

www.**eFileReady**.com
SPREADSHEET E-FILING TO HMRC

User Manual

(How does E-filing Work?)

PAYE and CIS Returns



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Key Summary of the E-Filing Process

This summary shows you the steps involved to e-file your data.
Whatever you are e-filing, the steps involved are the same.

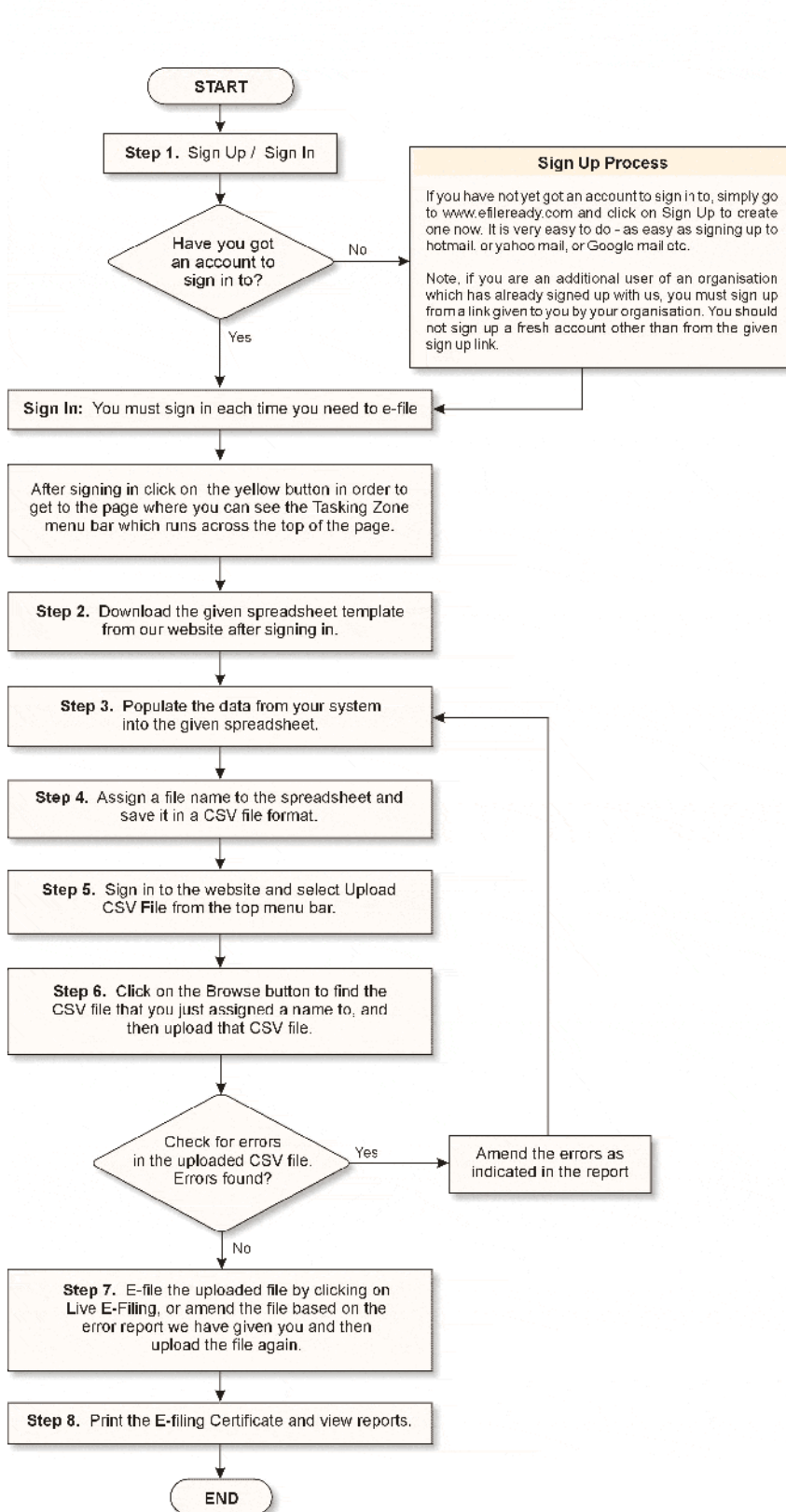
- CIS300, CIS Subcontractor verifications
- PAYE P14, P35, P45 etc data,

- Step 1** Sign Up / Sign In.
- Step 2** Download the given spreadsheet template from our website
- Step 3** Populate the data from your system into the given spreadsheet.
- Step 4** Assign a file name to the spreadsheet and save it in a CSV file format.
- Step 5** Sign in to the website and select Upload CSV File from the top menu bar.
- Step 6** Click on the Browse button to find the CSV file that you just assigned a name to, and then upload that CSV file.
- Step 7** E-file the uploaded file by clicking on E-File Now!, or amend the file based on the error report we have given you and then upload the file again.
- Step 8** Print the E-filing Certificate and view reports.

(More information about each of the steps is detailed below.)

Support Email: Kevin.Munn@efileready.com Tel: **020 8452 9516**

How Does www.EfileReady.com E-filing Work?



The following steps explain how you can use www.efileready.com to e-file your returns.

1 Step 1. Sign Up / Sign In

1.1 Sign Up :

If you have not yet got an account to sign in to, simply go to www.efileready.com and click on 'Sign Up' to create one now. It is very easy to do - as easy as signing up to an email account such as hotmail, yahoo mail, or Google mail etc.

Before you start the sign up process, please ensure you have the following details to hand. They will need to be entered to complete the sign up:-

Accounts Office Reference and PAYE Reference Number (optional)

All employers who register with the HMRC are issued with an Accounts Office Reference and a PAYE Reference Number. They can be found on any documents or correspondence received from your tax office. For example, on your yellow paying-in book and your P35 form.

This sign up process is carried out only once.

www.eFileReady.com Home | How it Works? | Contact Us | About Us | Feedback

Tested for e-filing to Companies House & gained HMRC recognition
HMRC & Companies House **E-filing Specialists + Data Services**

eFileReady is an e-filing specialist providing an exceptionally user friendly e-filing system allowing you to e-file almost every document you need to the HMRC and Companies House (CH) with ease. The system saves you from complicated XML e-filing processes because eFileReady is equipped with data conversion intelligence that can automatically convert your data to the HMRC and CH required XML or iXBRL formats for any return. Any responses or electronic acknowledgments due to you from HMRC and CH can also be downloaded from our system to your system for viewing purposes and/or to update your data.

E-File your RTI with Ease **E-File your iXBRL CT with Ease**

Innovative and Compatible with all payroll, accounts & ERP systems

IBM. SAP. ORACLE®. JDEdwards Enterprise Software. Windows. solaris. Linux

Sign Up (To Create New account)
Sign In (To your account)
Features and How it Works

Listed below are the range of e-filing services we provide, You can find out more details by clicking on the list.

How PAYE, VAT and CIS E-FILING to HMRC works?
Please click on the links for demo

1. CT and iXBRL Accounts to HMRC
2. P45, P46, P14, P35, P11D, WNU

Fig 1.1 Home Page – Sign Up

Important Note to Additional Users: if you are an additional user of an organization which has already signed up with us, you must sign up via a link emailed to you by your organization's system administrator. You should not sign up for a fresh account from our home page.

1.2 How to Appoint Additional Users :

If you are a system administrator and wish to allow other people in your organization to have access to the e-filing service, please follow the steps detailed below.

In the Tasking Zone menu click on Employer/Contractor, then further select the sub-menu Employer/Contractor Details. Click on the 'View/Edit' button for Additional User Details, then click on the 'Add New User' button.

For more details please refer to the eFileReady Sign Up / Sign In manual.

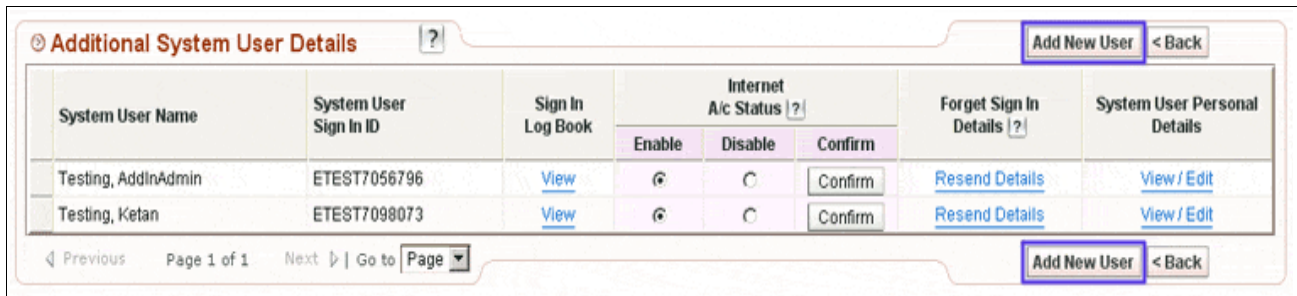


Fig 1.2 Add Additional Users

1.3 Sign In :

You must sign in each time you need to e-file.

For more details please refer to our separate eFileReady Sign Up / Sign In manual.

