

How-to guide: Create an ‘Organisation’ Government Gateway ID for UK-based Art Market Participants

In order to register as an Art Market Participant, you need to have an ‘Organisation’ Government Gateway ID, which is separate to an individual Government Gateway ID.

It’s essential to maintain access to this Organisation account, for example to renew your Art Market Participant registration each year.

Therefore: keep the User ID and password created specifically for this account in a safe place that you will be able to access when needed.

Top security tip: Create a password that is unique to your Organisation Government Gateway ID account. (This means that if your computer gets hacked, it won’t be possible for the criminal to easily sign into all of your accounts since they each have unique passwords.)

Step 1: Navigate to the URL for registering or renewing your money laundering supervision with HMRC: <https://www.gov.uk/guidance/register-or-renew-your-money-laundering-supervision-with-hmrc>

On that page, scroll down the page and click ‘Start now’ (green box with white text):

Managing your account

After you’ve registered or renewed you can sign in to your account to:

- check messages sent to you by HMRC
- update your account
- view your records and make changes if you need to

How to sign in

To sign in, you need a Government Gateway user ID and password. If you do not have a user ID, you can create one when you first register.

You must select an ‘Organisation’ Government Gateway account to register.

Start now >

Step 2: After clicking ‘Start now’, you’ll land on the page displayed below.

Instead of entering an ID and password, click the text underneath the ‘Sign In’ button: ‘Create sign in details’. See arrow pointing to it.

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](#)

[Create sign in details](#)



Step 3: After clicking ‘Create sign in details’, you’ll land on the page displayed below.

Enter the email address you would like to associate with the account – and be sure to select ‘Organisation’.

[< Back](#)

Enter your email address

This will only be used to send you security updates or if you need to recover your sign in details.

To confirm it is your email address we will send you a code.

Email address

[Continue](#)

[Get help with this page](#)

Then: Follow the remaining steps. When done, return to the money laundering supervision registration / renewal page. Proceed with your new Organisation Government Gateway ID account.

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Organisation acct v 1.0
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