How to download reports from Australian taxation portal?

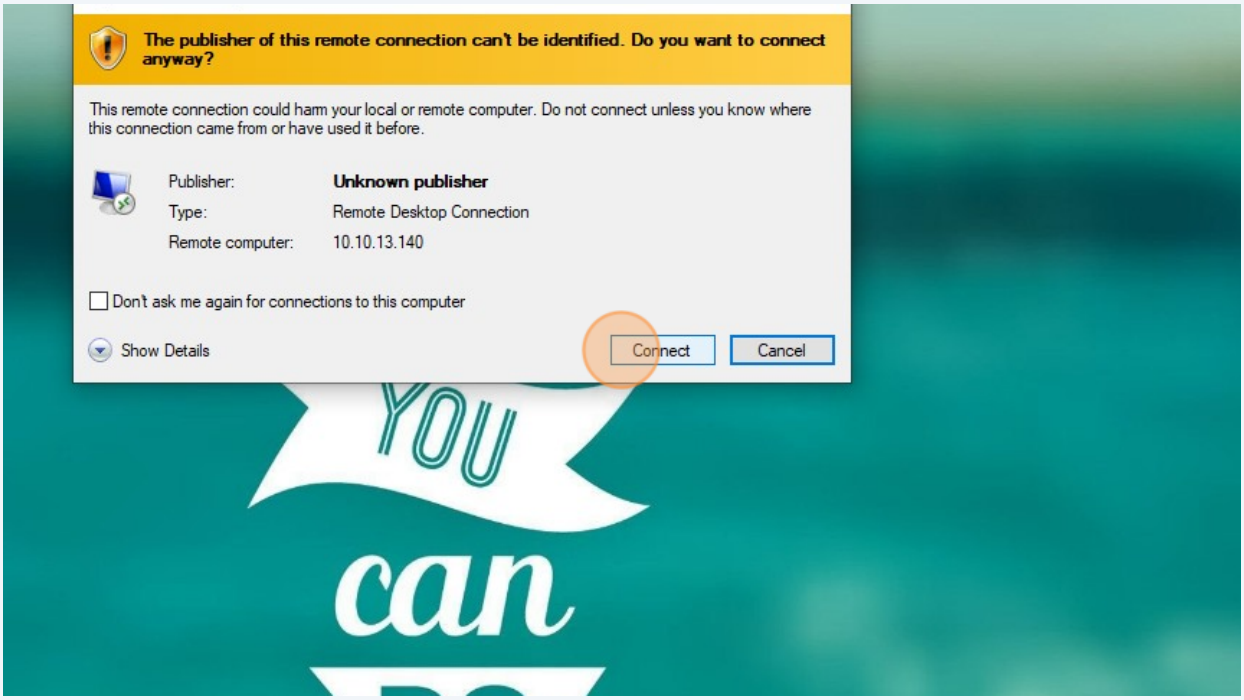
This guide provides step-by-step instructions on how to download reports from the Australian taxation portal. It includes accessing the portal, navigating to the desired reports, and saving them in a downloadable format. Following this guide will help individuals efficiently retrieve important tax-related documents from the portal.

Accessing RDP

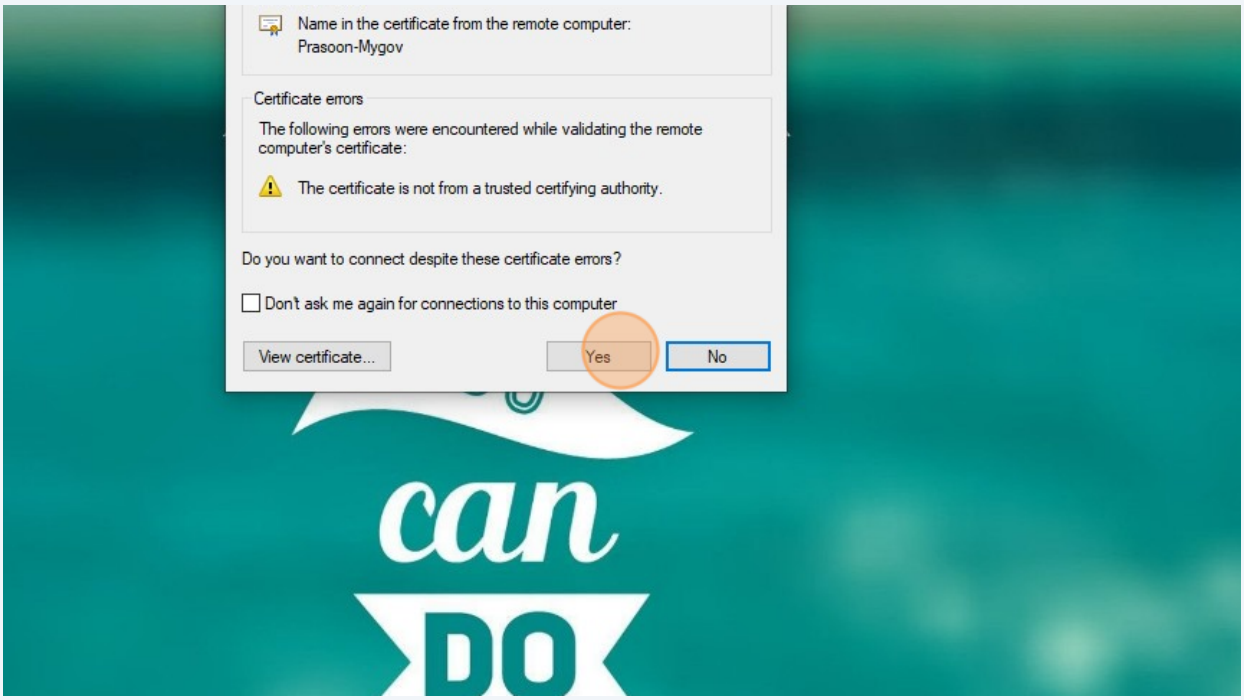
1 Click RDP for access MYGov app for Tax Agent Portal Reports



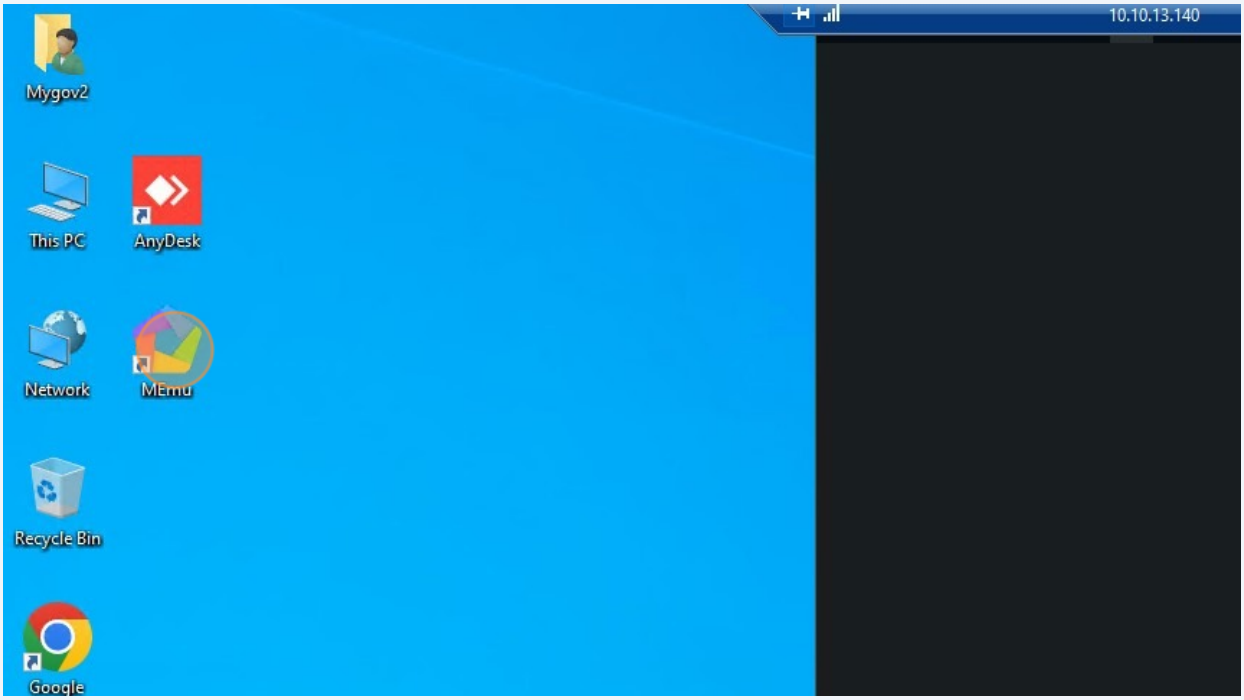
2 Click "Connect"



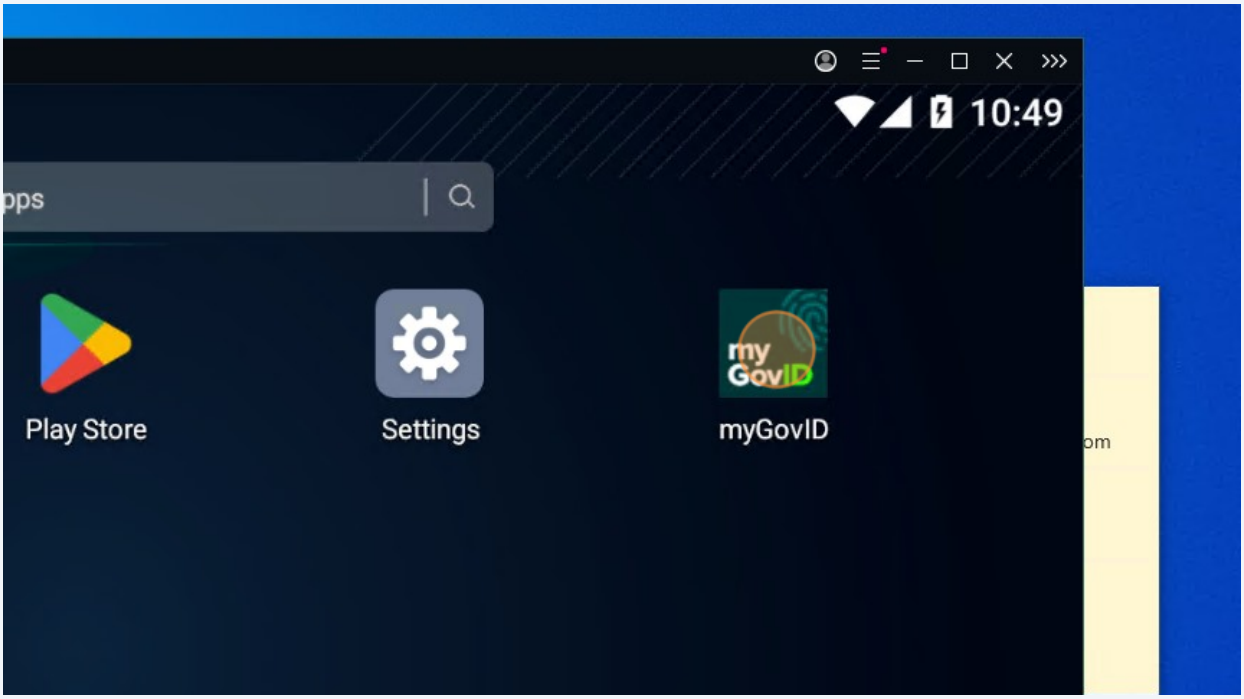
3 Click "Yes"



