ATO of your hosted service'



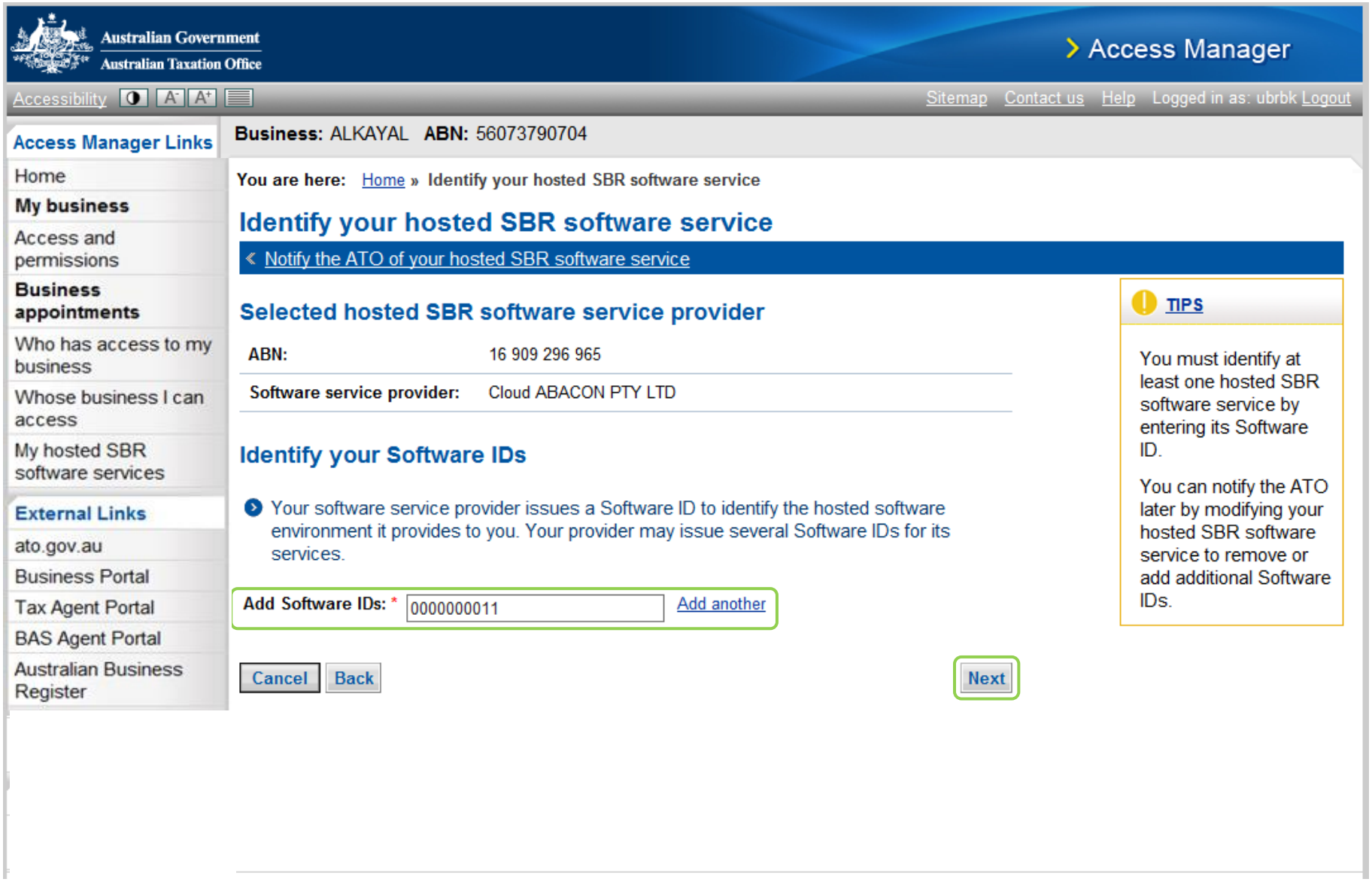
1. How to notify the ATO of your hosted SBR software service

