

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

User Manual

(How does E-filing Work?)

HMRC CT & iXBRL A/c , Co. House iXBRL A/c and VAT 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.

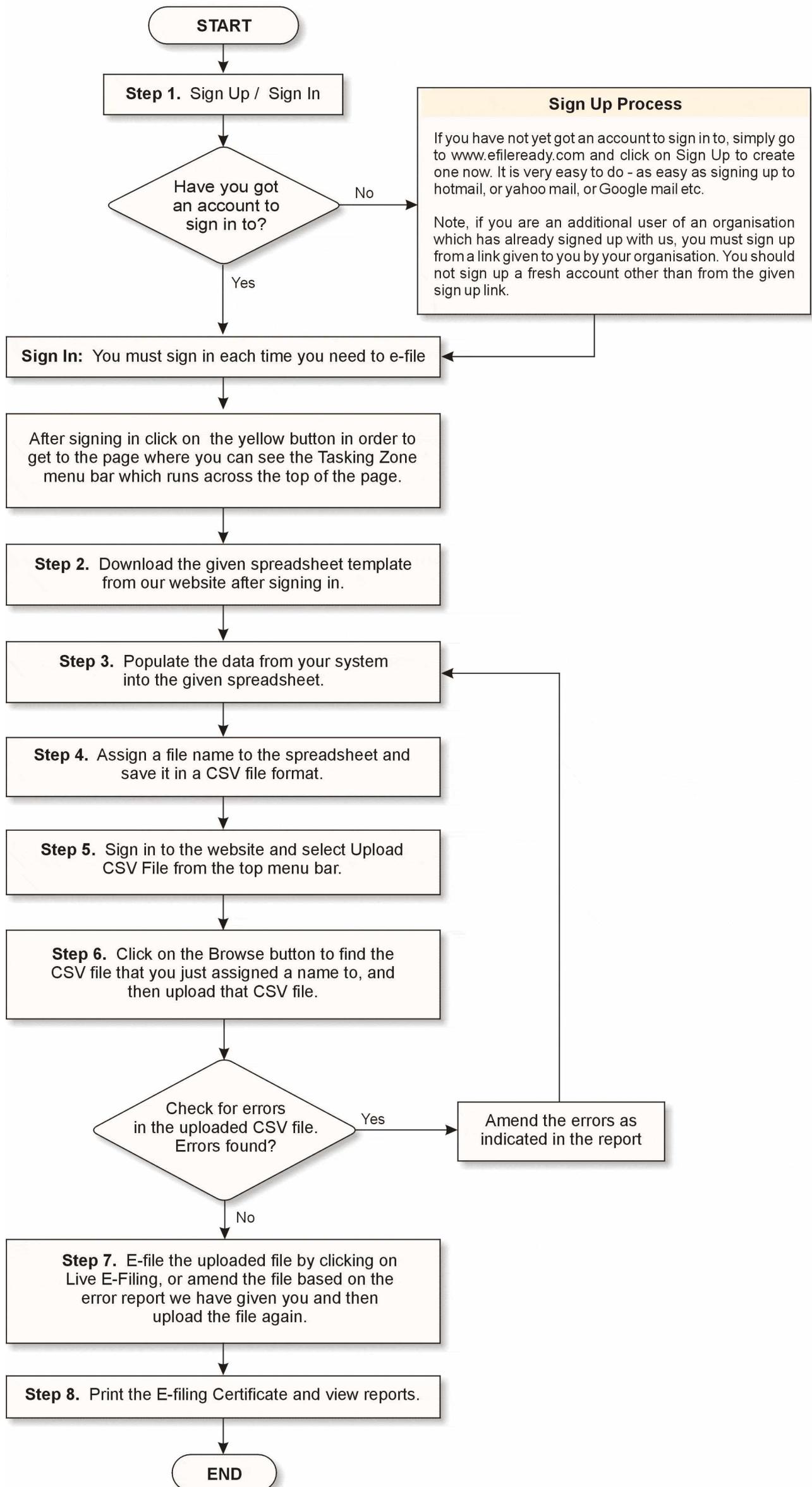
- **CT600, Companies House, VAT**

- 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.

Step 1. Sign Up / Sign In

Sign Up :

If you have not yet got an account to sign in to, simply go to <http://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.

Tested for e-filing to Companies House & gained HMRC recognition

HMRC & Companies House **E-filing Specialists** + Data Services

www.eFileReady.com
020 8450 2290

HMRC E-FILING SERVICES

1. CT and iXBRL Accounts to HMRC
2. CIS 300 Monthly Returns & Verifications
3. P45, P46, P14, P35, P11D, WNU
4. P6, P9 & SL1 etc. downloads for auto-updates
5. VAT e-filing in batch
6. Pension Scheme Returns
7. Supports CSV, GFF and XML formats.

COMPANIES HOUSE E-FILING SERVICES

1. iXBRL Accounts
2. Company Incorporation
3. All other CH Forms
4. Downloading Company Data from CH

OTHERS

1. iXBRL Accounts Data Extraction & Reports
2. ePayslips
3. eDocuments

Innovative and Compatible with all payroll, accounts & ERP systems

IBM. SAP ORACLE JD Edwards Enterprise Software Windows solaris

Sign Up (To Create New account)

Sign In (To your account)

eFileReady specialises in e-filing to and getting data from HMRC and Companies House (CH). We are also specialists in extracting iXBRL Accounts Data for making comparative reports. Over the last 6 years our services have kept expanding to more than what are listed above. The beauty of our system is that it is very user

Fig 1.1 Home Page – Sign Up

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

How to Appoint Additional Users :

If you are a system administrator and wish to allow other people in your organisation 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 Employer / Contractor Details. Click on the ' View / Edit ' button for Additional User Details, then click on the ' Add New User ' button.

Please complete the further screens by entering the new user details. The new additional user will be sent an activation mail along with the sign in ID details, which he / she has to enable to use e-fileready services.

Please refer to Step 7 for more details on appointing additional users.

System User Name	System User Sign In ID	Sign In Log Book	Internet A/c Status ?!			Forget Sign In Details ?!	System User Personal Details
			Enable	Disable	Confirm		
Testing, AddInAdmin	EEST7056796	View			Confirm	Resend Details	View / Edit
Testing, Ketan	EEST7098073	View			Confirm	Resend Details	View / Edit

Fig 1.2 Add Additional Users

Sign In :

You must sign in to <http://www.efileready.com/> each time you need to e-file. Please keep your Sign In ID and other sign in details you received from eFileready handy to login to www.efileready.com

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HMRC & Companies House E-filing Specialists + Data Services

www.eFileReady.com
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HMRC E-FILING SERVICES

1. CT and iXBRL Accounts to HMRC
2. CIS 300 Monthly Returns & Verifications
3. P45, P46, P14, P35, P11D, WNU
4. P6, P9 & SL1 etc. downloads for auto-updates
5. VAT e-filing in batch
6. Pension Scheme Returns
7. Supports CSV, GFF and XML formats.