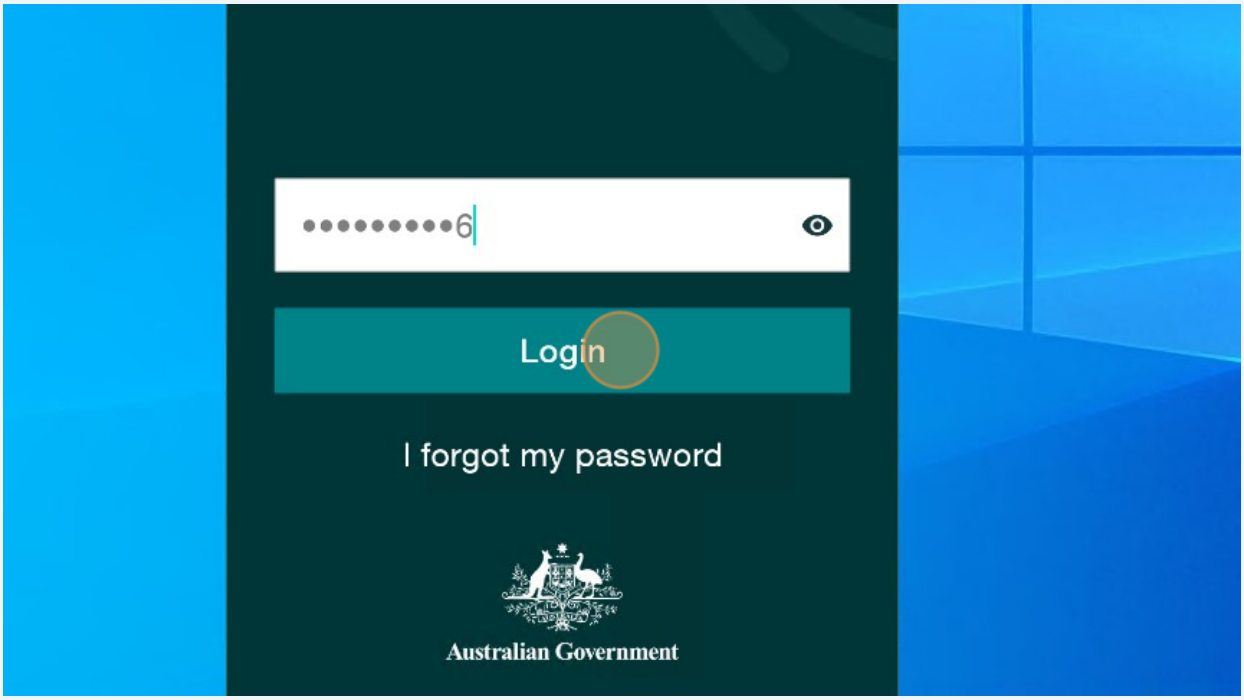
4 Click "Memu"



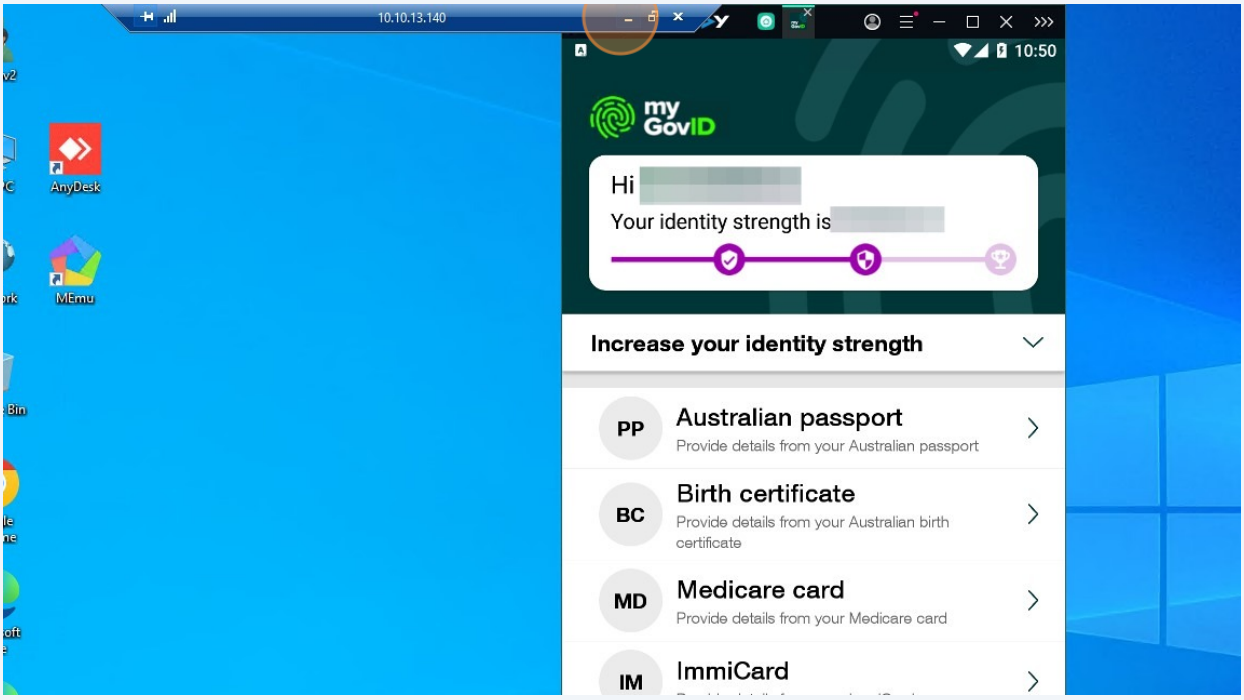
5 Click "myGovID"



6 Click and "Input Password"



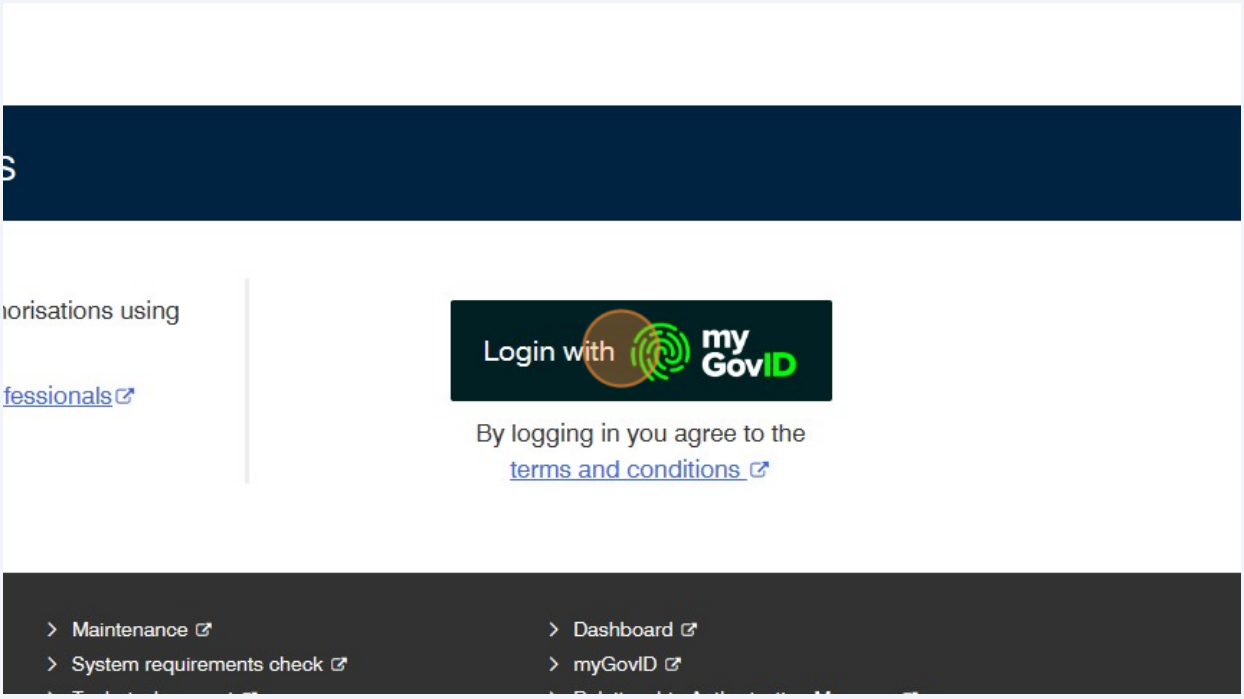
7 After Inputting password>> You will see this screen



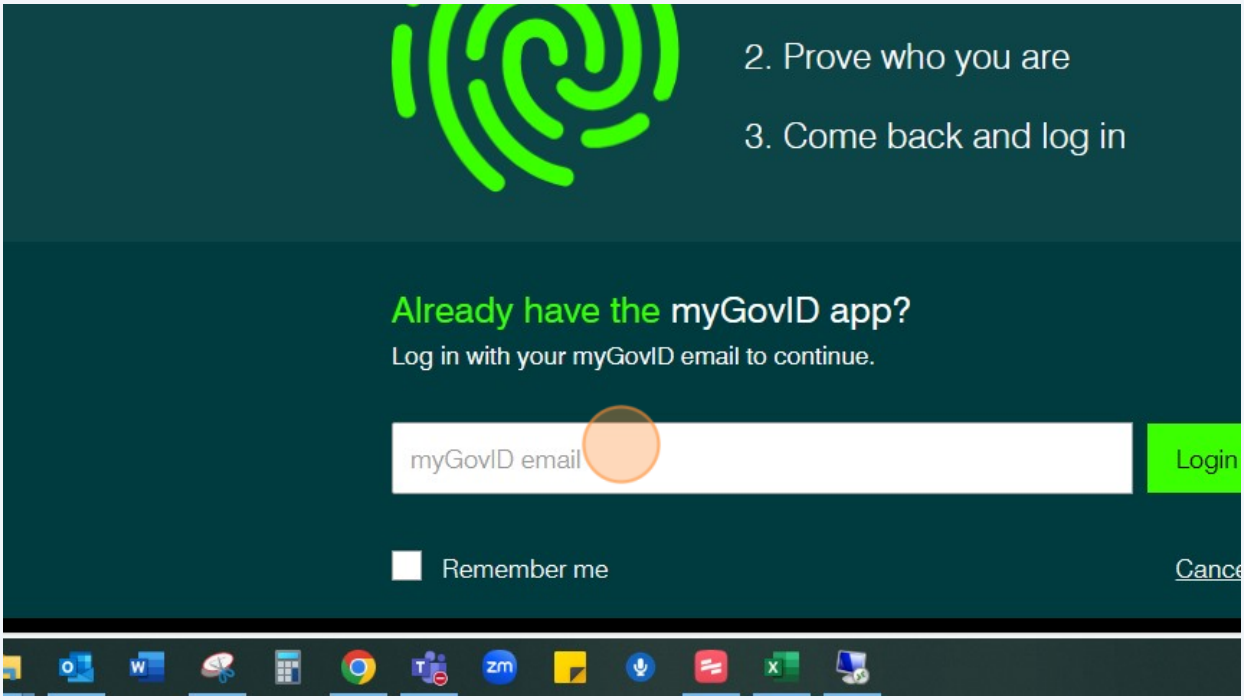
8 Go to Edge Browser and search for "[Australian Taxation Office (ato.gov.au)]"



