



RTI User Manual

(How does E-filing Work?)

HMRC RTI- FPS, EPS, EYU & NVR Submissions



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Key Summary of the E-Filing Process

This summary shows you the process involved to E-File your data. Whatever you E-file, the steps remain the same.

- **RTI – FPS, EPS, NVR, EYU**

- 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 our 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 the same CSV file.
- Step 7** E-file the uploaded file by clicking E-File Now!, or amend the file based on the error report provided and 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: sales@efileready.com

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1 Conducting RTI Tests (How To)

To test the RTI services, you have to sign up with us. The sections below will help you to understand the steps involved in creating a TEST account and E-filing the RTI returns to HMRC from eFileReady.

1.1. Where and How to Sign Up for a LIVE TEST Account

To create a Test Account on eFileReady, go to <http://efileready.com>, and click on 'SIGN UP FOR TEST ACCOUNT' button in the eFileReady home page.

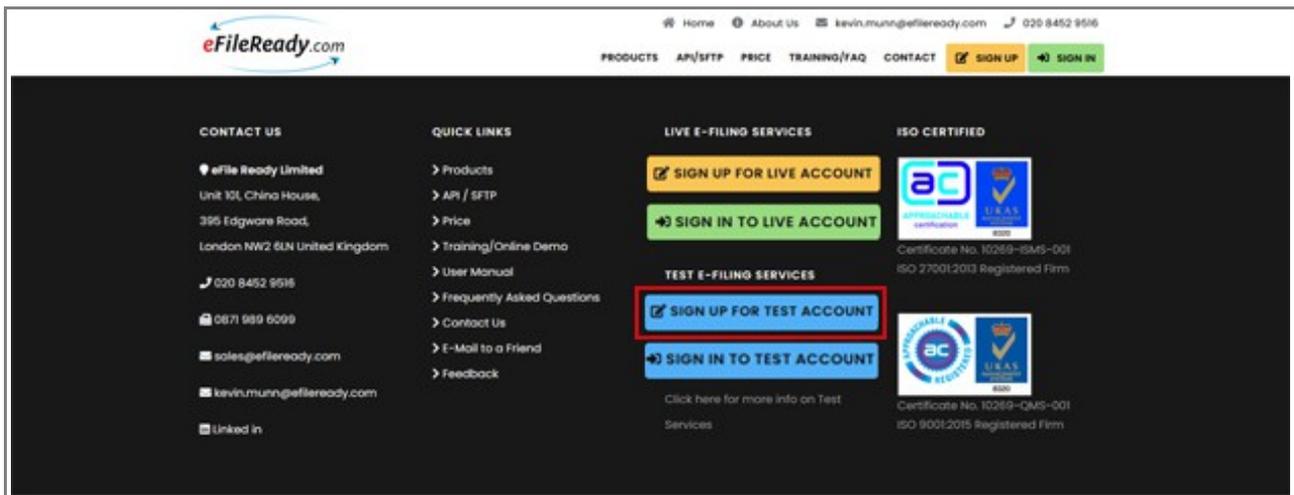


Fig 1.1 E-Fileready Home Page

Alternatively, click the following link – <http://test.efileready.com>. Then click Sign Up and follow the screens to sign up for a test account. You will receive an E-Mail containing an activation link.

Click the link within the e-mail and set up your sign in details for your test account. After your test account has been created, sign In to the TEST account from the link <http://test.efileready.com>.

Road Map:

Click on activation link → Set up your Sign In security details (password, pattern word etc.) → Final Confirmation

After a successful sign up process, you can sign In to your account with your credentials - User ID, e-mail ID, password, and pattern word. Each time you sign in you will be asked to enter your Sign In credentials.

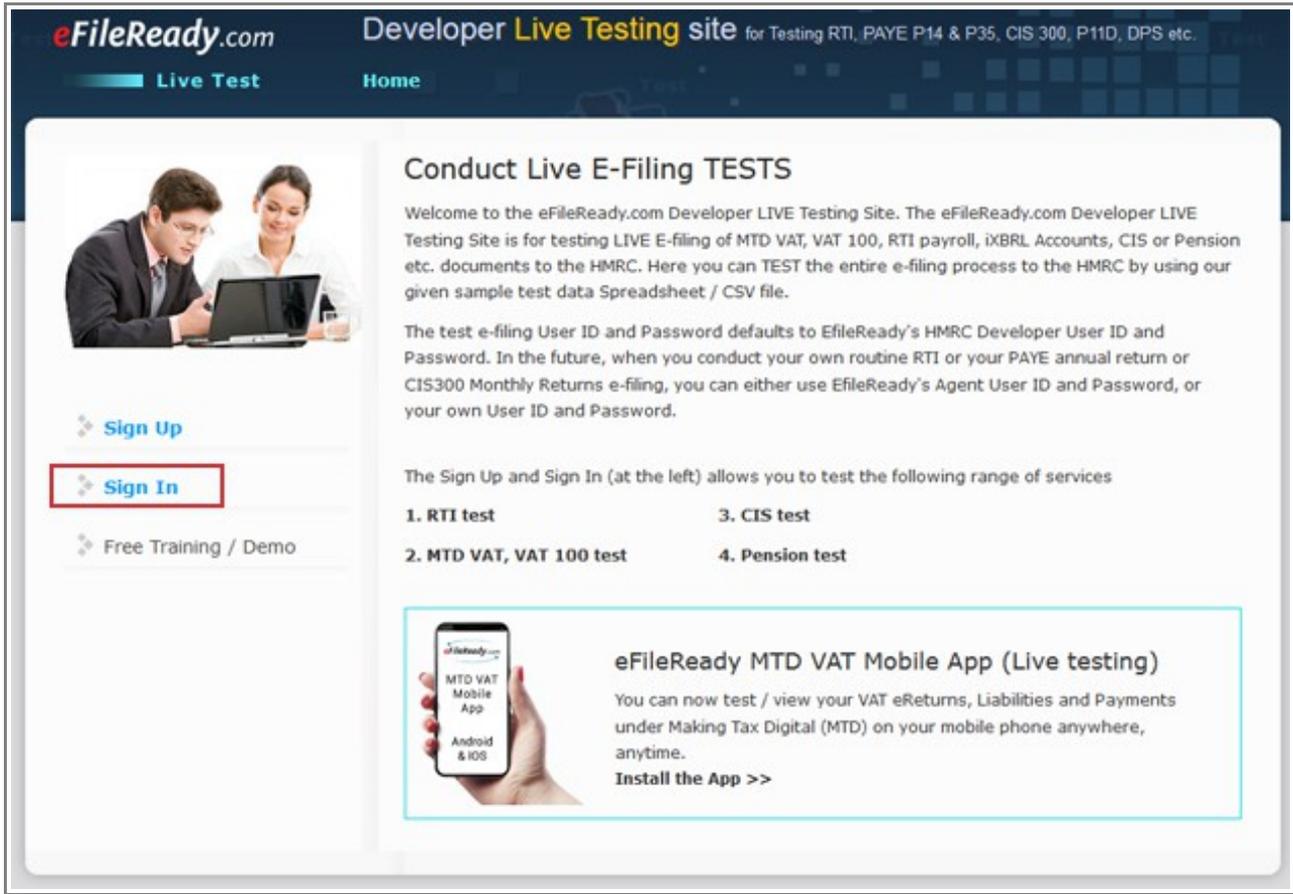


Fig 1.2 Test Account Sign In

1.2. Test Credentials Setup for E-Filing

1.2.1 Test Credentials Setup

- By default eFileReady has pre-entered eFileReady's own HMRC Agent ID and Password ready for you to use to E-File your test RTI forms including FPS, EPS, NVR, EYU. You do not need to use your own PAYE credentials.
- To view eFileReady's own test credentials, go to Employer/Contractors in the menu bar and click E-filing Credentials Setup. Further click the 'HMRC RTI FPS, EPS, NVR, EYU' link. On the next page by default the eFileReady's Agent Credentials will be provided as shown in Fig 1.3

HMRC RTI FPS, EPS, NVR, EYU E-Filing Setup ?

