

SET UP SINGLE TOUCH PAYROLL

How to Opt in to STP

1. In the **Payroll** menu, select **Pay employees**.
2. In the message about **Seamless reporting with Single Touch Payroll (STP)**, click **Get started**.

If you don't want to opt in right now, close the message by clicking Remind me later. To reopen the message, click Setup Single Touch Payroll.

3. Click **Opt in** to confirm.
4. Review your organisation details. If necessary, click **Update Organisation details**. Xero will redirect you to the **Organisation details** page. Otherwise, click **Continue**.
5. If you're a practice manager, opting in for a business, review your agent details.
 - Under **Submit STP as**, choose an organisation. If you file for several businesses or practices, you can return to this field later to switch organisations.
 - Click a field to edit it.
 - Click **Save and continue**.
6. Connect your Xero account to the ATO. You only need to connect once, even if you're a practice manager opting in for more than one business:
 - Call the ATO on **1300 852 232**.
 - Visit am.ato.gov.au (ATO Access Manager) if you're a registered agent. You'll need an AUSkey (ATO website) to access the portal.
7. Provide the ATO with the proof of ownership listed in Xero's prompt. This includes your Australian Business Number (ABN) and Software ID (SSID).
8. Select the checkbox to confirm you've contacted the ATO to connect your Xero account.
9. Click **Register**. Xero will redirect you back to the **Pay employees** page. You'll now see an **STP filing** column in the **Pay Run History** table.