Step 4 of 7 – Select the service provider‘s ABN



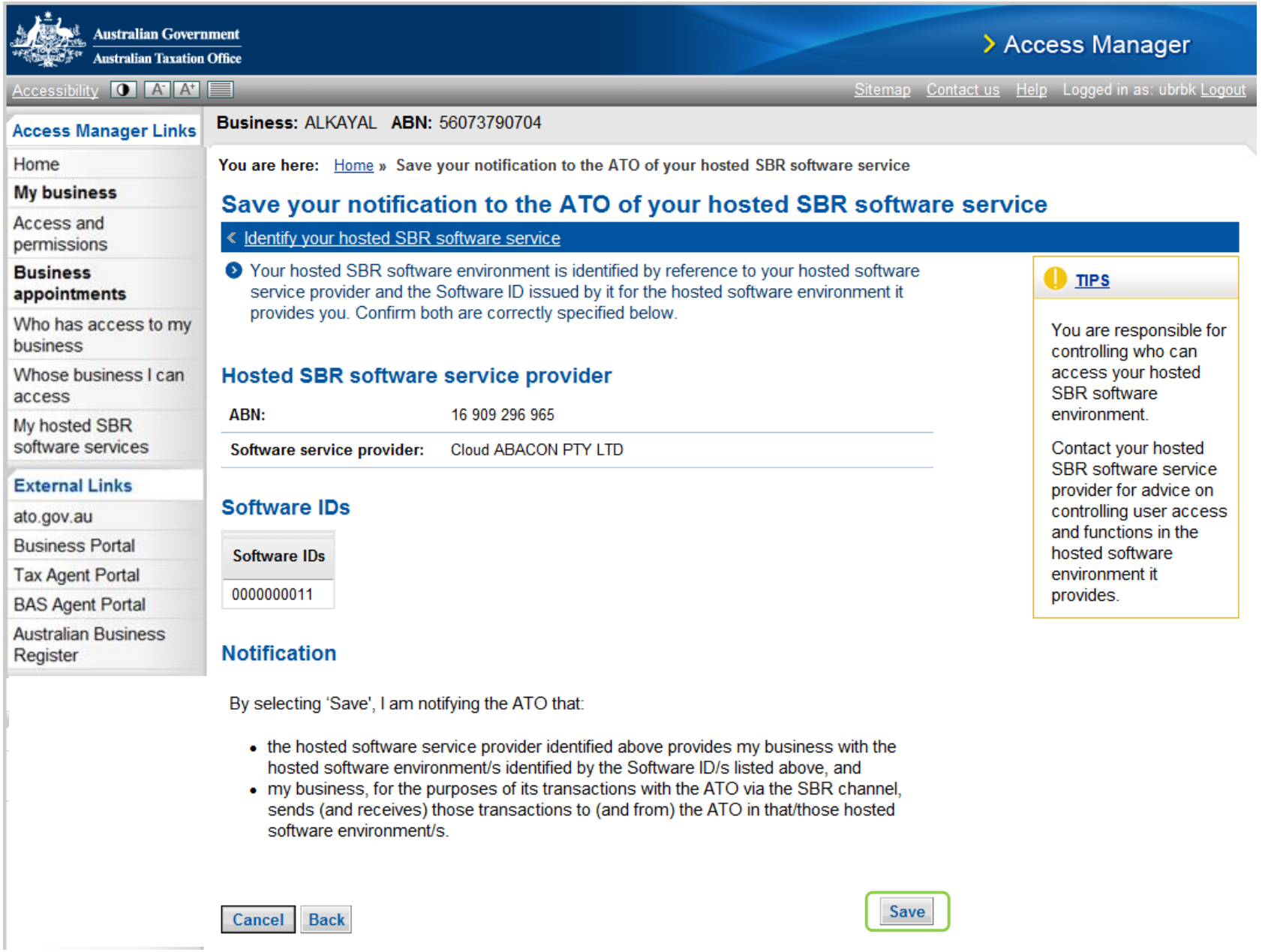
1. How to notify the ATO of your hosted SBR software service

Step 5 of 7 – Add at least one Software ID issued by your service provider, select 'Next'



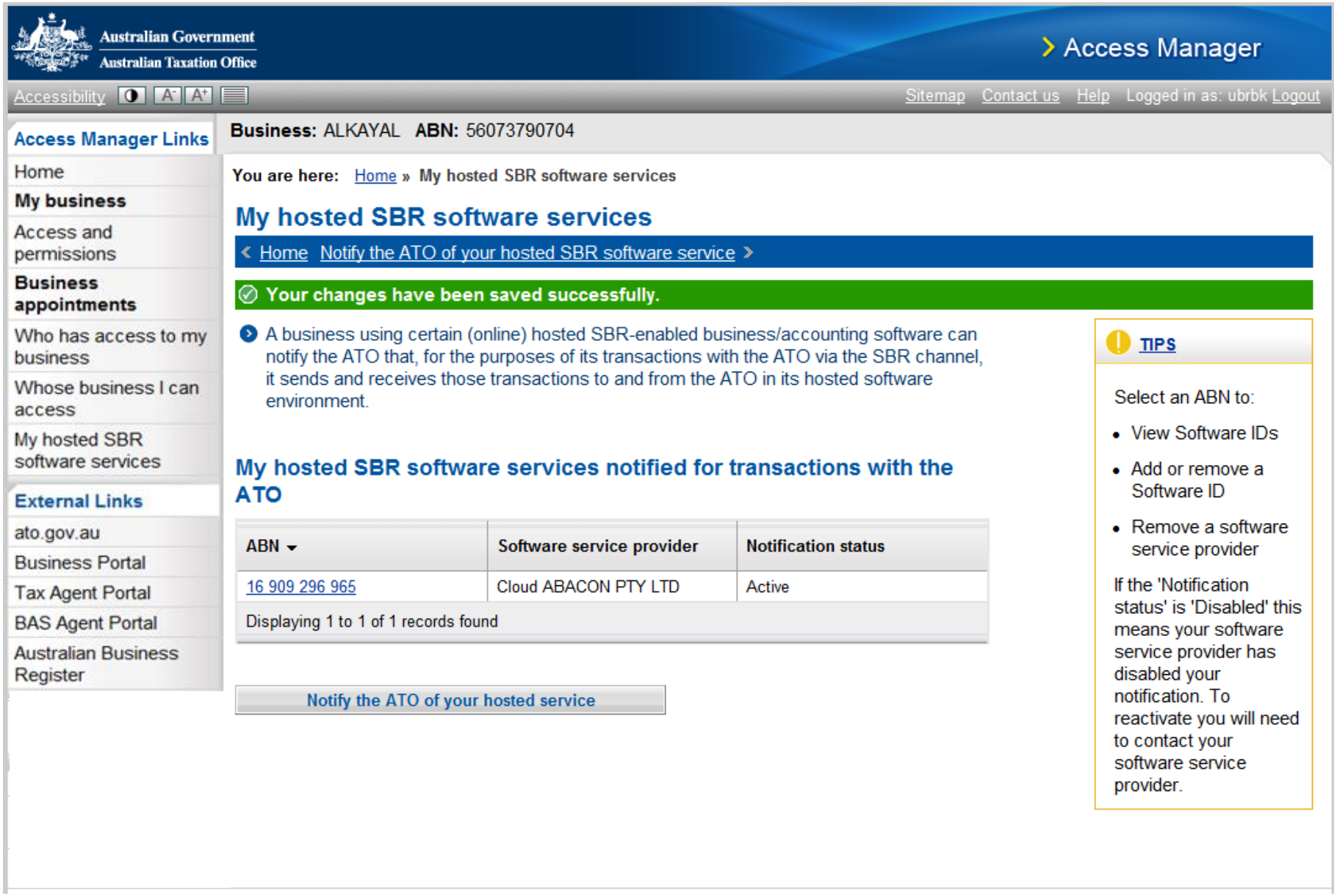
1. How to notify the ATO of your hosted SBR software service

