
Setting up your online access for the Job Retention Scheme

In order to file your claim for the grant under the Coronavirus Job Retention Scheme you will need to ensure that your company has Government Gateway ID and that the 'PAYE for Employers' service has been added to their Gateway access. PLEASE DO NOT SET UP A NEW P.A.Y.E. SCHEME as this will cause serious delays and not enable you to obtain grant funding (it's easy to do this in error!). We have made a rough set of notes to assist you in setting up both your Government Gateway and the PAYE access in one quick process. **You will need your PAYE reference and PAYE Accounts Office reference so please get hold of these before you start.** We hope this helps:

How to access the scheme

Step 1

Start by opening internet access to the following page titled "PAYE Online for employers".

<https://www.gov.uk/payee-online/enrol>

You will then be presented with two options:

Either

You already have an account, so click -

<https://www.access.service.gov.uk/login/signin/creds>

If you select this option then skip to STEP 3

Or

most likely - you do not have an account – therefore Enrol as a new user and click -

<https://www.access.service.gov.uk/registration/email> and follow the steps below

Step 2

You are now following the steps to set up a Government Gateway ID and password, having clicked on the link above for Enrol as a new user.

1. Enter an email address
2. You will be sent a code by email to the address just entered
3. Enter the code
4. Email address will be confirmed – click to continue
5. Enter your full name
6. Now create a password – this must be between 8 and 12 characters, have at least one number (0 to 9), have at least one letter and not contain special

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characters. PLEASE KEEP A NOTE OF YOUR PASSWORD FOR FUTURE REFERENCE!

7. Now set up recovery for your sign in details - you will need to set up a recovery word so that you can get back into your Government Gateway if you forget your password. Enter a recovery word and make a note of this word in case you need it in the future. The word must be between 6 and 12 characters, not contain spaces or special characters and not contain numbers. For example your Mother's maiden name.

You will then be issued with a Government Gateway ID and this will also be emailed to you. PLEASE KEEP A NOTE OF YOUR GOVERNMENT GATEWAY ID FOR FUTURE REFERENCE!

You will need this gateway user ID and your password each time you sign in to Government Gateway Service.

Step 3

You now have a Government Gateway user ID and password and you will be taken to the "BUSINESS TAX SUMMARY".

If you have the message "You have not added a tax to this account" or if you cannot see a tax listed on your account as "PAYE for employers" then you must click - [add a tax, duty or scheme](#)

Once clicked you will be offered a selection of taxes - please proceed as follows:

1. Please select "Employers or intermediaries, for example PAYE for employers or CIS"
2. You will then be asked which Employer tax – please select "PAYE for Employers"
3. Do you have an employer PAYE reference?
4. Select "YES"
5. The screen then states "Request Access to PAYE for Employers" and you will need your PAYE reference and the PAYE accounts office reference.
6. First enter the HMRC Office Number - This will be the first part of your PAYE reference such as "120" from the sequence 120/AB23456
7. Secondly enter the PAYE reference – this is the second part of your PAYE reference such as "AB23456" from the sequence 120/AB23456
8. Lastly enter the full PAYE accounts office reference – usually a 13 digit reference.
9. Once entered click "Request Access"

You will then get a confirmation of your access to the PAYE scheme.

Click continue to start using immediately and this takes you back to your "Business Tax Summary"

All Done

You are now set up to make a grant claim. Good Luck!!