COMPANIES HOUSE E-FILING SERVICES

1. iXBRL Accounts
2. Company Incorporation
3. All other CH Forms
4. Downloading Company Data from CH

OTHERS

1. iXBRL Accounts Data Extraction & Reports
2. ePayslips
3. eDocuments

Innovative and Compatible with all payroll, accounts & ERP systems

IBM. SAP ORACLE JDEdwards Enterprise Software Windows solaris

Sign Up (To Create New account)

Sign In (To your account)

eFileReady specialises in e-filing to and getting data from HMRC and Companies House (CH). We are also specialists in extracting iXBRL Accounts Data for making comparative reports. Over the last 6 years our services have kept expanding to more than what are listed above. The beauty of our system is that it is very user

Fig 1.3 Home Page – Sign In

Step 2. Download Spreadsheet – CT & iXBRL A/c / Co. House / VAT

To download the HMRC CT spreadsheet to your local system, go to Download Template on the tasking zone. Further click on HMRC CT600 & Accounts Template Download.

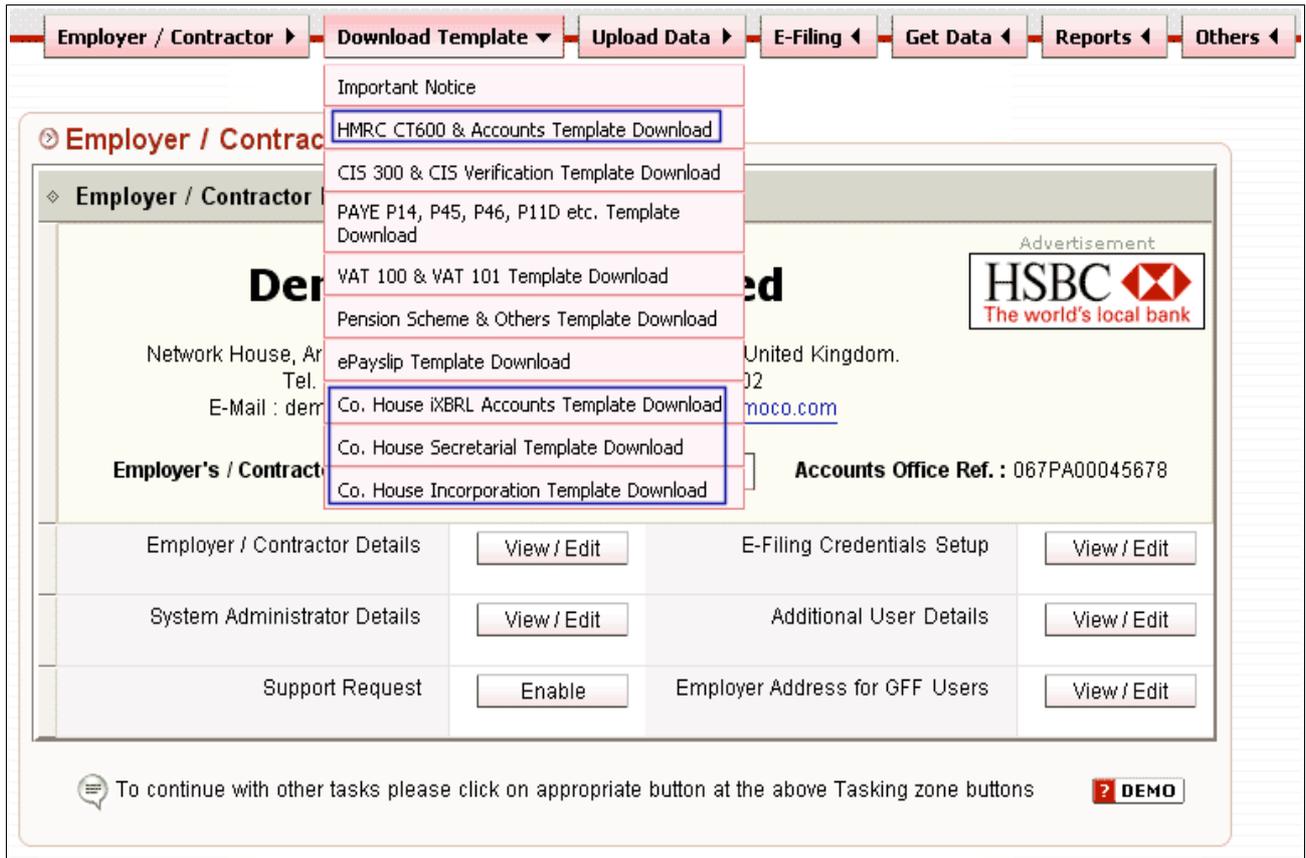


Fig 2.1 Go to Download Spreadsheet in the Tasking Zone and click on the appropriate Menu item