Step 6 of 7 – If the details are correct and you agree to the Notification, select 'Save'



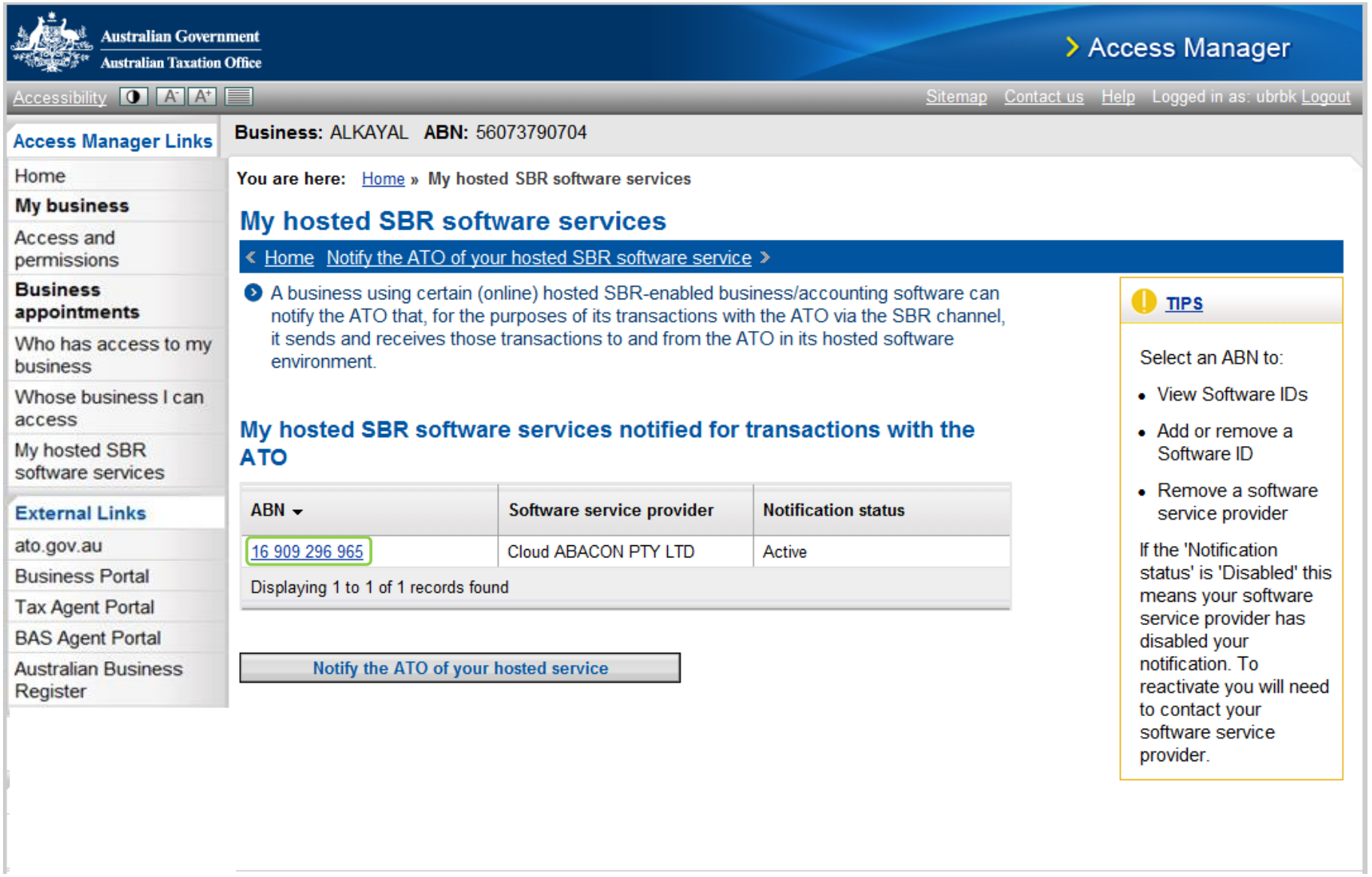
1. How to notify the ATO of your hosted SBR software service