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

By default, the system is set up with our Agent ID and Password for you to E-File your HMRC RTI FPS, EPS, NVR, EYU 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 HMRC RTI FPS, EPS, NVR, EYU 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 Employer client you can use your HMRC Agent User ID and Password for RTI 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](#)

Fig 1.3 E-Filing Setup

1.2.2 Using your own Software Developer Test credentials

Your own Software Developer Test credentials obtained from HMRC can be used for testing the RTI E-filing services of eFileReady. To apply for your own Test Credentials please contact the Software Developers Support Team (SDS Team).

To set up your own Software Developer test credentials in eFileReady go to the Employer/Contractors section on the menu bar and click E-filing Credentials Setup. Further click the 'HMRC RTI FPS, EPS, NVR' link.

- Then select 'EMPLOYER' (see fig 1.3) or 'I am an AGENT' as appropriate and enter your

Software developer Test credentials (Test HMRC User ID and password) provided by HMRC by clicking on the Edit button and later on the Save button.

- Alternatively, you can use the following test credentials for **Submission of FPS, EPS, NVR etc.**

PAYE Reference : 548 / A548 (to be included in the FPS or EPS file)

User ID : ISV548

Password : testing

1.3. How to download the RTI spreadsheet

Download the spreadsheet for the respective RTI return. Save them all as CSV files and further proceed with uploading the files. The upload process is explained in detail in the further sections.

NOTE : The guide remains same for all RTI forms including FPS, EPS, EYU, NVR

To download the PAYE RTI FPS, EPS, EYU & NVR Test Data spreadsheets to your local system, please follow the road map below.

Road Map:

Download Spreadsheet → Download Sample Live Test Data → Download PAYE RTI Spreadsheet (CSV) Test Data → Download RTI FPS TEST Data

Download Test Data for Live E-Filing Test

Please click on the respective links to download the appropriate Test Data. The forms available here for you to download are scanned and are free from any possible virus threats.

Download PAYE RTI Spreadsheet (CSV) Test Data

- [Download RTI FPS TEST Data \(2020-21\)](#)
- [Download RTI EPS TEST Data \(2020-21\)](#)
- [Download RTI NVR TEST Data \(2020-21\)](#)
- [Download RTI EYU TEST Data \(2019-20\)](#)

Fig 1.4 Download Sample Test Data

Download RTI FPS Test Data Spreadsheet Back

Please download the instruction first before you download the spreadsheet. Please always read the instruction first before you populate the data into the spreadsheets.



Download
RTI FPS Test Data
Instruction



Download
RTI FPS (2020-21) Test Data
Spreadsheet
(Employee)

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

Fig 1.5 Download Test Data Spreadsheet

Now click the 'Download RTI FPS TEST Data' link to download the FPS test spreadsheet onto your local system. Please follow the same steps to download the **EPS, EYU and NVR Test Data** spreadsheets to your system.

IMPORTANT NOTE : If you are using eFileReady's credentials for the Test E-filing please do not change the PAYE Reference column containing the value **548/A548** in the spreadsheet.

If however you are using your own Employer or Agent credentials for the test E-filing please do amend the PAYE Reference **548/A548** to your own Test PAYE Reference.

1.4. How to Upload the RTI Files.

1.4.1 Select Upload CSV/XML File from the menu bar

You can now upload the test data file to eFileReady. Please follow the below road map to upload RTI test files.

Road Map:

Upload Data → Upload RTI - FPS, EPS, NVR,FSY, Additional FPS, EYU. → Click appropriate Upload RTI CSV/XML File link

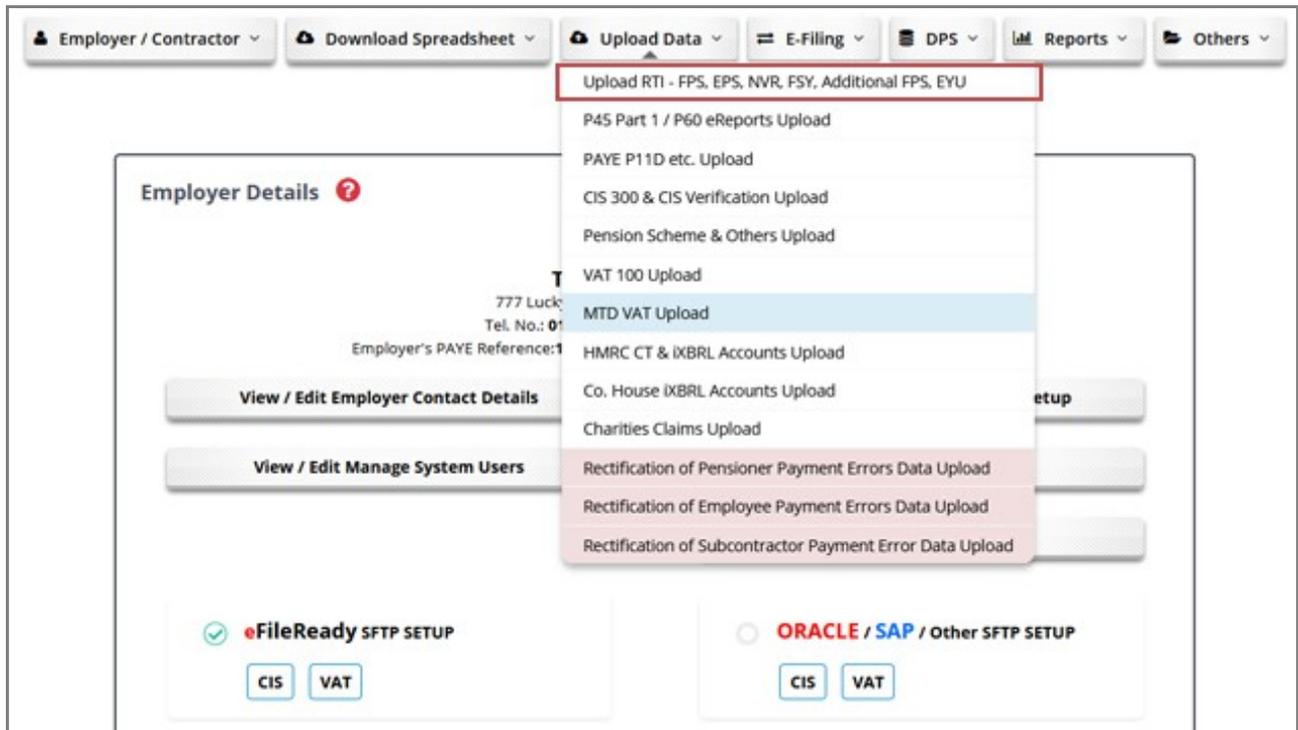


Fig 1.6 Upload Data

Now click the 'FPS CSV File' Link to upload the FPS CSV file.

RTI - FPS, EPS, NVR, FSY, EYU Upload ?