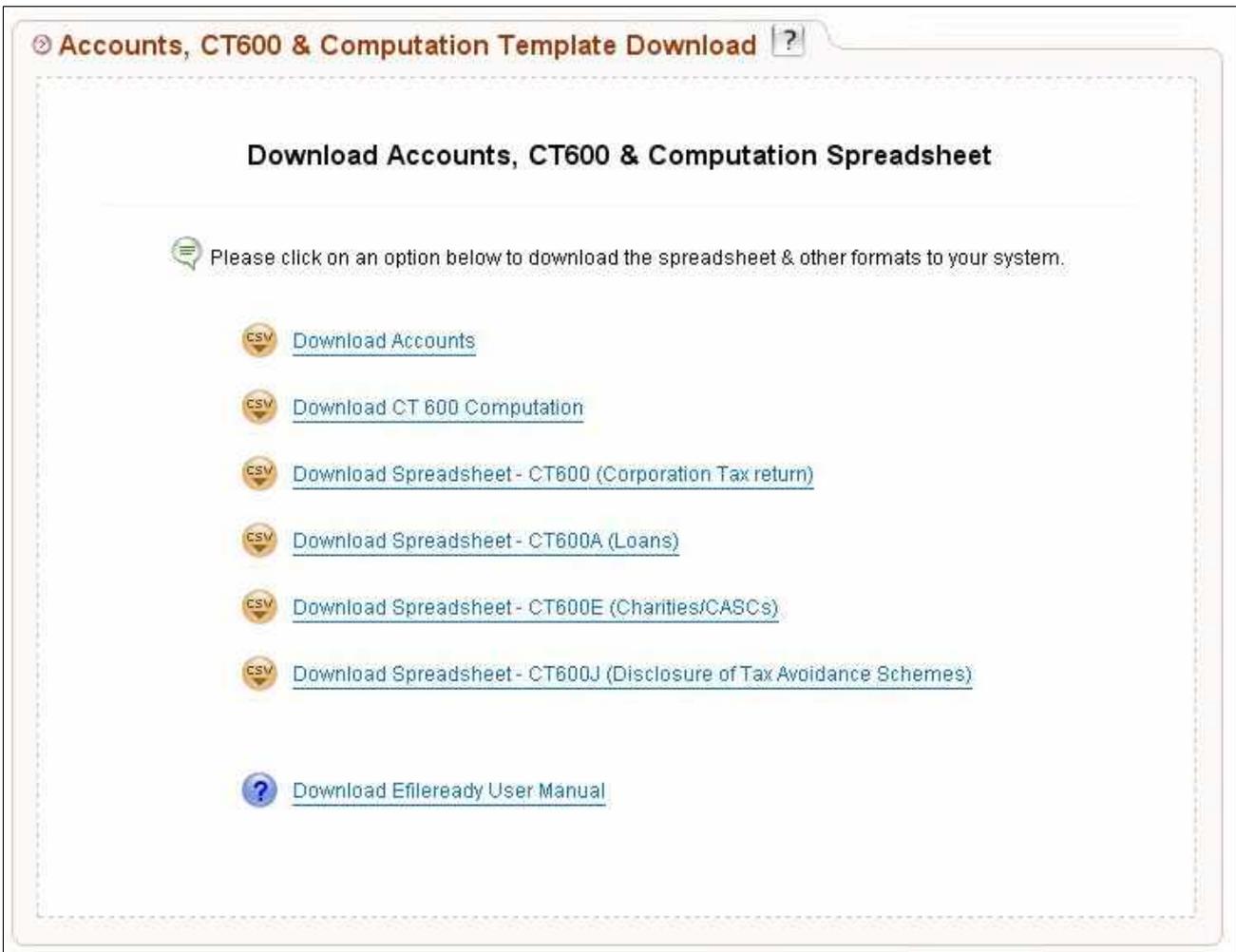


Fig 2.2 Click on the Download Spreadsheet Link

Now, click on the required Download Spreadsheet link to download the spreadsheet onto your local system.

Please note, we do not provide Accounts spreadsheets for you to download and fill in.

You need to attach a PDF / iXBRL document. Normally you will have accounts to go with the CT600. If you do not have these because your company is dormant or has ceased operation, you must spell out the reason for the absence of the accounts in the CT600 spreadsheet.

Up until April 2011 your accounts and the computation documents could be in either an iXBRL or PDF format. On and after April 2011 these two documents can only be e-filed in an iXBRL format.

Currently, we do not convert your accounts documents (Excel spreadsheet) to a PDF or iXBRL format.

You need to use iXBRL software to do this. When you have converted the data into an iXBRL format you can upload it to our server and we will e-file it for you, together with other documents, to the HMRC.



Fig 2.3 Click to download the spreadsheet

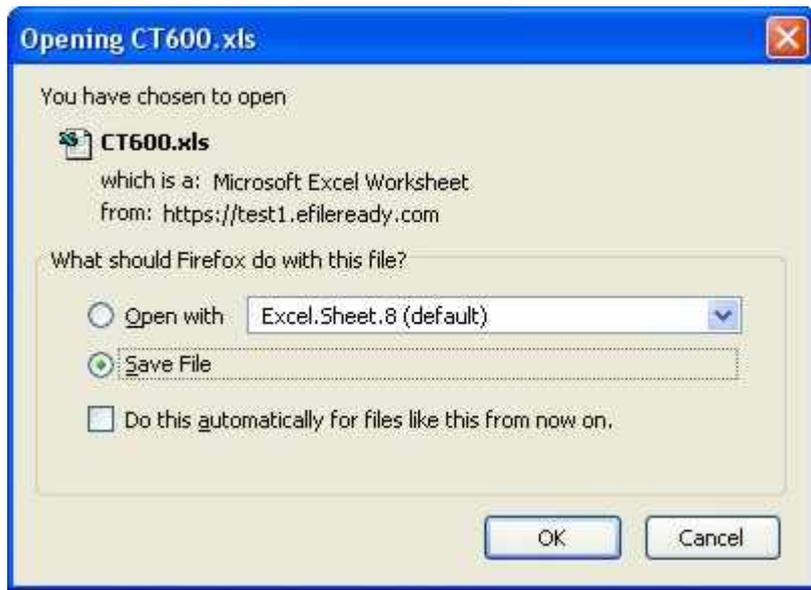


Fig 2.4 Download and Save the spreadsheet to your local system

A instruction document in PDF format is provided for all the spreadsheets which guides you to enter the data in the spreadsheet. We recommend you read these instructions before filling in the actual spreadsheet.

Please follow the same steps to download the Companies House spreadsheets and VAT Spreadsheet onto your system.

Step 3. Populate your data into the spreadsheet

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

	A	B	C	D	E	F
1	CT1	CT2	CT3	CT4	CT5	CT6
2	Return Type (New/Amended)	Company Name	Registration Number	Reference	Company Type	Address Line 1
3	NEW	Demo Company	A234567G	2541256982	7	Demo Address
4						
5						
6						
7						
8						
9						
10						
11						
12						

Fig 3.1 Populate the data and save in a CSV format.

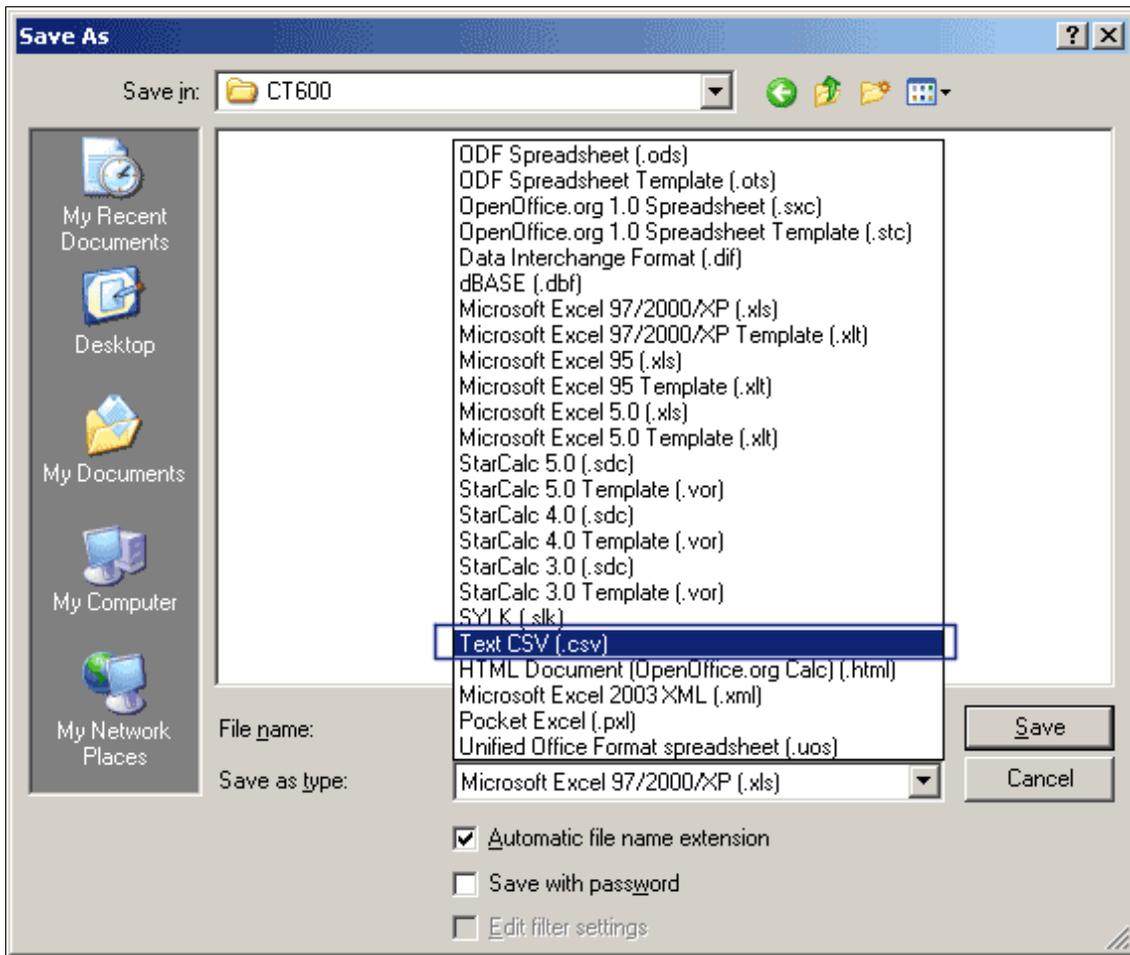


Fig 3.2 Save the spreadsheet as a CSV file

Please save the completed spreadsheet in the CSV format.

