

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,

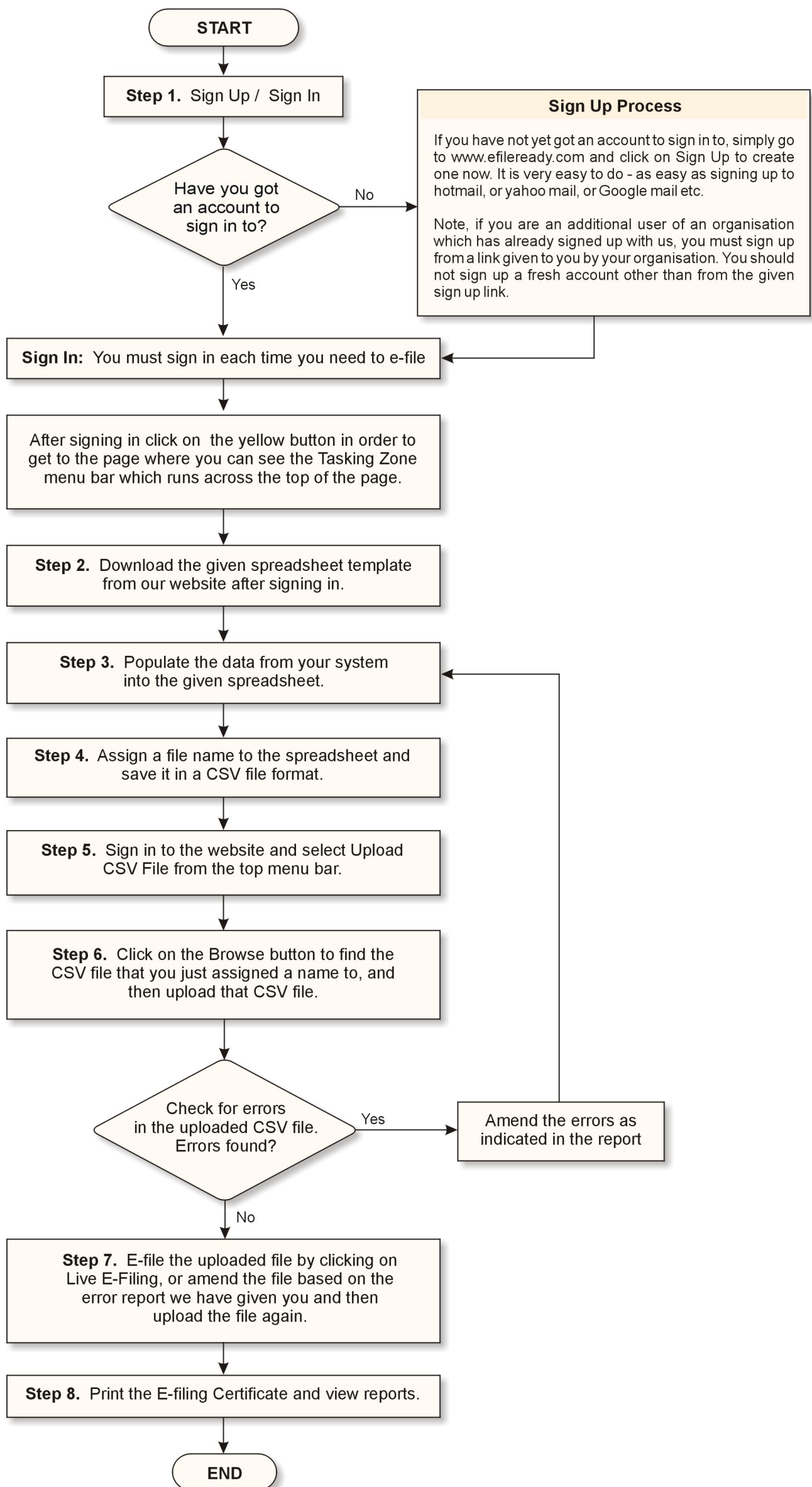
- Step 1** Sign Up / Sign In (more details in separate document).
- Step 2** Download the given spreadsheet template from our website
- Step 3** Populate the data from your system into the given spreadsheet.
- Step 4** Assign a file name to the spreadsheet and save it in a CSV file format.
- Step 5** 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.)

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Tel: **020 8731 9981**

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



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

User Manual

(How does E-filing Work?)



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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 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.



Fig 1.1 Home Page – Sign Up

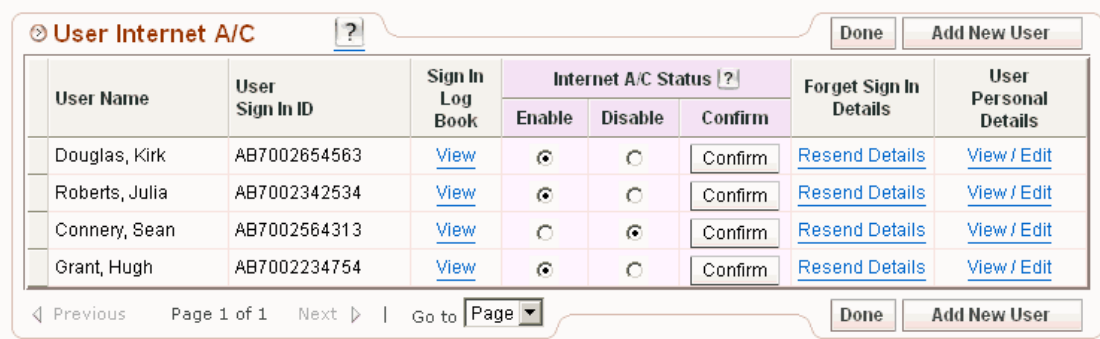
Important Note to Additional Users: if you are an additional user of an organisation which has already signed up with us, you must sign up via a link emailed to you by your organisation's system administrator. You should not sign up for a fresh account from our home page.