Upload RTI Data

Real Time Information (RTI) Data Upload	CSV Format	XML Format
Full Payment Submission (FPS)	FPS CSV File	FPS XML File
Employer Payment Summary (EPS)	EPS CSV File	EPS XML File
NINO Verification Request (NVR)	NVR CSV File	NVR XML File
Earlier Year Update (EYU)	EYU CSV File	EYU XML File

Upload Final Submission for the Tax Year (FSY) Data

Real Time Information (RTI) Data Upload	CSV Format	XML Format
Final Submission for the Tax Year (FSY)	FSY CSV File	FSY XML File

Upload RTI Additional FPS Return

Real Time Information (RTI) Data Upload	CSV Format	XML Format
Additional FPS Return	Additional FPS CSV File	Additional FPS XML File

Fig 1.7 Upload RTI Data

1.4.2 Browse to find the CSV file and then upload that CSV file

Enter the Employer name and pick up the FPS CSV 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).

Fig 1.8 Browse CSV File

Enter a reference of your choice for the CSV file you are uploading. This is optional, you can leave it blank.

Now click the 'Upload CSV File' button to upload the file to the eFileReady server.

(NOTE: Do not click the screen while the upload is in progress because it might interrupt the 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, you will see a successfully uploaded message on the screen as shown in Fig 1.9

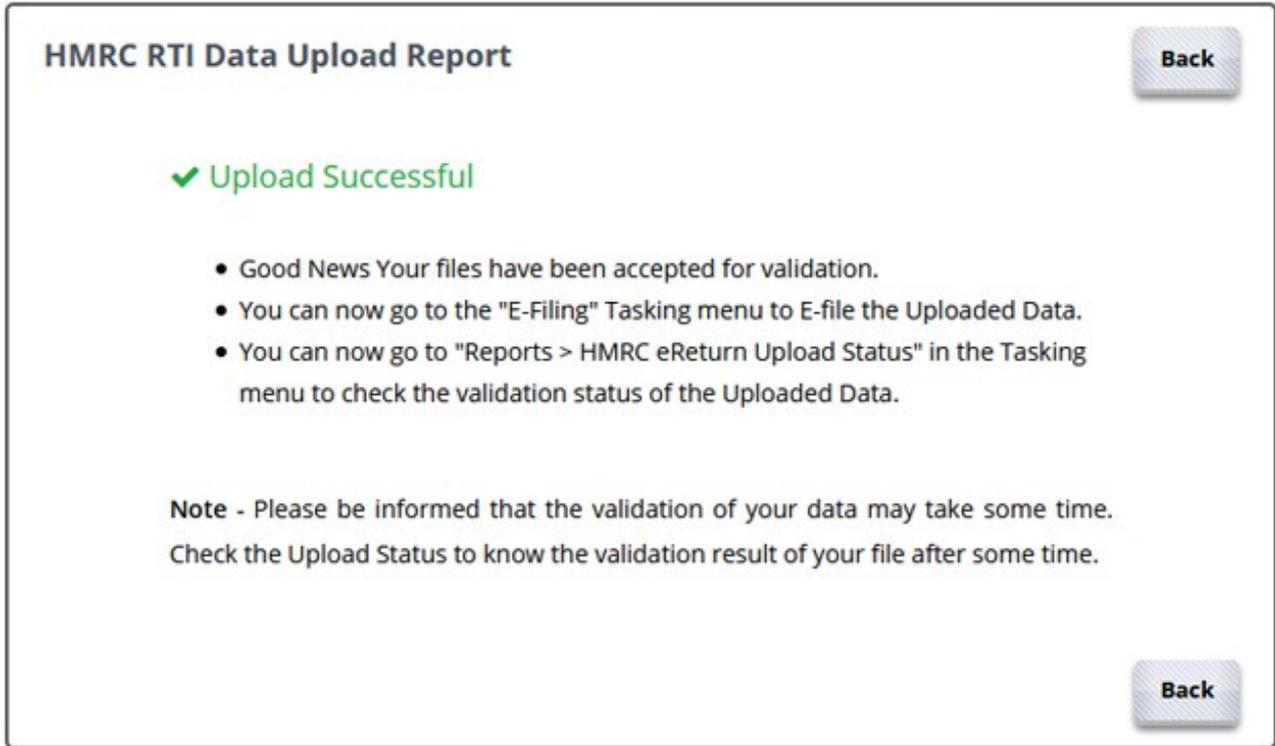


Fig 1.9 Upload Successful

If errors are found, an Error Report will be displayed on screen as shown in Fig 1.10. You should amend the errors as indicated and then start the process again.

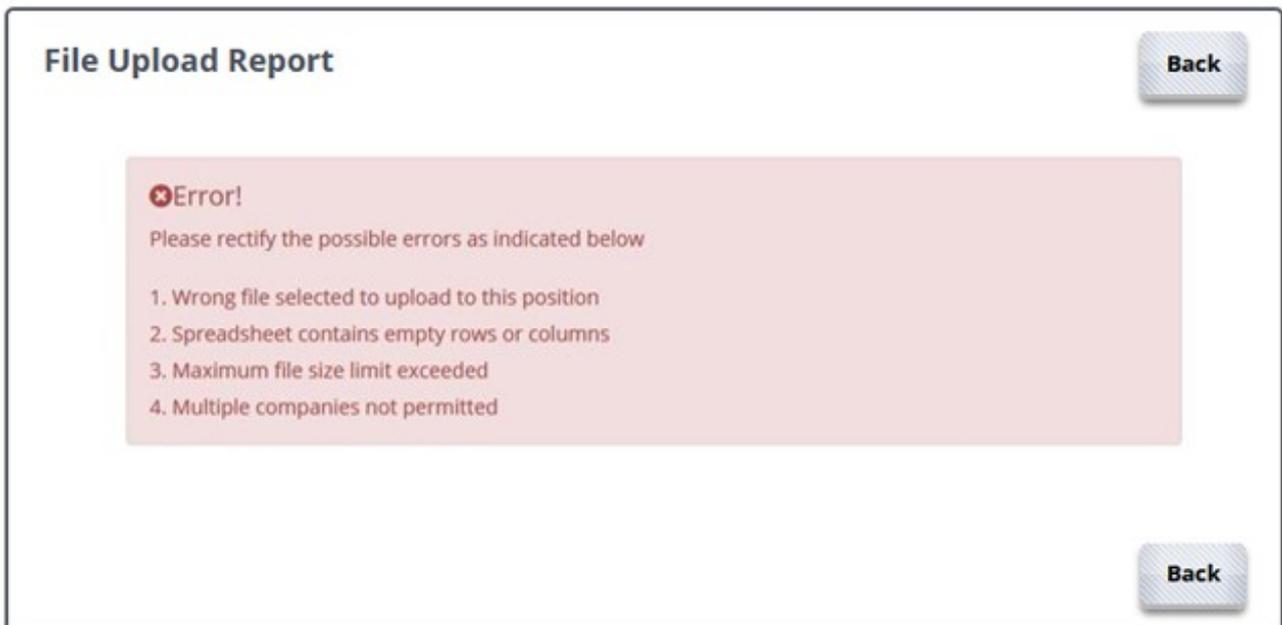


Fig 1.10 Upload Report

Please follow the same process as above to upload RTI **EPS, EYU, and NVR** spreadsheets to eFileReady.

1.5. How to E-File RTI Data to HMRC

1.5.1 E-Filing the uploaded RTI- FPS, EPS, EYU and NVR data to HMRC

To E-File your uploaded RTI data to HMRC, go to E-filing on the tasking zone and click E-File PAYE RTI FPS, EPS, EYU, NVR.