Step 7 of 7 – The notification is successfully saved



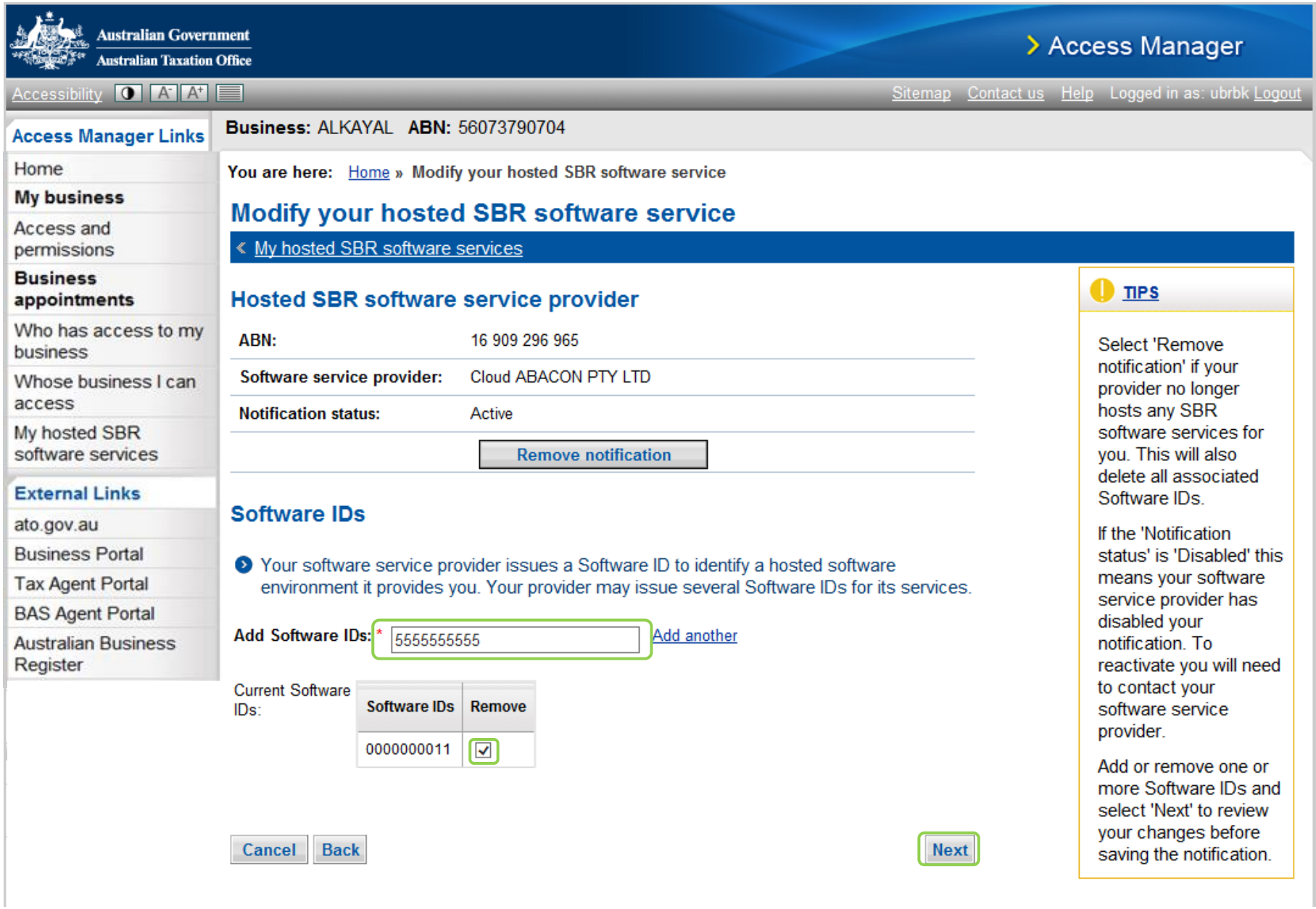
2. How to modify a software provider notification

