

Supporting Document - CIS300 TEST data Efiling

Please Note: The term "TEST" Efiling, implies that the submission is done on HMRC "TEST" site. The HMRC "TEST" site mirrors the "LIVE" site, and is a service provided by HMRC to help Software Developers in Testing submissions.

Following are the steps to be followed to conduct **CIS 300 TEST data Efiling** :

Step 1 : Download the Contractor, and Subcontractor XLS for CIS 300 , from the EfileReady Developer Test site.

Step 2 : Save the Contractor XLS as .CSV file . Save the Subcontractor XLS as .CSV file.

Step 3 : Create an account in EfileReady Developer Test site., if you do not have one.

Step 4: Signin into your account in EfileReady Developer Test site.

Step 5 : From the menu options, Employer/Setup->HMRC Efile setup , please set the Efile setup to the **first option**, "I would like to use your Agent credentials for my Efiling". This option will default the credentials to Efileready TEST credentials, for the submission.

Step 6 : Further go to Upload CSV Data-> Upload CIS CSV data -> Upload CIS 300 CSV data from the menu options.

Step 7 : Enter any reference name in the "User Ref" field. Browse "select" the Contractor .CSV file. Browse "select" the Subcontractor .CSV file. Click on "Upload" button.

Step 8 : After the file is uploaded successfully, and has passed validation, the page will display the appropriate message with the inhouse batch reference. If the data validation has failed, the relevant "Error messages" will be displayed.

Step 9 : Go to the Upload CSV Data->CIS CSV File Uploading Status->CIS 300 Uploading Status option. Select the "batch" to Efile.

Step 10 : Enter your name, and Re-enter your "Signin" password, in the Declaration page. Click on "Confirm", to proceed. Click on the "Red-button" to trigger the Efiling on the "Test" site.

Step 11 : Check the status of Efiling through the option Efiling Status->CIS Efiled Status->CIS 300 Efiled Status. The process may take a couple of seconds. Check the IRMark after the "Efiled STATUS" is displayed as "COMPLETED".