Follow the same steps to download the Companies House spreadsheet and VAT returns spreadsheet onto your system. Populate the data in the spreadsheet by following the instructions provided in the instruction document and save the spreadsheet in the CSV format.

Step 4. Upload your data to eFileReady

Sign in to <http://www.efileready.com/>

Go to Upload Data on the Tasking Zone and further click HMRC CT600 & Accounts upload.

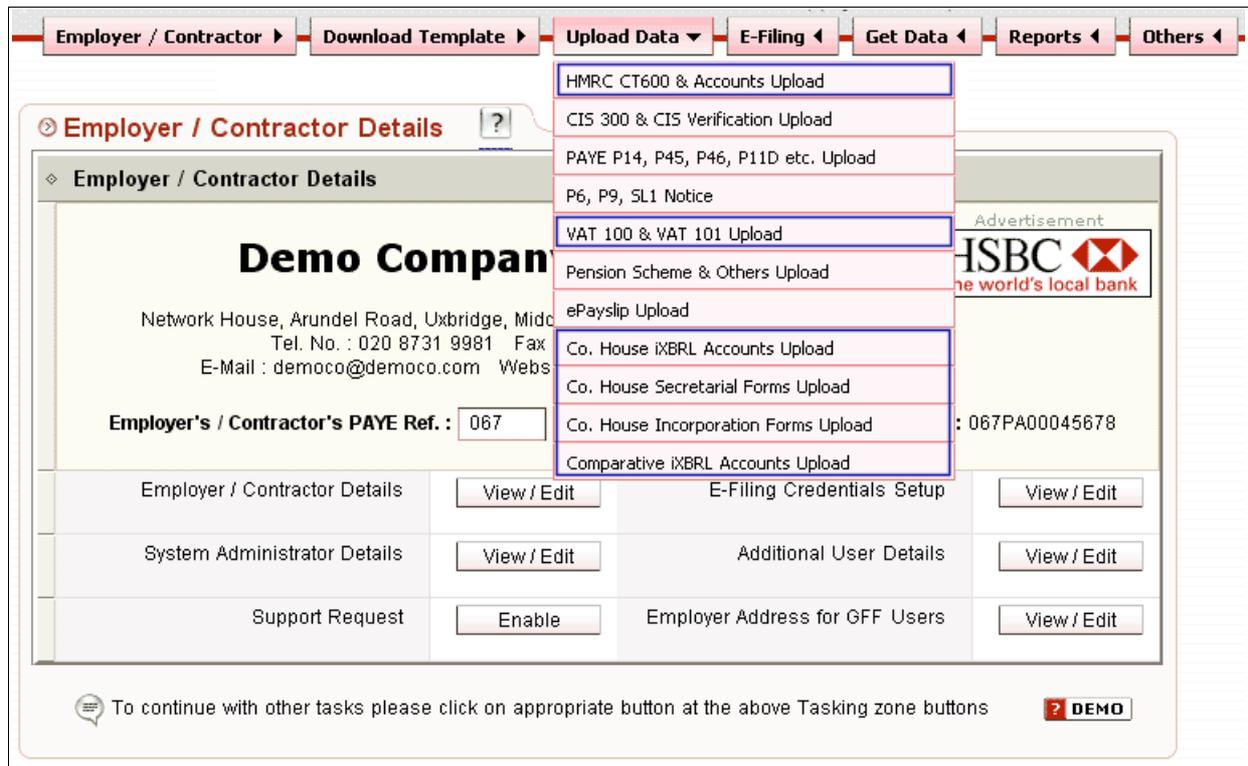


Fig 4.1 Click on the Upload Data

Fig 4.3 Browse to find the files in your local system and then click Upload button

Upload CT600 Return CSV File ? < Back Click to Upload CSV File ^

Upload CT600 Return CSV File

Ensure that you have prepared your CT 600 Return spreadsheet document and have saved them in a CSV file format ready to be uploaded. If you have not done this please go back to download the CT 600 Return spreadsheet document from "Download Spreadsheet" in the Tasking Zone.

Step 1 - Company (CT 600)*

Click Browse to Upload CT600 Return CSV file.

Last Step - 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](#)

Pick up the CT600 or any appropriate 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).

Enter any reference for the CSV file you upload. This is optional. You can also leave it blank.

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

Please note, do not move the mouse or click on the screen, while upload is in progress it might interrupt the upload process.

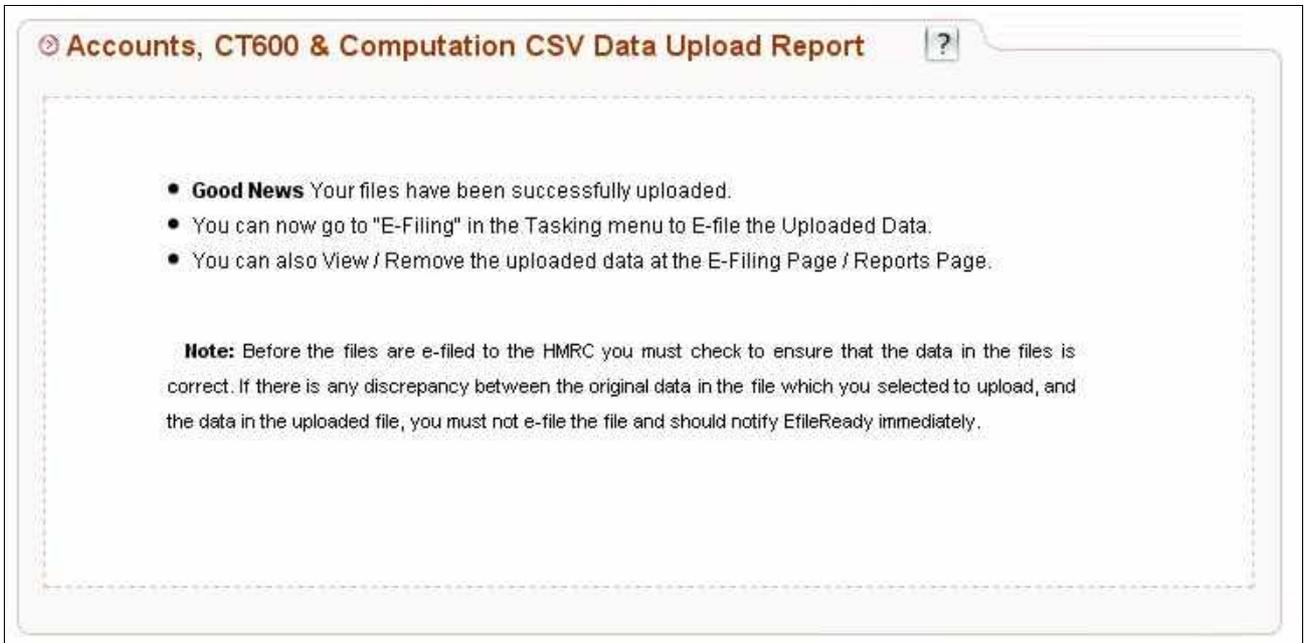


Fig 4.4 CSV Data Upload Report

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 below in the fig 4.4.