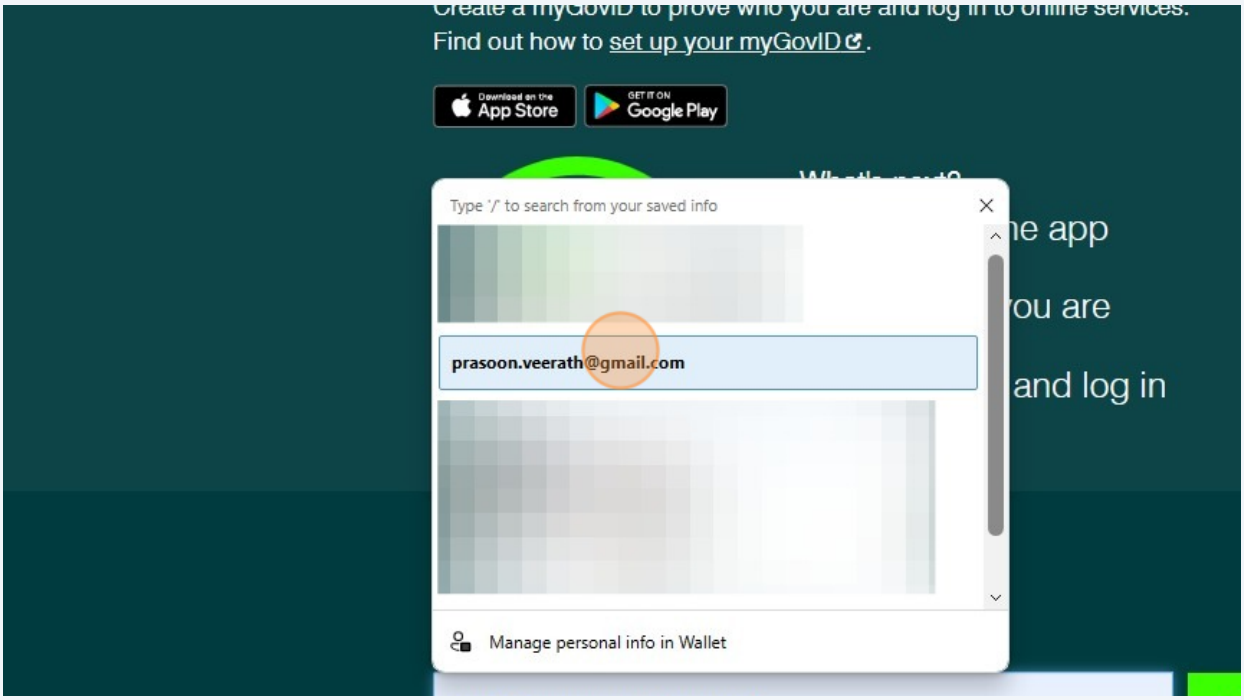
9 Click here



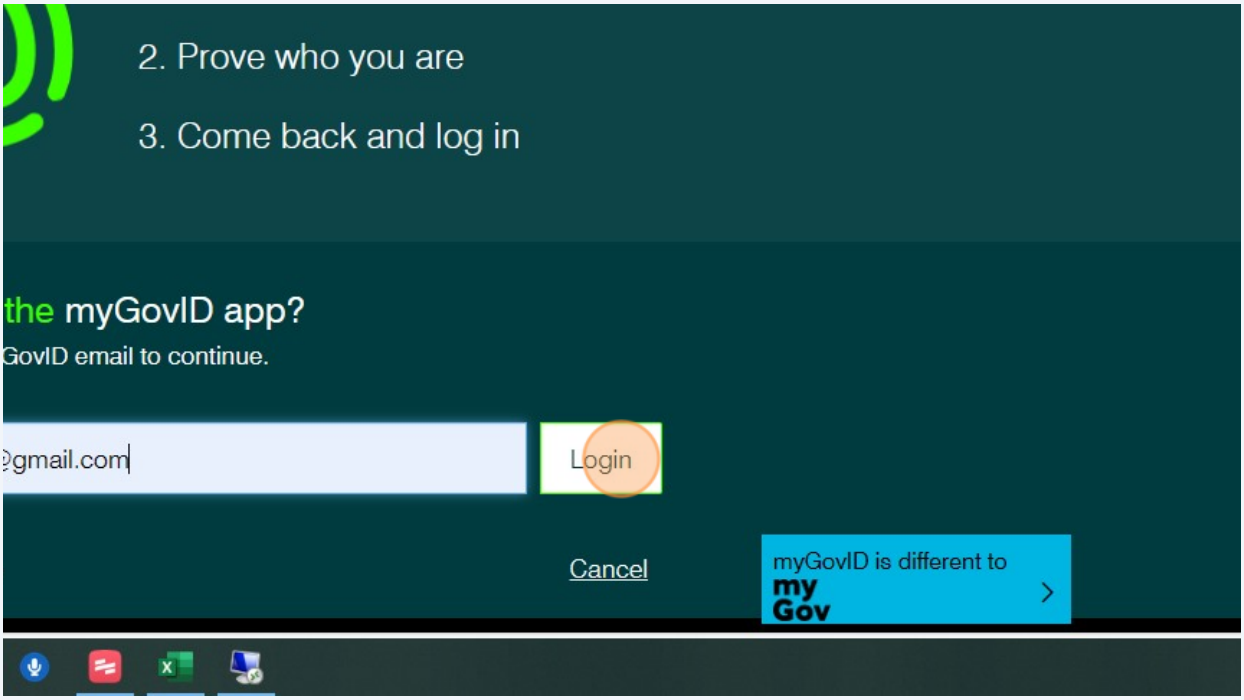
10 Click "myGovID email" and Input the email ID



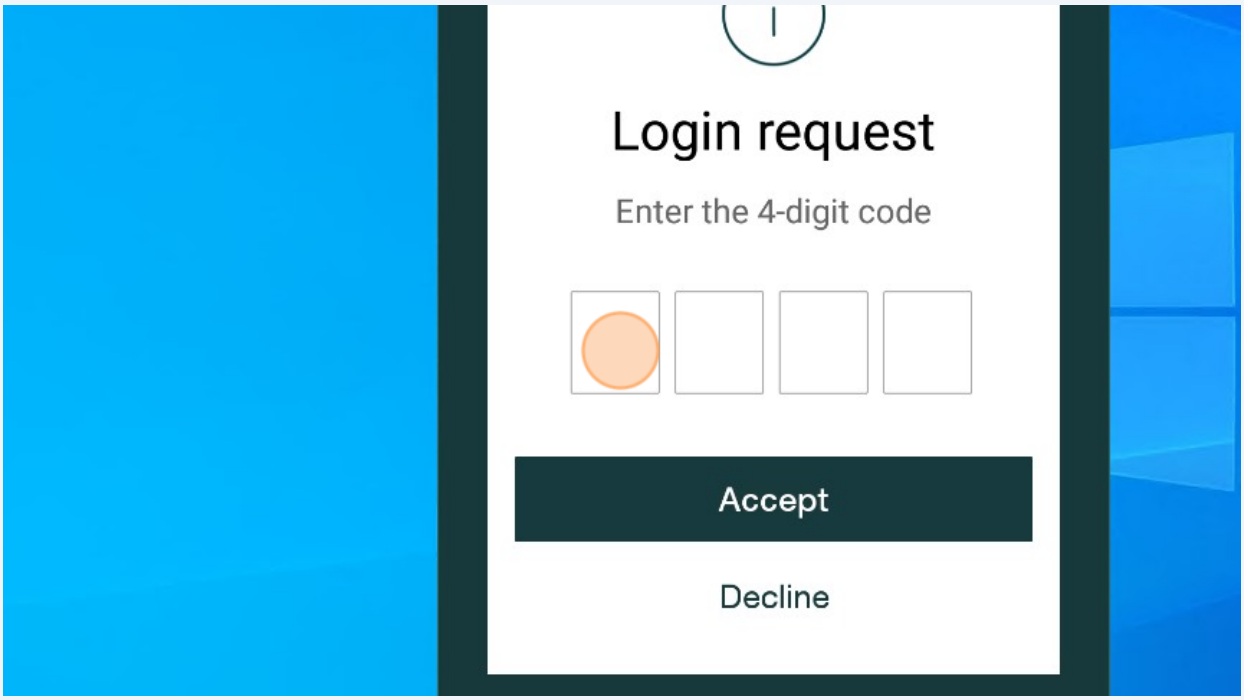
11 Click "prasoon.veerath@gmail.com.



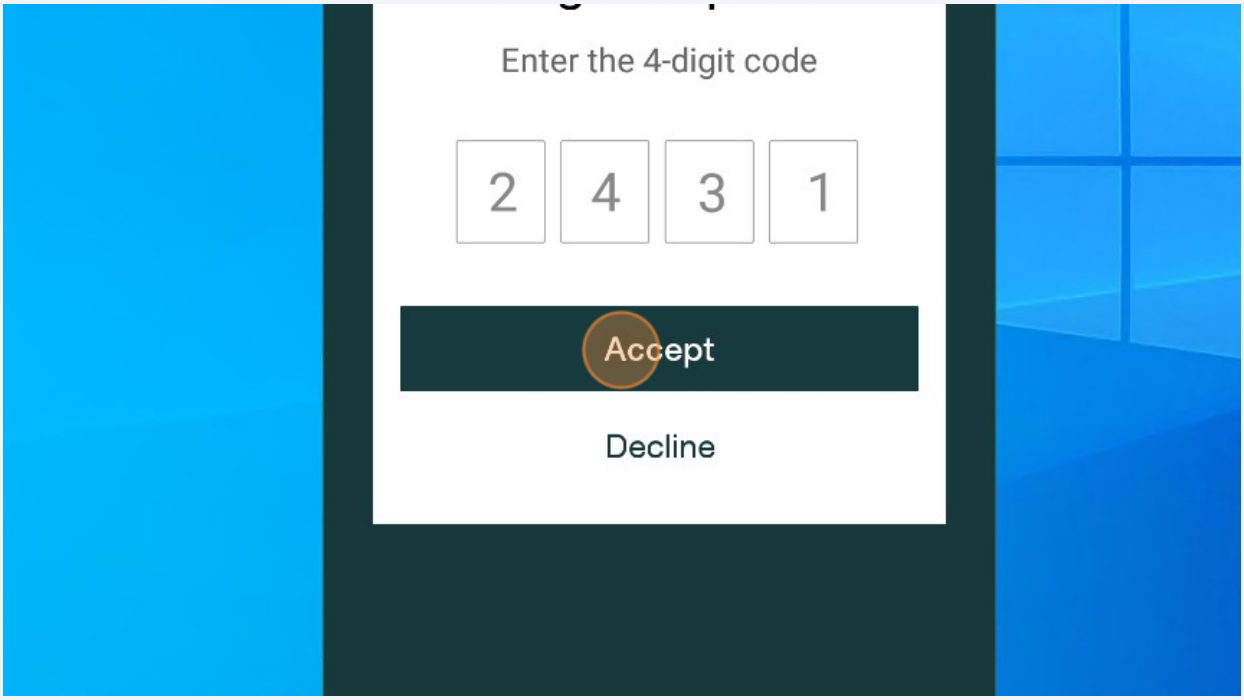
12 Click "Login"