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 sub-menu Employer/Contractor Details. Click on the 'View/Edit' button for Manage Additional Users, then click on the 'Add New User' button.

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



The screenshot shows a web interface titled "User Internet A/C" with a search icon and a help icon. There are two buttons at the top right: "Done" and "Add New User". The main content is a table with the following columns: "User Name", "User Sign In ID", "Sign In Log Book", "Internet A/C Status" (with a help icon), "Forget Sign In Details", and "User Personal Details". The "Internet A/C Status" column is further divided into "Enable", "Disable", and "Confirm". The table contains four rows of user data. At the bottom, there is a pagination control showing "Page 1 of 1" and a "Go to Page" dropdown menu. There are also "Done" and "Add New User" buttons at the bottom right.

User Name	User Sign In ID	Sign In Log Book	Internet A/C Status ?			Forget Sign In Details	User Personal Details
			Enable	Disable	Confirm		
Douglas, Kirk	AB7002654563	View	<input checked="" type="radio"/>	<input type="radio"/>	Confirm	Resend Details	View / Edit
Roberts, Julia	AB7002342534	View	<input checked="" type="radio"/>	<input type="radio"/>	Confirm	Resend Details	View / Edit
Connery, Sean	AB7002564313	View	<input type="radio"/>	<input checked="" type="radio"/>	Confirm	Resend Details	View / Edit
Grant, Hugh	AB7002234754	View	<input checked="" type="radio"/>	<input type="radio"/>	Confirm	Resend Details	View / Edit

Fig 1.2 Add Additional Users

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.com website. At the top left, there is a man in a suit with arms crossed, next to the text: **www.Efileready.com**, Simplifies e-filing to the HMRC Using a Spreadsheet / CSV file. To the right, there are navigation links: Home | How it Works? | Contact Us | About Us | Feedback. Below this, it says "Tested and Gained HMRC Recognition for e-filing" followed by **E-Filing Specialists** in large red text. A list of services follows: 1. E-filing of CIS 300 Monthly Returns, 2. Verification of Sub-Contractors' Tax Status, 3. E-filing of EOY P14 and P35, 4. E-filing of Pension, VAT and other returns, 5. Data Provisioning Services (DPS) Downloading. A banner below lists tested databases and systems: IBM, SAP, ORACLE, JDEdwards Enterprise Software, Windows, solaris, and a Linux penguin icon. On the left, a navigation menu includes: Sign Up (To Create New account), Sign In (To your account) - which is circled in blue, Features and How it Works, Price, and E-Mail to a friend. On the right, text explains: "E-filing your CIS300, PAYE P14, P35, Pension, VAT and other returns to the HMRC can now be done with just a simple spreadsheet /CSV file. This is thanks to the Efileready.com server which is capable of converting your spreadsheet /CSV file data into the HMRC required XML format and then e-filing that data for you." Below this is a diagram titled "To E-File CIS 300, PAYE P14, P35, Pension Scheme Data" showing a flow from "Your" (computer icon) to "Efileready" (server rack icon) via "CSV", and then from "Efileready" to "HMRC" (server rack icon) via "XML".

Fig 1.3 Home Page – Sign In

Step 2. Download Spreadsheet

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

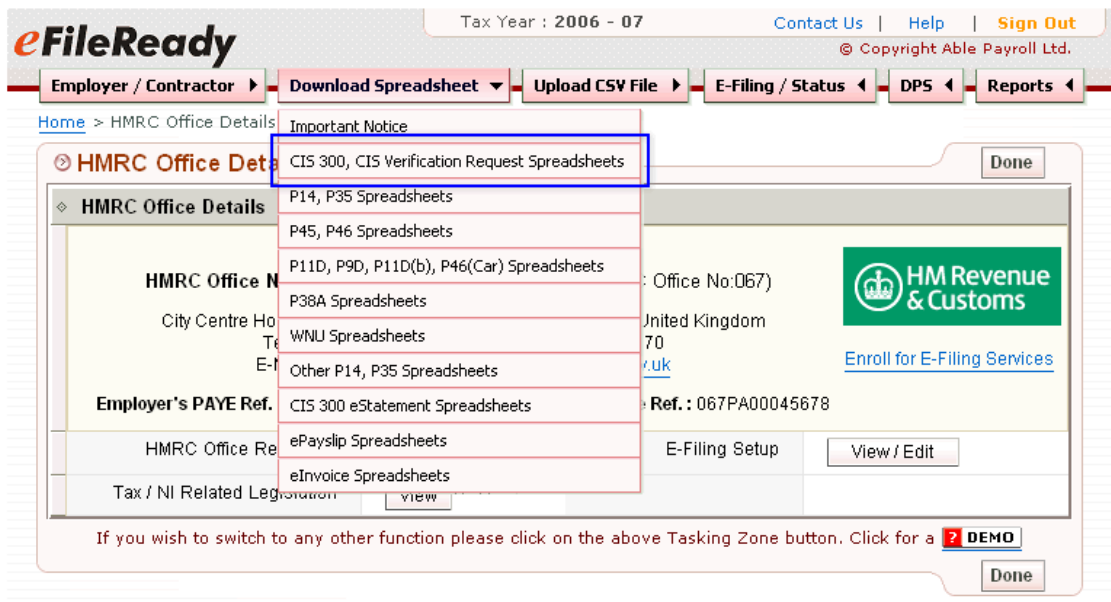


Fig 2.1 Go to Download Spreadsheet in the Tasking Zone, then click on the appropriate sub-menu