Step 1 of 4 – From ‘My hosted SBR software services’, select the provider’s ABN



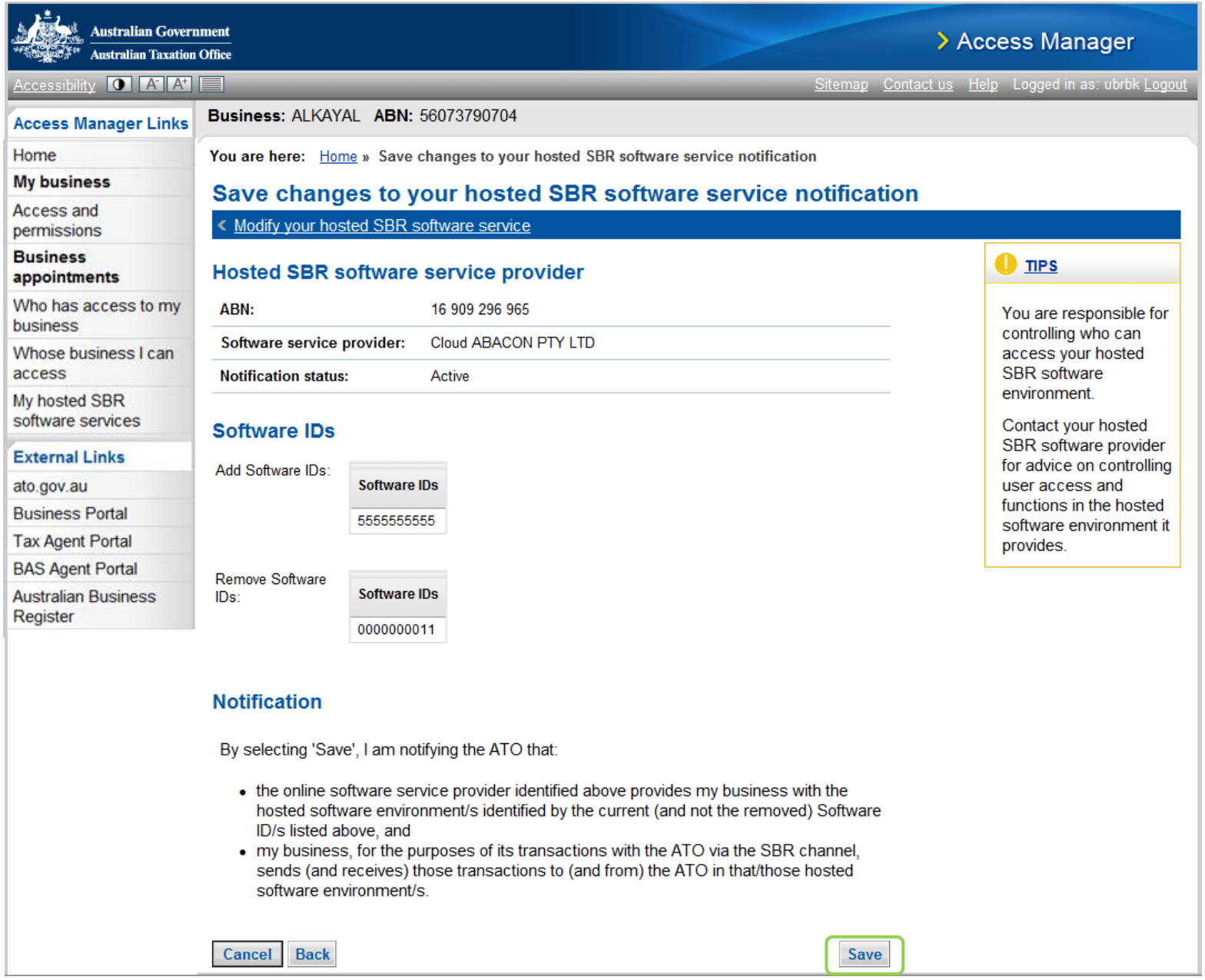
2. How to modify a software provider notification

Step 2 of 4 – Add software IDs, select any Software IDs to remove, then select 'Next'



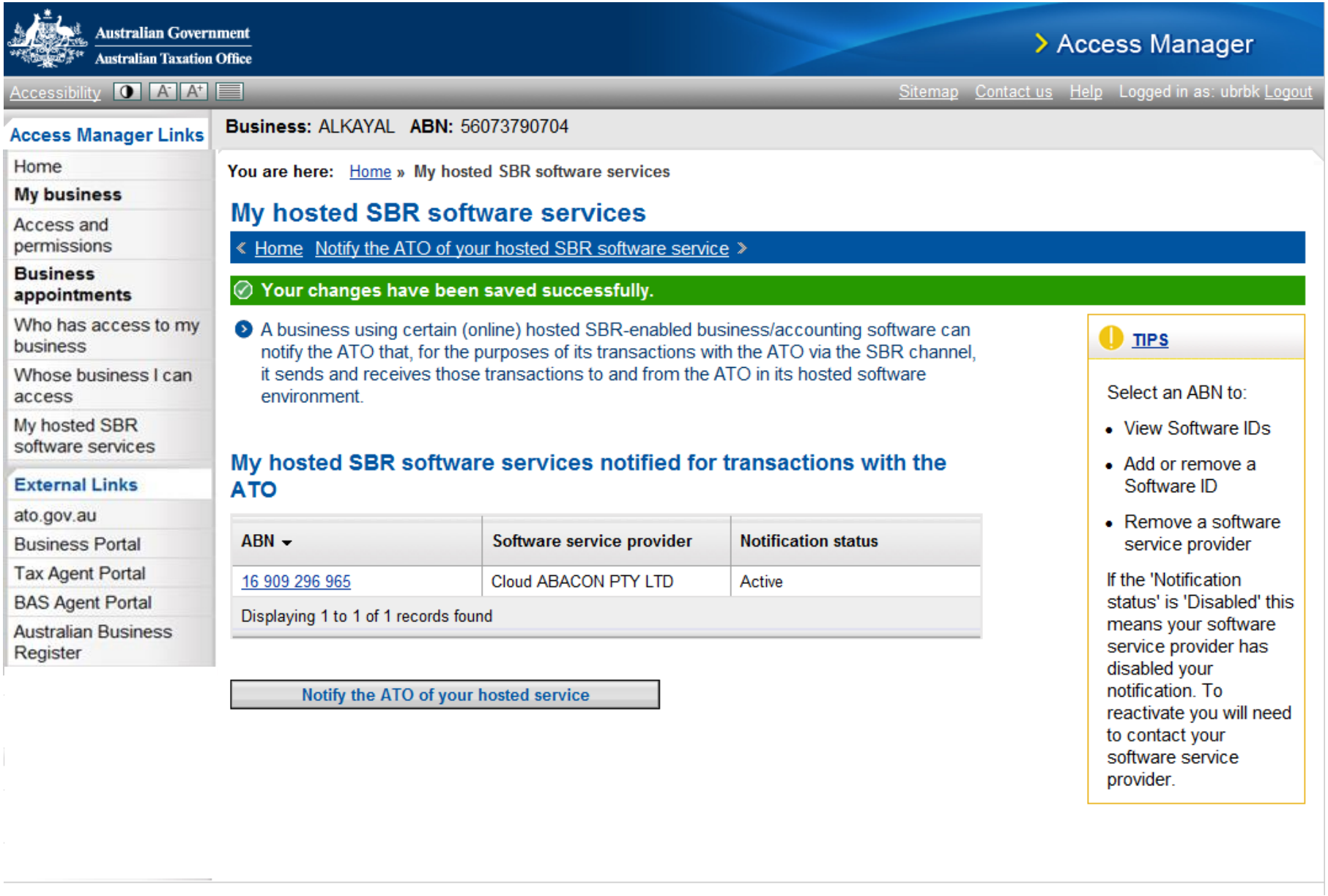
2. How to modify a software provider notification

