



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 e-file, the steps involved are the same.

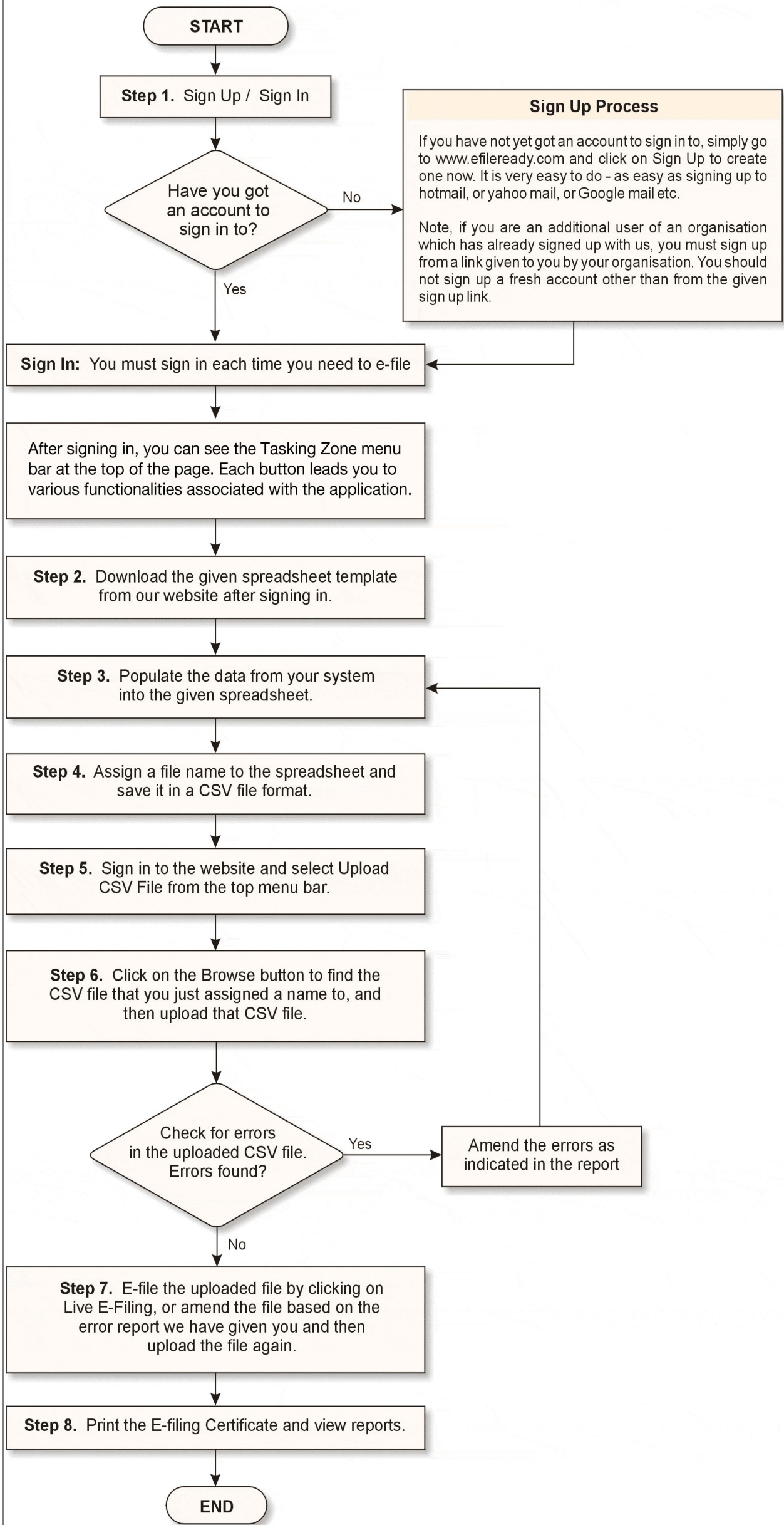
- **CT600, Companies House, VAT**

- 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: sales@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

1.1 Sign Up :

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

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

Accounts Office Reference and PAYE Reference Number (optional)

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

This sign up process is carried out only once.