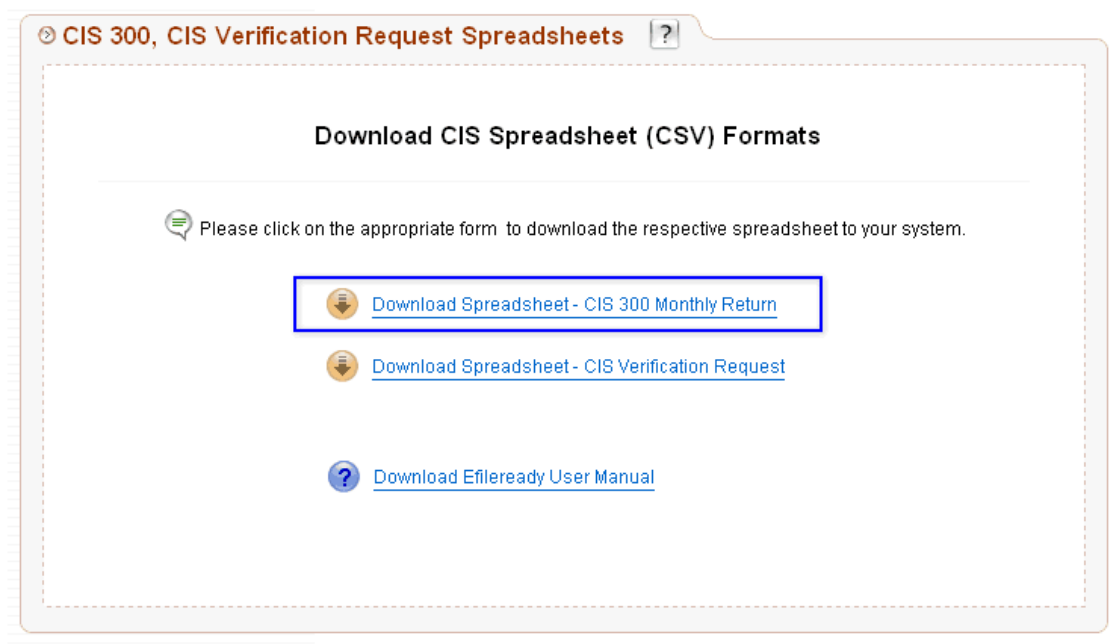




Fig 2.2 Click on the required spreadsheet


Download CIS 300 Monthly Return Spreadsheet ? Read Me First < Back


Download CIS 300 Monthly Return Spreadsheet

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

Download

[Instruction for
CIS 300 Monthly Return
Spreadsheet \(Contractor \)](#)

Download

[CIS 300 Monthly Return
Spreadsheet document
\(Contractor \)](#)

Download

[Instruction for
CIS 300 Monthly Return
Spreadsheet \(Subcontractor \)](#)

Download

[CIS 300 Monthly Return
Spreadsheet document
\(Subcontractor \)](#)

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: Full 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.

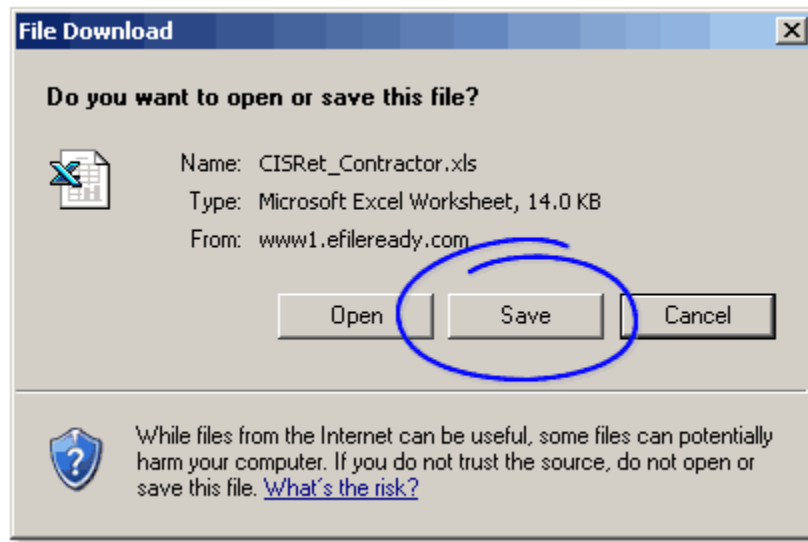


Fig 2.4 Download and Save the spreadsheet to your local system

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.