The screenshot shows the eFileReady website home page. At the top left is the logo 'www.eFileReady.com'. To the right are navigation links: 'Home | How it Works? | Contact Us | About Us | Feedback'. Below the logo is the text 'Tested for e-filing to Companies House & gained HMRC recognition' and 'HMRC & Companies House E-filing Specialists + Data Services'. A man in a suit stands next to a globe. Text describes the system as user-friendly and capable of converting data to XML or iXBRL formats. Two callouts say 'E-File your RTI with Ease' and 'E-File your iXBRL CT with Ease'. A banner states 'Innovative and Compatible with all payroll, accounts & ERP systems' with logos for IBM, SAP, ORACLE, JDEdwards, Windows, solaris, and a penguin. On the left, a sidebar has buttons for 'Sign Up (To Create New account)', 'Sign In (To your account)', 'Features and How it Works', and 'Price'. The 'Sign In' button is highlighted with a blue border. On the right, text says 'Listed below are the range of e-filing services we provide, You can find out more details by clicking on the list.' Below this is a section titled 'How PAYE, VAT and CIS E-FILING to HMRC works?' with a link 'Please click on the links for demo'. A numbered list follows: 1. CT and iXBRL Accounts to HMRC, 2. P45, P46, P14, P35, P11D, WNU, 3. P6, P9 & SL1 etc. downloads for auto-updates, 4. CIS 300 Monthly Returns & Verifications.

Fig 1.3 Home Page – Sign In

2 Step 2. Download Spreadsheet

Download the CIS300 spreadsheet, or any other document spreadsheet as required, to your local system.

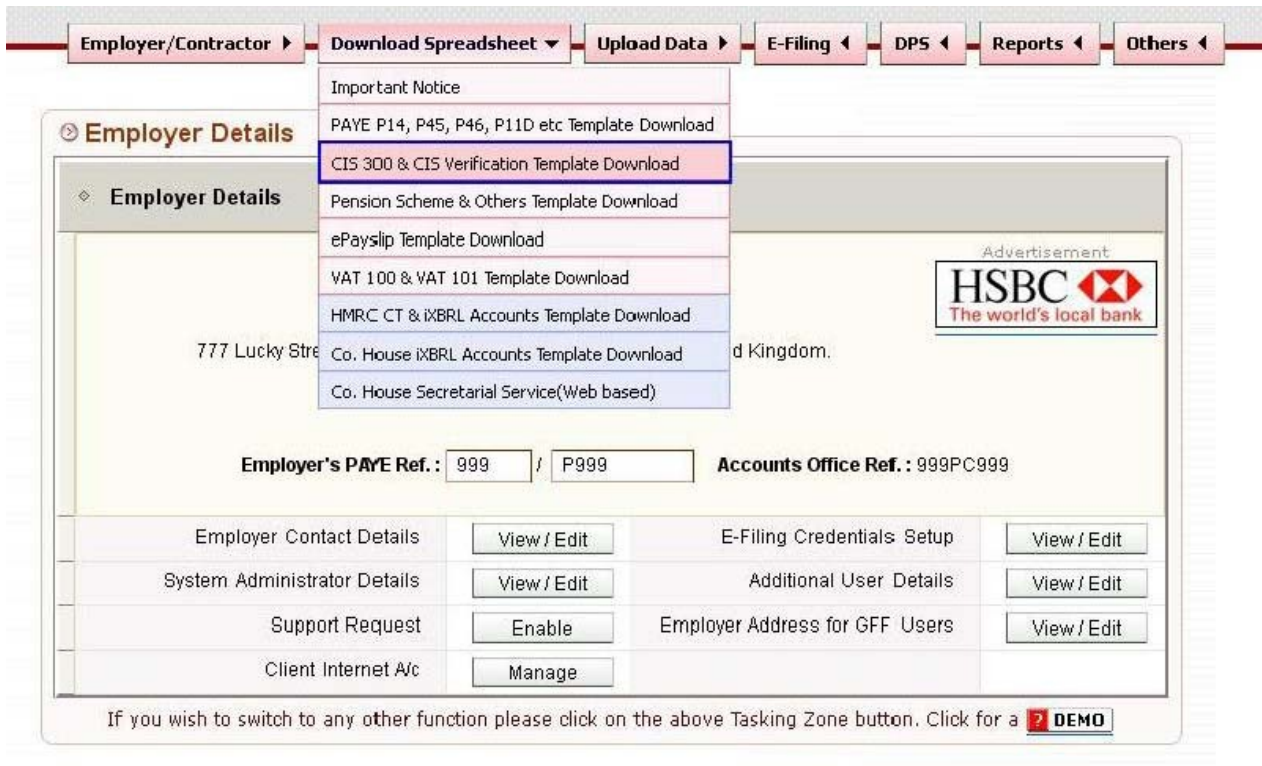


Fig 2.1 Go to Download Spreadsheet in the Tasking Zone, then click on the appropriate sub-menu

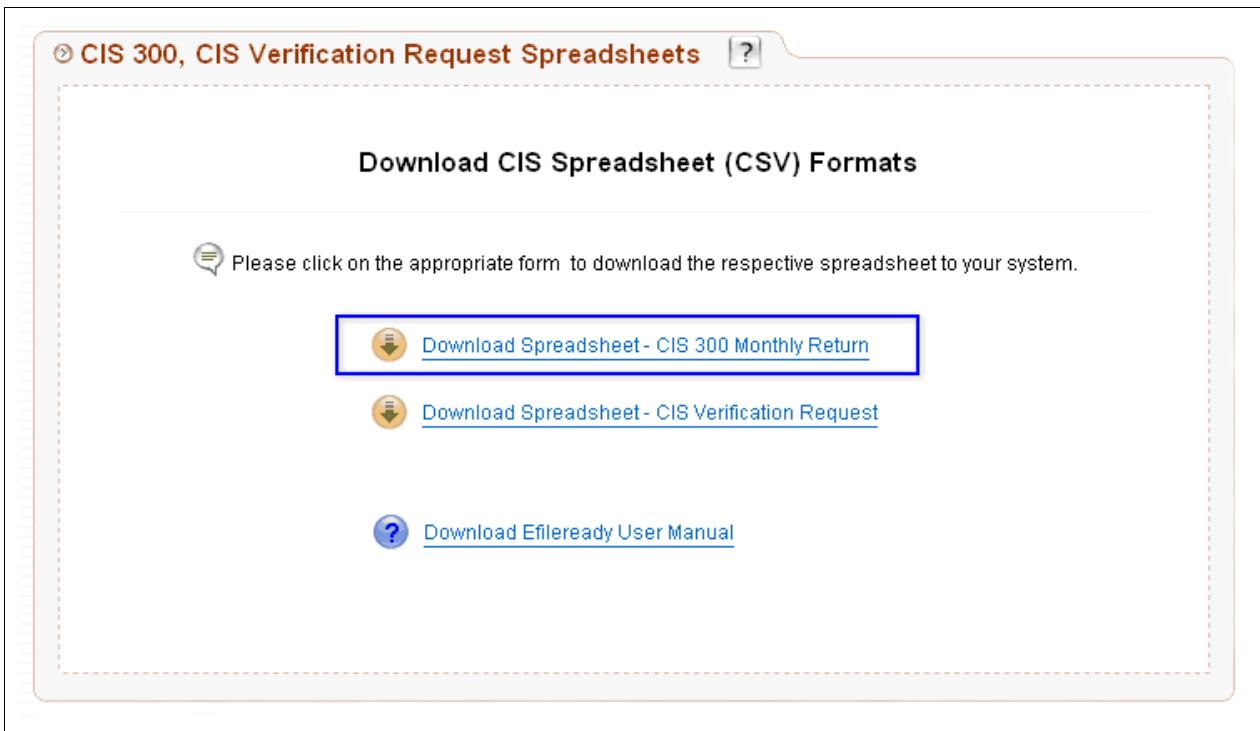


Fig 2.2 Click on the required spreadsheet

Download CIS 300 Monthly Return Spreadsheet [?](#) [Read Me First](#) [< Back](#)

Download CIS 300 Spreadsheet (without eStatement - 2 Files)

We have introduced a **FREE eStatement** service in the system. If you wish to use the eStatement function you need to download the new spreadsheet files, which can be found in our spreadsheet download section (option 2 or 3). If you do not wish to use the eStatement function you can continue to download the current spreadsheets files. Option 1 is for current users without the eStatement function.

 Always download and read the instructions before you populate your data into the spreadsheet.

<p>Download</p>  <p>Instruction for CIS 300 Monthly Return Spreadsheet (Contractor)</p>	<p>Download</p>  <p>CIS 300 Monthly Return Spreadsheet document (Contractor)</p>
<p>Download</p>  <p>Instruction for CIS 300 Monthly Return Spreadsheet (Subcontractor)</p>	<p>Download</p>  <p>CIS 300 Monthly Return Spreadsheet document (Subcontractor)</p>

Once downloaded, you should enter your data into the Spreadsheet and **save it in a CSV format**. Then select Upload CSV Data from the Tasking Zone to save the spreadsheet back to our server in a CSV format ready for E-Filing

[< Back](#)

Fig 2.3 Click to download the required spreadsheet

Note: The instructions for entering your data in the spreadsheet are provided and can be downloaded. We recommend you read these instructions before filling in the actual spreadsheet.

