



Australian Government

Workforce Australia

Employment

Using myGovID and RAM to access Workforce Australia Online for Business

This fact sheet is a guide on how to sign in or register an account on Workforce Australia Online for Business using myGovID and Relationship Authorisation Manager (RAM). Workforce Australia is a government employment service open to all Australian individuals and businesses. Workforce Australia Online provides business with better applicant matching and dynamic servicing based on their needs.

You can use the online service to:

- Create and advertise your jobs reaching thousands of Australians.
- Access our tools designed to help you find and hire the right people.
- Market your business to attract applicants to apply to interview for your jobs.
- Manage and approve Wage Subsidy agreements.

To access Workforce Australia Online, you will need to set up your myGovID and link your business in RAM.

myGovID is the Australian Government's Digital Identity app. Download the myGovID app to your smart device to prove who you are when accessing government online services like Workforce Australia Online. myGovID is different to a myGov account.

Relationship Authorisation Manager (RAM) is an authorisation service that allows you to act on behalf of an entity online when linked with your Digital Identity, like myGovID.

Setting up your myGovID

Set up your myGovID in three easy steps:

1. Download the myGovID app from Google Play or the App Store to your compatible smart device.



Note: Only download the myGovID app from the official app stores listed above. Non-genuine versions of the myGovID app may be available from other sources.

2. Enter your details - open the myGovID app and follow the prompts to enter your full name, date of birth and **personal** email address.
3. Verify your identity via <https://www.workforceaustralia.gov.au/businesses/> and you will need at least a **Standard** identity strength. For more information visit www.mygovid.gov.au/setup.

Linking your myGovID to your ABN using RAM

How you link depends on your role in the entity/organisation

Principal authority

A principal authority is a person responsible for the entity.

They need to link to the entity in RAM first and with a Strong myGovID, they can link to the business online.

Once linked, the principal authority can authorise others to access government online services like **Workforce Australia Online** on behalf of the entity/organisation.

Find out how to link as a principal authority at info.authorisationmanager.gov.au/principal-authority

Authorised user or administrator

An authorised user or administrator is someone who acts on behalf of an entity.

A principal authority or authorisation administrator needs to authorise you before you can access **Workforce Australia Online** on behalf of an entity/organisation. Use your myGovID to log into RAM and accept an authorisation request.

Find out more at

info.authorisationmanager.gov.au/authorised-users-and-administrators

How to sign in or register to Workforce Australia Online using myGovID

1. Go to <https://www.workforceaustralia.gov.au/businesses/login>
2. Select **Continue with Digital Identity**.
3. Select myGovID as your Identity Provider.
4. Enter your myGovID email address. You can select 'Remember me' to login faster when using the same device and browser in future. You won't need to enter your email and the 4-digit code will be pre-filled in your app.
5. A four-digit code will appear on the login screen.
6. Log into your myGovID app using your 10-character password, fingerprint or face. Tip: to login faster, you can enable fingerprint or face in Settings in your myGovID app.
7. Enter or accept the 4-digit code in your myGovID app.
8. Go back to **Workforce Australia Online** to provide consent to sharing information outlined on the screen. Only a limited amount of your information is sent to the service you want to access. This is generally limited to your name, date of birth and contact details.

Security and privacy

RAM with a Digital Identity such as myGovID:

- protects your business, ensuring only you and authorised users can access government online services and transact for the business
- gives greater assurance and visibility over who is transacting for your business, enabling you to remove or modify an authorisation at any time
- protects your identity data. The government online service can only identify who is making the transaction for the business, not your personal information.

Help and support

For help with:

- myGovID, visit www.myGovID.gov.au/help
- RAM, visit info.authorisationmanager.gov.au/help
- Workforce Australia Online, visit <https://www.workforceaustralia.gov.au/businesses/about/contact> or you can email the Workforce Australia Contact Centre at workforceaustraliaforbusiness@dewr.gov.au or phone 13 17 15 (free call from land lines) between 9.00 am and 7.00 pm AEDT, Monday to Friday.