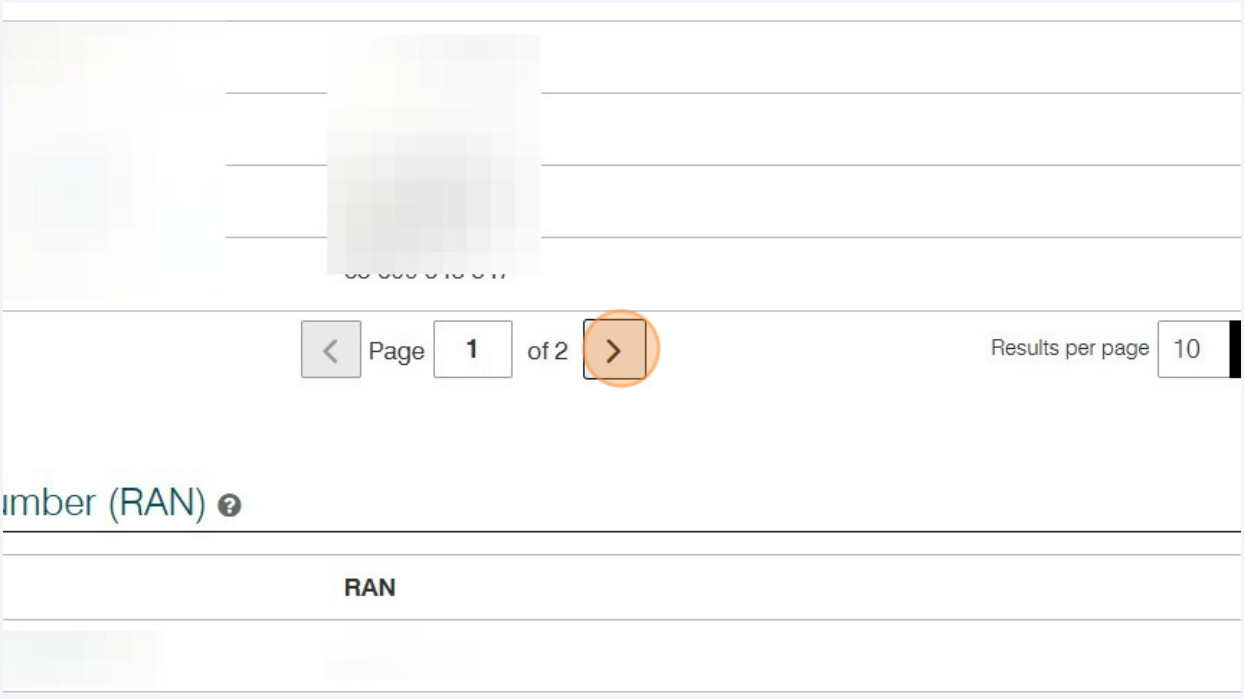
13 Click and "Input passcode"



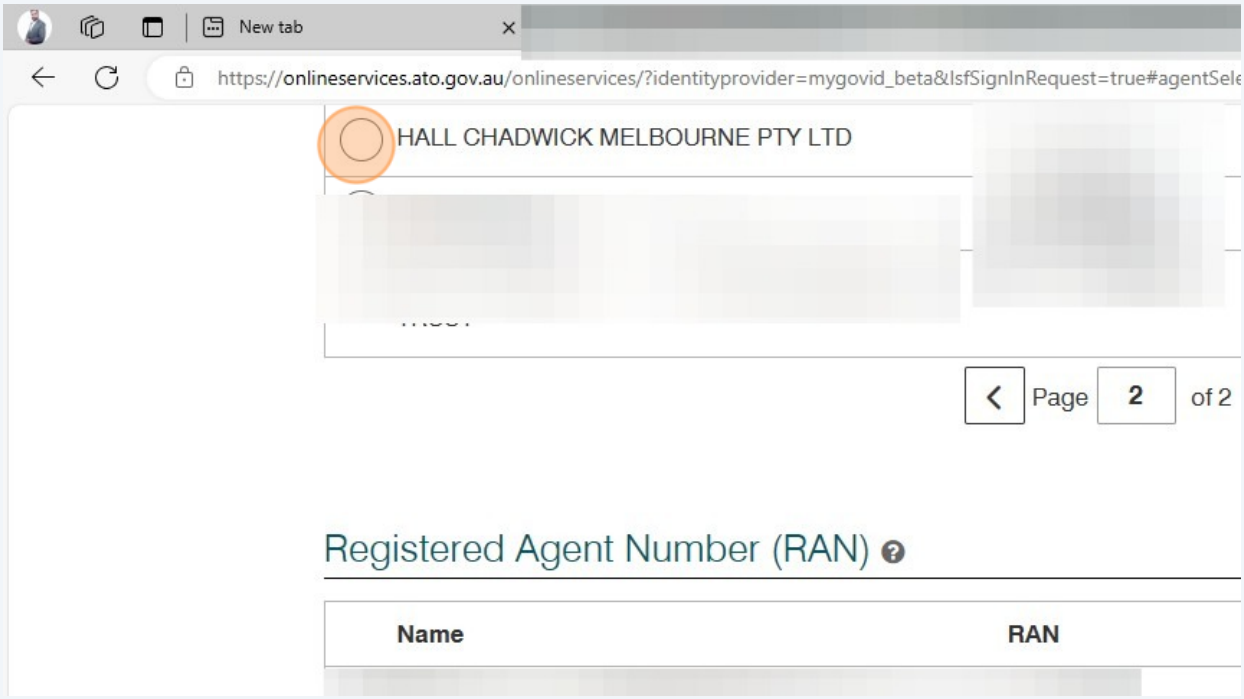
14 Click accept after posting passcode.



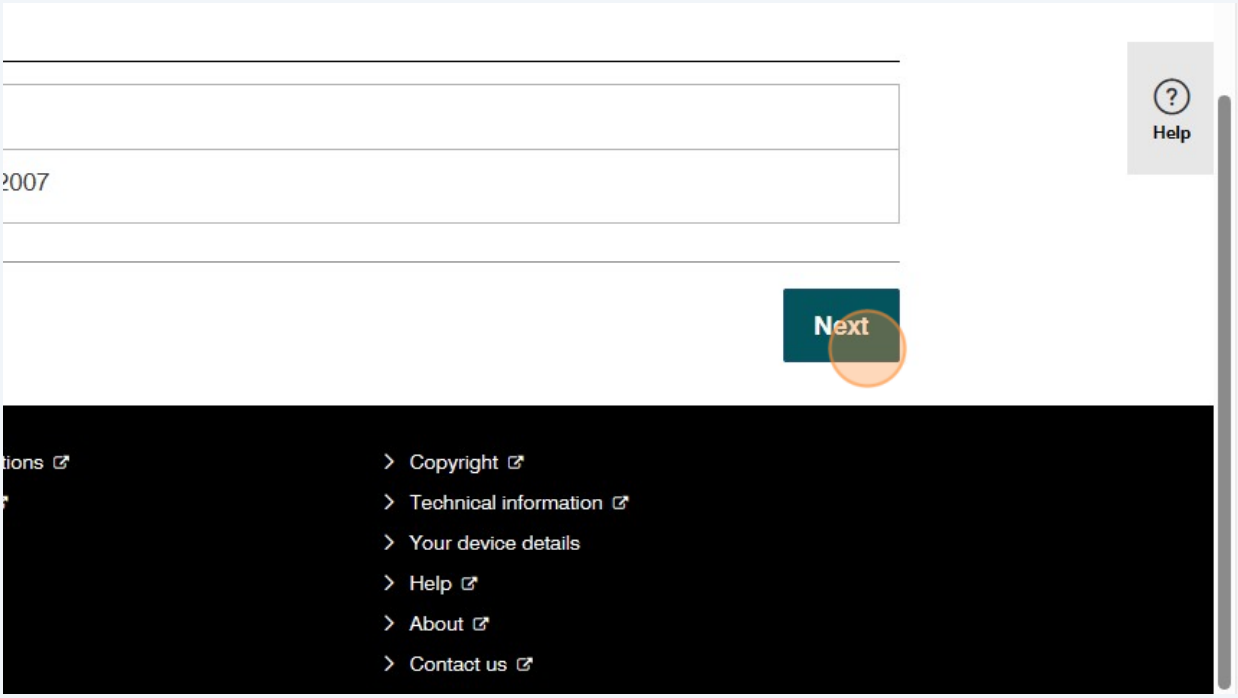
15 Click and select the client from list



