

Ex-Service Organisation



Portal Champion



1. Locate AUSKey in your organisation.

- Contact your finance officer to see if AUSKey is used to submit tax documents.

2. Apply for an AUSKey for your ABN

Apply through [Australian Business Register website](http://abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/) (ABR)

Address: abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/

3. Create an AUSKey administrator

The Administrator issues AUSKeys for other staff.

They must be a person who is recorded against the ABN in the Australian Business Register. Apply through [Australian Business Register](http://abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/)

4. Create standard AUSKey users

AUSKey Administrator registers all portal users for AUSKeys through [Australian Business Register](http://abr.gov.au/AUSKey/Registering-for-AUSKey/Register-for-an-AUSKey/) (ABR)

5. Establish who will be your portal manager

The portal manager will usually be a supervisor or coordinator.

The portal manager **adds and removes staff**. They will assign role and access limits to staff.

The portal manager will register the organisation for the ESO's portal

AUSKey and Registration for Ex-Service Organisations