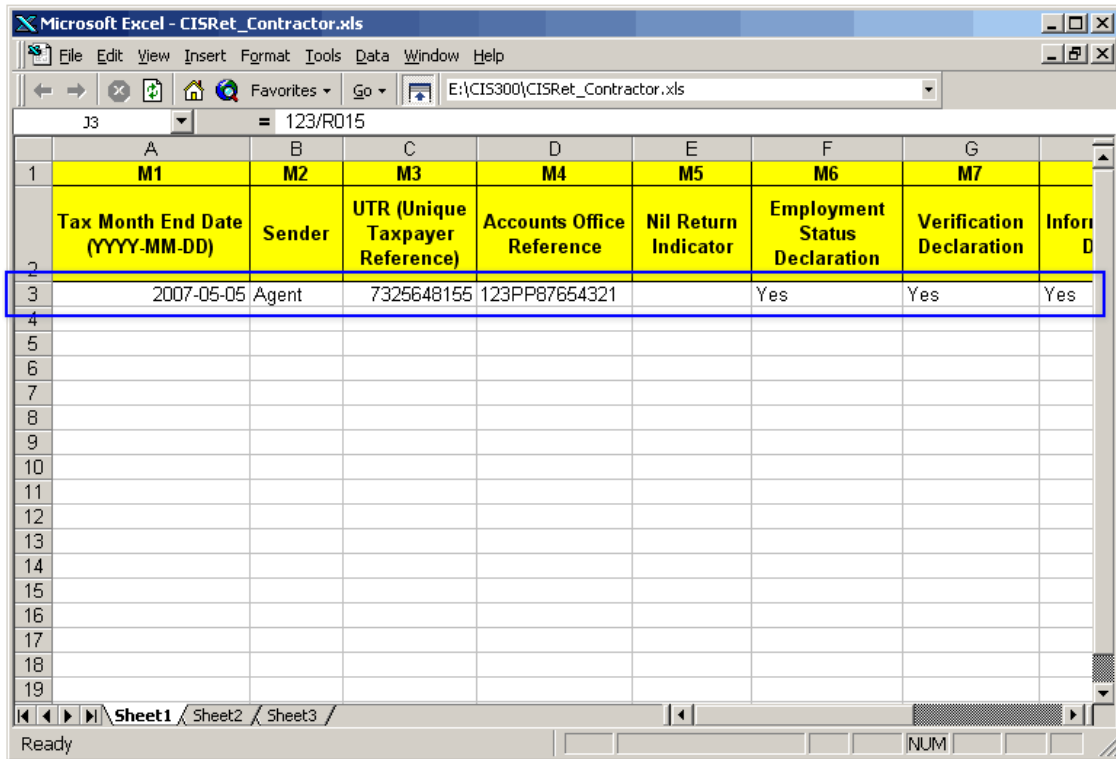


Fig 3.1 Populate your data into the downloaded spreadsheet

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

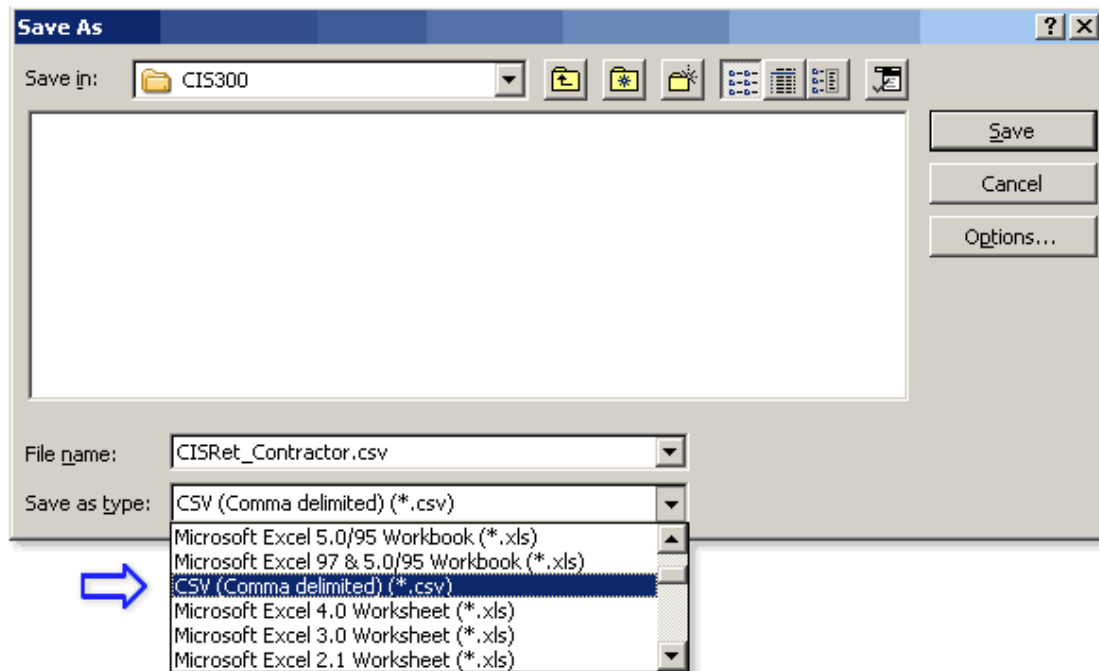


Fig 3.2 Save the spreadsheet as a CSV file

Step 4. 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.

