Queensland Rural and Industry Development Authority

QRIDA MyAccount Portal
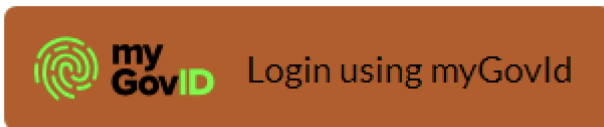## Instructions for New Users

Contents

Signing in with myGovID

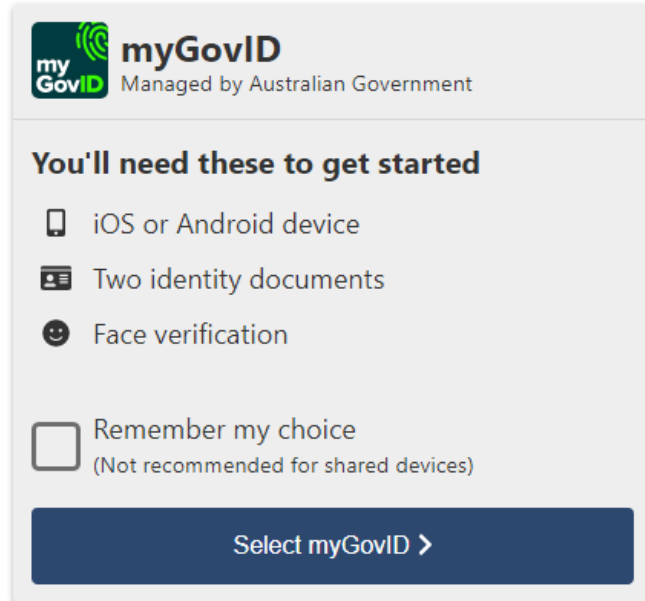Firstly, visit the QRIDA MyAccount portal at myaccount.qrida.qld.gov.au
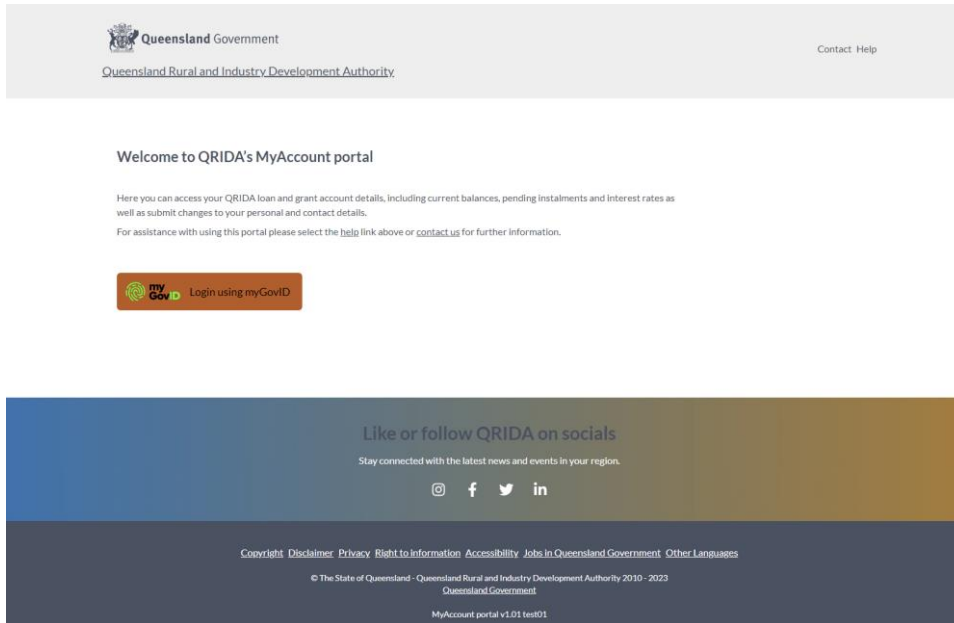
Step 1