Step 3 of 4 – If the notification changes are correct, select ‘Save’



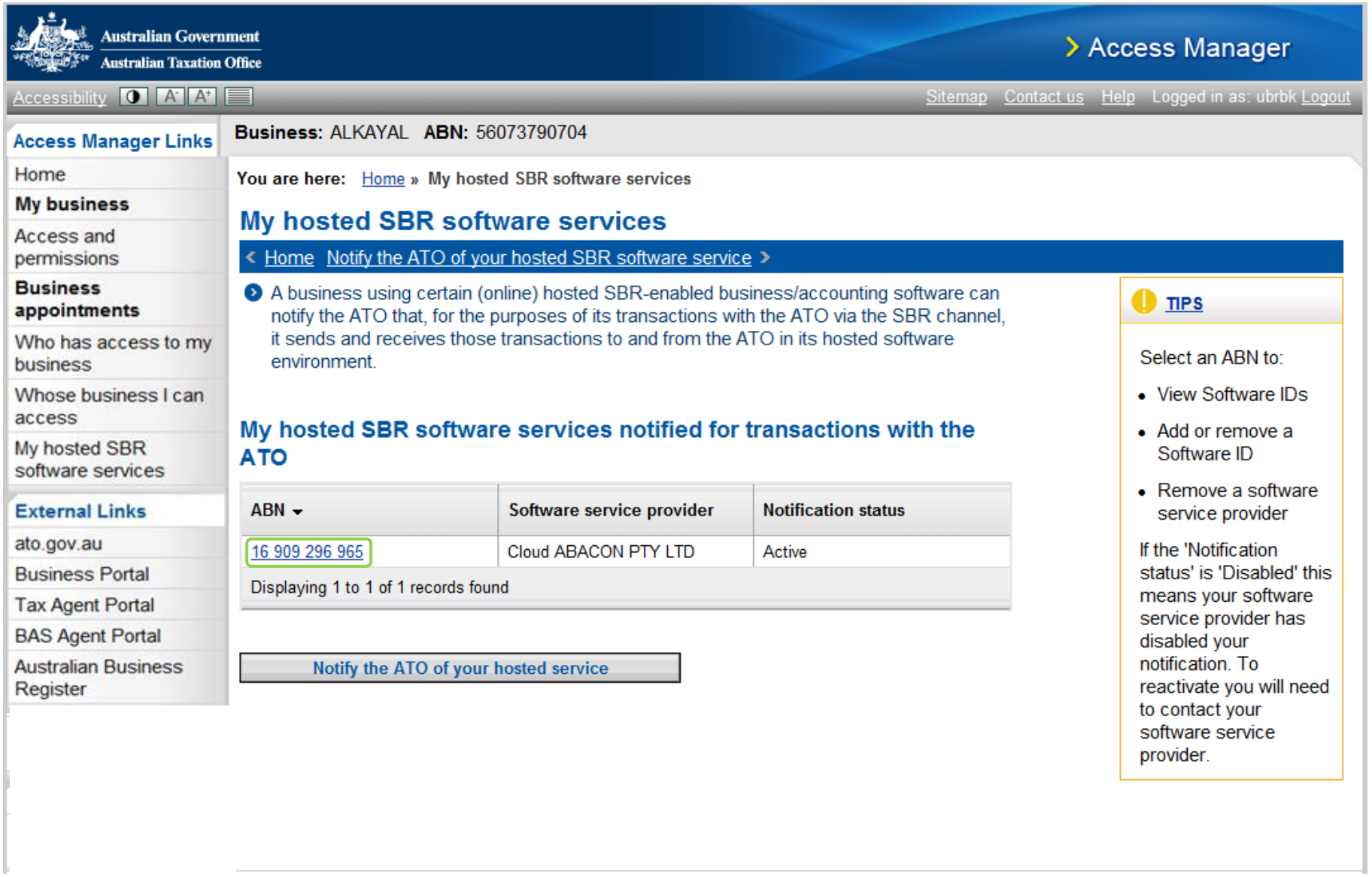
2. How to modify a software provider notification