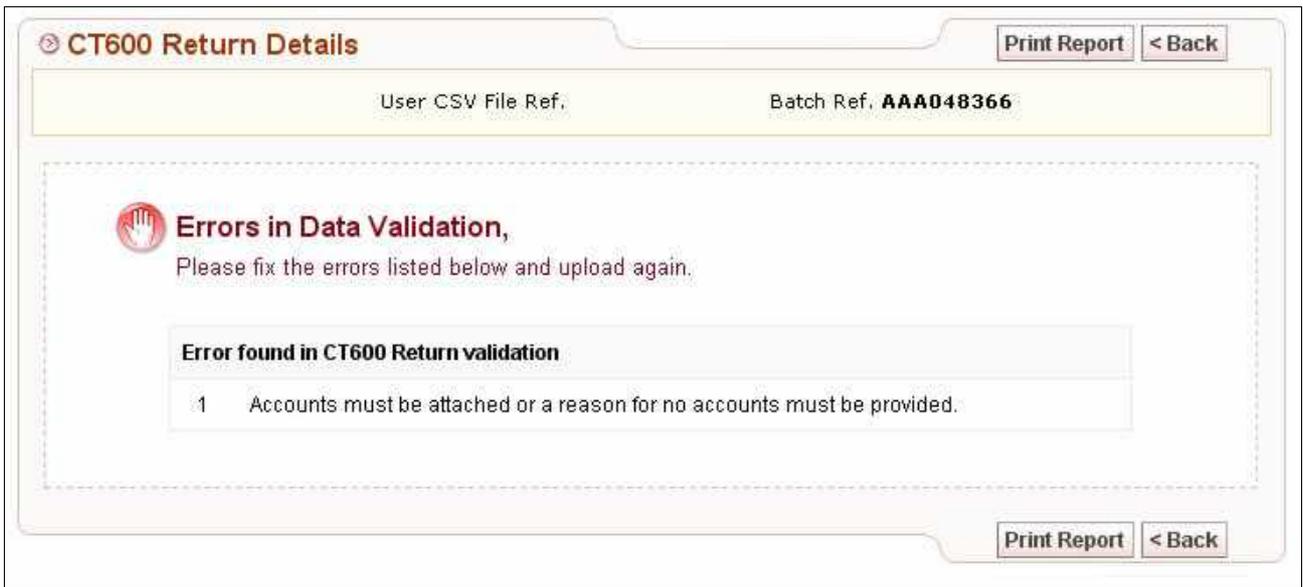


Fig 4.5 CSV Data Validation Error Report

If errors are found, an Error Report will be displayed on screen as shown in the fig 4.5. You should amend the errors as indicated and then start the process again from Step 3.

Please follow the same steps to upload the Companies House spreadsheet and VAT returns spreadsheet to efileready.

Step 5. E-Filing your data

To e-file your uploaded data to HMRC go to E-filing on the Tasking Zone and click on E-file Accounts, CT600 & Computation.



Fig 5.1 Click appropriate option to E-File

Please note, the Companies House forms (uploaded data) will be e-filed directly to the Companies House. To E-File the Co. House data select the appropriate option from the drop down menu.

If you are a Company who is filing CT returns you should enter your HMRC User ID and Password for e-Filing your CT600 returns. You must have enrolled for and activated the Corporation Tax Online service with HMRC before you can e-file your Company Tax Return.

If you are a VAT registered Trader or Company, you should enter your HMRC User ID and Password for e-Filing your VAT returns. Please note, to file a VAT Return online you will need to be registered and enrolled for VAT online Services with HMRC.

To file the Companies House forms you should have registered as an Electronic Filer from the Companies House to obtain a Software Filing Credit Account along with Presenter ID and Presenter Authentication code by filling an application form.

Please note, the HMRC User ID & HMRC Password OR the Presenter ID & Presenter Password should be entered in E-Filing Set up section before you e-file. The E-Filing Credentials set up is explained in Step 6 of this training manual. Please refer to it before you start to e-file.

E-File HMRC CT600 & Accounts Uploaded Data									
Company Name	UTR Number	User CSV File Ref.	Period of Account		Approval Status		Action		Select to E-File
			Period From (DD/MM/YYYY)	Period To (DD/MM/YYYY)	Client Approval	Admin. Approval			
Demo Company 3	9625648152	CT60003	01/08/2008	31/07/2009	Approval Pending	<input type="checkbox"/>	View	Remove	
Demo Company 2	4325648151	CT60002	01/08/2008	31/07/2009	Disapproved for eFiling	<input type="checkbox"/>	View	Remove	
Demo Company 3	9625648152	CT60003	13/07/2008	10/07/2009	Disapproved for eFiling	<input type="checkbox"/>	View	Remove	
Demo Company 2	4325648151	CT60002	21/07/2009	16/07/2010	Approved for eFiling	<input type="checkbox"/>	View	Remove	<input checked="" type="checkbox"/>
Demo Company 2	4325648151	CT60002	10/05/2008	02/05/2009	Approved for eFiling	<input type="checkbox"/>	View	Remove	<input type="checkbox"/>
Demo Company 2	4325648151	CT60002	14/05/2009	13/04/2010	Approved for eFiling	<input type="checkbox"/>	View	Remove	<input type="checkbox"/>
Demo Company 1	2325648152	CT60001	01/06/2008	30/05/2009	Upload Failed		View	Remove	

Fig 5.3 View the data to be E-filed

This screen displays the list of uploaded documents that are ready to be e-filed. The uploaded documents should be approved either by Client or Admin before e-filing. If the documents are not approved yet, please check the boxes corresponding to the respective client and click the Approve Selected button. Once the documents are approved you can select them and click on E-File Now button to proceed to E-filing the returns.

You can also view the data before e-filing your data to the HMRC / Companies House to ensure that the data you have uploaded is correct. To view the data, simply click on the View link. Once you are sure about the data you can proceed to e-file the data.

Enter your name and sign in password in the employer's declaration page and click on the confirm button. You will be taken to the E-Filing page.

Employer's Declaration [?]

Employer's Declaration

NOTE: Please check that you have entered your E-Filing Setup details correctly. i.e. ensure that you have selected either Employer 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 CT600 Return for my Employer. To the best of my knowledge and belief these records are fully and truly stated.