Click on the 'Login using myGovID' button

Step 2

You will be automatically redirected to identity.gov.au, where you will be presented with secure login options. To log in, select 'myGovID':
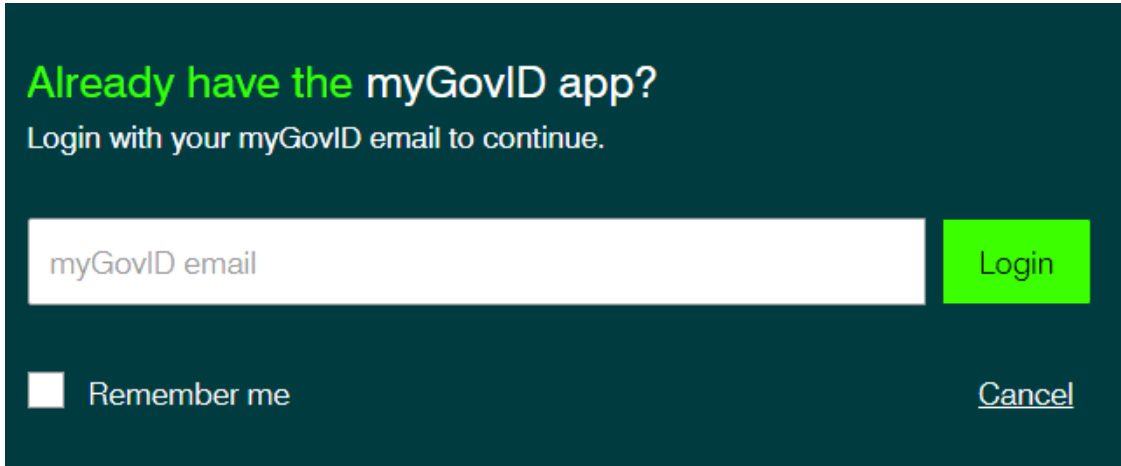

Logging in with myGovID will automatically verify your identity, which will save you having to undergo an ID verification check to access your account information.