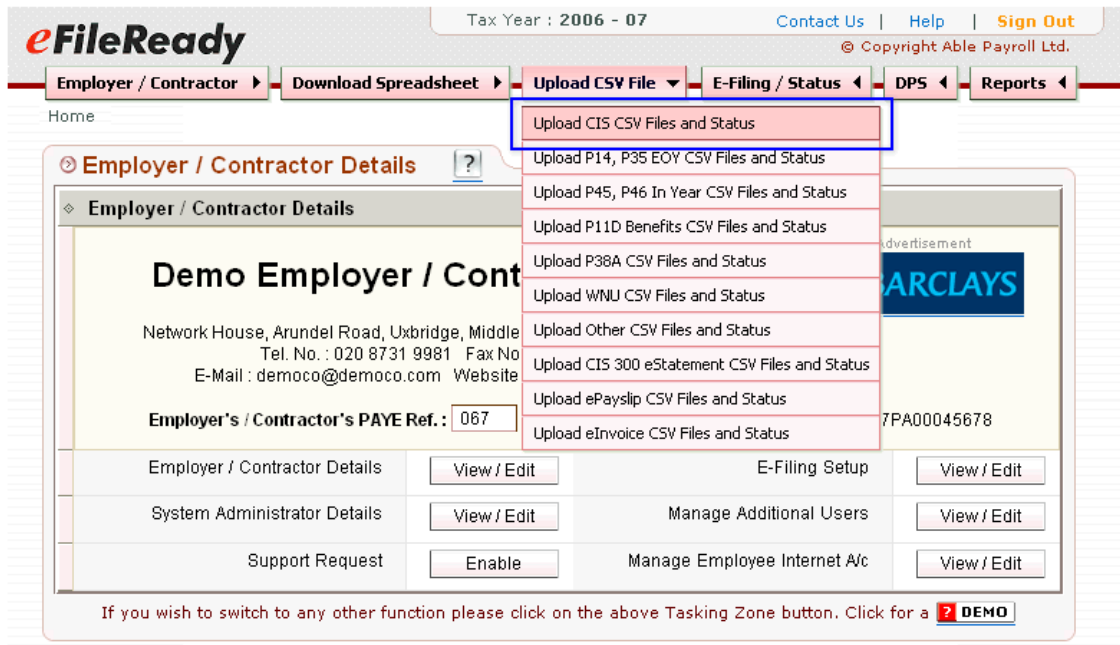


Fig 4.1 Click on the Upload CSV File sub-menu

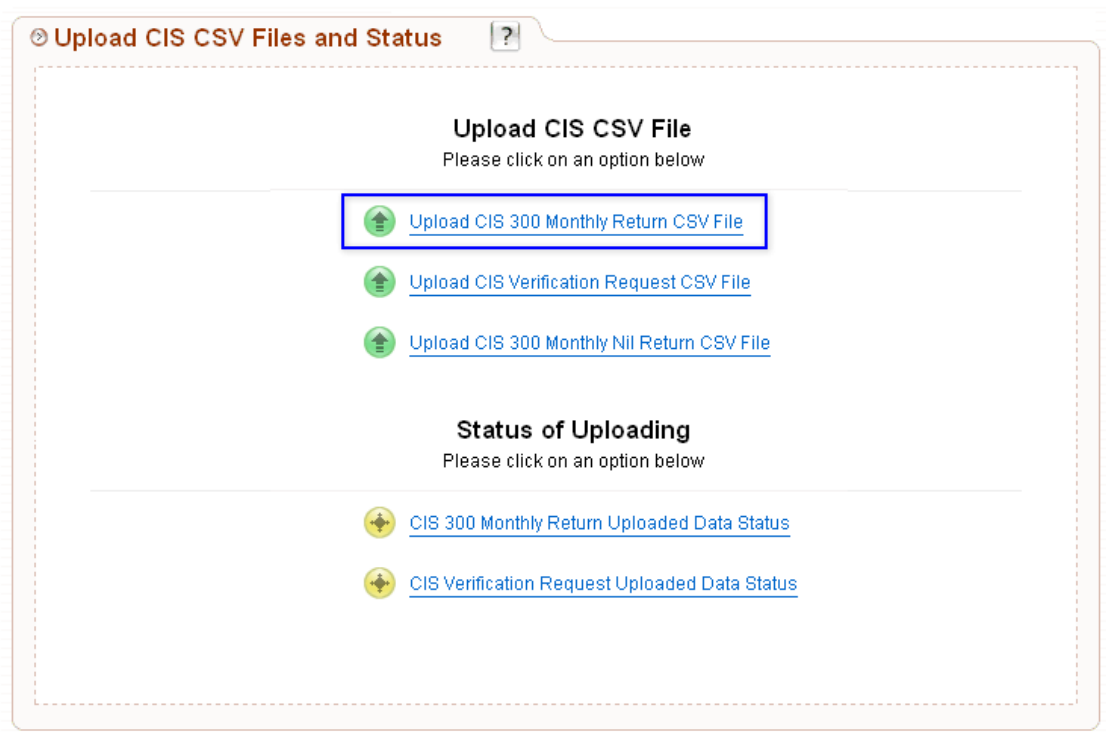


Fig 4.2 Click on the appropriate Upload CSV File link

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

Upload CIS 300 Monthly Return CSV File [? Click for Info](#) [< Back](#) [Click to Upload CSV File ^](#)

Upload CIS 300 Monthly Return CSV File

Step 1 - Ensure that you have prepared your CIS 300 Monthly Return Contractor & CIS 300 Monthly Return Subcontractor spreadsheet documents 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 CIS 300 Monthly Return Contractor & CIS 300 Monthly Return Subcontractor spreadsheet documents from "Download Spreadsheet" in the Tasking Zone.

Step 2 - Tax Month End Date * [? Click for Info](#) 05 MAY 2007 (06-04-07 to 05-05-07) [? Click for Info](#)
(Reset if to select other tax month)

Step 3 - **CONTRACTOR (CIS 300) ***
Click Browse to Upload Contractor CSV file.

Step 4 - **SUBBIES (CIS 300) ***
Click Browse to Upload Subcontractor CSV file.

Step 5 - 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.




Fig 4.3 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 4.4 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 >> 2007/1 3/05 : 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 4.5 CSV Data Validation Error Report

Step 5. 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.

