1. **Statement**
This Standard describes the processes for issuing AUSKeys by the Taxation Unit of the department.

2. **Scope**
Compliance with this standard is mandatory.
This standard shall apply to all employees, contractors and consultants within the Department of Health divisions and commercialised business units as well as Hospital and Health Services.

3. **Requirements**

   **Introduction**
   AUSkey is a secure login that identifies you when you use participating government online services on behalf of a business.

   AUSkey allows you to access and send business information to government online. It simplifies the way you can interact with government from changing your Australian business number (ABN) details to lodging your business activity statement (BAS).

   AUSkey reduces the number of usernames and passwords that you need. It gives you the ease and convenience of online access to help your business deal with government in a more efficient way. AUSKeys require the latest version of JAVA software and this should be installed on the officers PC before seeking an AUSKey.

   **Types of AUSKeys**
   There are two types of AUSkey available – an Administrator or Standard AUSkey. Administrator AUSKeys give you access to more government online services and sensitive information about our business. For this reason, only members of the department’s Taxation Unit will be issued with Administrator AUSKeys.

   Standard AUSkeys are sufficient for most people. Having a Standard AUSkey will give you access to most government online services.

   There is a third type called a Device AUSKey but this is not an AUSKey issued to a person. A Device AUSKey identifies a business rather than a person and is usually installed on a server. With the exception of the nominated custodian for the Device AUSkey, users do not have to obtain their own AUSkey.

   **How to Register**
   Some websites/portals may have someone within the department/HHS who acts as an Administrator. This Administrator authorises officers to access the website/portal. Should an
officer identify a need to access the website/portal, they will need to obtain the authority of the Administrator.

If the Administrator authorises access, they will forward this approval with appropriate information to the Taxation Unit (gst@health.qld.gov.au) who will issue them with a Standard AUSKey. Information required is the name of the officer and their email address.

Where there is no Administrator for the website/portal, officers will need to provide the Taxation Unit with the required information and to show a sufficient need to be issued with an AUSKey.

Please remember that this AUSKey is issued subject to Government Internet Policies and should not be used for any other purpose than that for which it is given. As an AUSKey holder, you have certain responsibilities under the Australian Business Register’s Condition of use.

Other matters

Passwords for AUSKeys cannot be reset. If you forget your password, you will need to contact the Taxation Unit for it to be cancelled and a new one reissued.

Officers who leave a HHS or the department or who no longer need their AUSKey are to advise the Taxation Unit accordingly and their AUSKey will be cancelled. If officers move to another HHS, their old AUSKey will need to be cancelled and a new one under their new HHS will be issued if there is a need.

It is also suggest that you back up your AUSKey as well. If your computer is wiped or replaced, then you still have your AUSKey and can be restored to the new computer. Instructions for doing this are available from the AUSKey Website.

4. Related legislation and documents

- GST Business Procedure - Australian Business Number

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