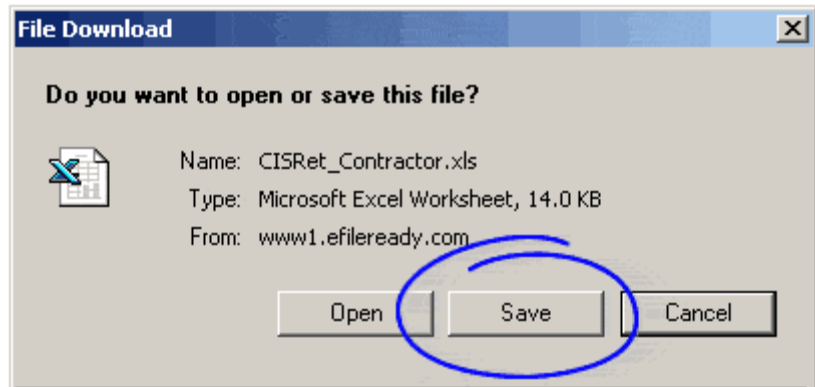


Fig 2.4 Download and Save the spreadsheet to your local system

3 Step 3. Populate your data into the spreadsheet

Populate the CIS300 data from your system into the downloaded spreadsheet. Refer to the instructions provided if you are unsure of any field.

This can be done off-line, so after downloading the spreadsheets and instructions, you can log out from eFileReady. You do not need to be logged in to eFileReady to enter data into the spreadsheets.

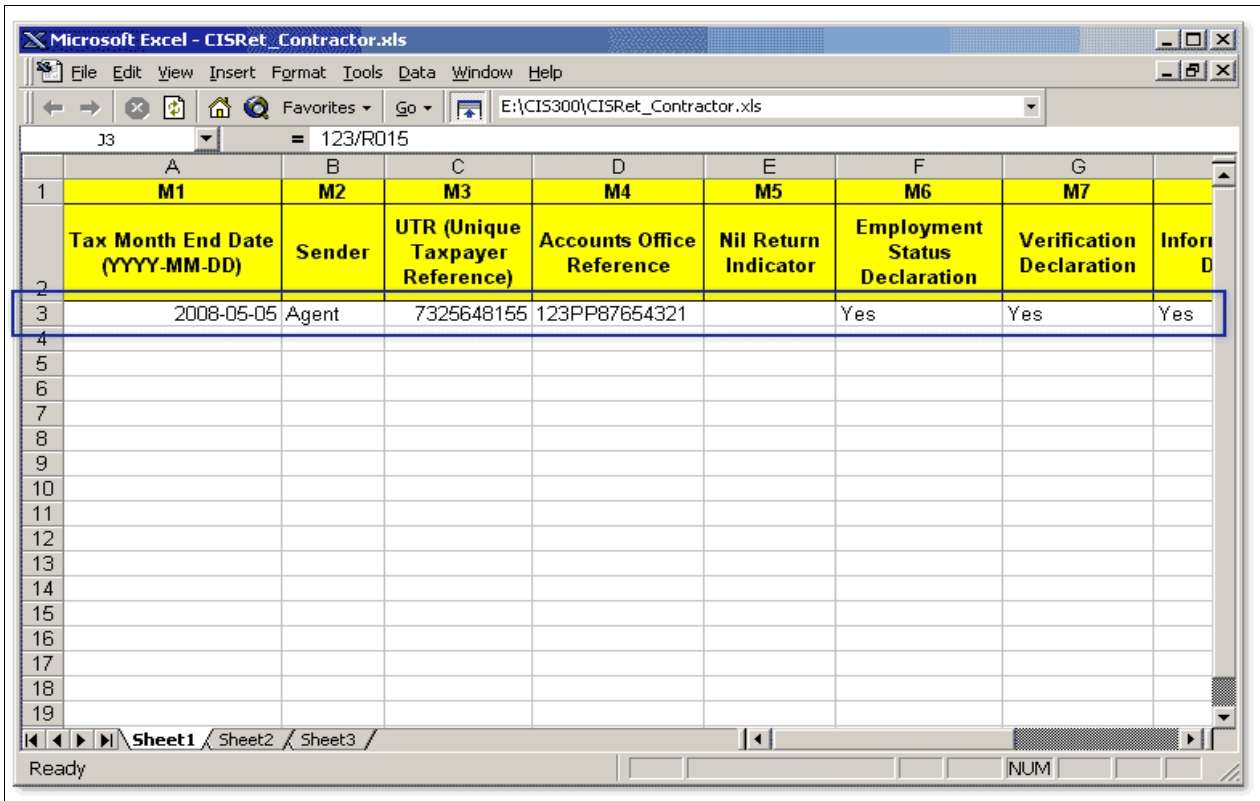


Fig 3.1 Populate your data into the downloaded spreadsheet

4 Step 4. Assign a file name to the spreadsheet and save it in a CSV file format.

Now save your data in the spreadsheet in a CSV format.

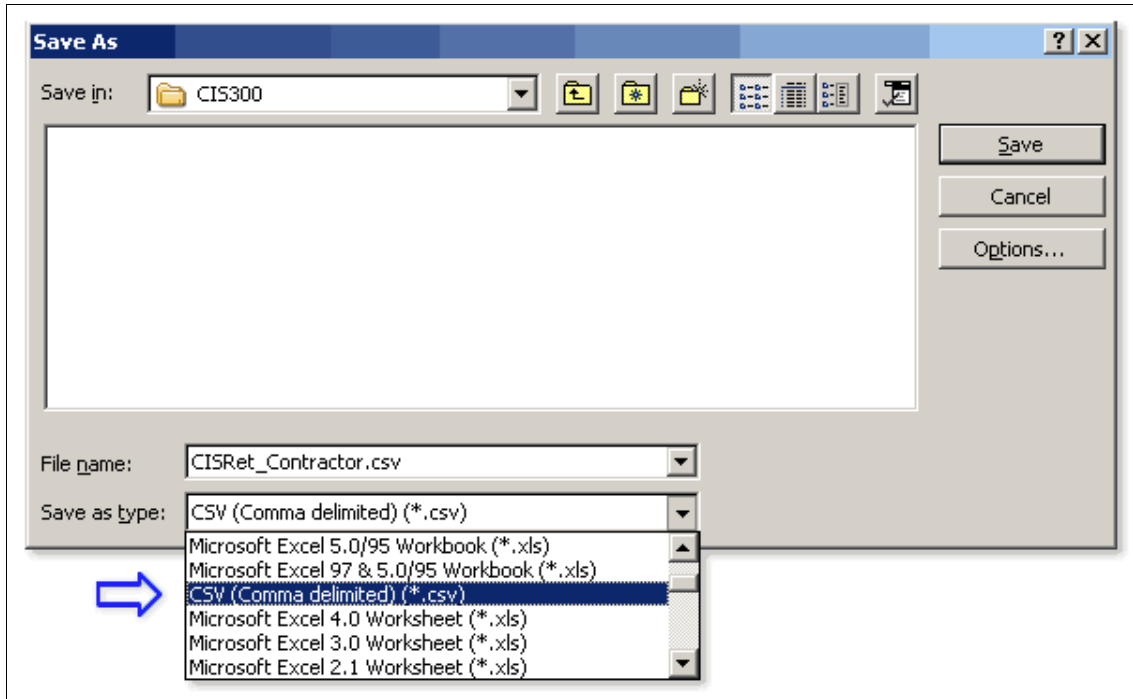


Fig 4.1 Save the spreadsheet as a CSV file

5 Step 5. Upload your data to eFileReady

Sign in to WWW.EFILEREADY.COM

Select Upload CSV File from the Tasking Zone menu and then further select Upload CIS CSV Files, or any other document CSV file as required.