Step 3

If you've never used myGovID before, you will need to follow the steps detailed on the image below. This involves downloading the myGovID app, proving who you are in the app and then returning to this page. These steps should only take a couple of minutes to set up.
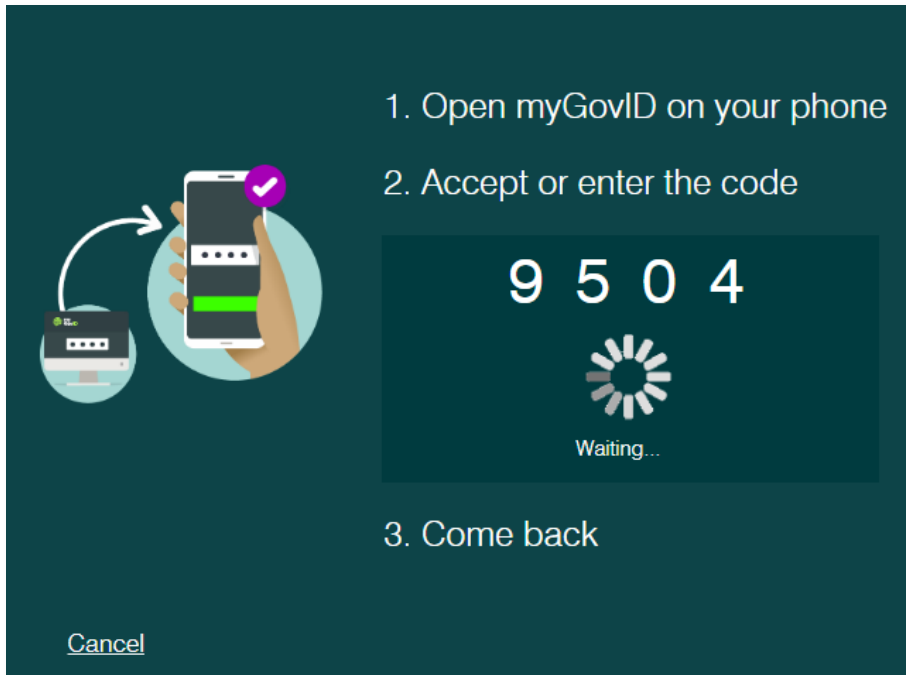
Once you're set up with myGovID, or if you already have the myGovID app, type your myGovID email into the box below and click 'Login'. Optionally, you can tick 'Remember me' to remember your email for next time.
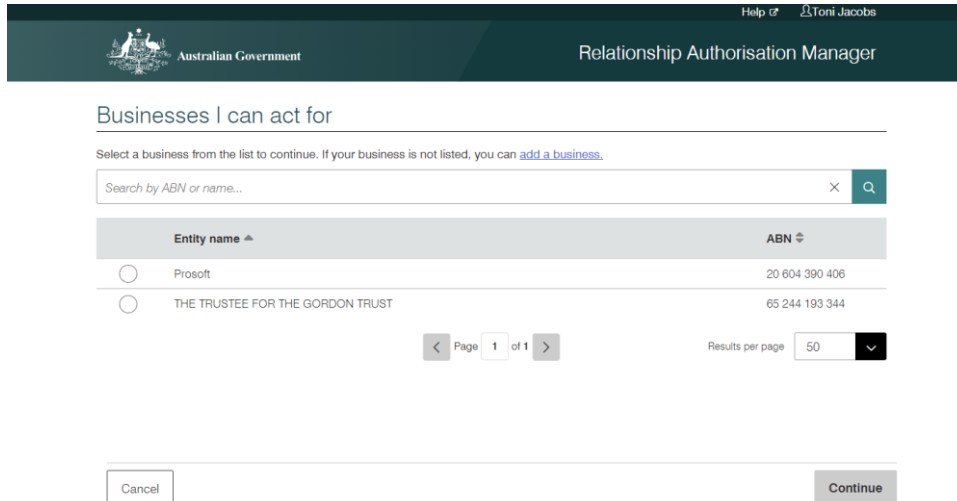

Step 4

You should now see a random 4 digit number. An example is provided below. This will be the prompt to open the myGovID app. You can enter the code you can see on your screen in the myGovID app. Note, the code below is an example only.

Once you've successfully entered in the code, the website will redirect you to the Relationship Authorisation Manager (RAM). Where you can select the business to log in as.

Step 5

On the Relationship Authorisation Manager screen, you can select from business accounts that you can act for. To access the correct account information in the QRIDA MyAccount portal, you must select the business account that has the same ABN as the one used in your QRIDA account.


Once you've successfully completed this step, the website will redirect you back to the QRIDA MyAccount portal, and you will now be securely logged in with myGovID.