Road Map :

E-filing → RTI - FPS, EPS, NVR,FSY, Additional FPS, EYU → E-file RTI uploaded data → E-file Selected → Enter user Sign In password → E-File Now

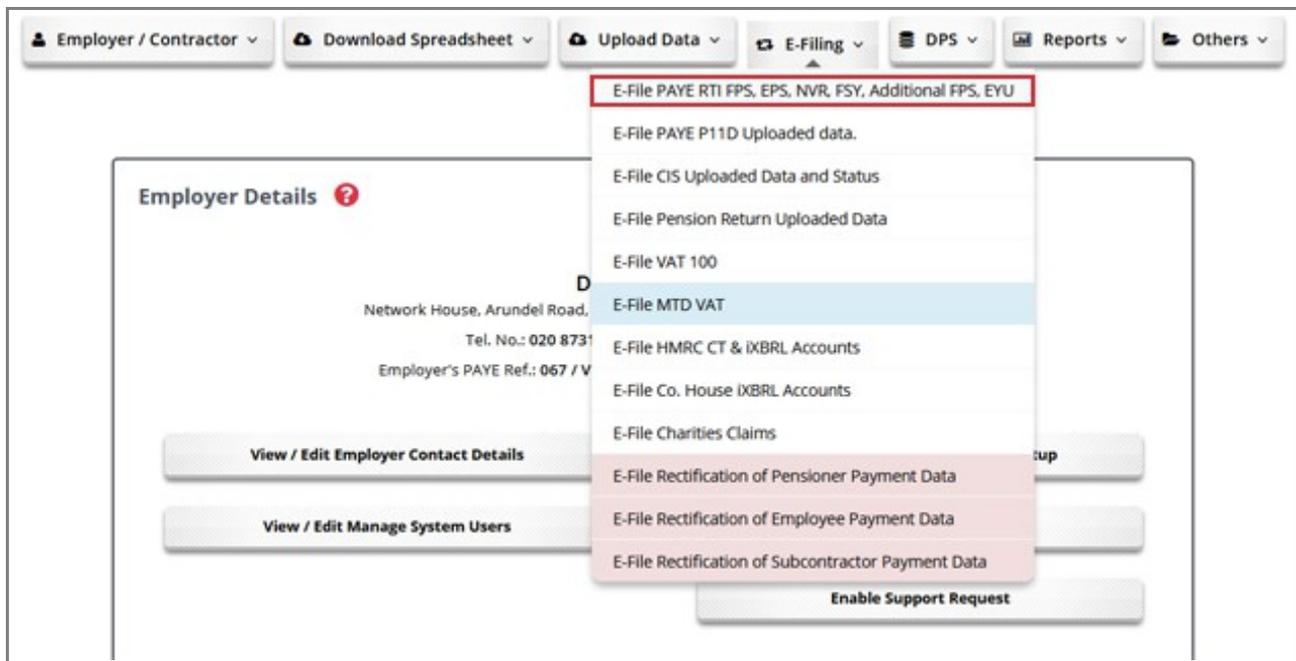


Fig 1.11 E-File Data

Before E-filing your data to the HMRC, you should double check to ensure that the data you have uploaded is correct. To view and check the uploaded data before E-filing, simply click the View / Print link. If the upload is correct, select the upload you wish to e-file by selecting the appropriate box, then click on the 'E-file Now' button. Enter your name and sign in password in the Employer's Declaration page.

E-File RTI FPS (Full Payment Submission) Uploaded Data Back **E-File Selected**

Tax Year	Employer Name	Tax Period	PAYE Ref.	User own File Ref.	Quantity	Validation Status	Submission Type	FPS Uploaded File	BACS File (Standard 18 Format)	Select to E-File Bulk
2020 - 21	Demo Company Ltd.	Monthly 06	169/968164	RTI0005	10265	SUCCESSFUL	FSY	View / Print Remove	Download	<input type="checkbox"/>
2020 - 21	Hannah Distilleries Ltd.	Weekly 18	108/R37331	RTI0004	14500	SUCCESSFUL	FPS	View / Print Remove	Download	<input type="checkbox"/>
2020 - 21	Stephen Wineyards	Monthly 05	362/H86013	RTI0003	23085	SUCCESSFUL	Additional	View / Print Remove	Download	<input type="checkbox"/>
2020 - 21	Ruth Ward Ltd.	Monthly 06	201/P03114	RTI0002	21658	SUCCESSFUL	FPS	View / Print Remove	Download	<input type="checkbox"/>
2020 - 21	Teresa Bolders Ltd.	Weekly 19	275/D80805	RTI0001	13965	FAILED	FPS	View Error Remove	NA	<input type="checkbox"/>
2020 - 21	Gordon Plumbers	Monthly 06	472/H69726	RTI0005	10895	SUCCESSFUL	FPS	View / Print Remove	Download	<input type="checkbox"/>

Prev 1 2 3 Next Back **E-File Selected**

Fig 1.12 E-File RTI Data

E-File RTI FPS (Full Payment Submission) Please Wait

RTI FPS E-Filing in Progress, Please wait...



Efileready Server



HMRC Server

Please wait while the results are being processed...

We recommend you to Log-out of the programme, and Login later to check the E-Filing status

Please Wait

Fig 1.13 E-File RTI Data

The below screen will be displayed as your data is being sent to the HMRC. There may be a delay before you receive a response from the HMRC, especially at peak times. Fig 1.13 E-Filing in Progress

Please note, the E-filing done on the Test eFileReady server is only for Testing purposes. You cannot e-file your actual Live Returns through Test eFileReady. To e-file your actual returns to HMRC, please sign up for our Live eFileReady account on www.efileready.com.

1.6. How to Check the E-Filed Status

Once the data is submitted to HMRC an E-Filing Certificate is generated from HMRC which you can view in the Reports section. Fig 1.15 displays the status of your E-filing of data to HMRC. The status can be **Initiated, Processing, Submitted and Completed**. Please keep checking the status.