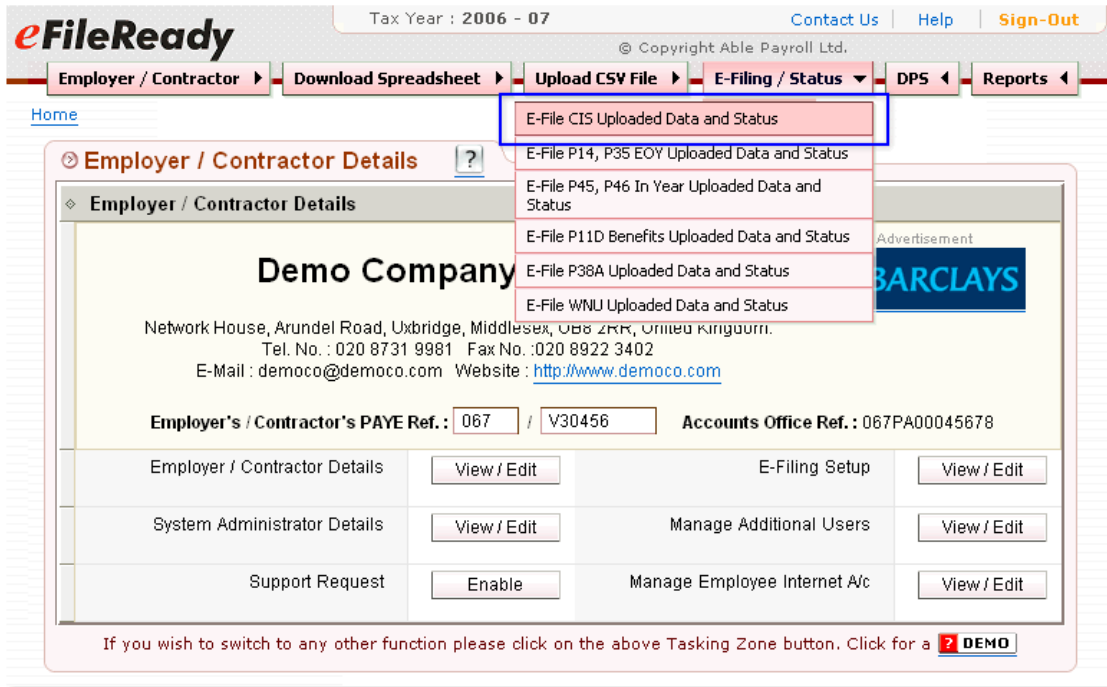


Fig 5.1 Click on the E-Filing/Status sub-menu

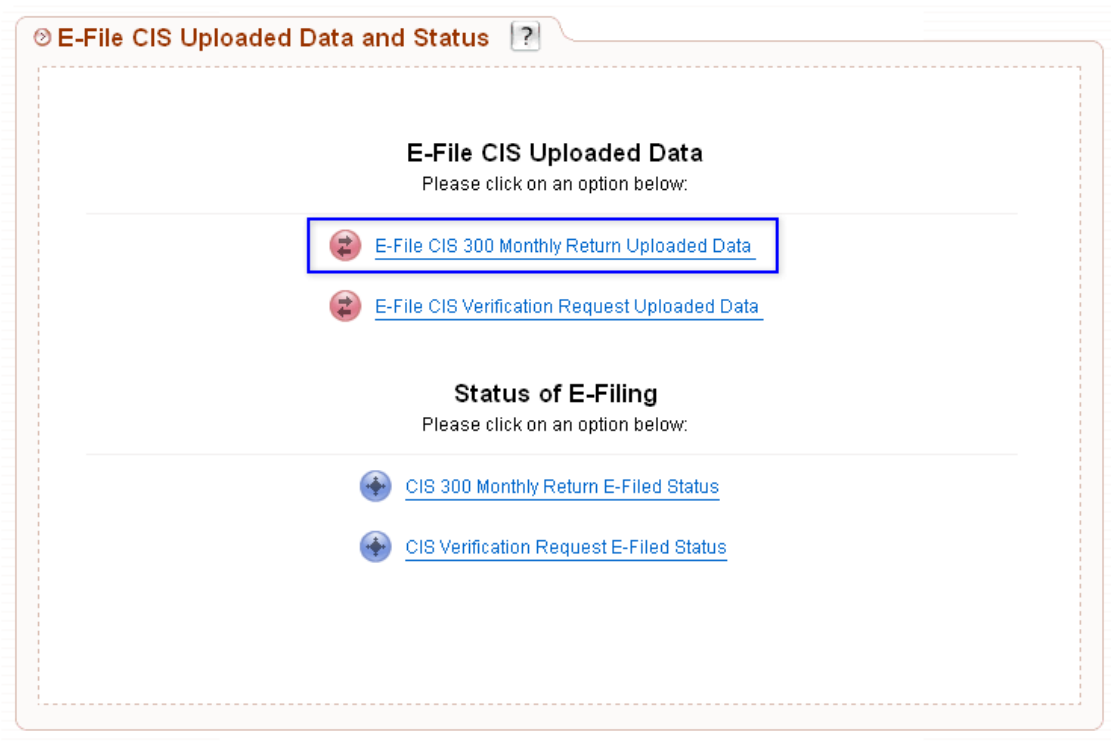


Fig 5.2 Click on the appropriate E-File Document link

Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	User CSV File Ref.	Total Subbies	Upload Status	Action	Select to E-File
05/05/2007	Contractor Name 1	4325648151	067 / V30456	CIS300006	86	Successful	View Remove	<input type="checkbox"/>
05/05/2007	Contractor Name 2	2234567890	067 / V30456	CIS300005	0	Successful	View Remove	<input type="checkbox"/>
05/05/2007	Contractor Name 3	4325648151	067 / V30456	CIS300007	55	Successful	View Remove	<input type="checkbox"/>
05/05/2007	Contractor Name 4	2325648152	067 / V30456	CIS300002	08	Failed	View Remove	<input type="checkbox"/>
05/05/2007	Contractor Name X	9625648152	067 / V30456	CIS300001	12	Successful	View Remove	<input type="checkbox"/>

Fig 5.3 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 2007 (06-04-07 to 05-05-07)** ?

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 *

Your Acting Capacity Contractor ?

Enter User Sign In Password *
(eFileReady Sign In Password)