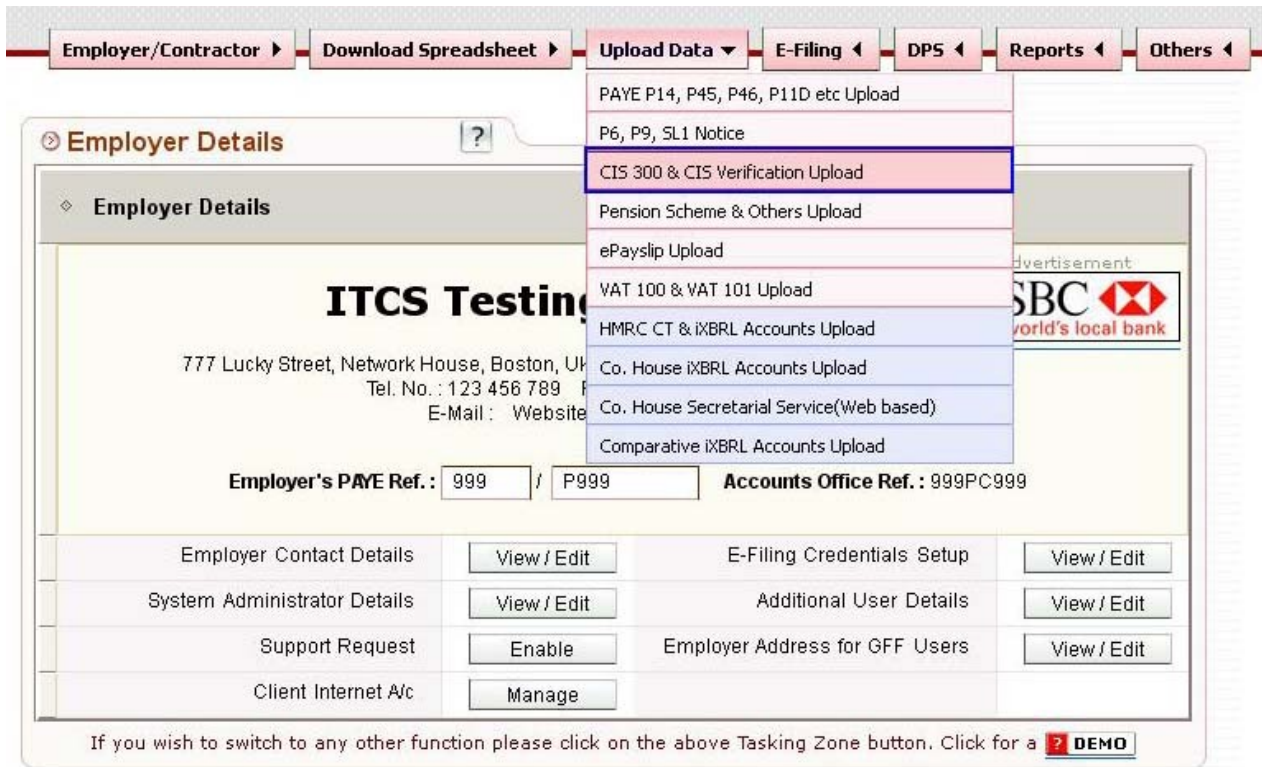


Fig 5.1 Click on the Upload Data File sub-menu

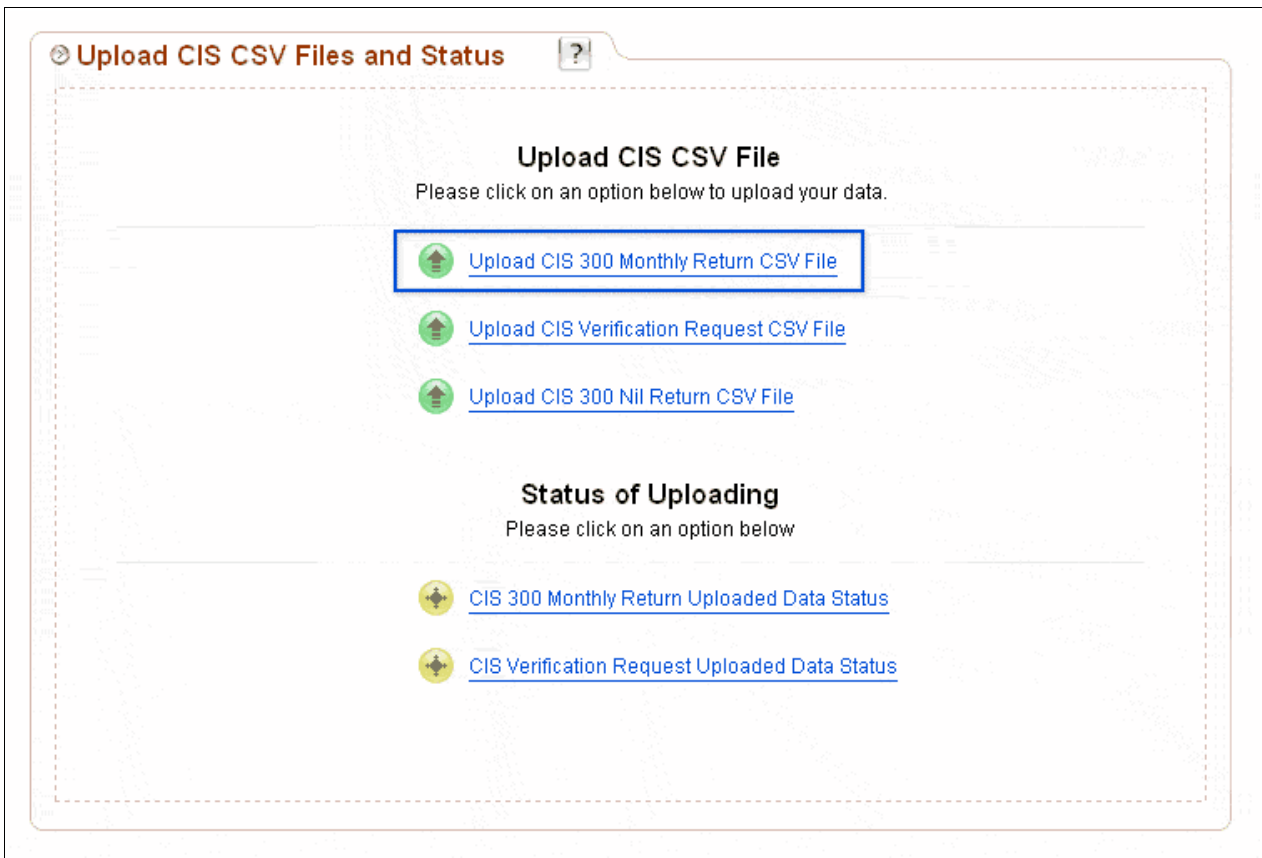


Fig 5.2 Click on the appropriate Upload CSV File link

Pick up the CIS spreadsheet file you just saved in your local system by clicking on the 'Browse' button (in just the same way as you sign in to an e-mail account and then go to your local system to pick up a file you prepared previously to attach to an e-mail).

“Your own CSV File Reference” is where you can enter a short description of the upload. This can also include the date of submission.

Click on the 'Click to Upload CSV File' button to upload the file to the www.efileready.com server.

[?](#) [< Back](#) [Click to Upload CSV File ^](#)

Upload CIS 300 CSV File(without eStatement - 2 Files)

This upload is for existing eFileReady CIS users to upload their CIS300 monthly returns data using their existing spreadsheets / CSV file for e-filing to the HMRC. If you do not wish to have the eStatement function you can continue to use your current spreadsheet / CSV file as it is. HMRC has not changed any of the CIS300 e-filing standards.

However, we do encourage you to switch to the new spreadsheets / CSV files with eStatement functions. The eStatement function is FREE and has a lot of advantages. [Please click here to find out more.](#)

Step 1 - Please ensure that your CIS 300 data for your monthly return e-filing is in a CSV file format.

Step 2 - Select Tax Year

Step 3 - Tax Month End Date * [? Click for Info](#) [? Click for Info](#)
(Reset if to select other tax month)

Step 4 - **CONTRACTOR (CIS 300) ***
Click Browse to Upload Contractor CSV file.

Step 5 - **SUBBIES (CIS 300) ***
Click Browse to Upload Subcontractor CSV file.

Step 6 - Your own CSV File Reference
(optional)

Warning : Please note - it will take **about 3 minutes**, depending on the quantity of data, to complete the uploading and validating process. Please do not click on any Tasking Zone button during this time. If you do the file upload will be aborted.

[Click here to Upload CSV File](#)

Fig 5.3 Browse to find the files in your local system and then upload

As you upload your CSV files, our service instantly converts the files into XML and validates them against the HMRC provided SCHEMA and BUSINESS RULES, ready for e-filing.

If no errors are found in the uploaded data, select E-filing/Status in the Tasking Zone to proceed on to e-file the uploaded file.

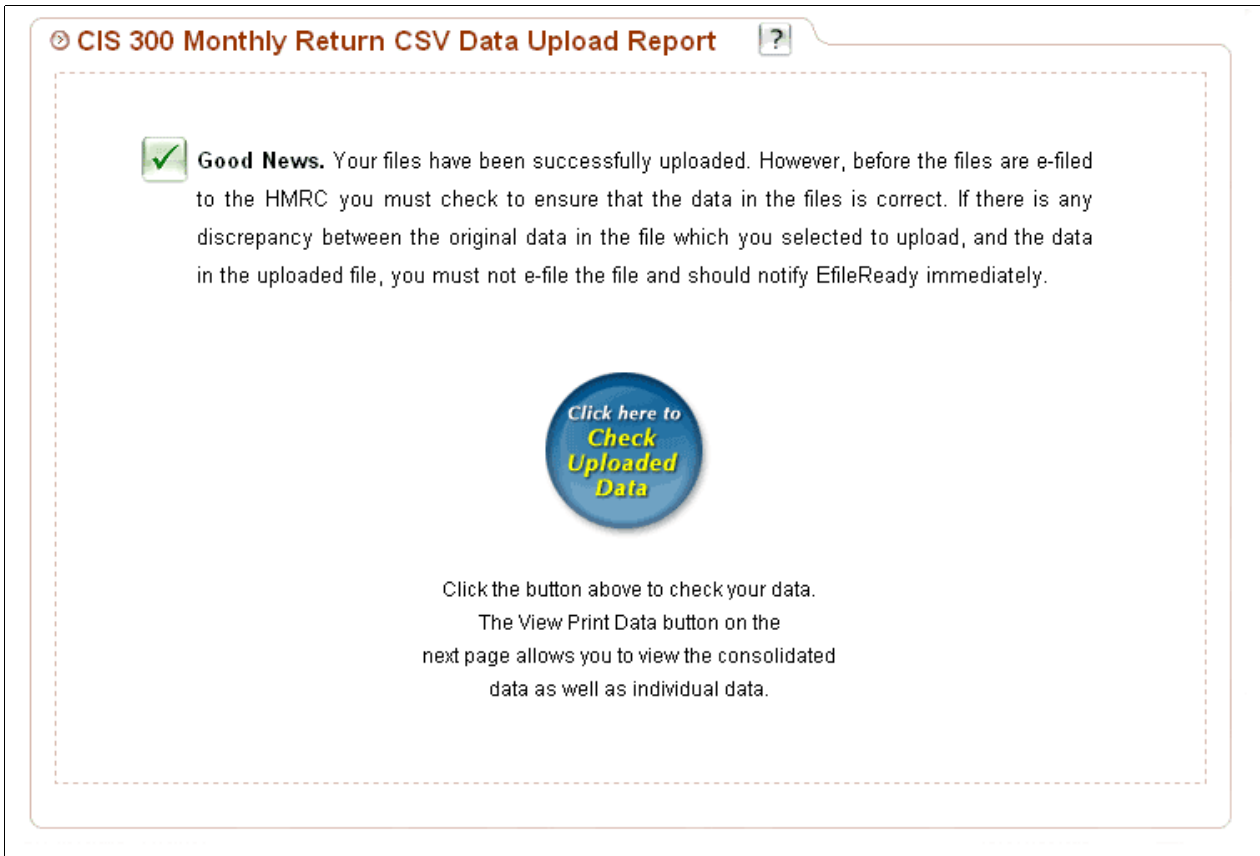



Fig 5.4 CSV Data Upload Report

If errors are found, an Error Report will be displayed on screen. You should amend the errors as indicated and then start the process again from Step 3.