Road Map : *Reports* → *View/Print Your E-Filed Returns and Others*

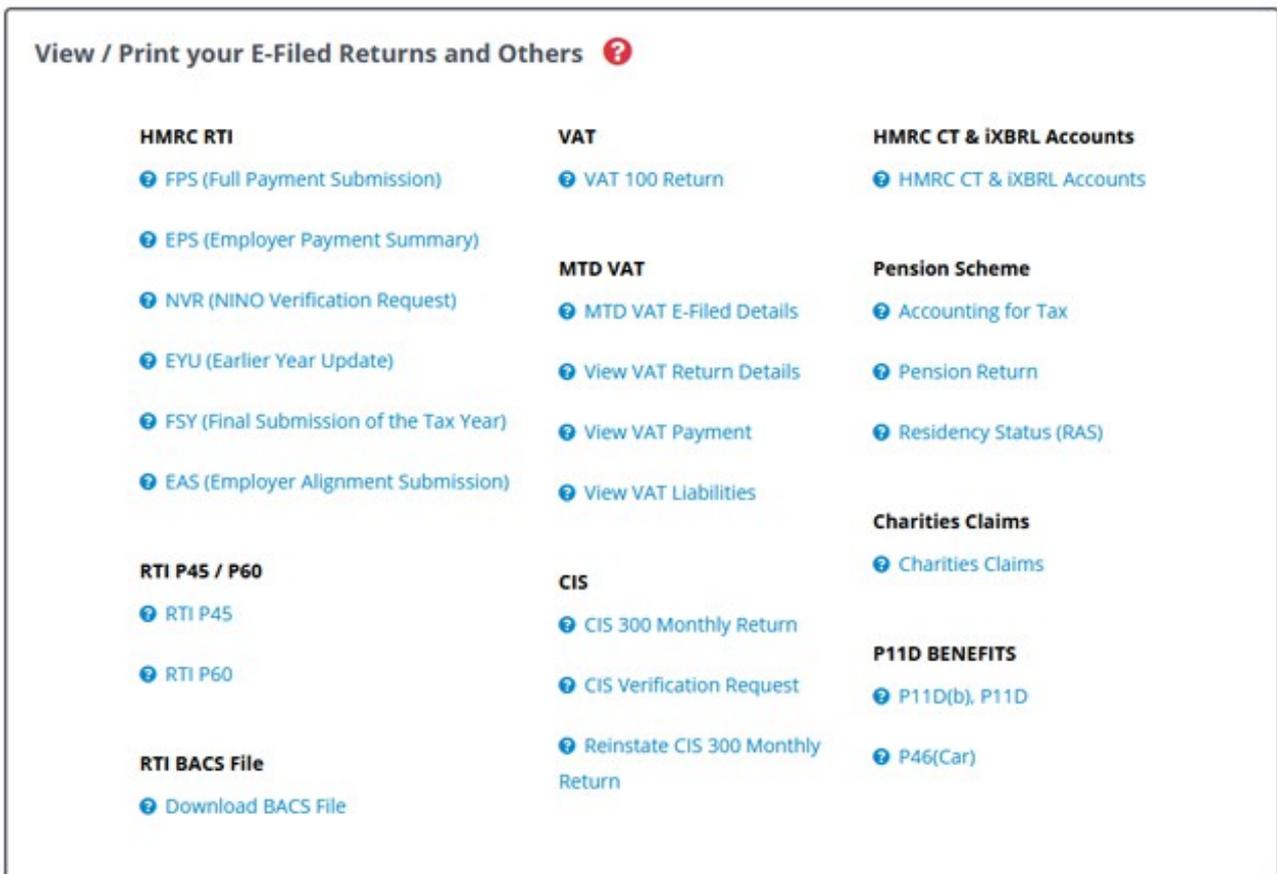


Fig 1.14 E-Filed Status

If you get an authentication failure, please check your Test credentials, correct them and e-file once again. Please follow the same steps as explained above for successful E-filing. To view the E-Filed certificate, click the View/Print link under the E-Filed Certificate. Then click on 'Print Certificate' to print the certificate.

FPS (Full Payment Submission) E-Filed Status Back Print Certificate

FPS (Full Payment Submission)

 **E-Filed Certificate**
for
Demo Company Limited
PAYE Ref. 067/ V30456

Tax Year 2020 - 21

HMRC eTimestamp 2020-05-14T07:18:53.276
(YYYY-MM-DDTHH:MM:SS.SSS)

FPS (Full Payment Submission) E-Filed FPS = 250

Congratulations: Your FPS (Full Payment Submission) document has been successfully E-Filed by Internet to the HM Revenue & Customs.

FPS (Full Payment Submission) E-Filed FPS = 250

EfileReady User Sign In ID TEST8081234

Submitter Name Demo Contractor Limited

Submitter PAYE Reference 067/ V30456

Inhouse Tracking Reference AAA037469

User own File Ref. FPS003

HMRC Reference (Correlation ID) A3AADF3F8DE045A58E664BB6244A44DA

Submission Status Report SUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)
HMRC has received the HMRC-PAYE-RTI-FPS document ref: 067/ V30456 at 12.31 on 14/05/2020. The associated IRmark was: AGQDYFMQ2R5Y4IJ3WSC3KASJPF7YTN4. We strongly recommend that you keep this receipt electronically, and we advise that you also keep your submission electronically for your records. They are evidence of the information that you submitted to HMRC.Thank you for your submission.

Back Print Certificate

Fig 1.15 E-Filed Certificate

2 Conducting RTI Live Submissions

2.1. Where and How to Sign Up for a RTI Live Account

Click the following link <http://www.efileready.com/> to sign up for a Live account.

2.1.1 Live Credentials Set Up

eFileReady's own E-filing credentials are pre-entered and selected by default ready for you to use to E-File your RTI forms live.

However, If you wish to use your own details, go to Employer/Contractors on the menu bar and click E-filing Credentials Setup. Further click the 'HMRC RTI FPS, EPS, NVR, EYU' link, and select either 'I am an EMPLOYER' or 'I am an AGENT/BUREAU' to enter your own HMRC ID and Password credentials provided by HMRC.

2.1.2 How to E-file Live RTI Files to HMRC

1. Please download the **RTI Spreadsheets – FPS, EPS, NVR** from Download Spreadsheet in the tasking zone.
2. Populate your data into the spreadsheet and save the file in a CSV/XML format locally into your system.
3. The rest of the process for uploading CSV/XML files, E-filing the uploaded RTI data to HMRC and checking the success status remains the same as in RTI Test E-filing. Please refer to section [1.4 How to Upload the RTI Files.](#) and [1.5 How to E-File RTI Data to HMRC](#)

3 How eFileReady helps with filing the RTI Submissions to HMRC online

The RTI E-filing process has been simplified in the eFileReady application. We have tested against the available HMRC's RTI TEST Server and the BACS system, and so far all tests have been successful. We are ready and able to give you all the help and support you need when you come to fulfilling the HMRC's RTI requirement.

Using eFileReady you can E-File the RTI returns to HMRC using a simple spreadsheet. All you need to do with RTI is to extract the data from your payroll system and place it in a simple spreadsheet template provided by us. Different RTI returns require different spreadsheet templates which are all freely available from our website. Our www.efileready.com system will convert your spreadsheet (CSV/XML file) into the HMRC's required XML format and then e-file your RTI data automatically. Our system will also automatically produce BACS files embedded with 4 Character Random Strings and FPS files embedded with correlated HASH CODES.

Our RTI system is fully tested and ready to go. You can test it against the HMRC's TVPS test server or your BACS system today. As the system is platform independent it will work seamlessly with whatever payroll or BACS system you have.

3.1. RTI Submissions supported by eFileReady

3.1.1 Full Payment Submission (FPS)

You need to make an FPS return whenever you make a payment to an employee, be it monthly, weekly, 2 weekly or 4 weekly etc. Each pay frequency has its own respective FPS return.

Unique Services:

eFileReady will provide a BACS file with the 4 character random string entered, and where supported, the corresponding HASH CODE for FPS, all of which are based on HMRC specifications.

The Full Payment Submission (FPS) will have the HASH CODE (including the 4-character random string) as required by HMRC.

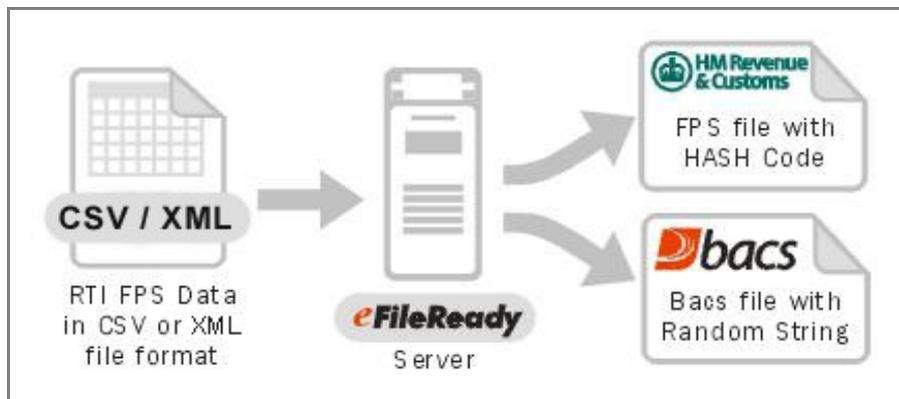


Fig 3.1 FPS

3.1.2 Employer Payment Submission (EPS)

This is a monthly return submitted when claiming from HMRC for Statutory Payments to Employees, CIS Deductions Suffered and other claim items.



