



# Government Gateway. Agent activation

Commercial Property Advisors LTD



# Step 1

## Register to use this service

To activate us as your agent you will need to register for the Government Gateway 'Check and Challenge' service.

**To sign in or register please click on the link below and open in a separate tab:**  
[Government Gateway](#)

If you have already used the Government Gateway 'Check and Challenge' service, please follow the steps below:

- Click on 'sign in' link.
- Please then head to 'step 3' of our guide.

If you have never used the Government Gateway 'Check and Challenge' service, you will need to register for this. Either with your current Government Gateway login details or you will need to set up a 'Organisation' account.

To register for this service, you'll need to verify your identity by providing your National Insurance number, date of birth and details from at least one of the following. (This just needs to be whoever is registering for the service not the Director).

- payslips
- UK passport
- P60

If you're a returning user, you can [sign in](#) to use this service.

If you've already registered for this service and other people from your business want to register, you need to [add them to your business Government Gateway account](#).

To register for this service you'll need to verify your identity by providing your National Insurance number, date of birth and details from at least one of the following:

- payslips
- UK passport
- P60

You should allow approximately 15 minutes without interruption to complete the registration process.

▶ [I don't have these details](#)

### Which type of account would you like to create?

[Individual \(you represent yourself\)](#) – you won't be able to add others to this account

[Organisation \(you represent a business, charity or other organisation\)](#) – you'll be able to add others to this account

[I want to register using my existing Government Gateway account](#)

▶ [Get help with this page.](#)



# Step 2

## No Government Gateway account:

Please click on:

*'Organisation (you represent a business, charity or other organization)*

**OR**

## Register existing Government Gateway account:

Please click on:

*'I want to register using my existing Government Gateway account'*

**Please then follow the on-screen instructions to register for this service. Once this is completed, please go to Step 4.**

### Which type of account would you like to create?

[Individual \(you represent yourself\)](#) – you won't be able to add others to this account

[Organisation \(you represent a business, charity or other organisation\)](#) – you'll be able to add others to this account

[I want to register using my existing Government Gateway account](#)

▶ [Get help with this page.](#)



# Stage 3

- Sign in with your Government Gateway login details

(It may ask you to verify your ID, don't be alarmed. Please enter the verification details required).

This is just a random security check, please enter the details you used to register the account.

Once you add in your details, under "company email address" there then should be a tick box saying "register as an agent" please leave this un-ticked and carry on).

A screenshot of the GOV.UK sign-in page for Government Gateway. The page has a black header with the GOV.UK logo and a blue banner below it that says "BETA This is a new service – your feedback will help us to improve it." Below the banner is a blue box with the text "Keep your information secure" and "Do not share your Government Gateway user ID and password with anyone else." The main heading is "Sign in using Government Gateway". There are two input fields: "Government Gateway user ID" (with a note "This could be up to 12 characters.") and "Password". A green "Sign in" button is at the bottom.

**GOV.UK**

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

**Keep your information secure**

Do not share your Government Gateway user ID and password with anyone else.

## Sign in using Government Gateway

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

Password

**Sign in**



# Stage 4

- Once you are logged in it will take you directly to your home screen. It should look similar to the image on the right. (However, ours is slightly different as we are an agent).

## Your Valuation Office Dashboard

You can manage your interactions with the Valuation Office Agency (VOA). You can also manage your properties and their business rates valuations.

► [Help understanding business rates](#)

### Your messages

Read your secure correspondence with the VOA regarding your properties and their valuations.

[View all your messages](#)

[You have 2 new messages](#)

### Your client properties

View and manage the claimed properties of your client, or claim properties on their behalf.

[Manage your client properties](#)

### Your properties

View and manage the properties you have claimed, or claim a new property.

[Check your 3 properties and their valuations](#)

[Claim a new property](#)

[About claiming a property](#)

### Your agents

Appoint an agent or third party to act on your behalf. Agents can check and challenge your property's rateable value for you.

[View your agents](#)

[Appoint an agent to deal with the VOA on your behalf](#)

[About appointing an agent](#)

### Your draft checks

View and complete the check cases you have started but not yet submitted.

[You have 4 draft checks to complete](#)



# Stage 5

In the bottom left-hand corner, you will see the 'Your Agents' box. Click on 'Appoint an agent to deal with the VOA on your behalf'.

It will then bring you to the screen to the right, please add in our agent code **77023**.

It will then ask you:

1. Is this your agent?: It should be showing Commercial Property Advisors LTD. Click 'yes'
2. Which properties would you like commercial properties to manage?: click 'All'
3. Then click 'submit'

We now should be appointed as your agent for all your properties, please drop us an [email](#) or call to let us know when this is done (0117 325 0103).  
If you haven't already, please send across a copy of your Business Rates bill for all your properties.

The screenshot shows a web interface for entering an agent code. At the top left is a '< Back' link, and at the top right are links for 'Home', 'Jessica Bennett - Commercial Property Advisors Ltd', and 'Sign out'. The main heading is 'Agent code'. Below it is a message: 'You need to ask your agent for their code if you do not have it.' There is an input field labeled 'Agent code' containing the text '77023'. Below the input field are two links: 'What can my agent do?' and 'Get help with this page.'. A green 'Continue' button is positioned below the first link.