CIS300 Monthly Return Details ? Print Report < Back

User CSV File Ref. **CIS300002** Batch Ref. **AAA000006**

 **CSV Data Validation Error Report:**
Please fix the errors on your CIS300 Monthly Return spreadsheet and upload again.

Error found in Contractor CIS300 CSV file

- 1 Line 3 Column M1>> 2007/13/05 : Invalid Date field/format.
- 2 Line 3 Column M3 >> 727325648155 : Invalid mandatory field value.
- 3 Line 3 Column M4 >> 90123PP87654320001 : Invalid mandatory field value.
- 4 Line 3 Column M7 : Invalid mandatory field value.

Error found in Subcontractor CIS300 CSV file

- 1 Line 3 Column N2>> 9876543212334234324 : Maximum length exceeded.
- 2 Line 3 Column N11>> YHJ89753000J : Maximum length exceeded.
- 3 Line 4 Column N7>> ## : Either Individual or Trading Name should be present.

Print Report < Back

Fig 5.5 CSV Data Validation Error Report

6 Step 6. E-Filing your data

To e-file the uploaded data directly to HMRC, select E-filing/Status from the Tasking Zone, then select the appropriate sub-menu.

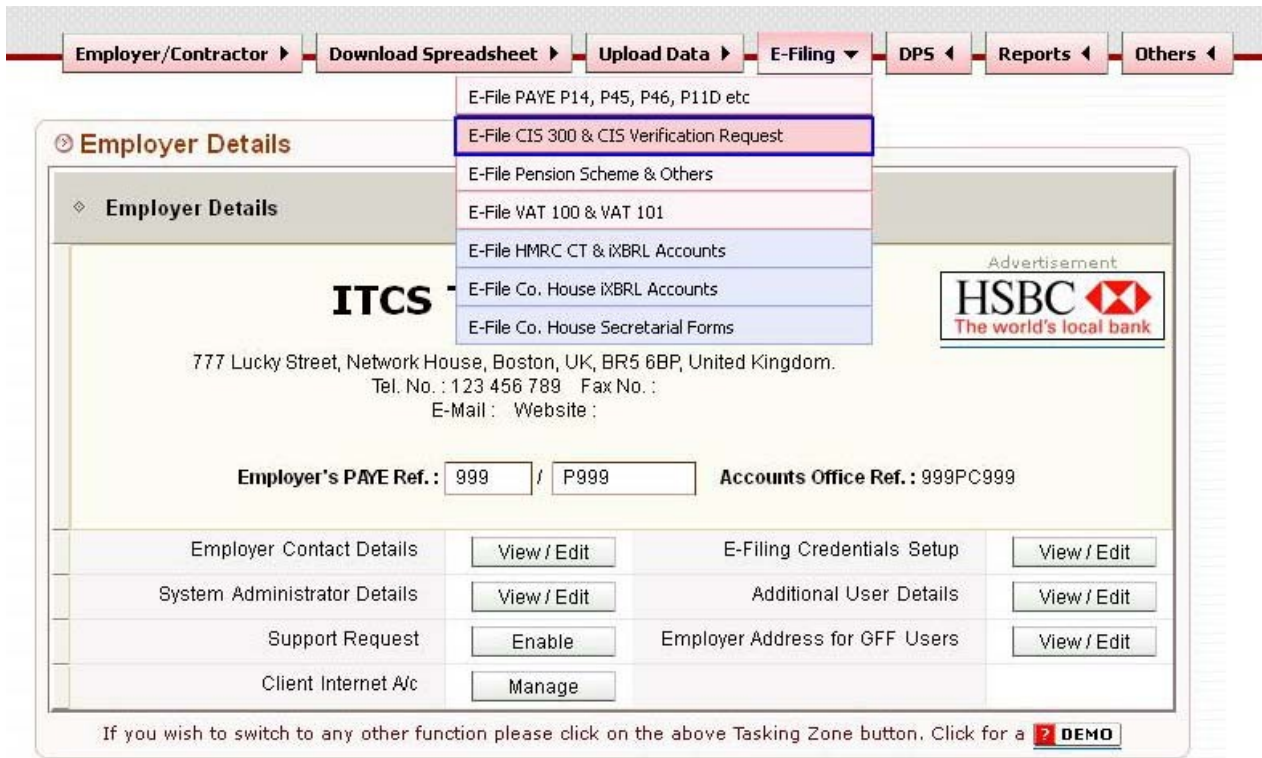


Fig 6.1 Click on the E-Filing sub-menu

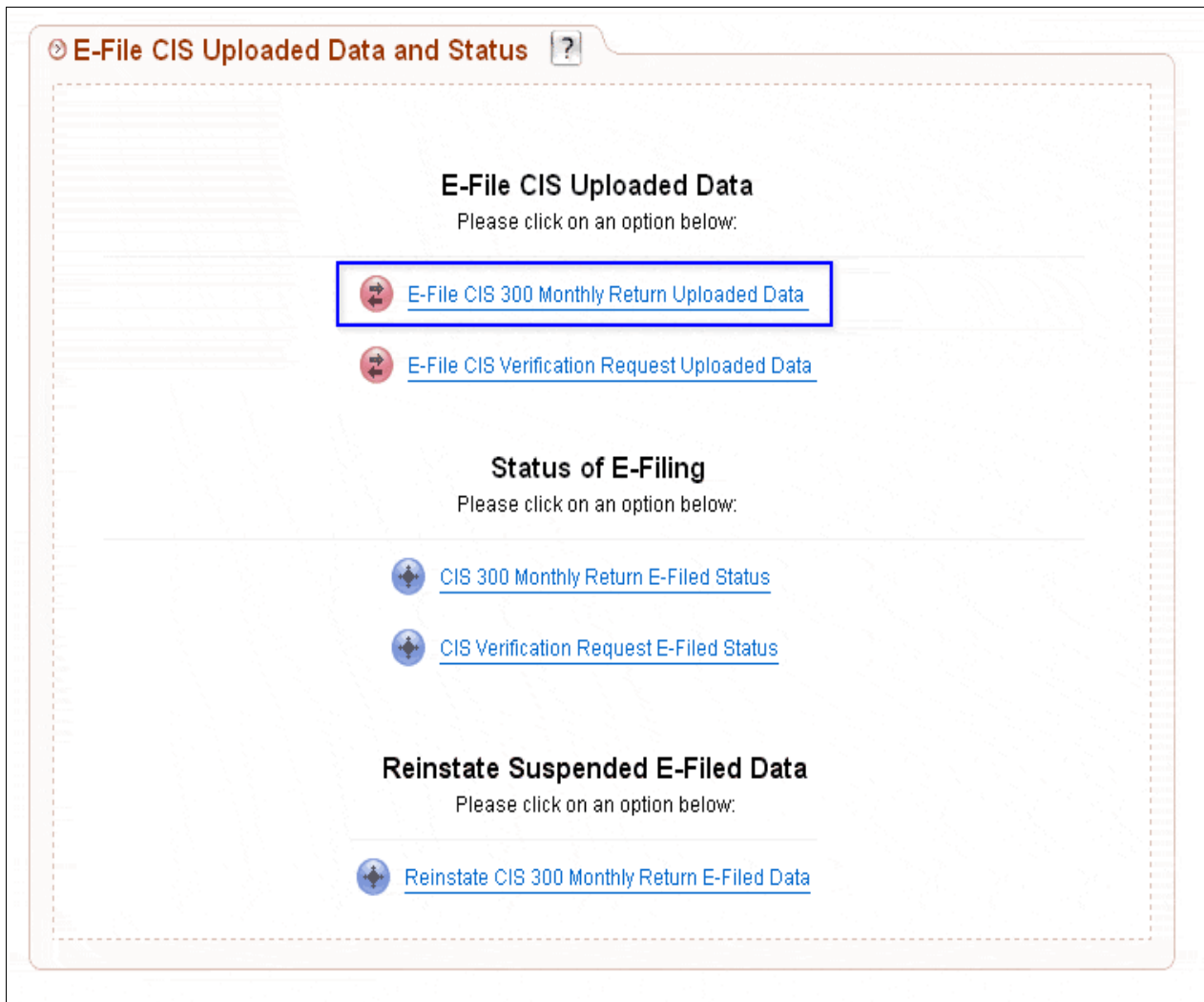


Fig 6.2 Click on the appropriate E-File Document link

⊙ E-File CIS 300 Monthly Return Uploaded Data
?
< Back
E-File Now!

Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	User CSV File Ref.	Total Subbies	Upload Status	Action		Select to E-File
05/05/2008	Demo Contractor Limited	4325648151	067 / V30456	CIS300005	86	Successful	View	Remove	<input type="radio"/>
05/05/2008	Demo Contractor Limited 2	2325648152	067 / V30456	CIS300004	0	Successful	View	Remove	<input type="radio"/>
05/05/2008	Demo Contractor Limited 3	4325648151	067 / V30456	CIS300003	50	Successful	View	Remove	<input type="radio"/>
				CIS300002	50	Failed	View	Remove	<input type="radio"/>
05/05/2008	Contractor Name X	9625648152	067 / V30456	CIS300001	12	Successful	View	Remove	<input type="radio"/>

< Previous
Page 1 of 1
Next >

Go to

< Back
E-File Now!

Fig 6.3 View the data to be E-filed

Before e-filing your data to the HMRC you should double check to ensure that the data you have uploaded is correct. If it is correct, select those details you wish to e-file by ticking the appropriate tick boxes, then click on the 'E-file Now!' button.

Contractor's Declaration ? Cancel Continue >

Contractor's Declaration

Tax Month End Date **05 MAY 2009 (05-04-2009 to 05-05-2009)** ?

NOTE: Please check that you have entered your E-Filing Setup details correctly. i.e. ensure that you have selected either Contractor or Agent as appropriate, and that your E-Filing User ID and Password are both entered and up to date.

DECLARATION : I hereby confirm that I have checked through all the HMRC documents and records, consisting of CIS 300 Monthly Return CSV Data for my contractor, and to the best of my knowledge and belief these records are fully and truly stated.

Your Personal Name *	<input type="text" value="Robert Redford"/>	
Your Acting Capacity	Contractor	?
Enter User Sign In Password * (eFileready Sign In Password)	<input type="password"/>	?
Date and Time	14/05/2010 11:54:58	




Fig 6.4 Enter your details on the Declaration page

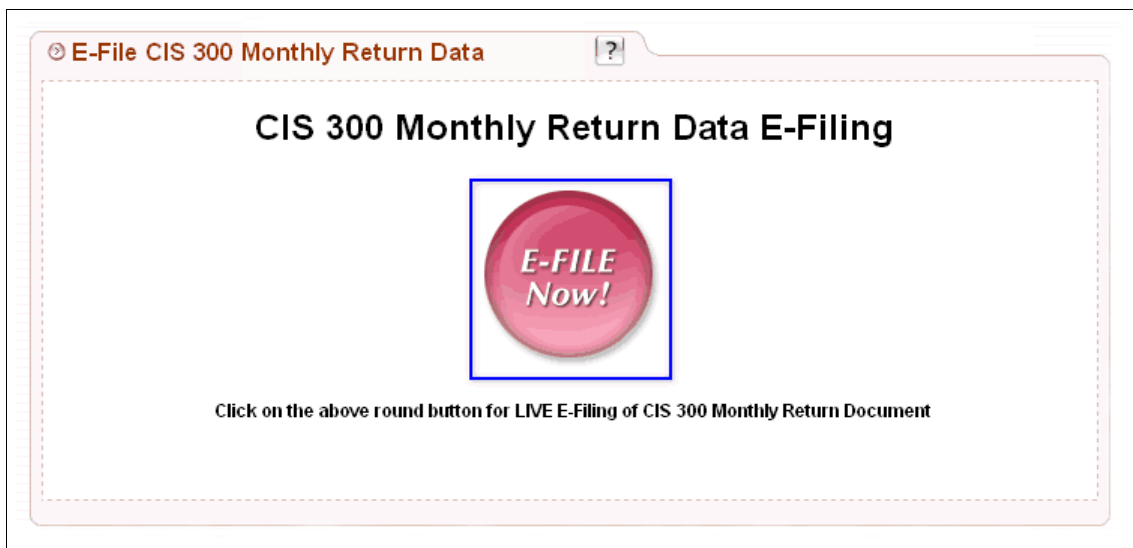


Fig 6.5 Click on the 'E-file Now!' button to e-file your data to the HMRC

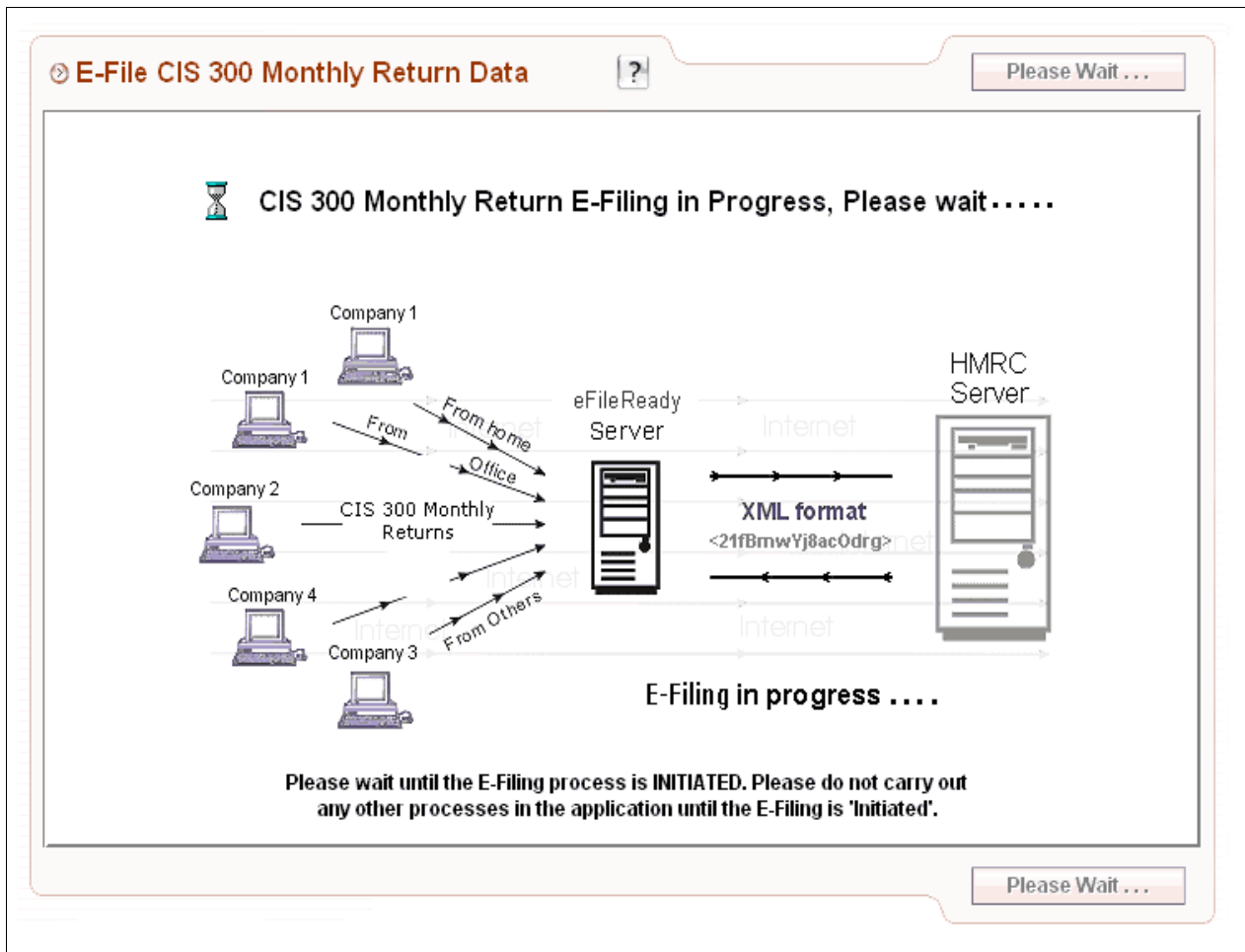


Fig 6.6 E-Filing in progress

The above diagram will be displayed as you data is being sent to the HMRC. There may be a time delay before you receive a response from the HMRC, especially at peak times.


During this time you can either carry out other processes in the system, or sign out and sign back in later to check on the status of your e-filing.


CIS 300 Monthly Return E-Filing Status ?

CIS 300 Monthly Return E-Filing
INITIATED
for
Demo Company Limited
(UTR No.: 1234567890, PAYE Ref.: 067/ V30456)


Tax Month End Date: 05 MAY 2009 (05-04-08 to 05-05-08)
No. of Subcontractor: **86 Subcontractors**

HMRC Reference (Correlation ID) : **OFF3EA4E1DE2425CAF1C86B6844C5982**

 **E-Filing of CIS 300 Monthly Return is INITIATED**
The Internet E-Filing of your CIS 300 Monthly Return Data to HMRC is INITIATED.
Please come back again later and click on the "E-Filing / Status" button in the Tasking Zone to check the status of your E-Filing submission.



Click on the button above
to view the status of your
E-Filed documents.