Note: If the business entity used for your QRIDA account does not appear in the Relationship Authorisation Manager screen, visit https://www.abr.gov.au/general-information/accessing-online-services-mygovid-and-ram on how to add it to your myGovID.
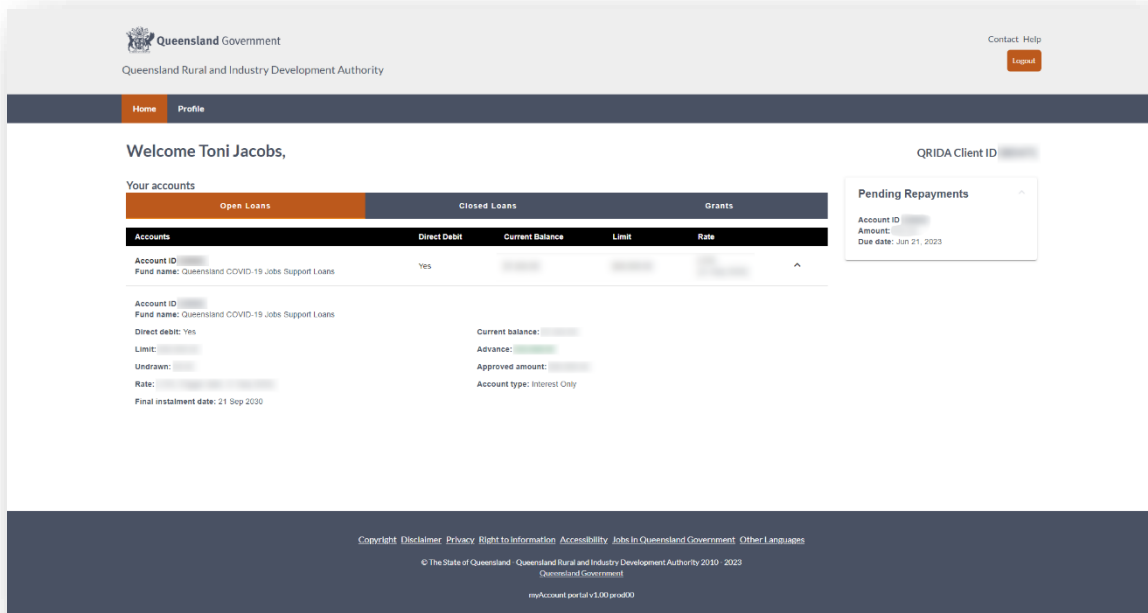
If you encounter any difficulties at any point with logging in via myGovID, or wish to speak to a support representative, please refer to the myGovID general support available at the following link: www.mygovid.gov.au/help-contact-us#general-support

Viewing your QRIDA account

Once you have successfully logged in to QRIDA's MyAccount portal, you will see the MyAccount home page as provided in an example below. This page will allow you to see all your loan accounts and grants.
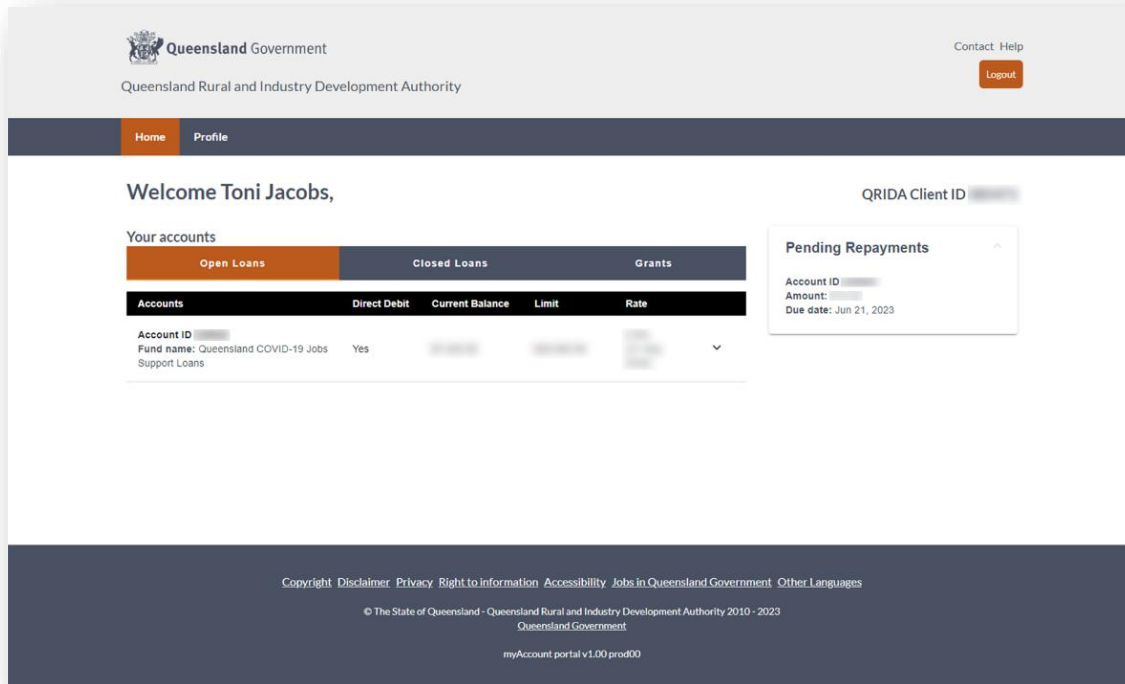
Clicking on an account in the table will expand to display more information about that account.