Your Personal Name*

Your Acting Capacity [?]

Enter User Sign In Password*
(eFileReady's Sign In Password) [?]

Date*

Continue to E-File

Fig 5.4 Enter your details on the Declaration page

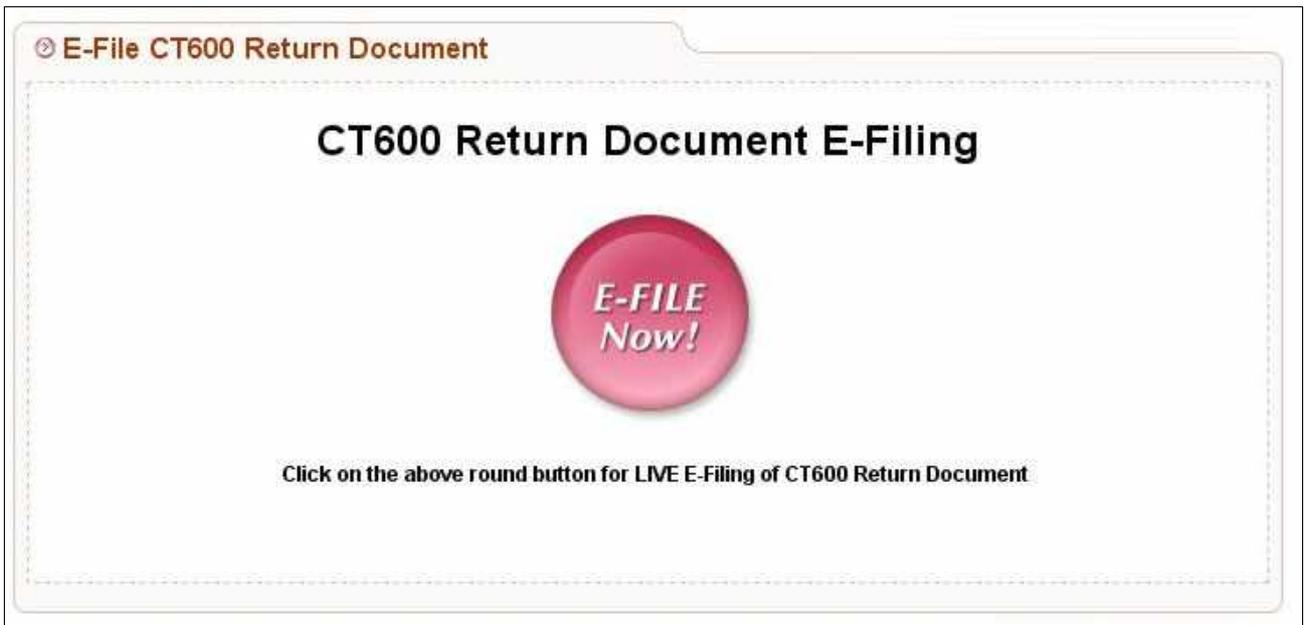


Fig 5.5 Click on the 'E-file Now!' button to e-file your data

Please follow the same steps to e-file your VAT Returns and Companies House related forms to the Companies House.

Please do not move your mouse or click on the screen while e-filing is in progress.

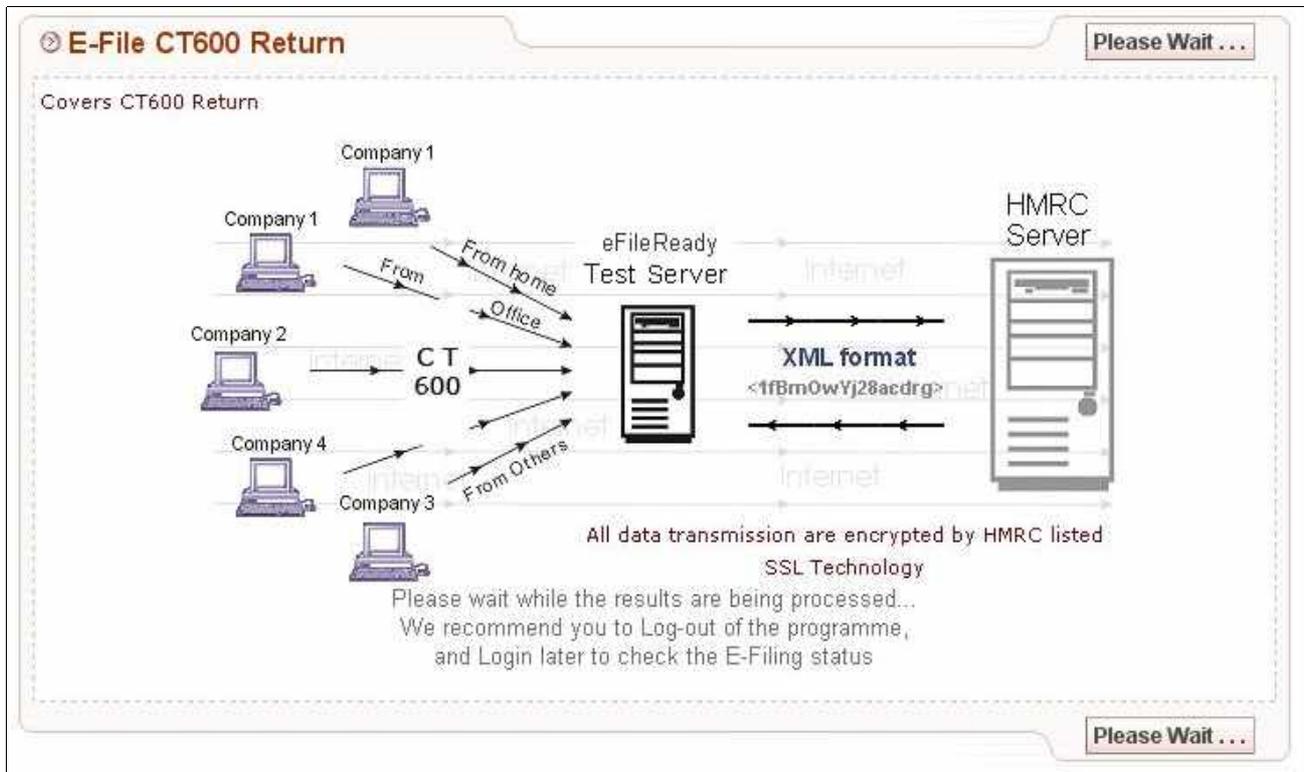


Fig 5.6 E-Filing in progress

The above screen will be displayed as your data is being sent to the HMRC / Companies House. There may be a time delay before you receive a response from the HMRC / Companies House, 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.

Once the data is submitted to HMRC / Companies House a E-Filing Certificate is generated from HMRC / Companies House which you can view in the Reports section.

Simply go to Reports on the tasking zone and click on the HMRC E-Filing Status & Certificate or Co.House forms E-Filing Status & Certificate. Further select HMRC CT & iXBRL A/c or HMRC CT & iXBRL A/c OR Co. House iXBRL Accounts to view the E-Filing Status Certificate.

