## Logging in to the AVP Portal

 The administrator must navigate to the Portal Sign In page <u>here</u>, then Click on 'GG Sign/Register'.



• The administrator must enter the Government Gateway ID and Password they created and click 'Sign In'

	Keeping your information secure
Γ	Businesses and organisations using HMRC services will soon be required to use an access code to sign in. If you do not already receive access codes, you can <u>find out more about the playined changes (opens</u> in new tab).
	Do not share your Government Gateway user ID and password with anyone else.
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The administrator will be presented with the Portal landing page. They should see a panel with their Organisation Name and Username. The administrator must click on DECOL service to proceed. If there is no DECOL panel, they must log out, restart the program and try again.

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The administrator will gain access to the Portal main dashboard which will look like the screen below.

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