Fig 3.2 EPS

3.1.3 NINO Verification Service (NVR)

This allows employers to validate or obtain a new employee NINO. Simply download the template from www.eFileReady.com and then upload it back to eFileReady to e-file the details. After E-filing you need to log on to www.eFileReady.com to view and/or download the responses from HMRC. The process is conducted through something known as the Data Provisioning Service (DPS). You can download the response in a CSV or XML file format to upload directly to your system to update your employees' NINO.

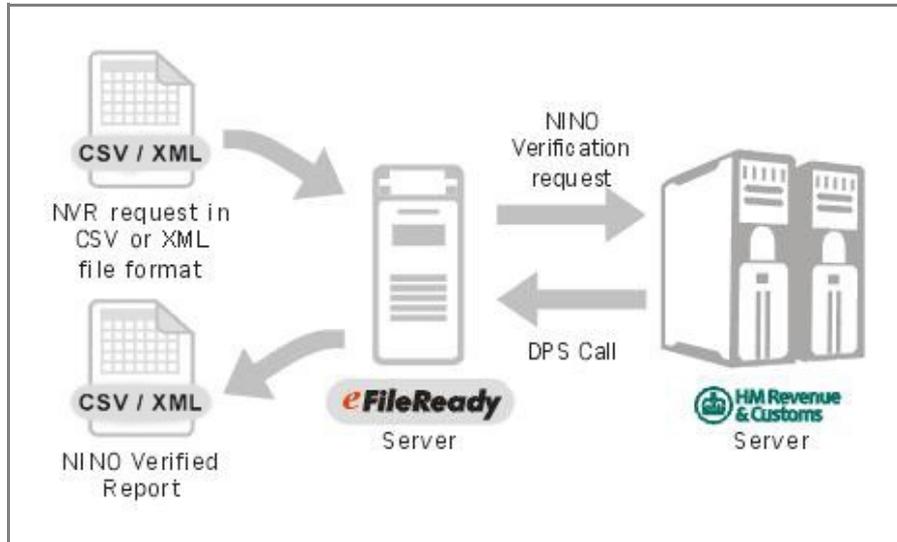


Fig 3.3 NVR

3.1.4 Earlier Year Updates (EYU)

You can submit an Earlier Year Update (EYU) to correct FPS information for up to six years after you filed your original FPS. If you are correcting an error in a previous tax year when you used FPS, your EYU should only record the difference between what you had originally submitted and what the figure should be. For example, if you recorded £100 on an employee's payroll record, the EYU should show '+£100'. You can only amend year to date data on an EYU.

3.2. Correction of Error Data

If you have noticed any errors in the data you have already e-filed, you can update the data with correct values and re-submit to HMRC via eFileReady. Whether you have made mistakes in FPS or EPS, there are solutions to rectify those and e-file once again. The correction procedures are different for current tax year data and previous tax year data.

3.2.1 Current Tax Year Data Correction

3.2.1.1 Correction of FPS Data using Additional FPS

An Additional FPS return is an extra FPS you may file, in addition to the regular FPS file you have just completed, to rectify any errors you may have just discovered. The purpose is for you to make up any under payment, or cancel a payment, or rectify any over payment you may have just made.

It is to be used under the following strict conditions :

- It can be used only when the error of under payment, canceled payment, or over payment, is discovered when you are still in the same pay period in which the error was made.
- It can only be used if you are in the new pay period but you have not yet e-filed the FPS file of the new pay period, ie you are allowed to rectify immediate past pay period errors provided the current pay period FPS file has not yet been filed.
- You can NOT use it to amend errors that occurred more than one pay period ago, eg. if you are in month 7 you definitely can NOT use an Additional FPS to amend any data errors that occurred in pay period 5 or earlier.
- Errors which occurred more than one pay period ago can be left alone so long as in the next FPS return you bring all the payment and YEAR TO DATE data up to date. Alternatively you may file an Earlier Year Update if the errors belong to a previous tax year.

Please follow the below road maps to e-file the additional FPS to HMRC.

Road Map : Download Additional FPS Spreadsheet

*Download Spreadsheet → PAYE RTI FPS, EPS, NVR, FSY, Additional FPS, EYU Template
Download → Download Spreadsheet - Additional FPS Returns → Download PAYE RTI Additional
FPS Returns Spreadsheet*

Road Map : Upload Additional FPS Spreadsheet

*Upload Data → Upload RTI FPS, EPS, NVR, FSY, Additional FPS, EYU → Additional FPS Return
(CSV/ XML) → Browse → Upload File*

Road Map : E-File Additional FPS

*E-Filing → E-File PAYE RTI FPS, EPS, NVR, FSY, Additional FPS, EYU → E-File Additional FPS
(Full Payment Submission) Uploaded Data → Select the File → E-File Selected → Enter User
Sign In Password → E-File Now*

3.2.1.2 Correction of EPS Data (Current Tax Year)

EPS data e-filed in the current tax year can be corrected by e-filing another EPS to HMRC. The latest EPS values will overwrite the wrong figures e-filed before.

3.2.2 Previous tax year data correction

3.2.2.1 Correction of FPS Data using EYU

You can submit an Earlier Year Update(EYU) to correct FPS information for up to six years after you filed your original FPS. If you are correcting an error in a previous tax year when you used FPS, your EYU should only record the difference between what you had originally submitted and what the figure should be. For example, if you recorded £100 on an employee's payroll record, the EYU should show '+£100'. You can only amend year to date data on an EYU.

Road Map : Download EYU Spreadsheet

Download Spreadsheet → PAYE RTI FPS, EPS, NVR, FSY, Additional FPS, EYU Template Download → Download Spreadsheet - RTI EYU (Earlier Year Update) → Download PAYE RTI EYU (Earlier Year Update) Spreadsheet

Road Map : Upload EYU Spreadsheet

Upload Data → Upload RTI FPS, EPS, NVR, FSY, Additional FPS, EYU → Earlier Year Update (EYU)(CSV/ XML) → Browse → Upload File

Road Map : E-File EYU Data

E-Filing → E-File PAYE RTI FPS, EPS, NVR, FSY, Additional FPS, EYU → E-File EYU (Earlier Year Update) Uploaded Data → Select the Employer → E-File Selected → Enter User Sign In Password → E-File Now

3.2.2.2 Correction of EPS Data (Previous Tax Year)

EPS data e-filed in the previous tax year can be corrected by e-filing another EPS to HMRC. The latest EPS values will overwrite the wrong figures e-filed before.

3.3. RTI HASH and BACS

The HASH including random string is a cross reference which will allow HMRC to match the RTI data received with payments made via BACS.

There are two parts to the cross-reference:

- (a) a hash (including random string) in the RTI FPS submission to HMRC;
- (b) a random string inserted in field 7 of the BACS payment instruction.

Employers paying their staff using Bacstel-IP must include a HASH (including random string) in their RTI FPS submission. The associated random string must be included in their BACS payment instructions.

3.4. How eFileReady generates the HASH Code

eFileReady will automatically produce BACS files embedded with 4 Character Random Strings and FPS files embedded with correlated HASH(including random string). Later HMRC can then match the hashes returned with the RTI data against hashes generated during payment file processing for compliance cross checking purposes.

eFileReady provides the below options for BACS HASH Code submissions in RTI FPS returns to HMRC.

- If the Payroll Software generates the BACS HASH (including random string), they can be entered in to FPS spreadsheet.

Then there is no requirement to enter Bank Details for the Employer and Employee. This can be advantageous to some Employers with particular requirements.