Date and Time * 30/10/2007 12:21:39

Continue to E-File

Fig 5.4 Enter your details on the Declaration page

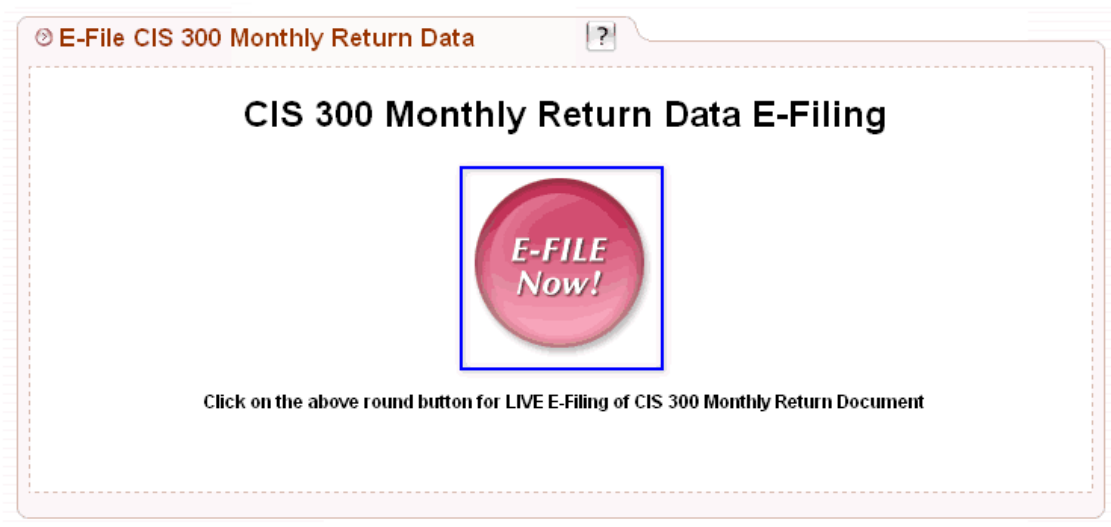


Fig 5.5 Click on the 'E-file Now!' button to e-file your data to the HMRC

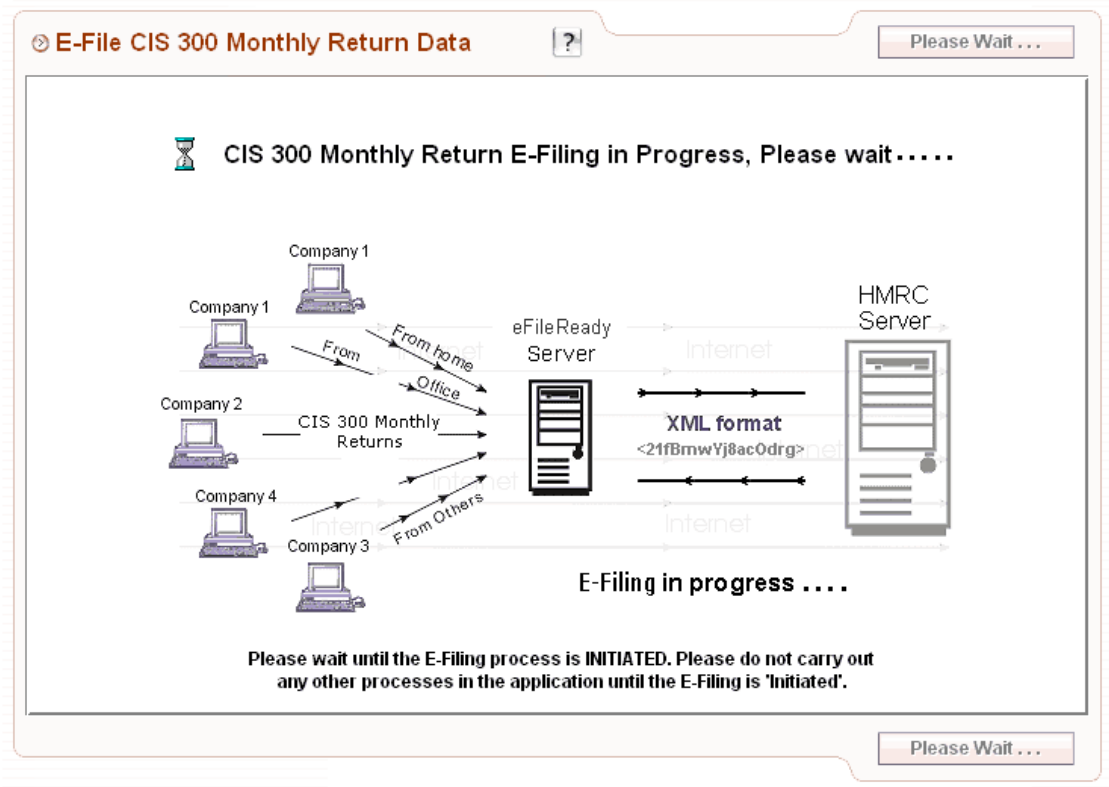



Fig 5.6 E-Filing in progress

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 2007 (06-04-07 to 05-05-07)


No. of Subcontractor: **500 Subcontractors**

HMRC Reference (Correlation ID) : **DE812488AF46092E0C5F53321FDF06EF**

 **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


If you wish to switch to any other function please click on the above Tasking Zone button. Click for a  **DEMO**

Fig 5.7 E-Filing process initiated

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.

Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	HMRC Timestamp	E-Filed Status	E-Filed Certificate & Digital Receipt	E-Filed Details	Action
05/05/2007	Contractor Name 1	4325648151	067 / V30456	2007-05-15T03:30:66.056	COMPLETED	View / Print	View / Print	
05/05/2007	Contractor Name 2	2234567890	067 / V30456	2007-05-12T11:30:46.265	COMPLETED	View / Print	View / Print	
05/05/2007	Contractor Name 3	4325648151	067 / V30456	2007-05-12T12:25:13.456	COMPLETED	View / Print	View / Print	
05/05/2007	Contractor Name 4	2325648152	067 / V30456	2007-05-11T12:25:16.321	COMPLETED	View / Print	View / Print	
05/05/2007	Contractor Name X	9625648152	067 / V30456	2007-05-10T12:25:17.235	COMPLETED	View / Print	View / Print	

Navigation: Previous Page 1 of 1 Next | Go to Page [] Done

Fig 5.8 E-Filing / Status

⌕ CIS 300 Monthly Return E-Filed Status
?

Print Certificate Done

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

Tax Month End Date: 05 MAY 2007 (06-04-07 to 05-05-07)

HMRC eTimestamp: 2007-05-09T10:33:04.887 (YYYY-MM-DDTHH:MM:SS.SSS)

CIS 300 Monthly Return E-Filed : **500 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	500 Subcontractors
Submitter Name	Demo Company Limited
HMRC Accounts Office Ref.	067PA00045678
Inhouse Tracking Reference	AAA0198367
HMRC Reference (Correlation ID)	DE812488AF46092E0C5F53321FDF06EF
Submission Status Report	SUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)

The Inland Revenue has received the IR-CIS-CIS300MR document ref: 123 R015 at 2007-05-09T10:33:04.887. The associated IRmark was:
 RL3UX2E3DAQKW252MDOGP6Y437SB7HNT 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 Done

Fig 5.9 E-Filing Acceptance Certificate

Step 6. E-Filing Multiple Company Details

To use our service to e-file multiple company details, you need to appoint yourself as an Agent and then enter your Agent details. To do this select Employer/Contractor from the Tasking Zone menu, further select the sub-menu HMRC E-file/Setup, then click on the 'View/Edit' button for E-filing Setup.