This certificate is a token of submission of your data to HMRC / Companies House. It displays the status of your e-filing. The status can be Initiated, pending, parked, rejected or completed. Please keep checking the status.

If you get authentication failure please view the errors, correct them and e-file once again. Please follow the same steps as explained above for successful e-filing.

HMRC CT600 & Accounts E-Filed Status
Print Certificate < Back

HMRC CT600 & Accounts E-Filed
Certificate
 for
Demo Company Limited
 (UTR No.: 6234567890)

Period From: **01/08/2008** - Period To: **31/07/2009**

HMRC eTimestamp: 2010-05-09T10:33:04.888 (YYYY-MM-DDTHH.MM:SS.SSS)

No. of Records: **1**

Congratulations: Your HMRC CT600 & Accounts document has been successfully submitted by Internet to the HM Revenue & Customs.

HMRC CT600 & Accounts E-Filed	1
eFileReady User Sign In ID	XES801407900
Inhouse Tracking Reference	AAA005302
HMRC Reference (Correlation ID)	DE812488AF46092E0C5F53321FDF06EF
Return Type	New
Submission Status Report	SUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)

The Inland Revenue has received the HMRC-CT600-ADD-SCHA document ref: A1111170 at 12.05 on 09/05/2010. The associated IRmark was:
 BWQUB4SM2QZPW4BY555VSYSRUHH5CVR4 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. Your submission has been successful.

Below is the list of documents submitted successfully to the HMRC.

Accounts	<input checked="" type="checkbox"/>
CT 600 Computations	<input checked="" type="checkbox"/>
Company (CT 600)	<input checked="" type="checkbox"/>
Other Supporting documents in PDF format	Not Provided
CT 600 Supplement A	Not Provided
CT 600 Supplement E	Not Provided
CT 600 Supplement J	Not Provided

Not Provided: Data related to this document was not uploaded by the user.

Print Certificate < Back

Fig 5.7 E-Filing Status

Check your E-filing Status.

Simply go to Reports on the tasking zone and click on the HMRC E-Filing Status & Certificate or Co.House forms E-Filing Status & Certificate. Further select HMRC CT & iXBRL A/c or HMRC CT & iXBRL A/c OR Co. House iXBRL Accounts to view the E-Filing Status Certificate.

If the status is shown as 'Completed', this means the HMRC / Companies House has received and accepted your e-filed submission. You can then print your e-filing Certificate as proof of your e-filing for your records.

HMRC CT600 & Accounts E-Filed Status								
Company Name	UTR Number	User CSV File Ref.	Period of Account		HMRC e Timestamp	E-Filed Status	E-Filed Certificate & Digital Receipt	E-Filed Details
			Period From (DD/MM/YYYY)	Period To (DD/MM/YYYY)				
Demo Contractor Limited	6234567890	CT600003	01/08/2008	31/07/2009	2010-05-13T03:30:66.056	COMPLETED	View / Print	View / Print
Demo Contractor Limited 2	4325648151	CT600002	21/07/2009	16/07/2010	2010-05-13T07:18:53.276	COMPLETED	View / Print	View / Print
Demo Contractor Limited 3	9625648152	CT600001	10/05/2008	02/05/2009	2010-05-13T12:25:13.456	COMPLETED	View / Print	View / Print
Demo Contractor Limited 2	4325648151	CT600002	21/07/2009	16/07/2010	2010-05-10T12:25:16.321	AUTHENTICATION FAILURE	View Error	
Demo Contractor Limited 3	9625648152	CT600001	10/05/2008	02/05/2009	2010-05-10T12:25:17.235	ERROR RESPONSE	View Error	

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Fig 5.8 E-Filing / Status

Step 6. E-Filing as an Agent / Companies / Trader – HMRC Credentials Set up

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

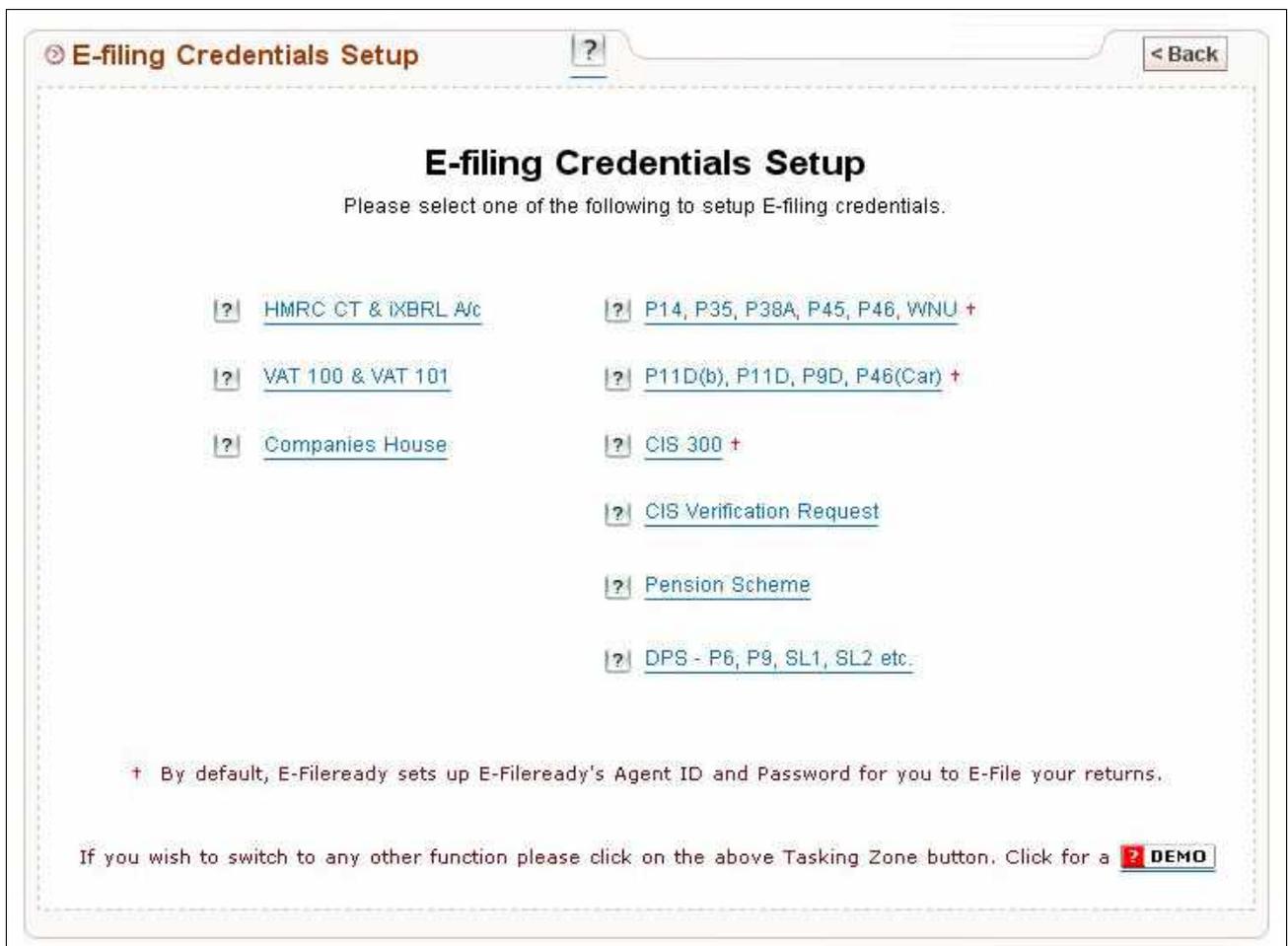


Fig 6.0 E-Filing Setup

CT600 E-Filing Setup

CT 600 E-Filing Setup ? < Back

Company E-Filing Details Edit

HMRC User ID	GGGGGGGGGGGG ?
HMRC Password	*****

COMPANY

If you are a Company please use your HMRC User ID and Password for e-Filing your CT600 returns.