- If eFileReady is to be used for generating BACS as well as the FPS files, then all the BACS related columns should be populated. The below mentioned columns must be filled in the FPS spreadsheet.
 - Employer BACS Service User Number
 - Employer Name in Bank Account
 - Employer Bank Sort Code
 - Employer Bank Account No
 - Employee Name in Bank Account
 - Employee Bank Sort Code
 - Employee Bank Account No
 - BACS Payment Description

Please note, once the file has been successfully uploaded, you can then download the BACS output file. Currently the default BACS output is in Standard 18 format.

Other BACS Output Formats Supported are :-

1. ALBANY Standard
2. Barclays BIB - CSV
3. NatWest / RBS Standard
4. NatWest Bulk List
5. BACS Standard 18
6. ABM BACS
7. BottomLine Standard 18
8. TransGlobal BACS
9. HSBCnet - Hex4W(UK) BACS
10. Bankline BACSTEL-IP - NatWest Ad hoc – SPD
11. Bankline BACSTEL-IP - NatWest Ad hoc – MPD
12. Santander Connect
13. Clydesdale & Yorkshire BACS
14. NatWest PayAway

4 Download notices from the HMRC's DPS (How it works)

Other than E-filing services, www.efileready.com can also be used to download your P6, P9, SL1, SL2 etc. (CSV/XML/EDI GFF) documents from the HMRC's Data Provisioning Service (DPS). This allows you to conduct auto tax code updates.

The HMRC DPS Server allows users to download their data in two different approaches:

- Ongoing Incremental Approach
- Date Defined Approach

Our system has been tested and certified to work perfectly with both approaches.

• Ongoing Incremental Approach:

This allows you to download your respective notices on an ongoing basis. i.e. only the new and latest notices will be downloaded each time you give it an instruction. The eFileReady Gateway Server has incorporated this design into its software architecture, helping you to store whatever you downloaded previously in its server in an orderly manner. You can view and print your historical notices at anytime for up to 3 years over the net.

• Date Defined Approach:

You can retrieve your current and historical data from the HMRC Server by entering your requirement into the eFileReady Gateway Server. Should your system crash, you need not worry because you can always retrieve the data again from the DPS. The eFileReady Gateway Server allows you to retrieve your data from any historical period in the current tax year.

The range of documents that can be downloaded include:

- P6, P9 Tax Code Change Notification
- NINO and RTI Notification
- CIS Notification
- SL1, SL2
- NOT – P11(b) Notification
- AR
- PGL1, PGL2

For better understanding about how to download notices from HMRC's DPS via eFileReady, please follow the step by step guidance below.

4.1. Setup HMRC E-Filing Credentials in eFileReady

In order to access any of DPS (Data Provision Service) services, you must be registered with the HMRC for PAYE Online Services and must enter your HMRC User ID and Password into our system and then save it. If you do not have HMRC User ID and Password, you need to create one and then setup the credentials in eFileReady. [Click here](#) to apply for HMRC e-filing credentials.

Please follow the below road map to setup the e-filing credentials in eFileReady.

Road Map:

Employer / Contractor Details → E-filing Credentials Setup → DPS - P6, P9, SL1, SL2 etc. → Edit → Select user type (EMPLOYER or AGENT / BUREAU) → Enter credentials → Save

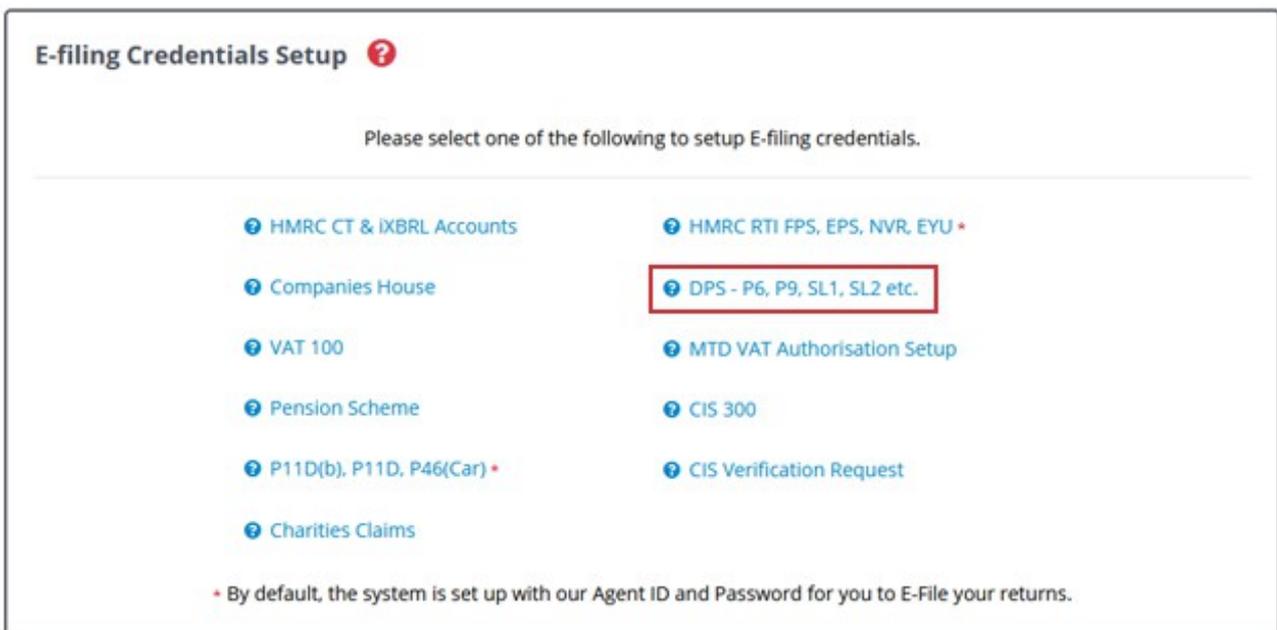


Fig 4.1 E-Filing Credentials Setup

Select the appropriate user type(EMPLOYER or AGENT/BUREAU) and then click on 'Edit' button.

DPS - P6, P9, SL1, SL2 E-Filing Setup ?

Employer's E-Filing Details

Employer's / Contractor's PAYE Reference	067 / V30456
HMRC User ID	611J5Q12ABVBC
HMRC Password	*****

I am an EMPLOYER

It is mandatory to have a HMRC User ID and Password to use the DPS (Data Provision Service) for P6, P9, SL1, etc. downloads from HMRC. To set up your DPS details simply click on the Edit button, then enter your HMRC ID and Password and click on Save. You can then easily download your P6, P9, SL1, etc. notices from 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 and would like to download HMRC notices (SL1, SL2, P6, P9 etc) on behalf of your clients, it is mandatory to have a HMRC Agent ID and Password. To set up the DPS details simply click on the Edit button, enter your HMRC Agent ID and Password and click on Save. You can then easily download your clients notices from HMRC. To apply for a HMRC Agent E-Filing User ID and Password, please [click here](#)

Fig 4.2 DPS Setup

Employer E-Filing Setup ?

Back Save

(*) = required fields.

Employer's PAYE Reference * 06 7 / V30456 ?

HMRC User ID * 611J5Q12ABVBC ?

HMRC Password * *****

Back Save

Fig 4.3 E-filing Setup

4.2. Login to HMRC DPS site via eFileReady.

Once you setup the HMRC e-filing credentials, you can directly access and download the notices from HMRC. Our service enables you to login to HMRC and download the ongoing notices such as P6, P9, SL1, SL2,PGL1, PGL2 Expenses & Benefits, and End of year returns notices. You are also provided with the facility to view and download the notices in CSV format onto your local system.

