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What is an AUSkey?

An AUSkey enables you to securely access a range of government online services on behalf of your business. AUSkey is a small piece of software (saved to your computer or a USB stick) that you can use to:

- login and use to participating government agencies’ online services
- lodge reports directly to government through Standard Business Reporting (SBR)-enabled business, financial and payroll software.

AUSkey is a single key to access Government online services. In the future you may no longer need different user ids and passwords as AUSkey becomes accepted by more Government agencies for their online services. AUSkey is stored securely in GovReports cloud services.

How do I register for an AUSkey?

For registration visit www.abr.gov.au/auskey

Registration for first AUSkey

Stage 1: Register for AUSkey

Stage 2: Activate AUSkey
Installing the first AUSkey

Stage 3: Download and install AUSkey

Download AUSkey software onto computer or USB stick

Stage 4: Link your AUSkey to Government

Download AUSkey into the same location

Check [www.abr.gov.au/auskey](http://www.abr.gov.au/auskey) to see if you need to link your AUSkey to the agencies you deal with

How do I upload an AUSkey in GovReports?

Steps for Uploading AUSkey

Step 1: Select AUSkey

My Business

<table>
<thead>
<tr>
<th>Business Name</th>
<th>ABN</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rasina Pty Limited</td>
<td>18083973826</td>
</tr>
</tbody>
</table>

Step 2: Choose File

Keystore Location: For AUSkey installed machine type "%APPDATA%/AUSkey/" in run command and select the "keystore.xml" file
Step 3: Your AUSkey Location

You can find your AUSkey keystore.xml file in the following locations:

<table>
<thead>
<tr>
<th>OPERATING SYSTEM</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP/2003 Server</td>
<td>C:\Documents and Settings\USERNAME\Application Data\AUSkey</td>
</tr>
<tr>
<td>Windows Vista</td>
<td>C:\Users\USERNAME\AppData\Roaming\AUSkey</td>
</tr>
<tr>
<td>Windows 7</td>
<td>C:\Users\USERNAME\AppData\Roaming\AUSkey</td>
</tr>
<tr>
<td>MAC OSX</td>
<td>Finder/USERNAME/Library/Application Support/AUSkey</td>
</tr>
<tr>
<td>USB</td>
<td>USB Drive\AUSkey OR AUSkey Browser\AUSkey</td>
</tr>
</tbody>
</table>

If you use a Windows operating system and you cannot find your keystore.xml file, you may need to enable the View hidden files and folders functionality of your computer.

Step 4: Enter Your AUSkey Password and Submit
How can I change my AUSkey password?

Click the setting menu and select Change AUSkey Password. It must be changed to the password you receive from the email with your AUSkey. Once this is done you are free to start adding clients and lodging for them.

What if I cannot remember my AUSkey password?

If you forget your AUSkey password, you will need to register for a new AUSkey. When installing the new AUSkey:

1. make three attempts to provide your existing password (that is, the password you have forgotten).
2. enter a new password when prompted
3. delete all AUSkeys that used the previous password by selecting next when prompted.

If you had AUSkeys for other ABNs stored in your user account you will need to register for them again.

Do I need to upload AUSkey for my clients?

You do not need to upload the AUSkey for your client. Once you have added them in GovReports you can lodge reports on behalf of your clients. Presuming you have uploaded your AUSkey and the client is setup within your GovReports you can then lodge on behalf of your client without needing your clients AUSkey.

How do I find the location of my AUSkey?

You can find that file in the following locations:
<table>
<thead>
<tr>
<th>OPERATING SYSTEM</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows XP/2003 Server</td>
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</tr>
</tbody>
</table>

If you use a Windows operating system and you cannot find your keystore.xml file, you may need to enable the View hidden files and folders functionality of your computer.

**Where can I find my keystore.xml file?**

Keystore Location: For AUSkey installed machine type "%APPDATA%\AUSkey/%" in run command and select the keystore.xml file.

**I cannot find any AUSkey folder in Application data?**

It is because on your system you might have selected the hide files and folders option. You simply need to uncheck the hide files and folders option and you can locate your AUSkey folder.
How can I view hidden files and folders?

Windows XP:
1. Open any folder.
2. Select Folder Options from the Tools menu.
3. Select the View tab.
4. Select Show hidden files and folder.

Windows Vista/Windows 7:
1. Open any folder.
2. Select the Organize button.
3. Select Folder and Search Options.
4. Select the View tab.
5. Select Show hidden files and folder.

MAC OSX
Here are the instructions on how to find your AUSkey on OSX Lion. Lion hides your ~Library folder so these instructions have to be followed to find the AUSkey.

1. Click on your desktop. Mac will show Finder menu on the top bad.
2. Press [Alt]Option key and click on Go from the menu.
3. Select Library. (This will take you to your hidden Library folder)
4. Go into Application Support folder.
5. Go into AUSkey folder and look for a file called keystore.xml.
6. You can copy this file to your desktop temporarily and then upload into GovReports.

How can I use an AUSkey that is installed on a USB stick?

You can find it in the following location.

USB Drive\AUSkey OR AUSkey Browser\AUSkey
How do I upload AUSkey in GovReports- MAC User?

1. Select “Go”
2. Select “Library” from the drop down list
3. Choose “Application Support” from the list of folders
4. “Select AUSkey folder” from the list of folders in Application Support
5. Select keystore.xml file
6. “Copy” keystore.xml file from the drop down list
7. “Paste” the keystore.xml file on the desktop
8. Keystore.xml file is now pasted on the desktop
9. Go to GovReports, “Click” on My Settings
10. “Select” AUSkey from the drop down list of My Settings
11. “Choose” file or browse file for finding the location of your AUSkey
12. Select keystore.xml file and select “Choose”
13. Enter your password and click on “Submit”

My AUSkey has expired. What should I do?

You will have to apply for a new AUSkey. Please contact ATO and register for a new AUSkey.
Business Owner- Do I need to upload AUSkeys of all my Businesses or can I use just one?

Yes, there has to be one AUSkey per ABN. So you need to upload AUSkeys for all your businesses with separate ABNs.

Tax Agent- Can I use my AUSkey for all my clients or do I need separate AUSkeys for all clients?

Yes, Tax Agent or a BAS Agent can use their AUSkey for lodging on behalf of all of their clients.