16 Click here

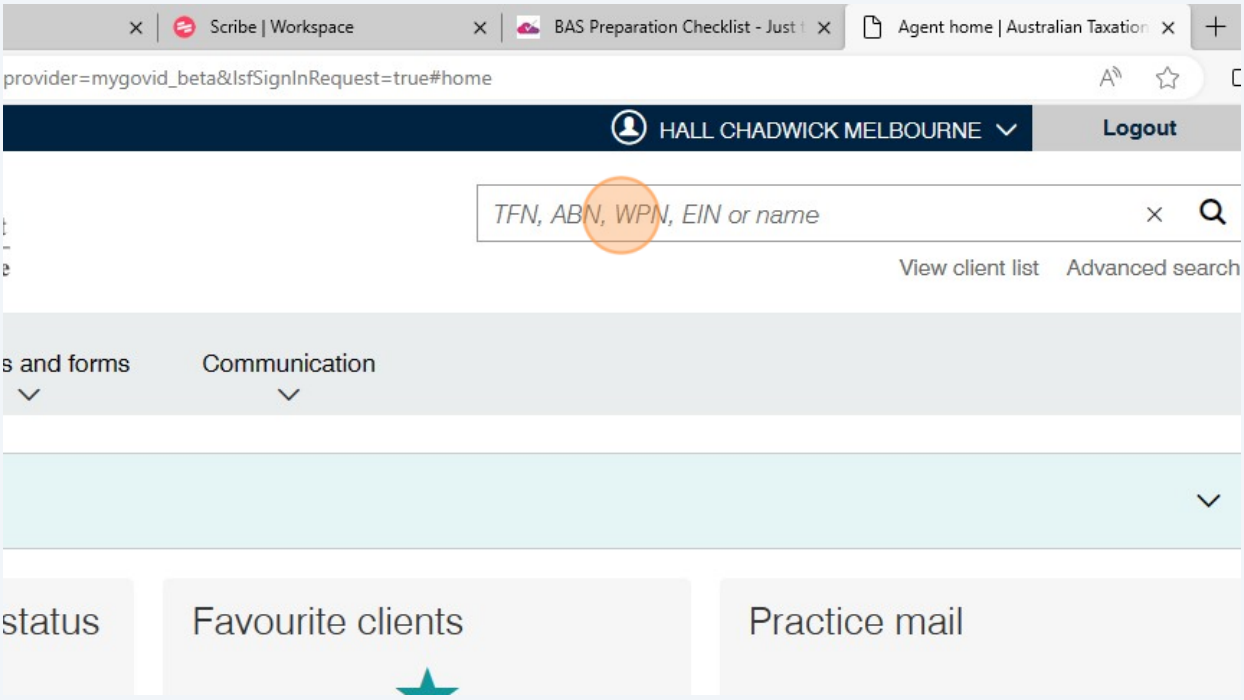


17 Click "Next" after selecting the client

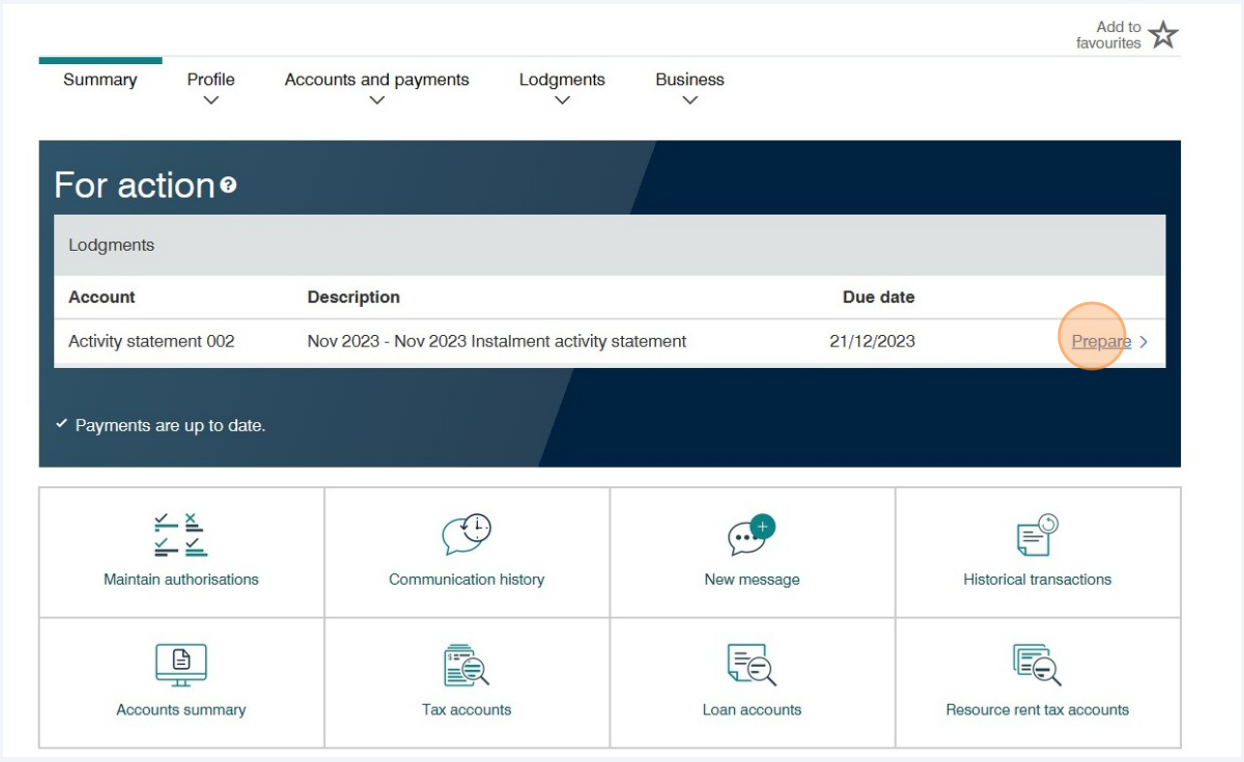


Navigation in ATO Portal

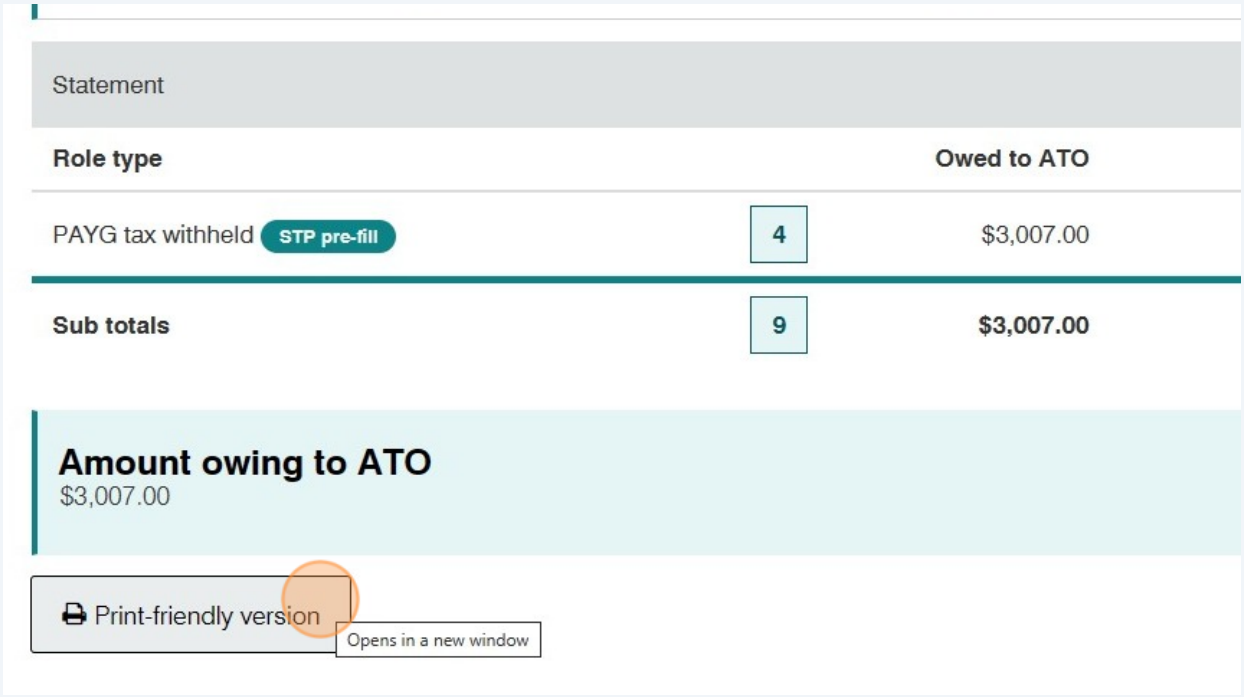
18 Click "Search using TFN, ABN, WPN, EIN or name"



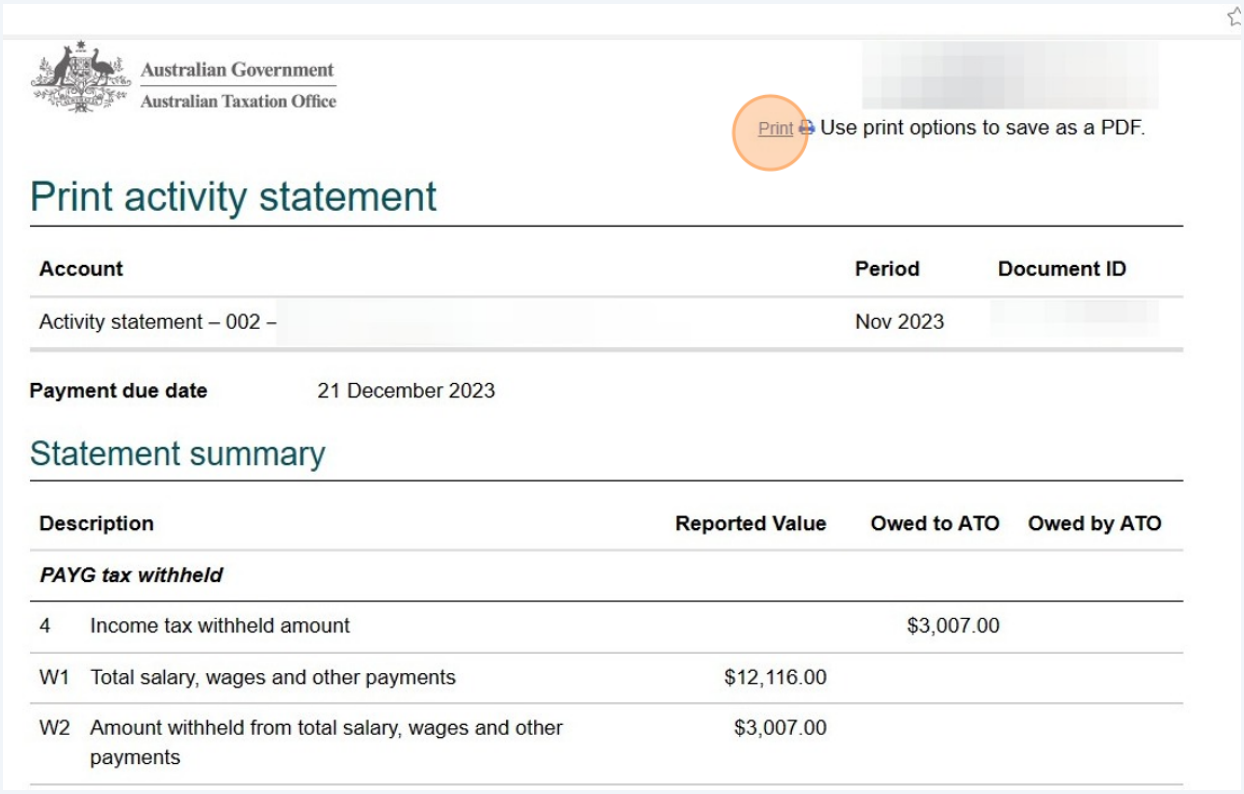
19 Select the activity statement >> Start preparing>> Click Prepare



20 Click "Print-Friendly" for downloading the form pre-filled by ATO



21 Click "Print "



Australian Government
Australian Taxation Office

Print Use print options to save as a PDF.

Print activity statement

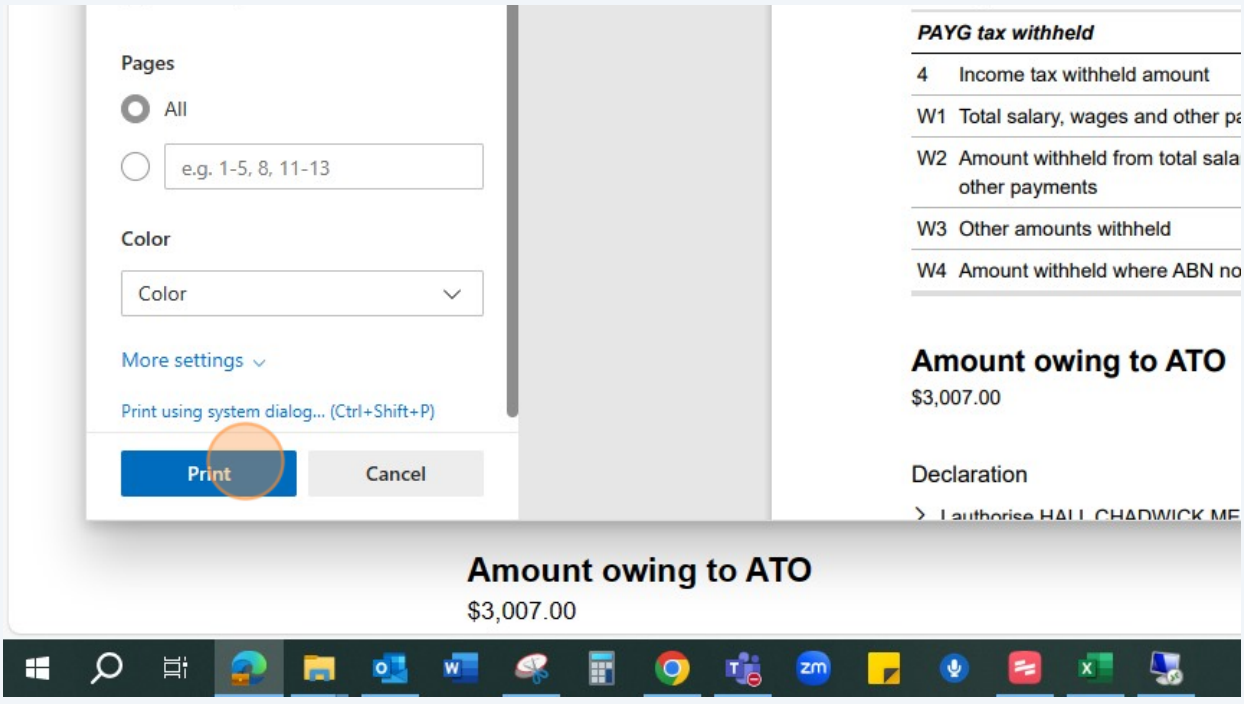
Account	Period	Document ID
Activity statement – 002 –	Nov 2023	

