A PRACTICAL GUIDE

Set up myGovID on your smart device

1. Download the **myGovID app** on your phone:

myGovID

Your myGovID lets you prove who you are when using government online services.

    a) For IOS (apple devices) please open the **Apple App Store** to download the app.

    b) For Android devices please open the **Google Play Store** to download the app.

2. Once the myGovID app has been downloaded > **Tap** to open the app > Select **Start Now**

Login securely

Get codes in the app to login anywhere, anytime and on any device.

• • • •

Start now

3. **Accept** the Terms of Use

Terms of use

When you create a myGovID, you agree to be bound by the terms and conditions of use.

You also agree to how the Australian Government collects, uses, and discloses your personal information as set out in the privacy notice.

By proceeding, this means you have read and understood the terms of use.

Accept

Decline

4. Enter your email address **>** Tap **Get Code**
   The app will send a verification code to your email to ensure the email address is correct
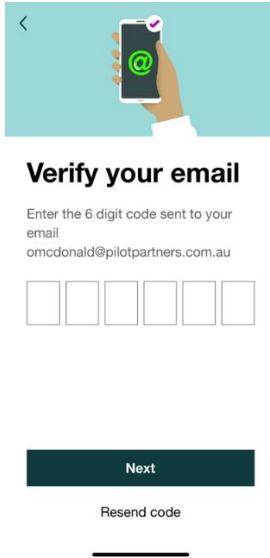
Email address

myGovID belongs to you, choose an email where you have ongoing access.

Email address*

Email address

This field is required

Get code

5. Enter the **6 digit code** sent to your email

6. There will be a prompt requesting to turn on Face ID > You may select **Turn On** or **Not now** depending on your personal preference

7. **Create a Password** > **Confirm Password** > Select **Next**
   The password must be 10 or more characters with uppercase, lowercase and either a number or special character.

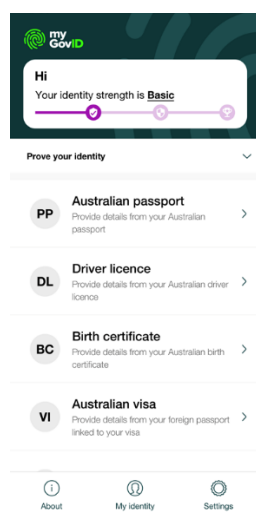8. **Enter your personal details** (given names, family name and date of birth) > Select **Done**

9. You will be directed to a screen where your identify strength is **Basic** (this identity strength is not sufficient enough to be able to apply for the Director ID).

   You will need to **provide two forms of identification** in order to complete your myGovID account (this will update your identify strength to be **Standard**):

   - Driver Licence
   - Australian Passport
   - Birth Certificate
   - Medicare card

10. Once your two forms of identification have been verified by the app, your myGovID has now been **successfully created** (your identity strength should now be **standard**).
11. You will **now be eligible** to apply for the mandatory Director ID.

CONTACT PILOT

To learn more about Director IDs or for any assistance regarding director responsibilities, please contact **Julie Bennett**, **Linda Yang** or your Pilot Advisor on 07 3023 1300.