Government of JERSEY

For tax agents:

Guidance notes

Access and management of the Pillar Two Platform

This guide helps tax agents create accounts and to delegate access to the relevant users.

MAY 2026

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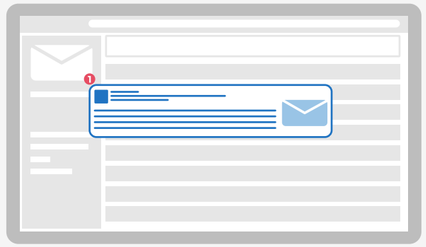
User permissions

Actions	Agent admin	Agent user
Logs in with Yoti/JerseyMe		
Logs in with 2FA (two-factor authentication)	✓	✓
Can appoint and manage agent administrators	✓	
Can appoint and manage other agent users	✓	
Can view and edit registration details	✓	✓
Can download PDFs	✓	✓
Can submit the MCIT return	✓*	✓*
Can view statements	✓	✓

*Available in a future release

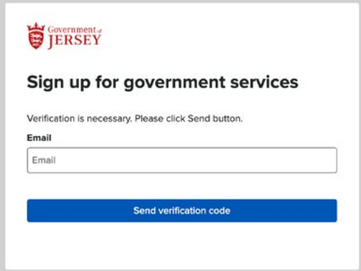
Log into Pillar Two Platform

1



Only a tax agent with an administrator role can invite other agent administrators or agent users. Once invited, you will receive an email with an invitation requesting you to sign up for a government services account.

2

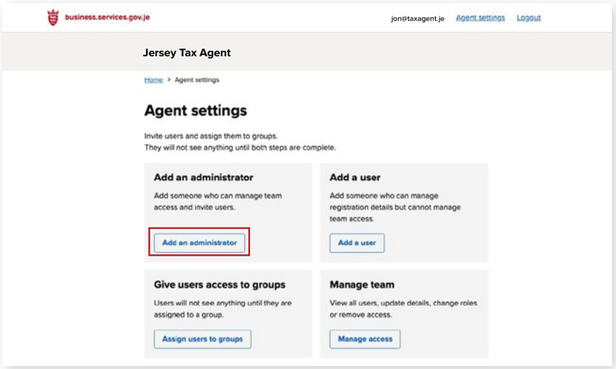


Set up your account, using the email address which you have been invited with, verify your account by entering the email verification code and set up your password.

3

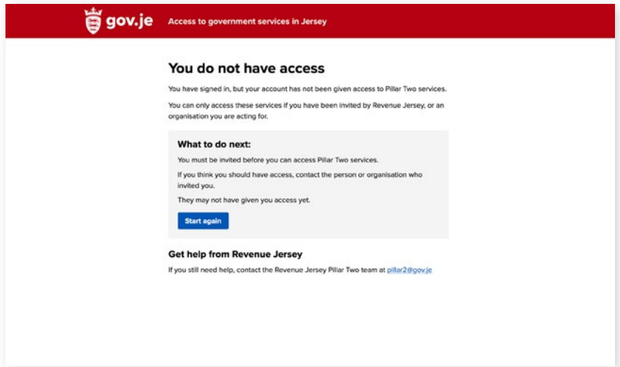
On first login activate your 2FA (two-factor authentication) by scanning the QR code with your mobile device. Please add your new account to your authenticator. You will need this on every login.