Step 4 of 4 – The changes are successfully saved



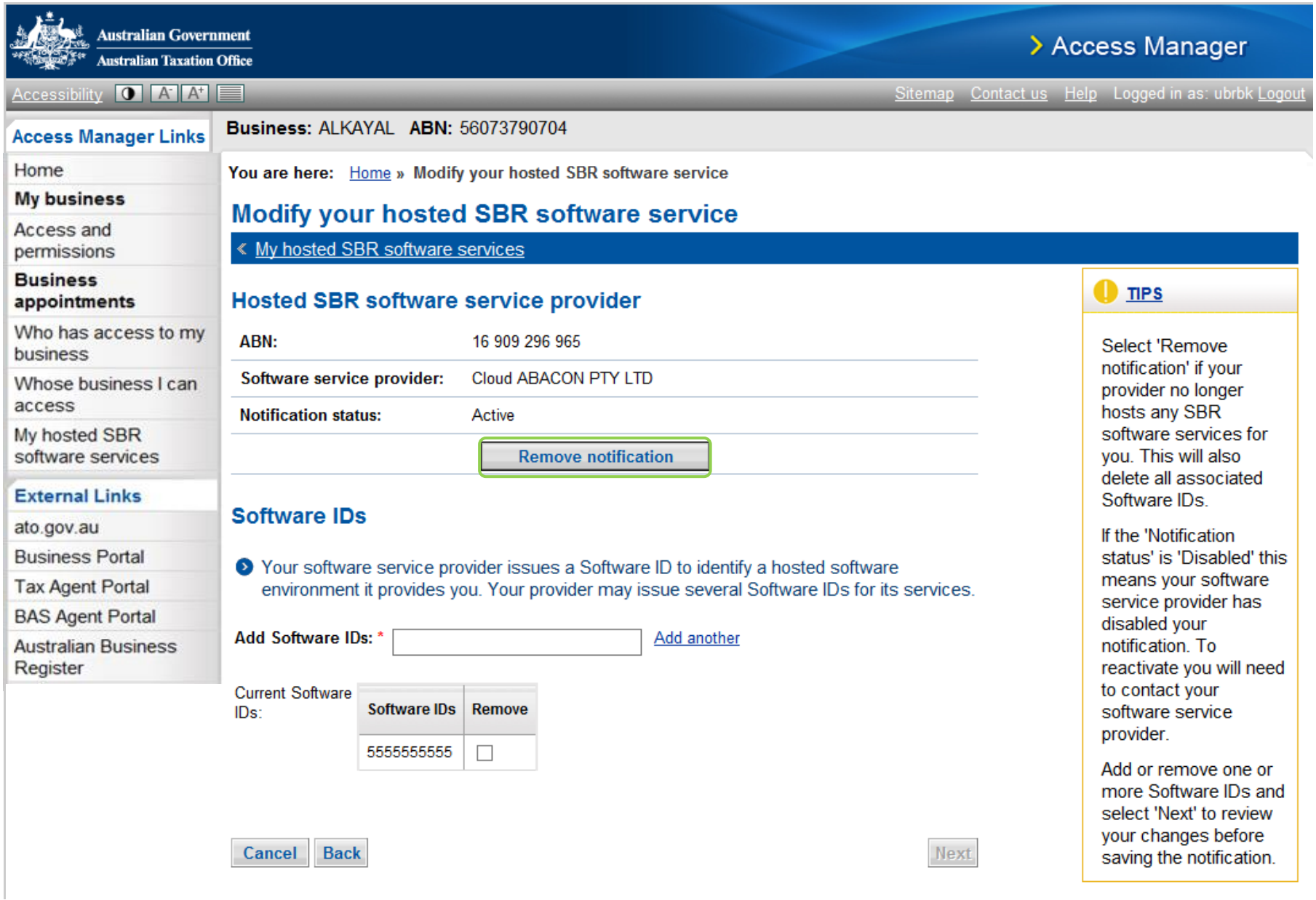
3. How to remove a software provider notification

Step 1 of 4 – From ‘My hosted SBR software services’, select the provider’s ABN



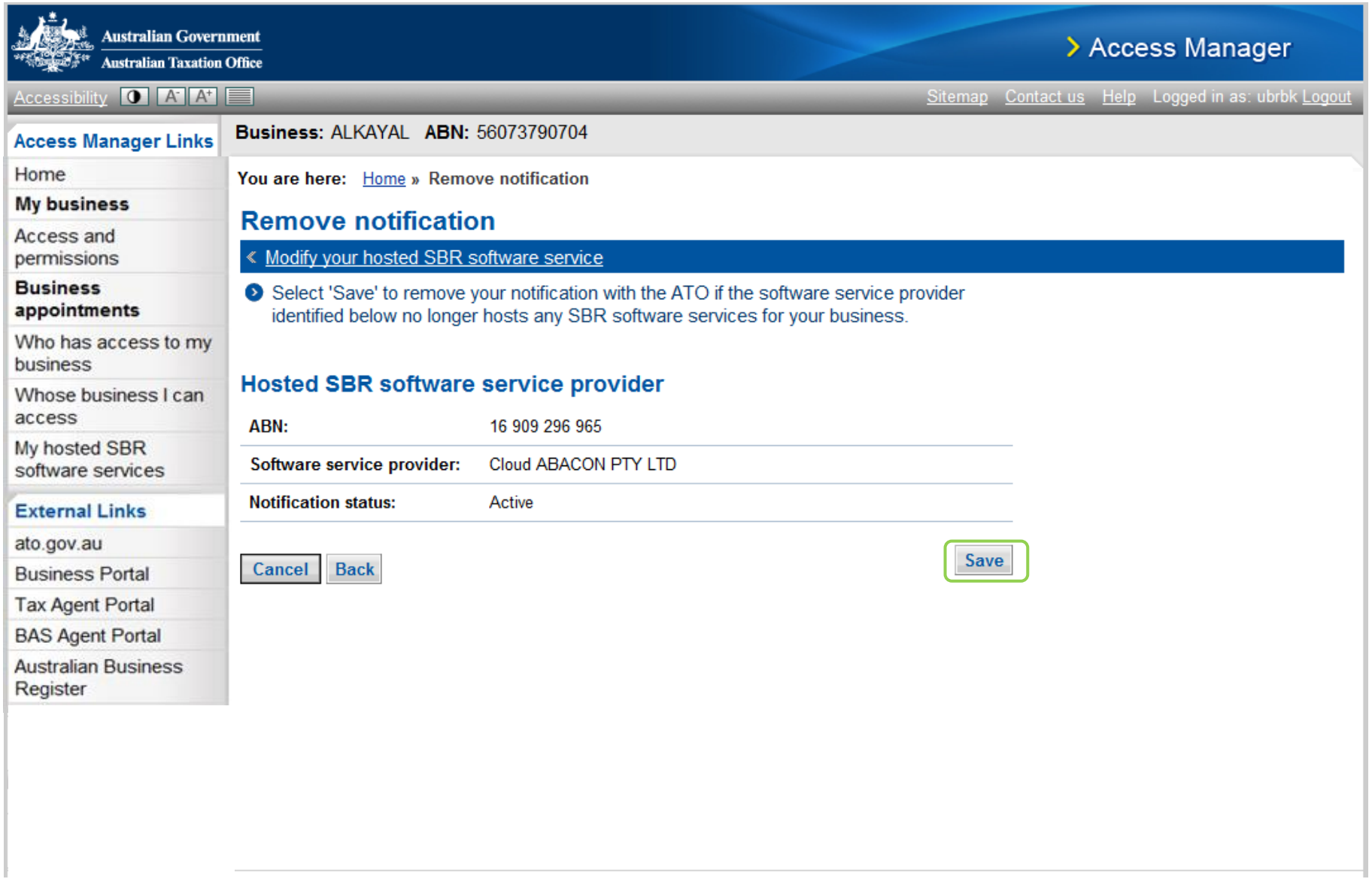
3. How to remove a software provider notification