Payment due date 21 December 2023

Statement summary

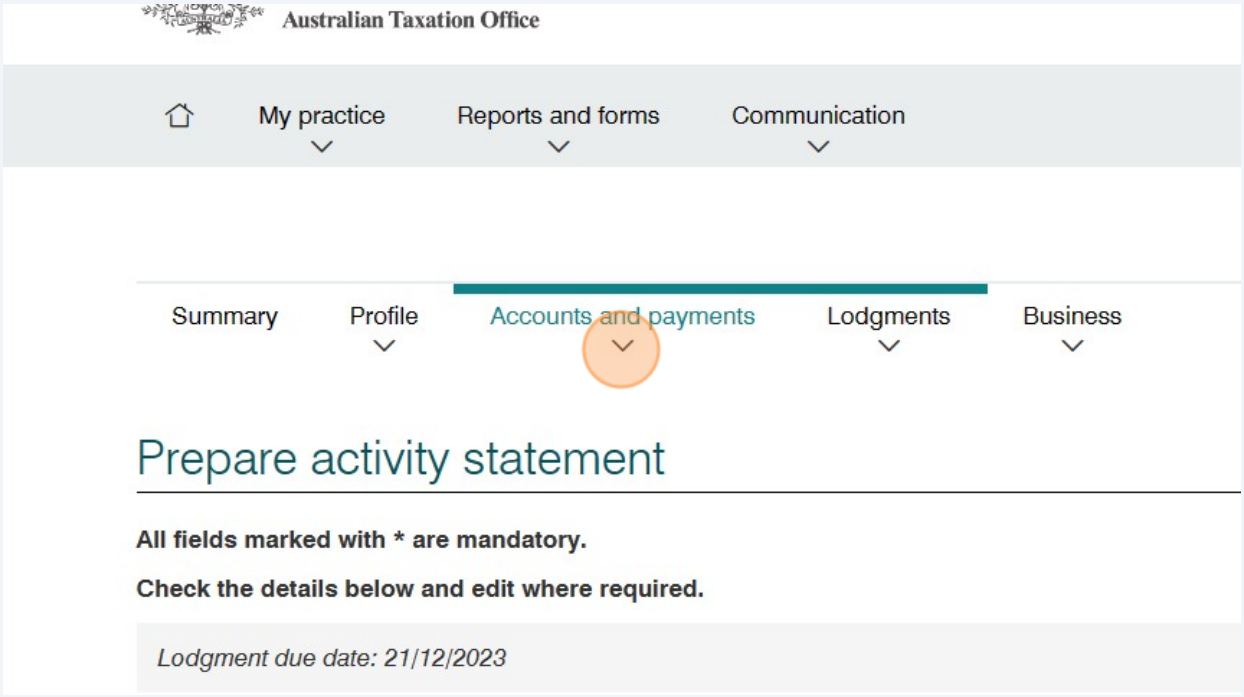
Description		Reported Value	Owed to ATO	Owed by ATO
PAYG tax withheld				
4	Income tax withheld amount		$3,007.00	
W1	Total salary, wages and other payments	$12,116.00		
W2	Amount withheld from total salary, wages and other payments	$3,007.00		

22 Click "Print" and save the document under downloads

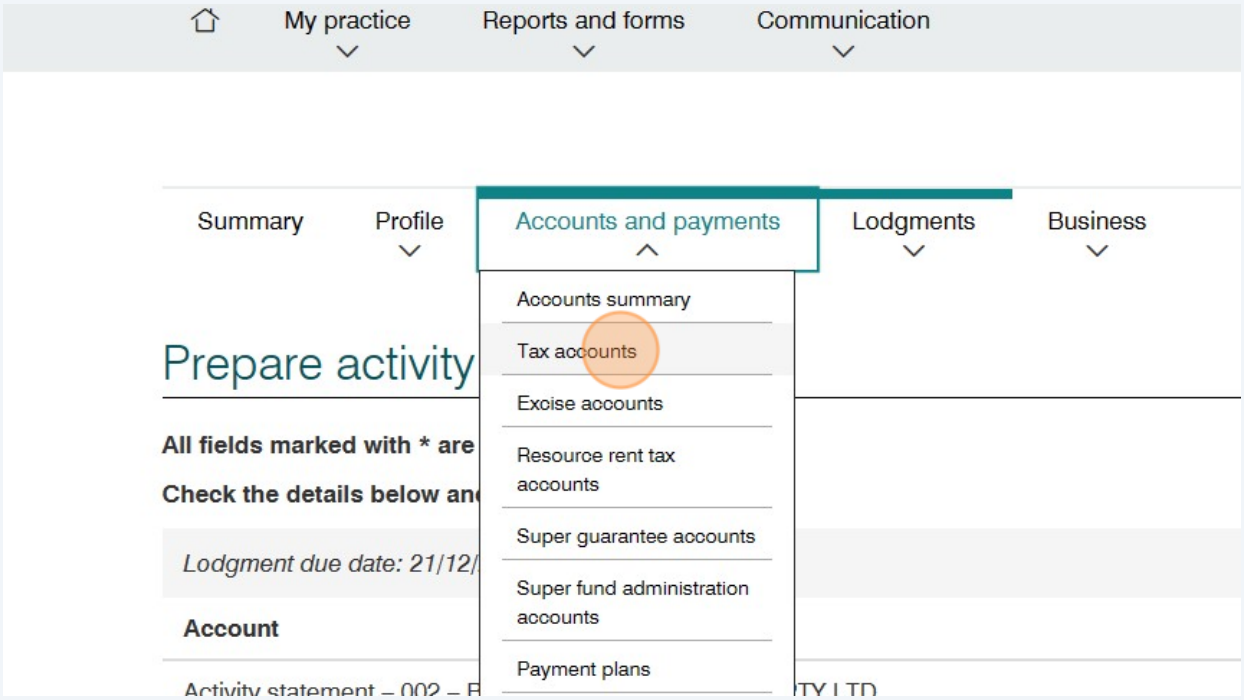


Downaloding ICA from ATO

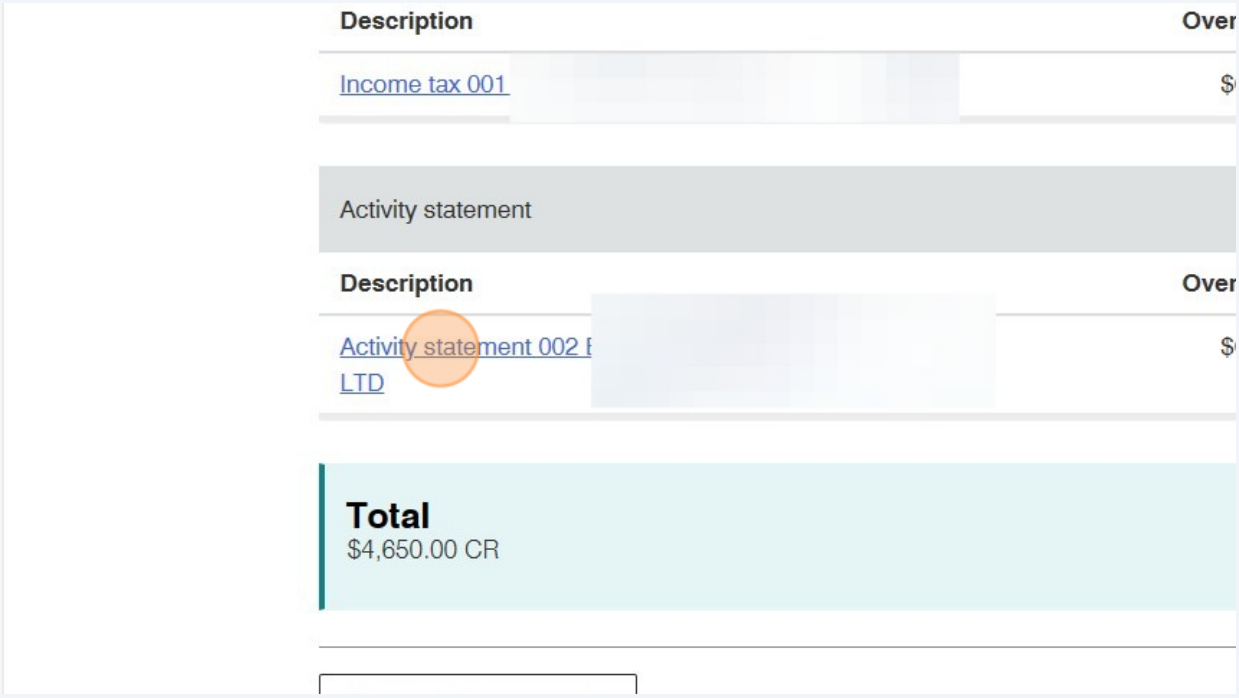
23 Click "Accounts and Payments"



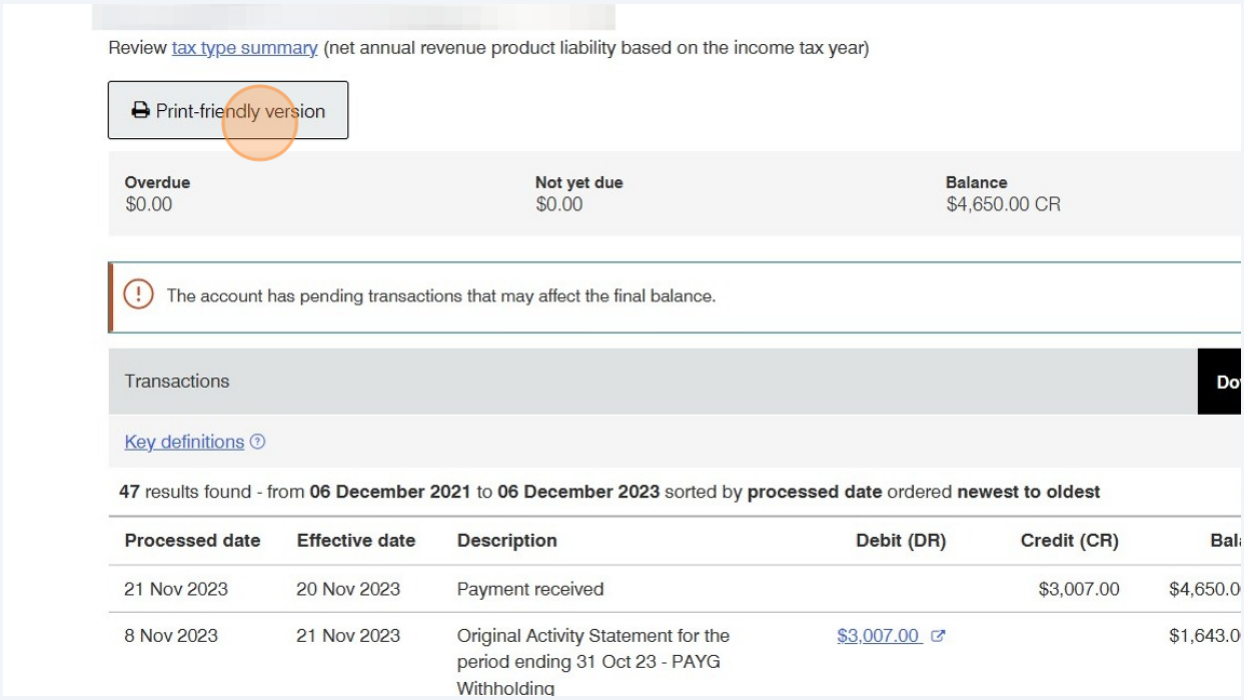
24 Click "Tax Accounts"