4a **FOR AGENT ADMINISTRATORS ONLY**



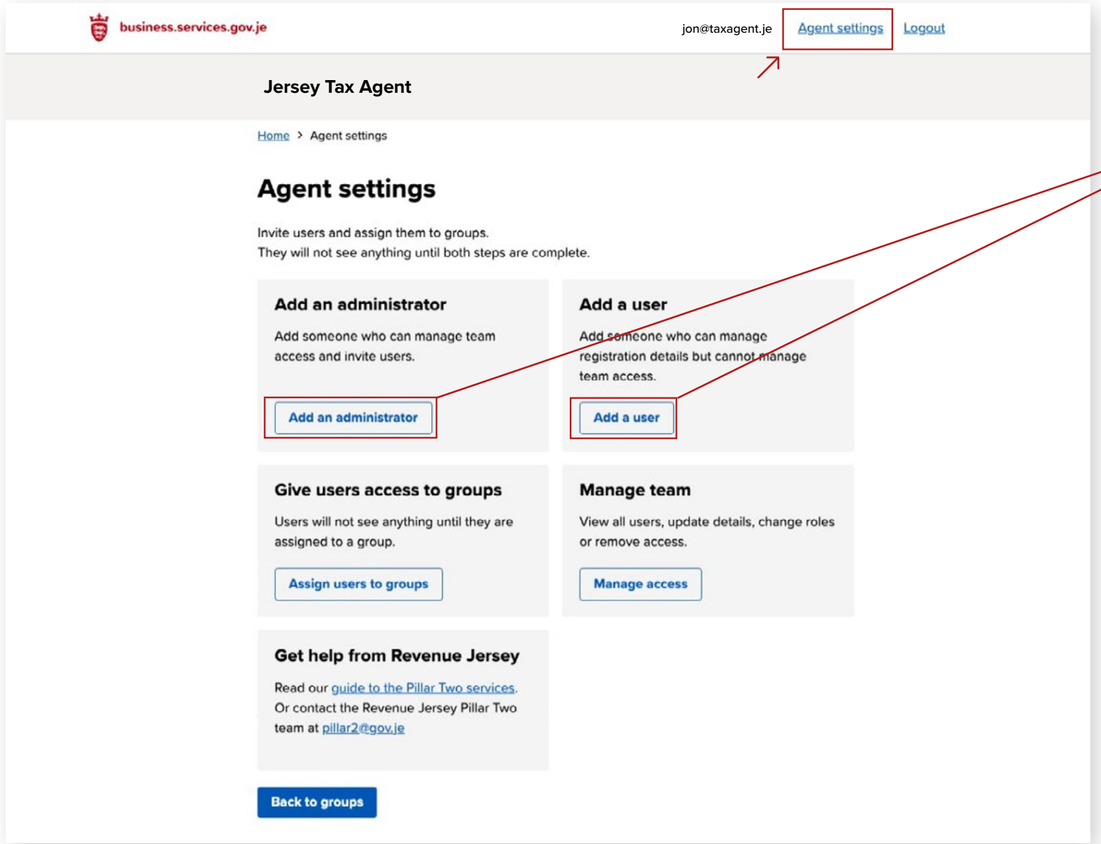
After logging in, you will see the Agent settings page. See page 5 “**Assign users to groups**” to give yourself and others access.

4b **FOR AGENT USERS ONLY**

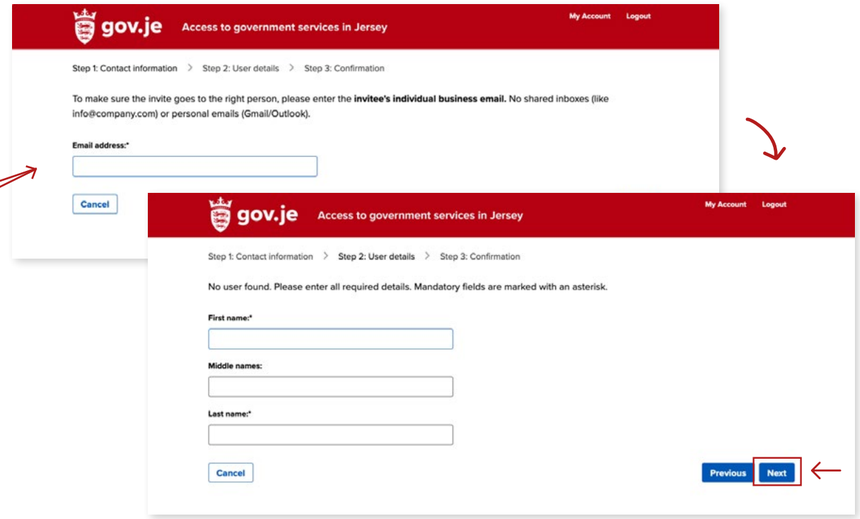


After creating your account, your administrator will need to give you access to your clients. Until then you won’t have access to Pillar Two Platform.