Road Map:

DPS → DPS for P6,P9,SL1,SL2,NINO & RTI → Select the appropriate notice → Enter User Sign In Password → Login to HMRC

View / Download DPS for P6, P9, SL1, SL2, NINo and RTI

-  P6 - Tax code change notification
-  P9 - Tax code change notification
-  NINo and RTI notification
-  CIS notification
-  PGL1 - Start Postgraduate Loan deductions
-  SL1 - Start Student Loan deductions
-  SL2 - Stop Student Loan deductions
-  NOT - P11D(b) Notification
-  AR - Annual Reminders
-  PGL2 - Stop Postgraduate Loan deductions

If you wish to switch to any other function please click on the above Tasking Zone button. Click for a [DEMO](#)

Fig 4.4 View/Download DPS

Download HMRC Notices

[Back](#) [Login to HMRC](#)

Login to HMRC

NOTE: Please ensure that you have already entered your HMRC account User ID and Password in the E-Filing Setup section correctly, otherwise you will not be able to log on to the HMRC DPS site to download any notices. Only the latest notices i.e. those which have not been downloaded before, will be downloaded now.

DECLARATION : By entering my Sign-In Password I hereby authorise you to log on to the HMRC DPS service to download my company's latest notices into your server.

Enter User Sign In Password * 

(eFileReady Signin Password)

[Back](#) [Login to HMRC](#)

Fig 4.5 Login to HMRC

4.3. View / Download DPS for P6, P9, SL1, SL2, NINo and RTI

Through eFileReady, you can download your P6, P9, SL1 and SL2 as well as other available forms, from the HMRC DPS. You will be able to download only the latest notices i.e. those which have not been downloaded before. You can download the respective data in a CSV format, to conduct auto-tax code updates. You can also download these files in GFF formats.

From 2019 new two notices i.e. PGL1 (Start Post Graduate Loan deductions) and PGL2 (Stop Post Graduate Loan deductions) are started along with the existing notices from HMRC.

Road Map:

Select Form → Click on Confirm Download → View / Download ongoing notices → Click on Download (CSV or EDI GFF)

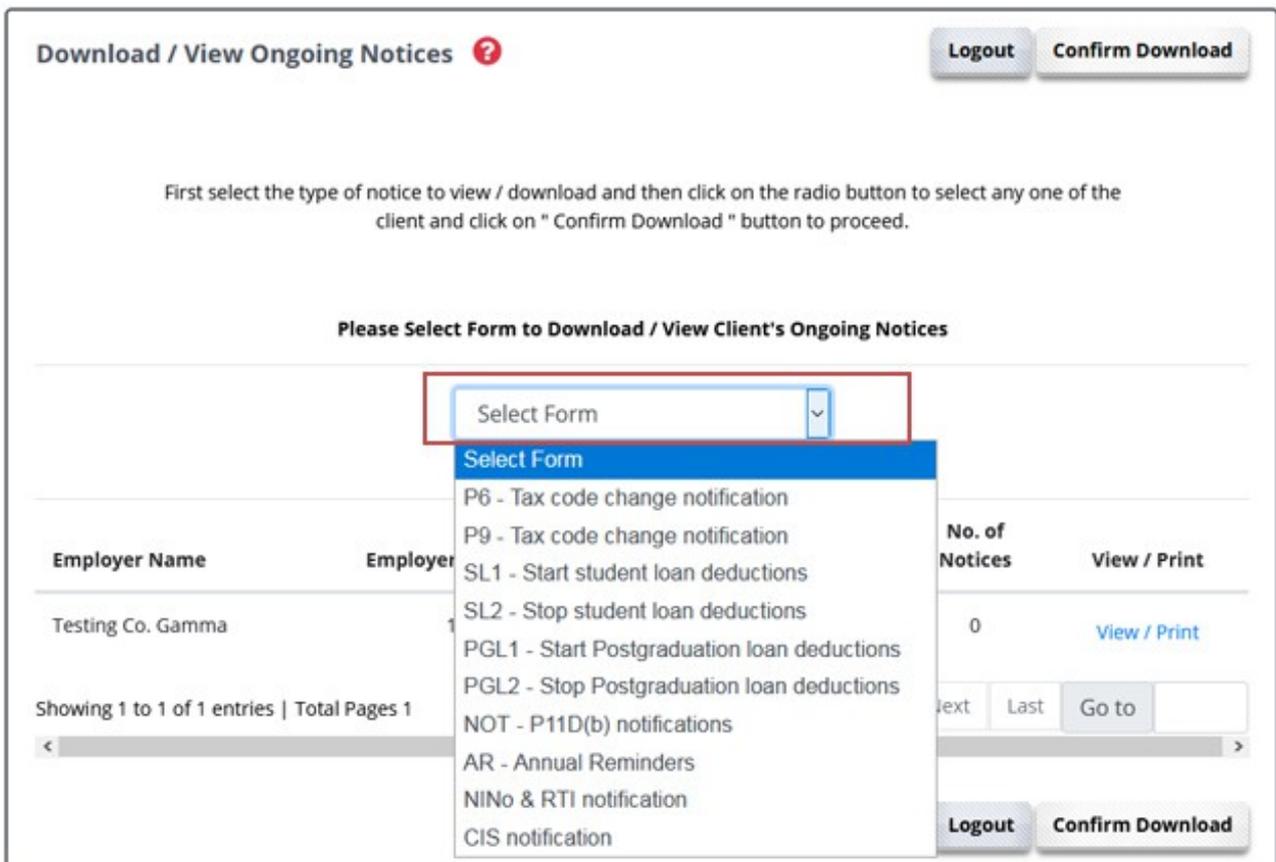


Fig 4.6 Confirm DPS Download

Notices Downloaded	Qty.	Low WaterMark	High WaterMark	PAYE Ref.	Download Date	Details	Select CSV to Download	Select Oracle XML to Download	Select XML to Download	Select EDI GFF to Download
P6	71	401	471	353/A656	22/09/2020	View / Print	Download	Download	Download	Download
P6	1	385	385	353/A656	22/09/2020	View / Print	Download	Download	Download	Download
P6	46	322	367	353/A656	21/09/2020	View / Print	Download	Download	Download	Download
P6	86	235	321	353/A656	21/09/2020	View / Print	Download	Download	Download	Download

Fig 4.7 View / Download Ongoing Status

NOTE : You will receive a reminder called as **generic notification** from HMRC for your late reporting, late payments and NVR Returns. Through eFileReady you can also view/download RTI Generic notifications. These notifications can be downloaded in GFF format. [Click here](#) for more information.

Click on the View/Print link under 'GEN NOT Details' to download the generic notification.

Notices Downloaded	Qty.	Low WaterMark	High WaterMark	PAYE Ref.	Download Date	RTI NOT Details	GEN NOT Details	RTI NOT CSV to Download	RTI NOT Oracle XML to Download	RTI NOT XML to Download	RTI NOT GFF to Download
RTI	71	401	471	353/A656	22/09/2020	View / Print	View / Print	Download	Download	Download	Download
RTI	1	385	385	353/A656	22/09/2020	View / Print	View / Print	Download	Download	Download	Download
RTI	46	322	367	353/A656	21/09/2020	View / Print	View / Print	Download	Download	Download	Download
RTI	86	235	321	353/A656	21/09/2020	View / Print	View / Print	Download	Download	Download	Download

Fig 4.8 Generic Notification



Other E-Filing Services

(Automated E-filing to 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 Pension, VAT and other returns**
4. **Data Provisioning Services (DPS) Downloading**
5. **E-filing of P11D, P11D(B), P46(CAR)**
6. **E-Filing of CT and iXBRL Accounts to HMRC**
7. **E-Filing of Companies House iXBRL Accounts**

Click here to log on to www.eFileReady.com

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

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