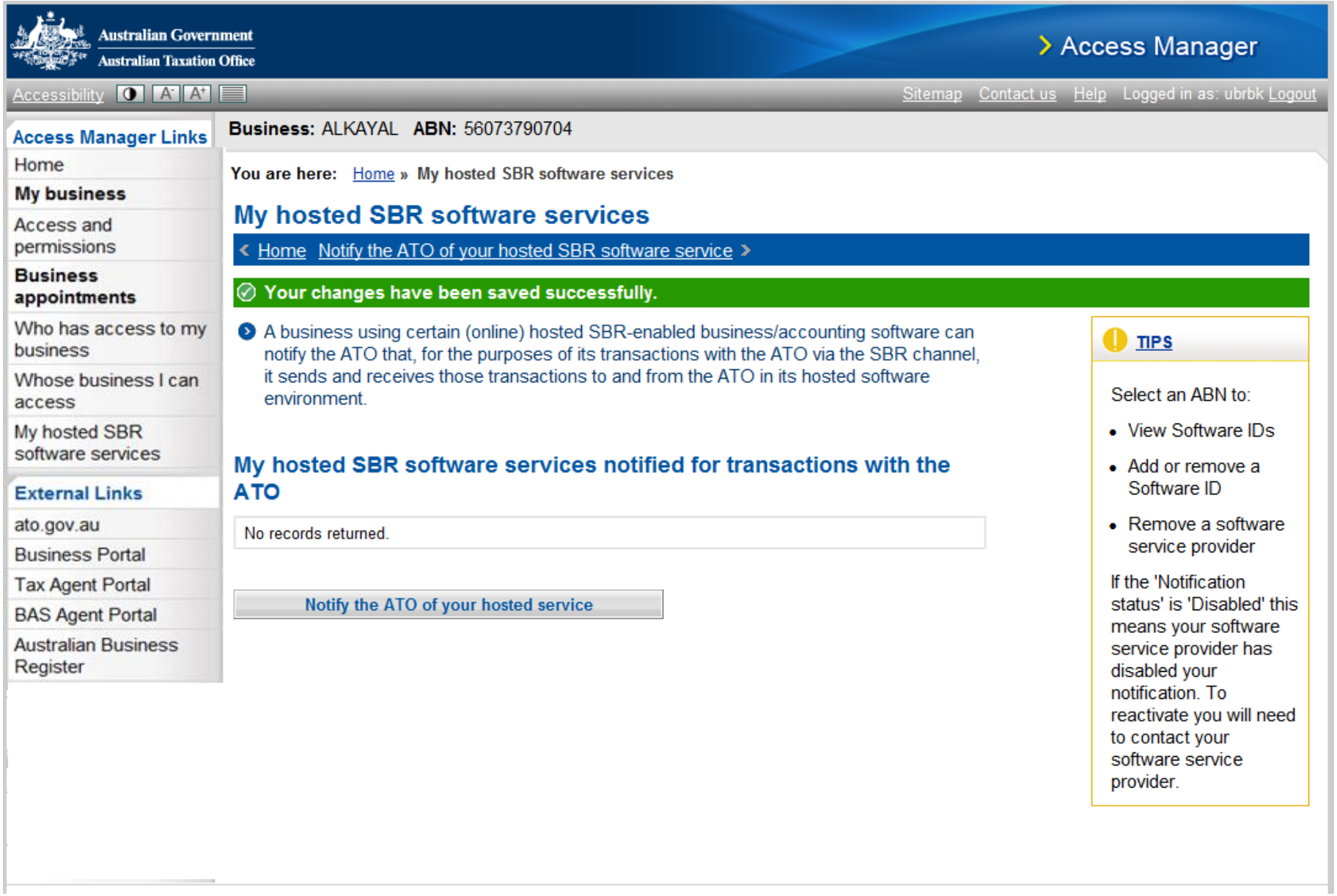
Step 2 of 4 – Select ‘Remove notification’



3. How to remove a software provider notification

Step 3 of 4 – If the correct provider notification is displayed, select 'Save'



3. How to remove a software provider notification

Step 4 of 4 – The notification is successfully removed