Invite users to Pillar Two Platform

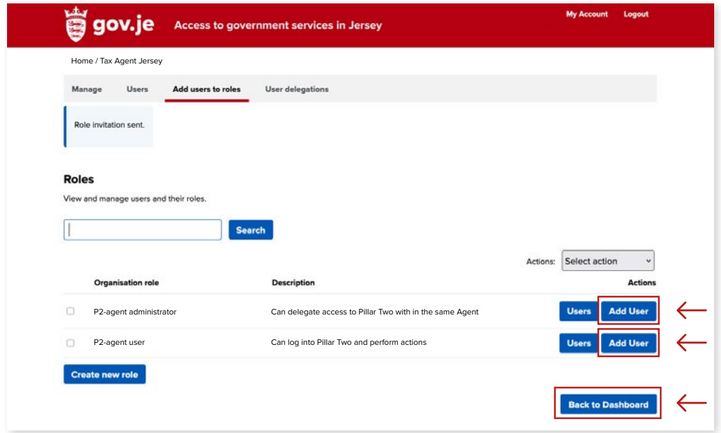


To invite other members of your team to use Pillar Two Platform, go to the "**Agent settings**" button on the top right corner and select the type of role you would like to add.



Please provide an email address, first name and last name and select "**Next**".

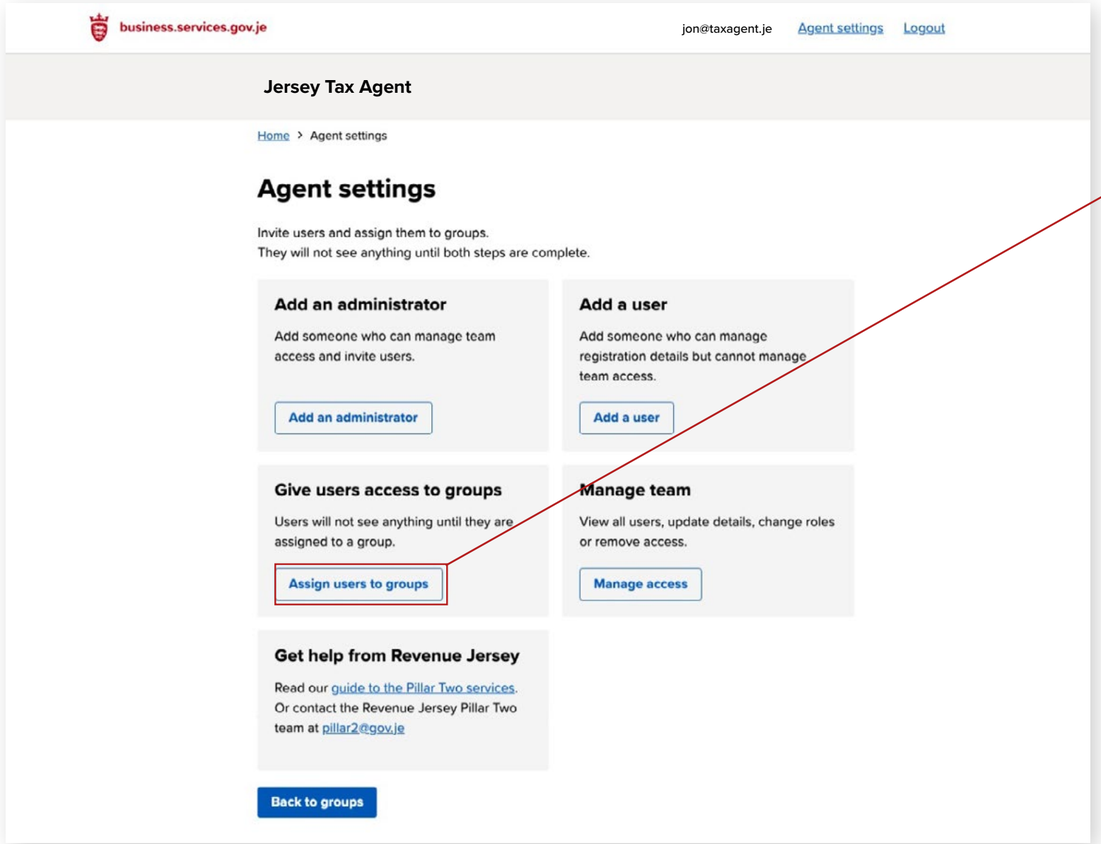
Finally, confirm the details you have submitted. An invite email will be sent to the new user to register.