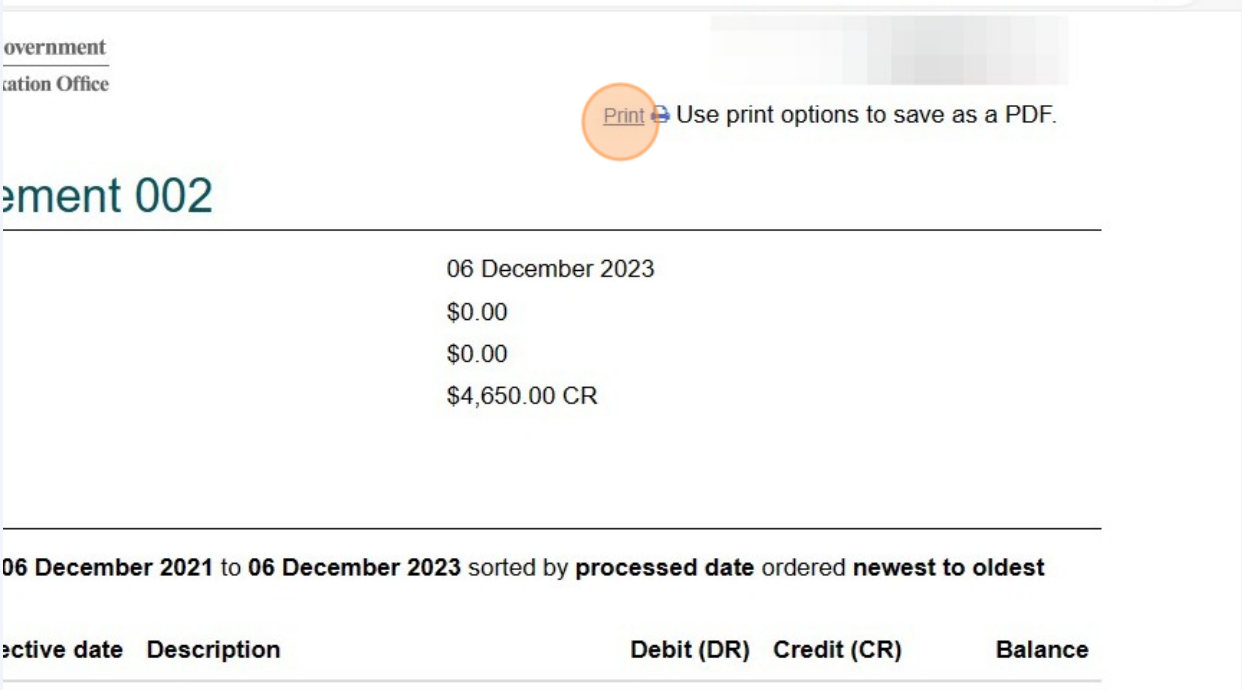
25 Click "Tax accounts | Activity statement >> to download Integrated Client account



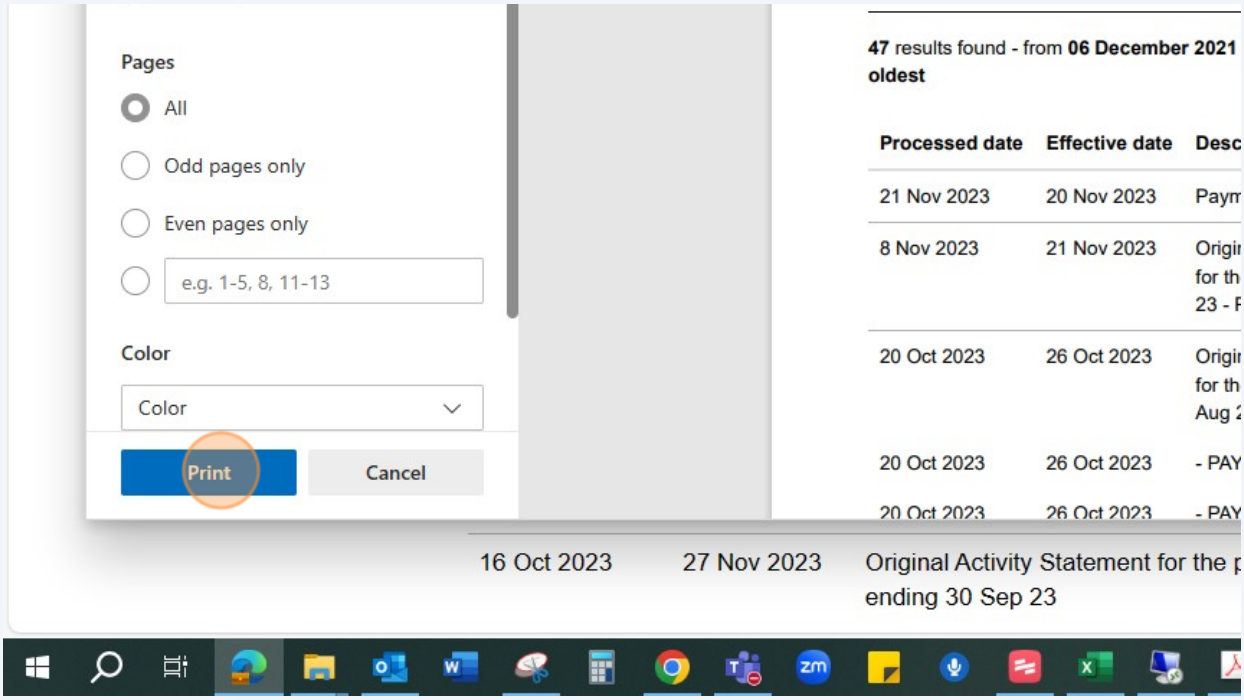
26 Click "Print-friendly version Opens in a new window"



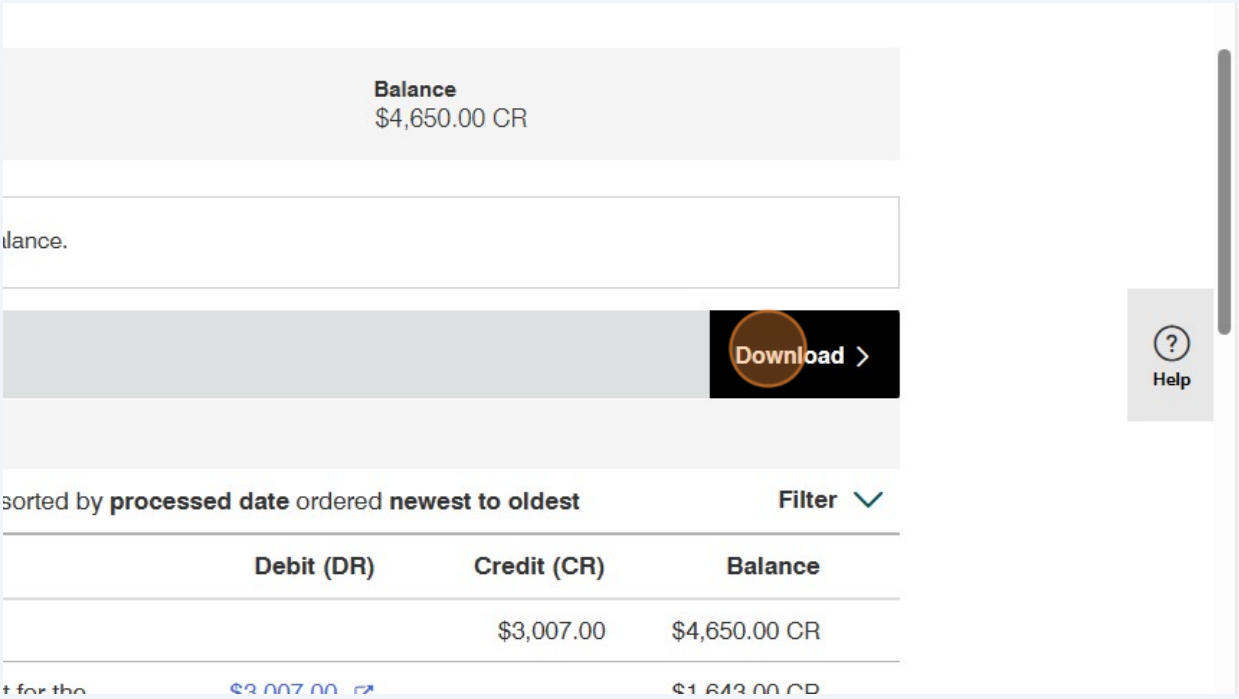
27 Click "Print "



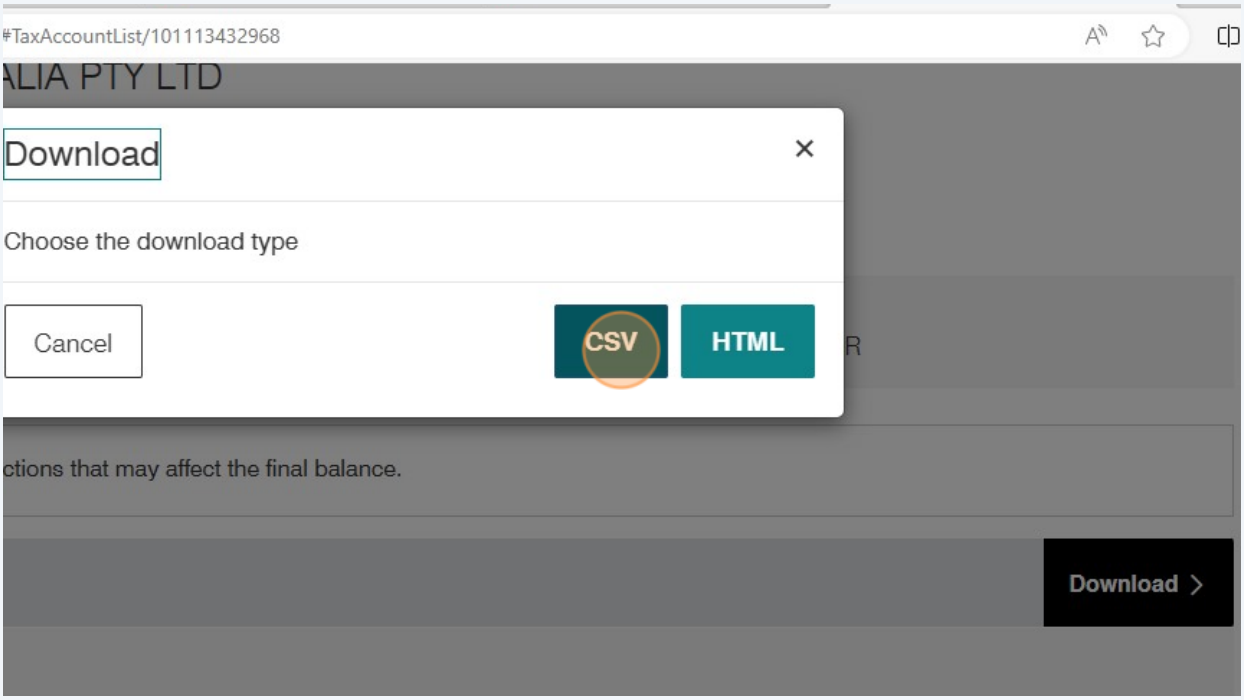
28 Click "Print" and save document under downloads



