

# Fact Sheet: One-time setup for ADMS access

Logging on to ADMS is easy, using your digital identity. This fact sheet identifies what you need to have in place before you can begin to use ADMS.

## Accessing ADMS

To access ADMS, you will need to:

1. Set up myGovID and install the app on a smart device
2. Be authorised in Relationship Authorisation Manager (RAM)
3. Self-register for an ADMS account

### myGovID

myGovID is the Australian Government's digital identity platform. For help with setting up myGovID visit [myGovID.gov.au](https://myGovID.gov.au) or call 1300 287 539 (select option 2 for myGovID).

### Relationship Authorisation Manager (RAM)

RAM allows you to link your digital identity to your business, to authorise others to act online on behalf of your business, or to accept or decline a request for you to act online for a business. For help with RAM visit [info.authorisationmanager.gov.au](https://info.authorisationmanager.gov.au) call 1300 287 539 (select option 3 for RAM).

### ADMS account registration

Once you have set up your myGovID you are ready to register for an AMDS account. Simply click on the 'Self-Registration' link available from the Employer sign in page in ADMS. Follow the steps on screen and return to the Employer sign in page when registration is complete.

## Support

For assistance with ADMS, contact the National Customer Service Line (NCSL) on **1800 020 108**.

For feedback on this quick reference guide, contact [ADMSEngagement@dese.gov.au](mailto:ADMSEngagement@dese.gov.au).