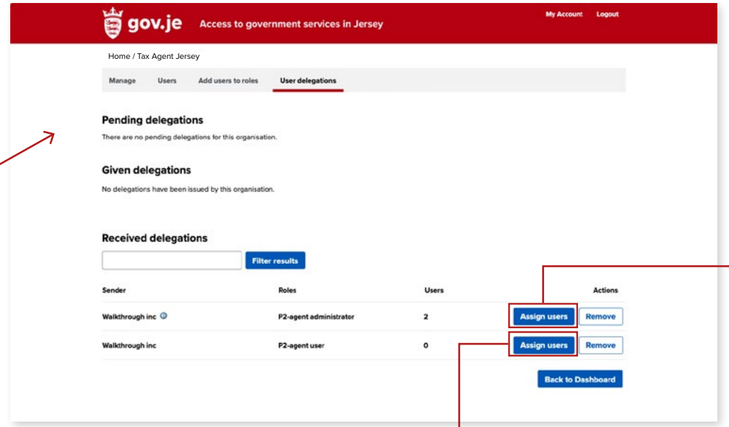


You can add more team members by selecting the "**Add user**" button for the relevant role, or you can go "**Back to dashboard**" to take you back to Pillar Two Platform

Please note the client role and the tax agent role must match.
I.e. If you give a role of 'P2-agent user' here, it will be the same role they will have access when you assign users to groups on page 5

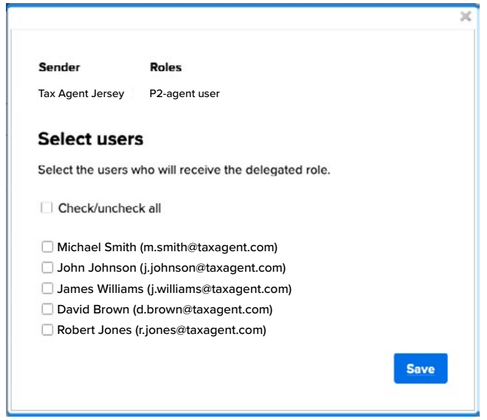
Assign or unassign users to groups

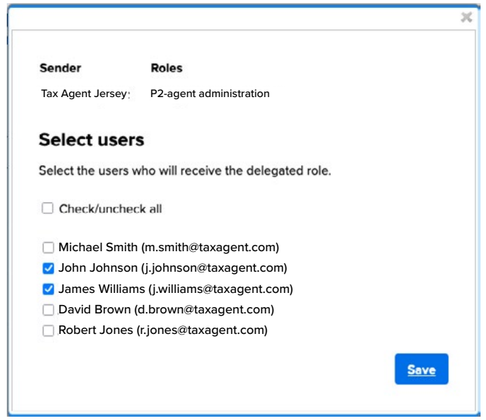




You will see all the clients that have appointed the tax agent you represent on this page.

For each client, you will have two roles to choose from (user or administrator).





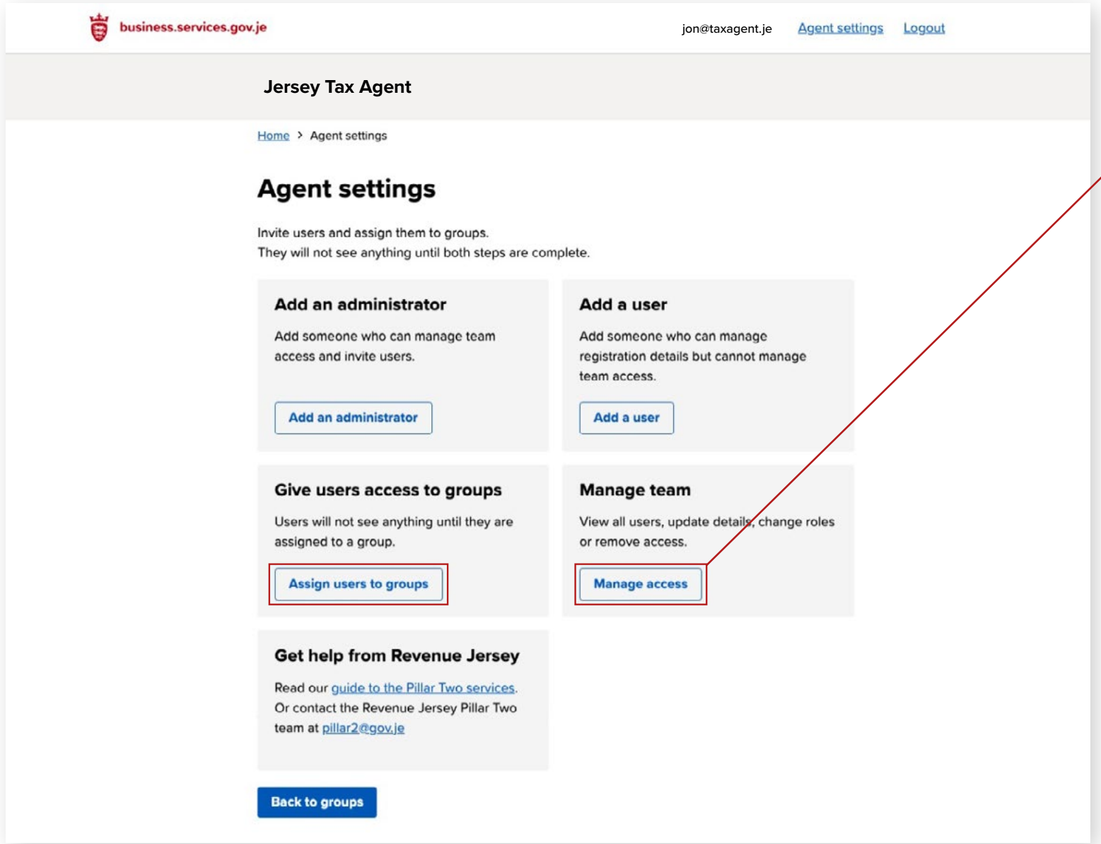
To assign team members (who have created an account see page 4) to clients the tax agent has been appointed to represent, please go to “**Assign users to groups**”.