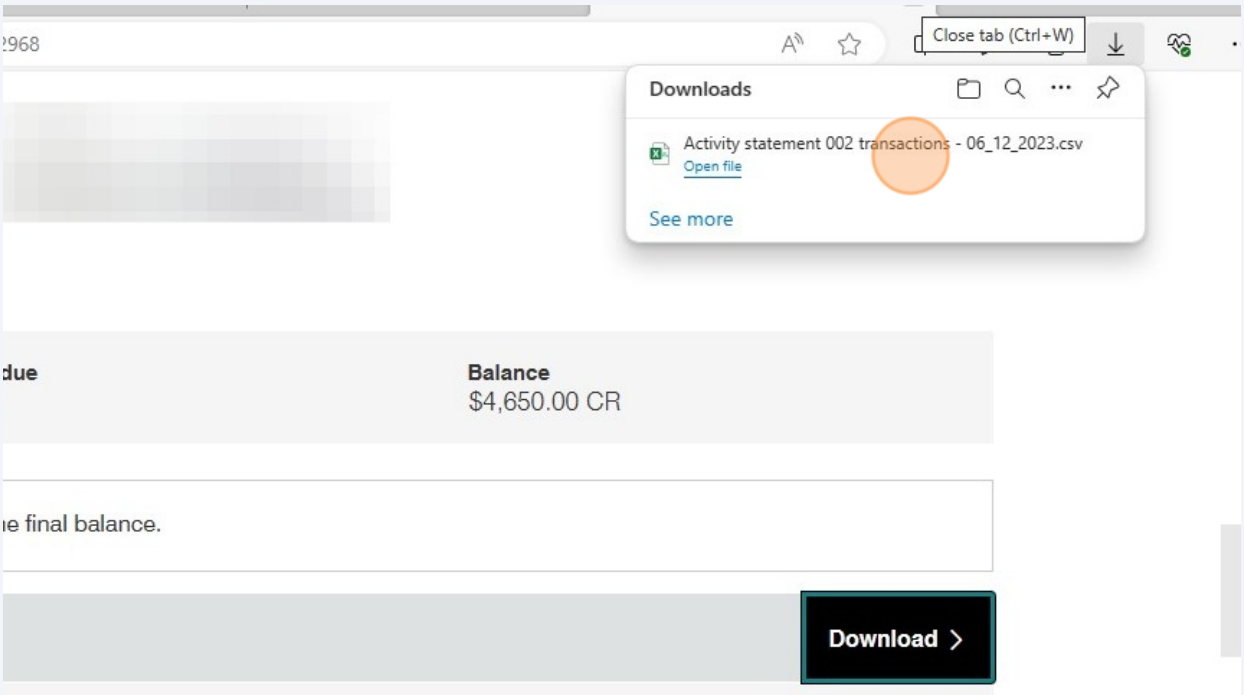
29 Click "Download" for getting ICA as an Excel report



30 Click "CSV"

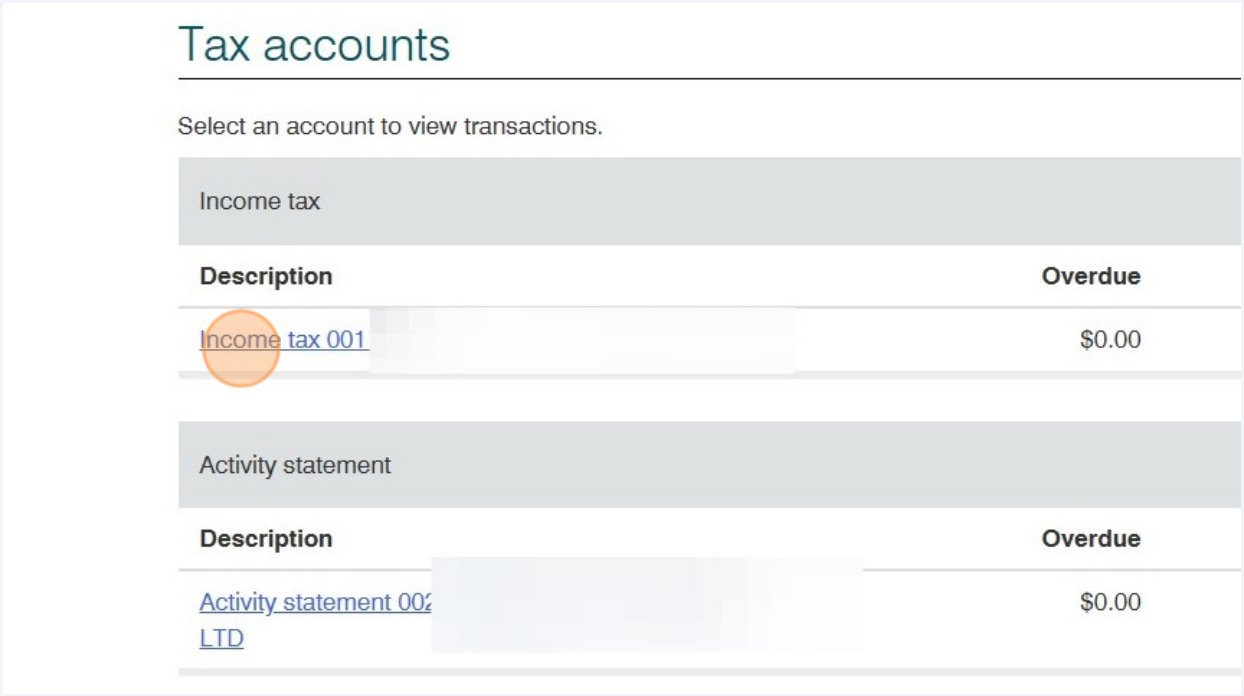


31 You will file downloaded as an CSV

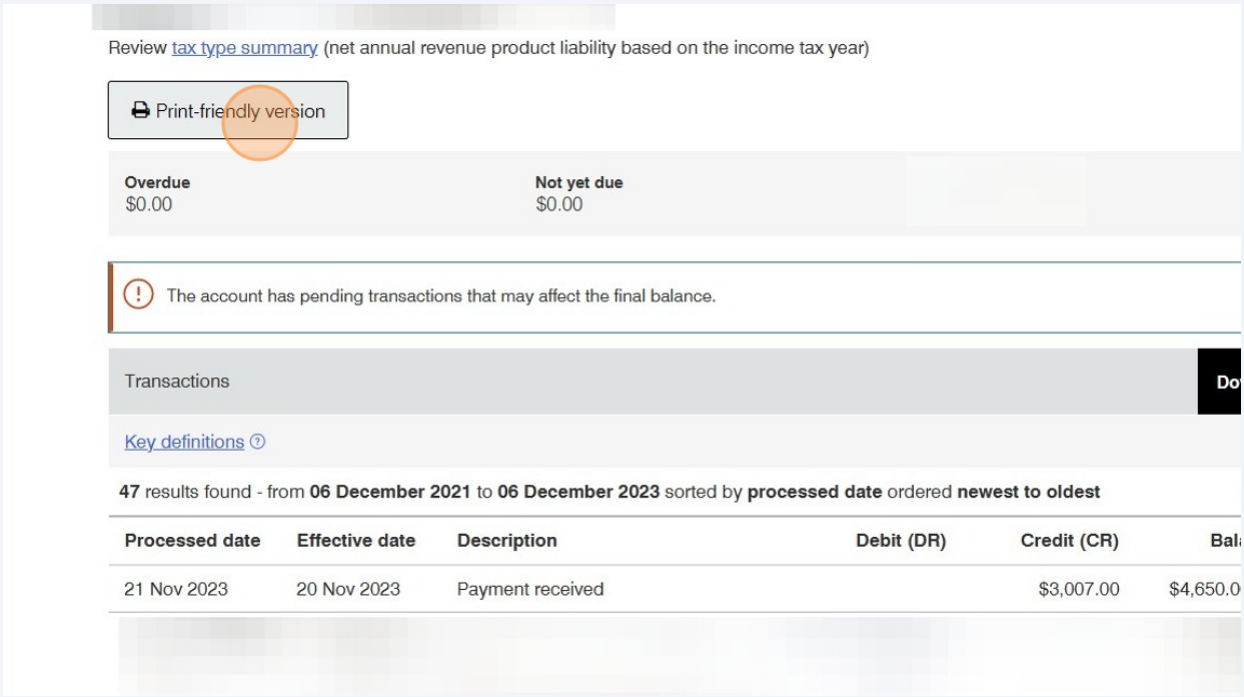


Downloading Income tax account from ATO Portal

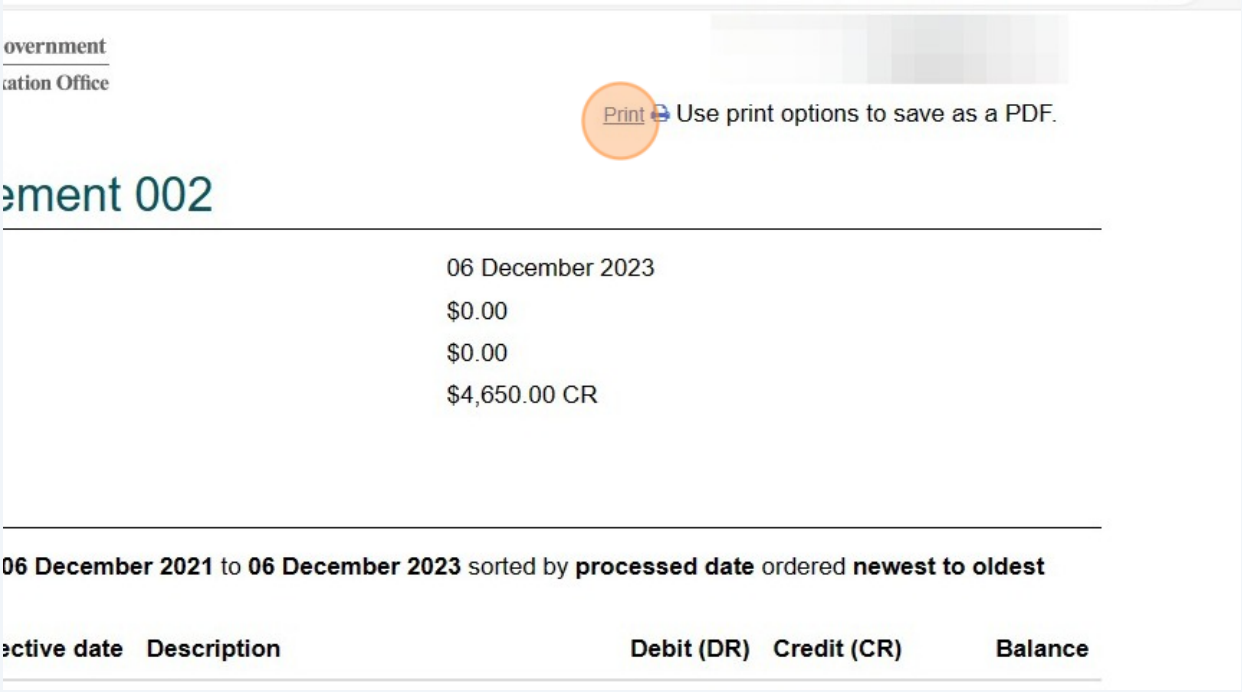
32 Click "Tax accounts | Income tax >> to download Income tax account



33 Click "Print-friendly version Opens in a new window"



34 Click "Print "



35 Click "Print" and save document under downloads

