Fact Sheet: One-time setup for ADMS access

Logging on to ADMS is easy, using your Digital Identity. This fact sheet identifies what you need to have in place before you can begin to use ADMS.

Accessing ADMS

To access ADMS, you will need to:

1. Set up myGovID on your smart device
2. Be linked to or authorised on behalf of a business in Relationship Authorisation Manager (RAM)
3. Self-register for an ADMS account

myGovID

ADMS uses the Australian Government Digital Identity System to verify users. Digital Identity is a safe, secure and convenient way to prove who you are online and can be used to access online government services.

myGovID is the Australian Government's digital identity app. You'll need to set up your Digital Identity with a minimum Standard identity strength.

Relationship Authorisation Manager

Relationship Authorisation Manager (RAM) allows you to link your digital identity to your business and manage who can act on behalf of your business online. For help setting up myGovID visit myGovID.gov.au.

For more information on how to link a business and accept authorisations in RAM visit info.authorisationmanager.gov.au.

ADMS account registration

Once you have set up your Digital Identity and are authorised to act on behalf of your business in RAM, you are ready to register for an ADMS account. Simply click on the 'Self-Registration' link available from the Employer sign in page in ADMS. Follow the steps on screen and return to the Employer sign in page when registration is complete.

Support

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this quick reference guide, contact ADMSEngagement@dese.gov.au.