

How to Create a HMRC Personal Tax Account

1. Registration

To access the Personal Tax Account you will need to register online using the following link:
<https://www.access.service.gov.uk/login/signin/creds>.

To begin the registration process, click the “Create sign in details” link below the sign in button.

The screenshot shows the top of the HMRC website with the GOV.UK logo and a BETA notice. Below this is a box titled "Information for Universal Credit customers" containing instructions on how to confirm identity. Underneath is the heading "Sign in using Government Gateway". There are two input fields: "Government Gateway user ID" and "Password". Below these is a green "Sign in" button and a blue link "Create sign in details" which is circled in red.

You will then be prompted to enter your email address. Once you have done so, select continue.

The screenshot shows the "Enter your email address" page on the HMRC website. It includes the GOV.UK logo, a BETA notice, and a "Back" link. The main heading is "Enter your email address". Below this is a paragraph explaining that the email is for security updates and recovery. Another paragraph states that a code will be sent to the email address. There is an "Email address" input field and a green "Continue" button. At the bottom, there is a link "Get help with this page".

HMRC will send a code to this email address which consists of six characters.

If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code
For example, DNCLRK

[I have not received the email](#)

Confirm

Once you have entered these details, HMRC will prompt you to enter your full name a create a password. You will then be shown your Government Gateway ID number. HMRC will also email you this number.

2. Setting Up the Account

HMRC will now ask you to choose the type of account you need. Please select “Individual” and then click the green “Continue” button.

 **GOV.UK**

 HM Revenue & Customs

Choose the type of account you need

- Individual**
Includes personal tax account, tax credits, Self Assessment and Child Benefit
- Organisation**
Includes limited companies, partnerships, charities, trusts and estates
- Agent**
Includes accountants acting on behalf of clients, payroll bureau and bookkeepers

Continue

HMRC will now ask you to set up a method to obtain an access code. HMRC will use this method to send you an access code whenever you sign in using your Government Gateway user ID.

 Sign out

BETA This is a new service – your [feedback](#) will help us to improve it

English | [Cymraeg](#)

How do you want to get access codes?

- Text message**
Get codes sent to a mobile phone.
- Voice call**
Get codes by automated message to a UK mobile or landline.
- Authentication app for smartphone or tablet**
Get codes generated by an authentication app on your mobile device such as a smartphone or tablet.

[Continue](#)

[Get help with this page](#)

Select the method you find most convenient and then click on the green “Continue” button. HMRC will then ask you to enter the six-digit access code you have been provided with. Please enter this code and click the green “Continue” button.

HMRC will now ask you to confirm your identity. Please enter your details where prompted and click the green “Continue” button.

Confirm your identity

Enter your details

This is to help us confirm who you are, so we know what questions to ask you.

First name

Last name

National Insurance number

It's on your National Insurance card, benefit letter, payslip or P60.
For example, QQ123456C

[I do not know my National Insurance number](#)

Date of birth

For example, 31 3 1980

Day Month Year

[Continue](#)

You will now be asked to choose a way for HMRC to confirm your identity. If you hold a valid UK passport it is recommended you use this option.

Confirm your identity

Choose a way for us to identify you

- Multiple choice security questions
For example, select your credit card provider from a list
- Passport questions
You need a valid UK passport

[Continue](#)

[I can't answer questions on any of these options](#)

HMRC will ask you to enter your details as shown on your passport. Please enter the requested details and click the green “Continue” button.

Your UK passport

Enter your details exactly as they appear on your passport.

[▶ Where to find these details on your passport](#)

Passport number

Your passport number contains up to 9 numbers and no letters.

Surname

Exactly as it appears on your passport.

Given names

Enter all given names, as they appear on your passport.

Expiry date of your passport

For example, 31 MAR 2026

Day Month Year

[Continue](#)

[I don't have that information](#)

HMRC should now confirm the details have been entered correctly and that the Personal Tax Account has been set up successfully. You will then be prompted to select if you would like to receive your correspondence relating to your tax affairs by post or electronically via your Personal Tax Account. Please choose the option you find most convenient and select the green “Continue” button. You will now be taken to the homepage of your Personal Tax Account.

3. Recovering Login Details

If you have previously used the Government Gateway or HMRC’s online services (eg. submitting your tax returns electronically via HMRC’s website), you must login using these account details. If you have forgotten your details please select one of the links at the bottom of the sign in page depending on which details you need to recover.

Sign in using Government Gateway

Government Gateway user ID
This could be up to 12 characters.

Password

Sign in

[Create sign in details](#)

Problems signing in

[I have forgotten my password](#)

[I have forgotten my Government Gateway user ID](#)

[I have forgotten my Government Gateway user ID and password](#)

HMRC will now take you through the process to recover your Government Gateway user ID and/or password.