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 CT returns to HMRC.

Please note, you must have enrolled for and activated the Corporation Tax Online service with HMRC before you can e-file your Company Tax Return.

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

I am an AGENT

If you are an Agent / Bureau please use your HMRC Agent User ID and Password for 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 CT returns to HMRC.

Please note, you must first register for the "Corporation Tax for Agents" service through the HMRC's Online Service and must be authorised by your CT client to e-file on their behalf using the HMRC's Online Agent Authorisation service.

To register for "Corporation Tax for Agents", please [click here](#).

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Fig 6.1 Select and enter your Company / Agent HMRC User ID & Password

If you are a Company, please select “Company” and enter your HMRC User ID and Password to further e-file your CT returns to HMRC.

If you are an Agent e-filing the CT returns for your clients, then select “ I am an Agent” option and enter your Agent details to further e-file the returns to HMRC.

Please note, you must have enrolled for and activated the Corporation Tax Online service with HMRC before you can e-file your Company Tax Return.

VAT 100 and VAT 101 E-Filing Setup

⊙ VAT 100 & VAT 101 E-Filing Setup ? < Back

◆ Company E-Filing Details Edit

HMRC User ID	GGGGGGGGGGGG ?
HMRC Password	*****

I am a TRADER / COMPANY

If you are a VAT registered Trader or Company, please use your HMRC User ID and Password for e-Filing your VAT returns.

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 VAT returns to HMRC.

Please note, to file a VAT Return online you will need to be registered and enrolled for VAT online Services with HMRC

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

I am an AGENT

If you are an Agent / Bureau please use your HMRC Agent User ID & Password for 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 now easily E-File your client's VAT returns to HMRC.

Please note: You should be enrolled for the "VAT for Agents" service through the HMRC's Online Services and must be authorised by your VAT clients to e-file on their behalf using the HMRC's Online Agent Authorisation service.

To register and find out more about e-filing VAT, please [click here](#).

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Fig 6.2 Select and enter your Trader / Company or Agent HMRC User ID & Password

If you are a VAT registered Trader or Company, select “I am a Trader / Company” option and enter your HMRC User ID and Password for e-Filing your VAT returns to HMRC.

If you are an Agent, filing the VAT returns on behalf of your clients, select “I am an Agent” option and enter your agent details to further e-file the returns to HMRC.

Please note: You should be enrolled for the "VAT for Agents" service through the HMRC's Online Services and must be authorized by your VAT clients to e-file on their behalf using the HMRC's Online Agent Authorization service.

Companies House E-Filing Setup

Companies House E-filing Setup ? < Back

◆ **Companies House Input Service (for E-filing of Forms & iXBRL a/c)** Edit

Presenter ID	9625648152
Presenter Password	*****

◆ **Companies House Output Service (for searching company details)** Edit

Presenter ID	9625648152
Presenter Password	*****

Register as a Electronic Filer from the Companies House to obtain a Software Filing Credit Account along with Presenter ID and Presenter Authentication code by filling an application form.
Please [click here](#) for an application or [click here](#) to register online.

< Back

Fig 6.3 Enter your Presenter ID & Password

To file the Companies House forms you should have registered as a Electronic Filer from the Companies House to obtain a Software Filing Credit Account along with Presenter ID and Presenter Authentication code by filling an application form.

If you want to E-File the forms and iXBRL Accounts to the Companies house, click on Edit under Companies House Input Service (For E-Filing of Forms & iXBRL a/c) and enter your Presenter ID and Presenter Password and save the details.

If you want to utilize the Companies House Output Service to search the Directors or other Company details, you should have a different Presenter ID and Presenter password. Please do not use the Electronic Filer Presenter ID and Password for Companies House Output Service.

Step 7. 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.

The screenshot displays the 'Employer Details' page for 'ITCS Testing Co.'. The page includes the company name, address (777 Lucky Street, Network House, Boston, UK, BR5 6BP), telephone (123 456 789), fax, email, and website fields. It also shows 'Employer's PAYE Ref.' (999 / 999) and 'Accounts Office Ref.' (999PC999). An advertisement for HSBC is visible in the top right corner. At the bottom, there is a table of tasking zone buttons:

Employer Contact Details	View / Edit	HMRC E-File Credentials Setup	View / Edit
System Administrator Details	View / Edit	Additional User Details	View / Edit
Support Request	Enable	Employer Address for GFF Users	View / Edit

At the bottom of the page, there is a note: 'If you wish to switch to any other function please click on the above Tasking Zone button. Click for a [? DEMO](#)'.

Fig 7.1 Click on the Additional User Details button

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.

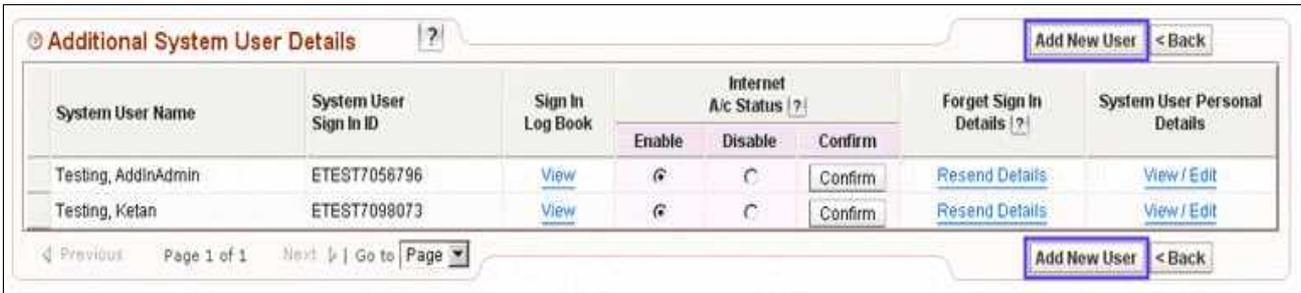


Fig 7.2 Click on Add New User

Enter the details of the additional user and click on the Save button. The additional user details will be saved and an activation mail will be sent to the email address which you have entered. The user has to activate the Sign In ID and can start E-Filing.

The screenshot shows the "Add New System User" form. It includes a title bar with "Add New System User", a help icon, and "Cancel" and "Save" buttons. Below the title bar, there is a legend: "(*) = required fields.". The form contains the following fields:

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

At the bottom right of the form, there are "Cancel" and "Save" buttons.

Fig 7.3 Enter the details of your Additional User

E-Filing Specialists

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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**

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