

# Government Gateway Authentication Process

## Stage 1 Register for the VOA's Service

You are required to register with your personal contact details including Date of Birth, National Insurance Number, Passport number, P60, Payslip details, home address etc. This personal registration is required in case the VOA is unable to contact the main business organisation and in such circumstances they have details to contact the individual at their personal address.

## Stage 2 Register the Business

Registering your business requires the business name and address. It is unclear whether this is the registered company address, head office or from where the business trades. No evidence is required to validate connection to a business.

## Stage 3 Claim Your Property

Claim your property using the limited criteria available to search the VOA website.

There are discrepancies between addresses in the Rating List and those used by the Post Office.

## Stage 4 Identify & Invite your Agent to act

Once you have identified your property you can then invite your agent to act on your behalf, using a special reference code for each agent. This code will be provided by the agent after they have registered with the Government Gateway.

## Stage 5 REPEAT stage 3 & 4 for EVERY property in your portfolio

The process to identify properties and invite agents to act must be repeated individually for each entry in the Rating List.

There is no bulk upload function for occupiers of multiple sites or ability to give your agent access to this stage.