

How to nominate an agent in Online services for business



The following screenshots will assist you to nominate your agent in Online services for business.

A Online services for business home page.

B Add agent nomination.

C Search for your agent. The easiest way to search for them is with their registered agent number.

D Confirm details are correct, complete declaration and submit.

E Nomination submission confirmation. Notify your agent you have successfully nominated them.

F Agent details now listed under agent nominations.

Name	Agent number	Suburb/town	State/territory	Expiry date
HAYES, HAZEL	87654321	ROSEVILLE	NSW	06/12/2023

This is a general summary only.
For more information go to ato.gov.au/CALsteps