Please select the person you wish to delegate a role to. Unselect if you want to remove access to that client.

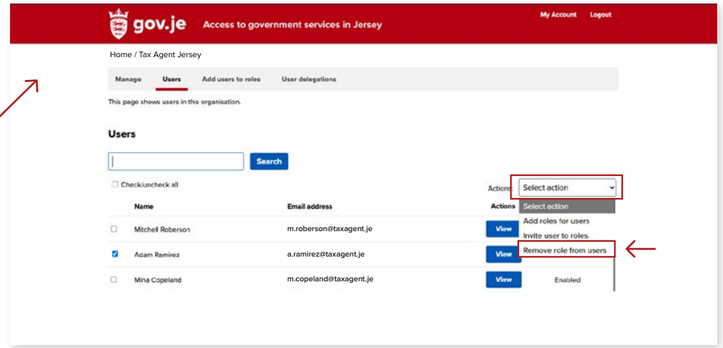
New users can only be assigned to groups after they set up their account. You will be notified once the user has registered.

Please note the client role and the tax agent role must match. I.e. If you give a role of ‘P2-agent user’ here, it will be the same role they will have access when you assign users to groups on page 5

Remove a user from your tax agent organisation

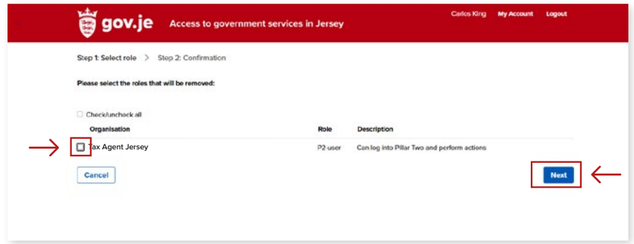


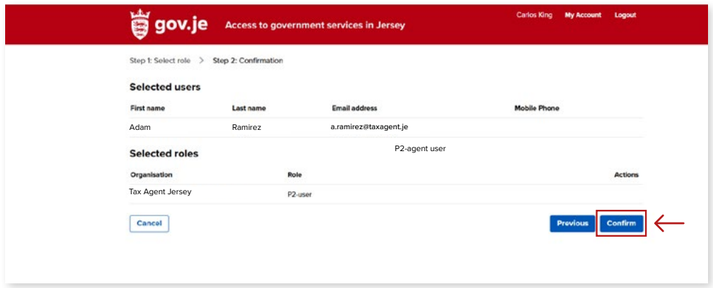
To remove access for other users, go to the "**Manage users**" tab and select "**Manage access**".



Select the user you want to remove from your organisation and select "**Remove role from users**" from the "**Action**" drop-down.

Tick your organisation and select "**Next**"





Select "**Confirm**" to remove a user from your organisation.

To completely remove access of an administrator you need to first follow the steps on page 5 and then the steps on this page (6).