HMRC Office Details

HMRC Office Name : **BIRMINGHAM** (HMRC Office No:067)
City Centre House, 30, Union Street, BIRMINGHAM, B2 4AE, United Kingdom
Tel. No. : 0121 535 6960 Fax No. : 0121 535 6970
E-Mail : taxman@tax.co Website : www.hmrc.gov.uk

HM Revenue & Customs
[Enroll for E-Filing Services](#)

Employer's PAYE Ref. : / Accounts Office Ref. : 067PA00045678

HMRC Office Reference	<input type="button" value="View / Edit"/>	<input type="button" value="E-Filing Setup"/>	<input type="button" value="View / Edit"/>
Tax / NI Related Legislation	<input type="button" value="View"/>		

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

Done

Fig 6.1 E-Filing Setup

HMRC E-Filing Setup ?
Read Me First Done Edit

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

I am an **EMPLOYER / CONTRACTOR** and would like to use my own HMRC Employer User ID and Password for E-Filing / DPS (Data Provisioning Service).

I am an **AGENT / BUREAU** acting on behalf of a CIS Contractor / Employer client. I would like to use my HMRC Agent User ID and Password for CIS and PAYE E-Filing as well as DPS downloading for my clients. (CIS holding companies who wish to EFile on behalf of their related companies should use this option)

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

Agent E-Filing Setup Details

Your Client's Name	Demo Company Limited
Your Client's Employer's / Contractor's PAYE Reference	067 / V30456
HMRC User ID (Agent)	9AKB5TMG3CFSD ?
HMRC Password (Agent)	***** ?
HMRC Agent Reference	H14315 ?
Gateway Agent ID	Demoagent 8AJC5BMG3GHL ?
Agent Company name	Jones
Agent Address	Jones Mansions 21 Mansion Lane Broadland Broadshire BR1 3BP United Kingdom
Agent E-Mail	Joseph@Demo.com
Agent Contact Person's Name	Jones Joseph
Agent Contact Tel. No. 1	0161 1234 567
Agent Contact Tel. No. 2	020 8731 9981
Agent Contact Fax No.	01327 112 345

Done Edit

Fig 6.2 Select and enter your Agent details

Select the third option 'I am and Agent/Bureau....' and then enter the requested Agent details.

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 Manage Additional Users, then click on the 'Add New User' button and enter the requested details.

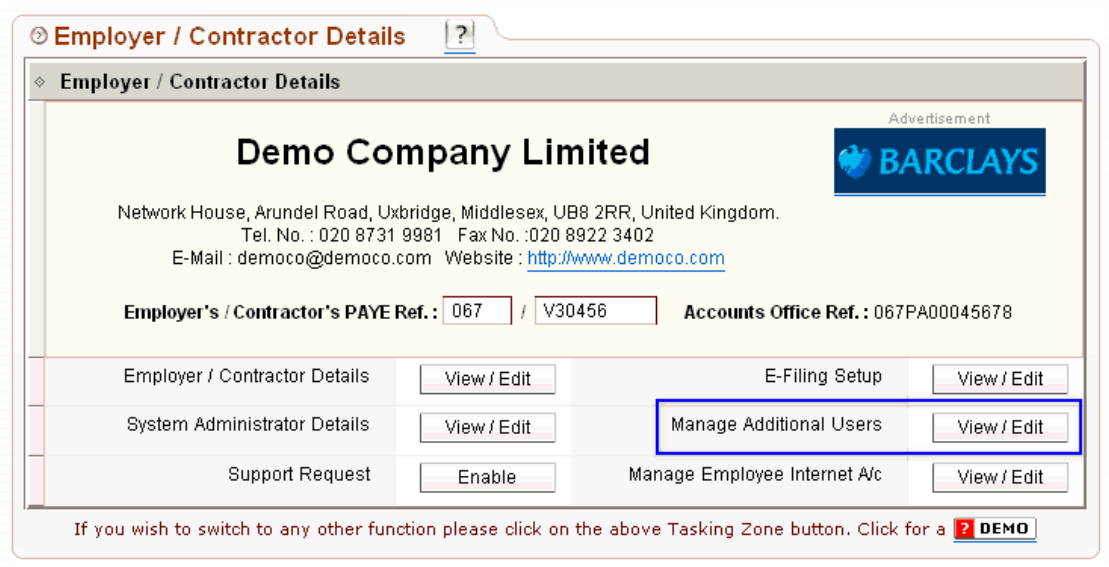


Fig 7.1 Click on the Manage Additional User button

Add New System User ? Cancel Save

◆ **Add New System User** (*) = required fields.

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 ▾
System User's Surname *	Connery
System User's Forename *	Sean
System User's Second Forename	
System User's Address	12
	Golders Green
Town / City	London
County	
Post Code	NW1 11P
Country	Please select here... ▾
System User's Tel. No.	021939219
System User's Mobile No.	

Cancel Save

Fig 7.2 Enter the details of your Additional User

User Name	User Sign In ID	Sign In Log Book	Internet A/C Status [?]			Forget Sign In Details	User Personal Details
			Enable	Disable	Confirm		
Douglas, Kirk	AB7002654563	View	<input checked="" type="radio"/>	<input type="radio"/>	Confirm	Resend Details	View / Edit
Roberts, Julia	AB7002342534	View	<input checked="" type="radio"/>	<input type="radio"/>	Confirm	Resend Details	View / Edit
Connery, Sean	AB7002564313	View	<input type="radio"/>	<input checked="" type="radio"/>	Confirm	Resend Details	View / Edit
Grant, Hugh	AB7002234754	View	<input checked="" type="radio"/>	<input type="radio"/>	Confirm	Resend Details	View / Edit

Fig 7.3 Manage Additional Users screen

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 sign ins.

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 and P35**
- 4. E-filing of Pension, VAT and other returns**
- 5. Data Provisioning Services (DPS) Downloading**

[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 8731 9981**