

# How do you report yours?

# CTSO 1

## How to register for the Government Gateway

[www.gateway.gov.uk](http://www.gateway.gov.uk)



**British Cattle**  
Movement Service

General helpline: 0845 050 1234

Welsh language: 0845 050 3456

Email: [bcms-enquiries@bcms.rpa.gsi.gov.uk](mailto:bcms-enquiries@bcms.rpa.gsi.gov.uk)



- Enter [www.gateway.gov.uk](http://www.gateway.gov.uk) and you will see the 'Welcome to the Government Gateway' screen.

Government Gateway

Select your language [v] Go

What is the Government Gateway?  
Help Desks  
Is it secure?

### Welcome to the Government Gateway

Do you have an existing account for online government services?

If yes, then please click below to login

[Enter the Government Gateway](#)

If no, then please register. Registering with the Government Gateway enables you to sign up for any of the UK Government's services that are available over the Internet. [Which Government Services are available online?](#)

To register with the Government Gateway, please read the three sections below and decide whether to register as an Individual, an Organisation or an Agent. [More information about registration](#)

Individuals	Organisations	Agents
<a href="#">Register as an 'Individual'</a> for services for personal use such as view Council Tax, Self Assessment Online, Careers Allowance and Tax Credits Online	<a href="#">Register as an 'Organisation'</a> if you represent a business (including employers, sole traders and farming organisations), a charity, or other commercial or non-commercial organisation. Services include Electronic VAT Returns, Employer Direct Online and PAYE Online for Employers	<a href="#">Register as an 'Agent'</a> if you submit forms to government on behalf of other businesses or individuals. Services include Corporation Tax Online for Agents, Self Assessment Online for Agents and PAYE Online for Agents. <b>You must already have obtained the <a href="#">necessary enrolment information</a> form the relevant Government department.</b>

To find out how the government Gateway uses the information you provide, read the [Privacy Policy](#)

- You will see the 'Register as an Organisation' screen.

Government Gateway

## Register as an Organisation

Registering as an Organisation (employer, business, sole trader, farming organisation, etc.) allows you to access government services online using the Government Gateway. [About the Government Gateway](#)

If you are an Individual and would like access to government services online you should [register as an individual](#)  
If you are an Agent (you submit forms to government on the behalf of clients) you should [register as an Agent](#)

1. Enter your details
2. Enrol for services
3. Activate services if required

**Register**  
To register as an Organisation select the button below.

**Digital Certificate**  
If you have a Digital Certificate and would like to use it to register as an Organisation select the button below

Click 'Register'

Already registered? [Login here](#)

- You will see the 'Register for a Government Gateway account' screen.

**Register for a Government Gateway account**

To register for a Government Gateway account using a User ID enter your details below. Please ensure you create a password that you will remember in future. The details you enter will not be sent to any third parties.

\*required information (if you only have a first name or a surname (not both), leave one of the name boxes empty)

\*First name(s)

\*Surname

Email address

Password must:

- contain 8-12 letters and numbers
- contain at least one number and one letter
- not contain the word 'password'

Enter a password

Confirm password

**Additional information** (optional)  
Information such as your organisation/ department, telephone numbers, etc. could help others in your organisation identify you. This information will **not** be sent to any third parties.  
Max. 255 characters

Annotations:

- Enter your details in these boxes. Fields marked with \* are mandatory (points to name and email fields)
- Create and confirm a password. This must:
  - Contain 8-12 letters and numbers
  - Include at least one number and one letter
  - Not contain the word 'password'
- Make a note of this password (points to the password fields)
- Click 'Submit' (points to the Submit button)

- You will see a confirmation screen confirming your registration is successful.
- Keep your Government Gateway user ID and password somewhere safe.

**Government Gateway**

**Confirmation**

You have successfully registered. The Government Gateway has generated your User ID

[Log Out](#)

**Important**

- Make a note of this information or print this page

User ID

**Government Gateway**  
1780 6238 4492

When you complete enrolment in your first service, you will receive a letter through the post containing a User ID card similar to the one shown above.  
You can download a [printable copy of your User ID](#)

Click to continue to manage your services

Annotation: Click 'Logout' (points to the Log Out link)

You are now registered with a Government Gateway account.

Remember your Gateway user ID

Remember your password