



Nominating a sending service provider (SSP) in Access Manager

If you report Single Touch Payroll (STP) through a sending service provider, you must notify the ATO of your sending service provider's software ID.

These changes are being made as part of our ongoing work to continually improve and strengthen our authentication and authorisation processes.

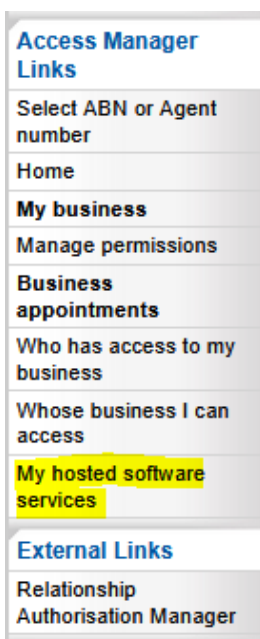
You only need to notify the ATO of your sending service provider once per payroll software subscription. If you change payroll products or use more than one provider, you may need to add another nomination. You can then remove, change or add additional providers at any time (for example, where you use more than one software product).

Before you begin you will need:

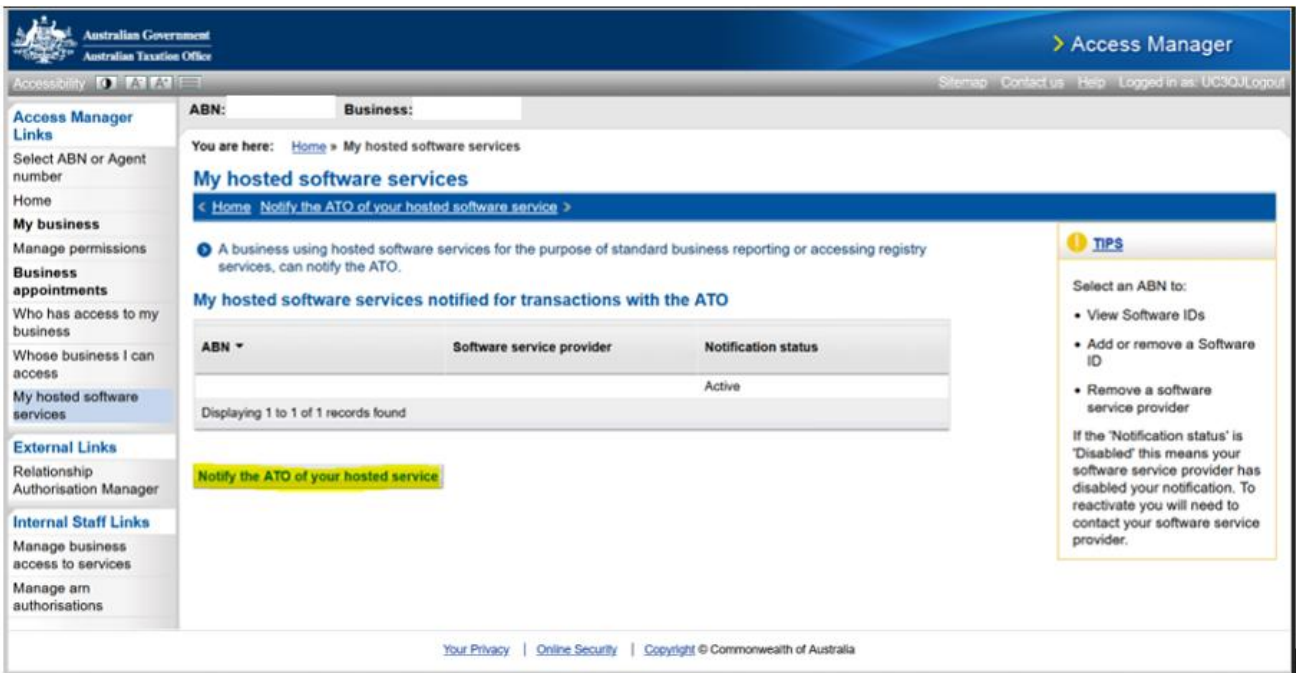
- the sending service provider's ABN or their name
- the software ID to complete the notification (your sending service provider will provide you with a software ID when you purchase or subscribe to their service).

Business nominating SSP

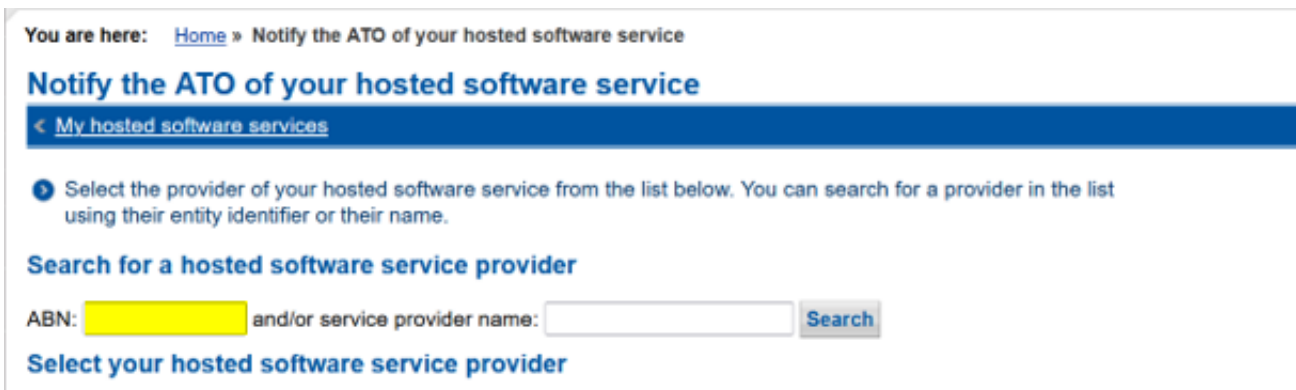
1. Login to Access Manager.
2. Select **My hosted software services**



3. Select **Notify the ATO of your hosted service**



4. Search for Software provider **ABN** or **name** and select the **ABN link**



5. Enter **software ID** provided by the digital/sending service provider, then select **Next**

Identify your hosted software service

[< Notify the ATO of your hosted software service](#)

Selected hosted software service provider

ABN:

Software service provider:

Identify your Software IDs

- ▶ Your software service provider issues a Software ID to identify the hosted software environment it provides to you. Your provider may issue several Software IDs for its services.

Add Software IDs: [Add another](#)

[Cancel](#) [Back](#)

[Next](#)

You are here: [Home](#) » Save your notification to the ATO of your hosted software service

Save your notification to the ATO of your hosted software service

[< Identify your hosted software service](#)

- ▶ Your hosted software environment is identified by reference to your hosted software service provider and the Software ID issued by it for the hosted software environment it provides you. Confirm both are correctly specified below.

Hosted software service provider

ABN:

Software service provider:

Software IDs

Software IDs

Notification

By selecting 'Save', I am notifying the ATO that:

- the hosted software service provider identified above provides my business with the hosted software environment/s identified by the Software ID/s listed above, and
- my business, for the purposes of its transactions with the ATO via the Standard Business Reporting or ABRIS Registry Service channel, sends and receives those transactions to and from the ATO in that/those hosted software environments.

[Cancel](#) [Back](#)

[Save](#)

6. Review details then select **Save**

A success message will appear to confirm the hosted software service provider is saved successfully.

Your payroll provider is now authorised to send STP information for your business to the ATO. No further action is required unless you change payroll software.

For further information:

- [Access Manager for business software users | Australian Taxation Office](#)
- [Sending service providers and software IDs | Australian Taxation Office](#)