

### Step 1

Follow the link below:

<https://www.gov.uk/report-and-pay-your-capital-gains-tax/if-you-sold-a-property-in-the-uk-on-or-after-6-april-2020>

### Step 2

Scroll down to 'Report and pay online' select 'Sign in or create an account'

## Report and pay online

Use a Capital Gains Tax on UK property account to:

- report and pay any tax due on UK property
- view or change a previous return

If you're already registered for Self Assessment, you'll also need to include details of the sale in your [Self Assessment tax return](#)

**Sign in or create an account >**

You'll need a Government Gateway user ID and password to set up your account or sign in. If you do not have a user ID, you can create one the first time you sign in.

### Step 3

Do not fill in the username and password detail but select 'Create sign in details'.

## Sign in using Government Gateway

Government Gateway user ID  
This could be up to 12 characters.

Password

**Sign in**

**New users of Government Gateway**

[Create sign in details](#)

**Problems signing in**

Step 4

Enter your email address and select continue. You will be sent a code from HMRC.

## 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**

Step 5

Enter the code:

## Enter code to confirm your email address

We have sent a code to:

The code will expire in 30 minutes.

**!** If you use a browser to access your email, you may need to open a new window or tab to see the code.

Confirmation code  
For example: DNCLRK

[▶ I have not received the email](#)

**Confirm**

Step 6

Enter your full name:

## What is your full name?

**Continue**

Step 7  
Create a password:

## Create a password

Your password needs to be 10 or more characters. To help you create a long and strong password, the National Cyber Security Centre recommends using three random words.

You can use a mix of letters, numbers or symbols in these three words.

**Password**

**Confirm your password**

[Continue](#)

Step 8  
You will be given a government gateway user ID. This will be 12 numbers. This will also be emailed to you.

Step 9  
You will be asked to set up additional security –  
You will need to select from receiving a text, a voice call or using an authenticator app.  
Please select your preference and enter your telephone number or set up the authenticator.

Step 10  
You will be asked for more details to set up the account:

### Create a Capital Gains Tax on UK property account

## Do you have a National Insurance number?

You'll find it on your National Insurance card, payslip or P60. For example, 'QQ 12 34 56 C'.

Yes

No

[Continue](#)

### Create a Capital Gains Tax on UK property account

## Do you have a Self Assessment Unique Taxpayer Reference?

This is 10 numbers, for example 1234567890. It will be on tax returns and other letters about Self Assessment. It may be called 'reference', 'UTR' or 'official use'.

Yes

No

[Continue](#)

Create a Capital Gains Tax on UK property account

## Do you want to report a capital gain for a trust or estate?

Yes

No

[Continue](#)

Create a Capital Gains Tax on UK property account

## Enter your full name

First name

Last name

[Continue](#)

Create a Capital Gains Tax on UK property account

## Is your contact address in the UK?

Yes

No

[Continue](#)

Create a Capital Gains Tax on UK property account

## Enter your non-UK address

Address line 1

Address line 2 (optional)

Address line 3 (optional)

Address line 4 (optional)

Country

[Continue](#)

Step 11  
Review the details entered and select 'create account'

Step 12  
You will be given a CGT on UK Property account number. **Please send this to us so that we can ask for authorisation to access the account.**

Create a Capital Gains Tax on UK property account

## Account created

Your Capital Gains Tax on UK property account number is  
**XACGT [REDACTED]**

You will need to provide this number to HMRC if you need to discuss your account.

We have sent a confirmation email to [REDACTED]

[Tell us how we can improve this service \(takes 1 minute\)](#)

[Go to account](#)

Step 13

The home screen of the account should look like this:  
You do not need to do anything further.