 **Follow the instructions below to check the latest E-Filed Status of this E-Filed document.**

- Click on E-Filing / Status on the Tasking Zone
- Click on the appropriate E-File Document and Status menu item
- Click on CIS 300 Monthly Return E-Filed Status under Status of E-Filing section



 To continue with other tasks please click on appropriate button at the above Tasking zone buttons 

Fig 6.7 E-Filing process initiated

7 Step 7. Check your E-filing Status.

Click on E-filing/Status in the Tasking Zone to check the status of your e-filing. If the status is shown as 'Completed', this means the HMRC have received and accepted your e-filed submission. You can then print your e-filing Certificate as proof of your e-filing for your records.

CIS 300 Monthly Return E-Filed Status ? < Back										
Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	User CSV File Ref.	Total Subbies	HMRC e Timestamp	E-Filed Status	E-Filed Certificate & Digital Receipt	E-Filed Details	Action
05/05/2008	Demo Contractor Limited	12367890	067 / V30456	CIS3005	86	2008-05-15 T03:30:66.056	COMPLETED	View / Print	View / Print	
05/05/2008	Demo Contractor Limited 2	23248152	067 / V30456	CIS3004	0	2008-05-15 T07:18:53.276	COMPLETED	View / Print	View / Print	
05/05/2008	Demo Contractor Limited 3	43248151	067 / V30456	CIS3003	50	2008-05-15 T12:25:13.456	COMPLETED	View / Print	View / Print	
05/05/2008	Demo Contractor Limited 3	43248151	067 / V30456	CIS3002	50	2008-05-15 T12:25:16.321	AUTHENTICATION FAILURE	View Error	View / Print	Remove
05/05/2008	Demo Contractor X	45648146	067 / V30456	CIS3001	12	2008-05-15 T12:25:17.235	COMPLETED	View / Print	View / Print	

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Fig 7.1 E-Filing / Status

➤ **CIS 300 Monthly Return E-Filed Status**
?
Print Certificate < Back

CIS 300 Monthly Return E-Filed

Certificate

for

Demo Contractor Limited

(UTR No.: 1234567890, PAYE Ref.: 067/ V30456)

Tax Month End Date: 05 MAY 2009 (05-04-08 to 05-05-08)

HMRC eTimestamp: 2008-05-15T10:34:31.111554 (YYYY-MM-DDTHH:MM:SS.SSS)

CIS 300 Monthly Return E-Filed : **86 Subcontractors**

Congratulations: Your CIS 300 Monthly Return document has been successfully E-Filed by Internet to the HM Revenue & Customs.

CIS 300 Monthly Return E-Filed	86 Subcontractors
Submitter Name	Demo Contractor Limited
HMRC Accounts Office Ref.	123PP87654321
Inhouse Tracking Reference	AAA0198367
HMRC Reference (Correlation ID)	0FF3EA4E1DE2425CAF1C86B6844C5982
Submission Status Report	SUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)

The Inland Revenue has received the IR-CIS-CIS300MR document ref: 067 V30456 at 2009-02-13T10:33:50.840. The associated IRmark was:
5X4MUOG4PIDXKKJG XKMF8X2UBMDSLGP R We advise you to keep this receipt in both electronic and hardcopy versions for your records. You may wish to use them to identify your submission in the future.

Print Certificate < Back

Fig 7.2 E-Filing Acceptance Certificate

8 E-Filing as an Agent / Company / Employer – HMRC Credentials Set up

If you are an agent / pension scheme administrator / company using our service, you have to enter your Agent / company details to file the returns online to HMRC. To do this select Employer / Contractor from the Tasking Zone menu, further select the HMRC E-File Credentials Setup, then click on the appropriate link for E-filing Setup.

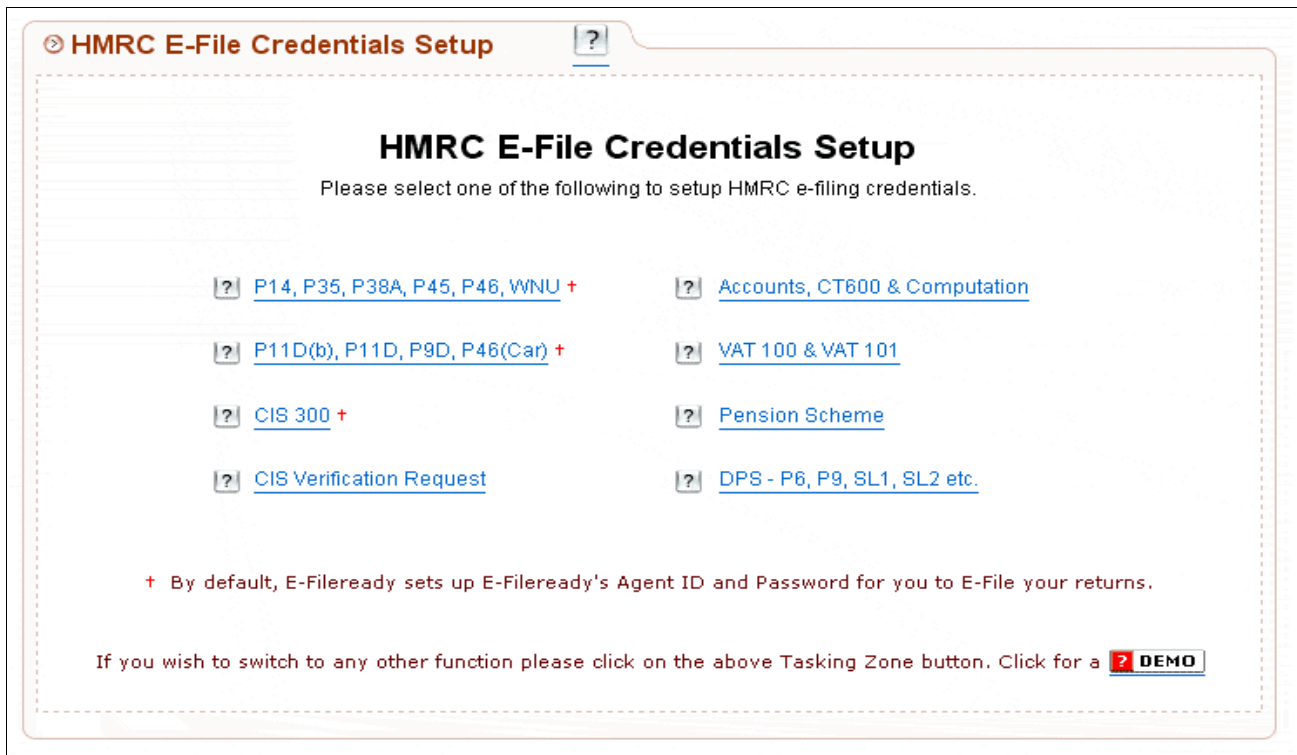


Fig 8.1.1 E-Filing Setup

8.1 P14, P35, P38A, P45, P46, WNU E-Filing Setup

P14, P35, P38A, P45, P46, WNU E-Filing Setup ? < Back

◇ **Employer / Contractor E-Filing Details** Edit

HMRC User ID	GGGGGGGGGG ?
HMRC Password	*****

I would like to use eFileReady's Agent credentials for my E-Filing

By default E-FileReady has entered E-FileReady's own Agent ID and Password ready for you to use to E-File your P14, P35, P38A, P45, P46, WNU (PAYE) returns.

I am an EMPLOYER

If you are an employer and have a HMRC User ID and Password you can use these to E-File your P14, P35, P38A, P45, P46 and WNU (PAYE) returns to HMRC.

To set up your E-Filing details click on the Edit button, then enter your HMRC ID and Password and click on Save. You can then easily E-File your returns to HMRC.

To apply for an employer HMRC E-Filing User ID and Password, please [click here](#).

I am an AGENT / BUREAU

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client you can use your HMRC Agent User ID and Password for CIS and PAYE E-Filing.

To set up your E-Filing details click on the Edit button, then enter your Agent HMRC ID and Password and click on Save. You can then easily E-File your client's returns to HMRC.

To find out how to set yourself up as an Agent, please [click here](#).

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Fig 8.1.2 Select and enter your Employer / Agent HMRC User ID & Password

If you are an Employer and have a HMRC User ID and Password, select I am an Employer option and enter the details to E-file your Inyear and EOY PAYE returns.

Please note, If you have not got your own HMRC E-Filing User ID and Password or if they are not working, you can use this default setting temporarily to e-file your documents. You do not need to enter any details if you choose to use our E-Filing credentials for your E-Filing as the details are already embedded in the system. You may change the default setting to your own at anytime.

If you are an Agent filing your client's returns, select " I am an Agent / Bureau" option and enter the Agent details.

8.2 CIS 300 E-Filing Setup

CIS 300 E-Filing Setup < Back

Employer's / Contractor's E-Filing Details Edit	
HMRC User ID	611J5Q12ABVBC
HMRC Password	*****

I would like to use eFileReady's Agent credentials for my E-Filing

By default E-FileReady has set up E-FileReady's Agent ID and Password ready for you to use to E-File your CIS300 monthly returns.

Please note, this default setting DOES NOT allow you to E-File your CIS Verifications. If you wish to conduct CIS Verifications you need to apply to the HMRC for your own User ID and Password.

To apply for your own HMRC E-Filing User ID and Password, please [click here](#).

I am an EMPLOYER / CONTRACTOR

If you are an employer / Contractor and have your own HMRC User ID and Password, you can use these to E-File your CIS returns to HMRC.

