

# Registration Process for Jobkeeper

From April 20<sup>th</sup> onwards

- Step 1** MyGovID needs to be setup and ABN linked to access ATO business portal
- Step 2** Go to the ATO business portal and click on COVI-19 view button
- Step 3** Click on enrol for Jobkeeper
- Step 4** Enter bank details, eligible employees and turnover declaration (**GST Turnover has reduced by > 30%**)
- Step 5** Businesses with STP enabled payroll software need to update payroll software and identify eligible employees for jobkeeper subsidy by the **30<sup>th</sup> April 2020**
- Step 6** Businesses with no STP enabled payroll software need to manually enter eligible employees details online to ATO by **4<sup>th</sup> May 2020**
- Step 7** Jobkeeper payments are assessed in fortnightly blocks and payments will be back dated to **30<sup>th</sup> March 2020** and end on the **14<sup>th</sup> September 2020**

[www.ato.gov.au/General/Jobkeeper-Payment](http://www.ato.gov.au/General/Jobkeeper-Payment)