Click on the tabs across the top to see details of your open loans, closed loans, and grants.

Requesting an account statement

Account statements can be requested on demand for all loan accounts.

Select an account and click to expand the view. Click on the Generate Statement button to start the process.
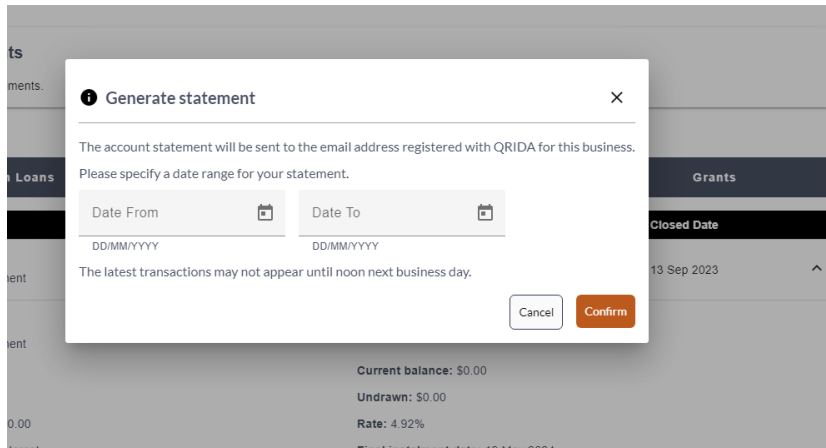
A popup box will appear allowing a date range to be specified for the statement period. Select the desired date range and click confirm to requests the statement.
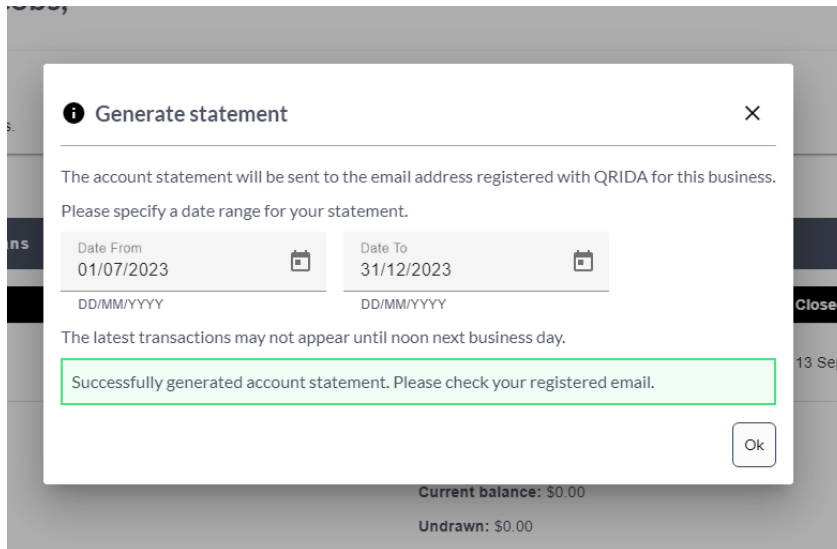
A confirmation will appear, and the requested statement will be generated and emailed to the registered email address.

Viewing your profile

You can view your personal information by clicking on the Profile tab on the top tool bar.

Currently this information is read only on the MyAccount portal. If you would like to update your personal details, please download the QRIDA change of client details form and send it to contact_us@qrida.qld.gov.au when completed. The link to this form is provided in the update your details section of this screen.