To set up your E-Filing details click on the Edit button, then enter your HMRC ID and Password and click on Save. You can then easily E-File your CIS300 monthly returns to HMRC.

To apply for your own HMRC E-Filing User ID and Password, please [click here](#).

I am an AGENT / BUREAU

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client you can use your HMRC Agent User ID and Password for CIS E-Filing.

To set up your E-Filing details click on the Edit button, then enter your Agent HMRC ID and Password and click on Save. You can then easily E-File your client's CIS300 monthly returns to HMRC.

To register as an CIS Agent, please [click here](#).

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Fig 8.1.3 Select and enter your Employer / Agent HMRC User ID & Password

If you are an employer / Contractor and have your own HMRC User ID and Password, select I am an Employer / Contractor option. Please enter your HMRC User ID and Password to efile your CIS 300 returns to HMRC

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client, select I am an Agent / Bureau option and enter your HMRC Agent User ID and Password for CIS E-Filing.

Please note, to efile the CIS 300 returns as an Agent, you should have registered as an CIS Agent

with HMRC.

If you do not have the HMRC User ID and Password, you can use the E-FileReady's Agent ID and Password to E-File your CIS300 monthly returns. To use this option, please select I would like to use eFileReady's Agent credentials for my E-Filing option.

Please note, this default setting DOES NOT allow you to E-File your CIS Verifications. If you wish to conduct CIS Verifications you need to apply to the HMRC for your own User ID and Password.

8.3 CIS Verification Request E-Filing Setup

Employer's / Contractor's E-Filing Details		Edit
HMRC User ID	611J5Q12ABVBC	?
HMRC Password	*****	

I am an EMPLOYER / CONTRACTOR

If you are an employer / Contractor and have your own HMRC User ID and Password, you can use these to E-File your Verification Requests to HMRC.

To set up your E-Filing details click on the Edit button, then enter your HMRC ID and Password and click on Save. You can then easily E-File your CIS verification requests to HMRC.

To apply for a HMRC E-Filing User ID and Password, please [click here](#).

I am an AGENT / BUREAU

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client you can use your HMRC Agent User ID and Password for your client's CIS Verification Requests.

To set up your E-Filing details click on the Edit button, then enter your Agent HMRC ID and Password and click on Save. You can then easily E-File your client's Verification Requests to HMRC.

To register as an CIS Agent, please [click here](#).

Fig 8.1.4 Select and enter your Employer / Agent HMRC User ID & Password

If you are an employer / Contractor and have your own HMRC User ID and Password, select I am an Employer / Contractor option. Please enter your HMRC User ID and Password to efile your Verification Requests to HMRC.

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client, select I am an Agent / Bureau option and enter your HMRC Agent User ID and Password for your client's CIS Verification Requests.

9 Appointing Additional Users

If you wish to allow additional users to access your eFileReady account, in the Tasking Zone menu click on Employer/Contractor, further select the sub-menu Employer/Contractor Details. Click on the 'View/Edit' button for Additional User Details, then click on the 'Add New User' button and enter the requested details.

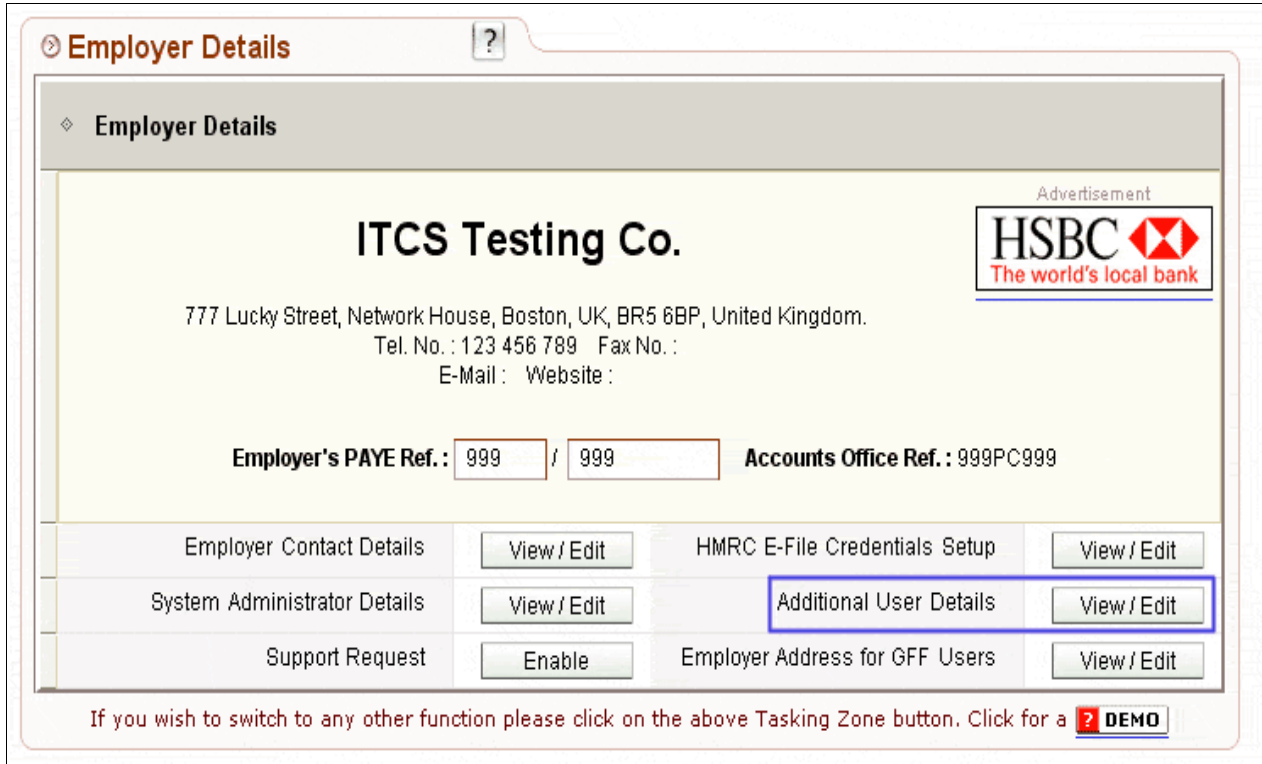


Fig 9.1 Click on the Additional User Details button

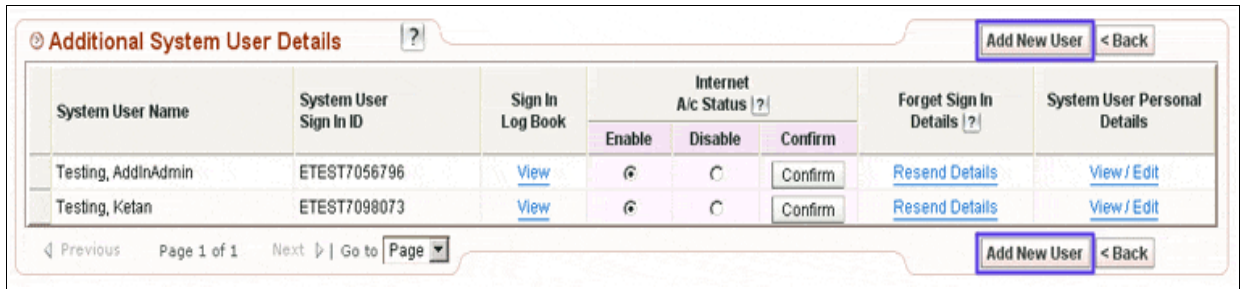


Fig 9.2 Click on Add New User

On this screen, as well as adding new users, you can also control the access rights of your existing additional users, send them reminders of their sign in details should they ever forget them, and even view a log of their previous signins.

The screenshot shows the "Add New System User" form. It includes a title bar with "Add New System User" and a help icon. There are "Cancel" and "Save" buttons at the top right and bottom right. The form contains several input fields, some marked with an asterisk (*) to indicate they are required. The fields and their values are:

- System User's Email to be used for this service: user@democo.com
- Retype System User's Email: user@democo.com
- System User's Title: Mr (dropdown)
- System User's Surname: Connery
- System User's Forename: Sean
- System User's Second Forename: (empty)
- System User's Address: 12
- Golders Green
- Town / City: London
- County: (empty)
- Post Code: NW1 11P
- Country: Please select here... (dropdown)
- System User's Tel. No.: 021939219
- System User's Mobile No.: (empty)

Fig 9.3 Enter the details of your Additional User

E-Filing Specialists

(Automated E-filing to the HMRC at anytime over the Internet)

1. **E-filing of CIS 300 Monthly Returns**
2. **Verification of Sub-Contractors' Tax Status**
3. **E-filing of EOY P14,P35,P45,P46,WNU,P160**
4. **E-filing of Pension, VAT and other returns**
5. **Data Provisioning Services (DPS) Downloading**
6. **E-filing of P11D,P11D(B),P46(CAR)**
7. **E-Filing of CT and iXBRL Accounts to HMRC**
8. **E-Filing of Companies House iXBRL Accounts**
9. **E-Filing of Companies House Secretarial forms**
10. **E-Filing of Companies House Incorporation forms**
11. **E-Filing RTI Returns (EAS, FFPS, FPS, EPS, NVR)**

[Click here to log on to www.EFileReady.com](http://www.EFileReady.com)

For more information about our products and services, please contact our Support Team.)

Support Email: Kevin.Munn@efileready.com

Tel: [020 8452 9516](tel:02084529516)