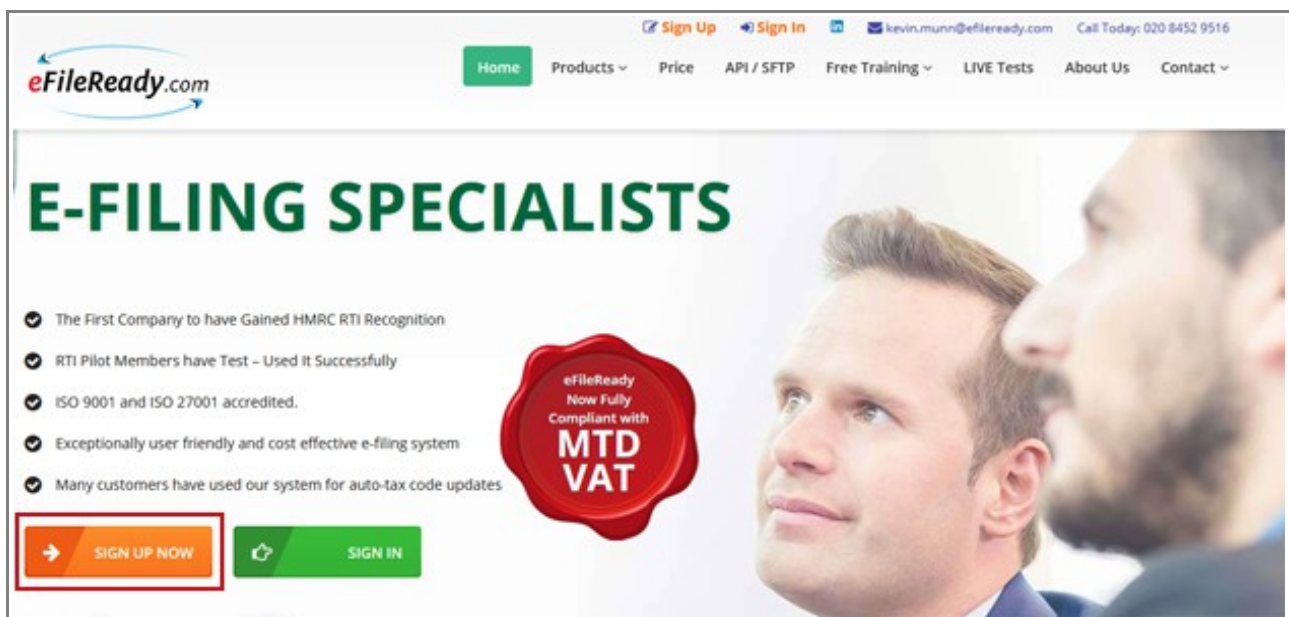


Fig 1.1 Home Page – Sign Up

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 Manage System Users, then click on the 'Add New User' button.

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

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

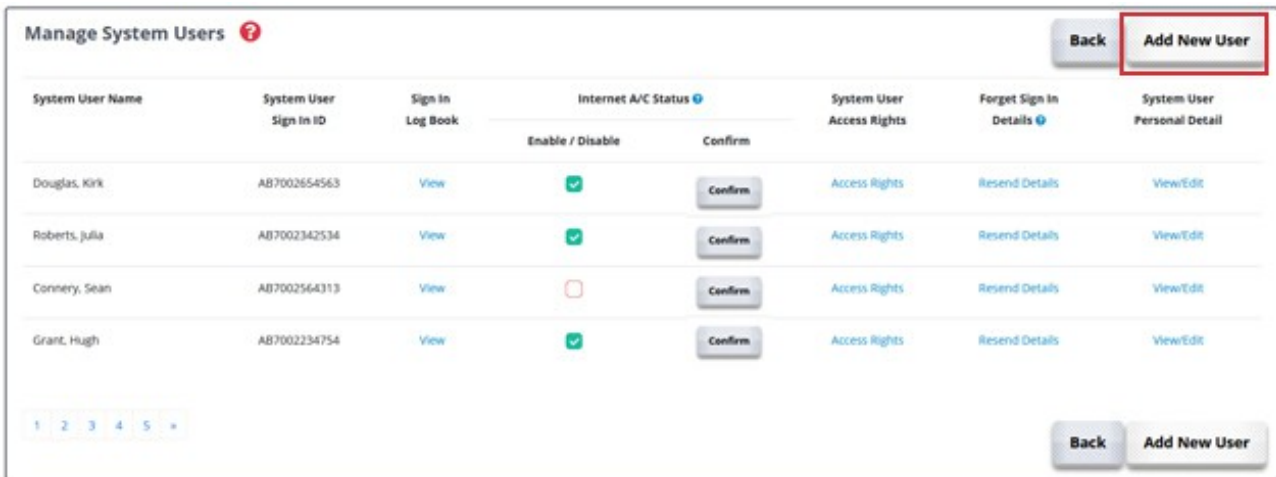


Fig 1.2 Add Additional Users

1.2 Sign In :

You must sign in to 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

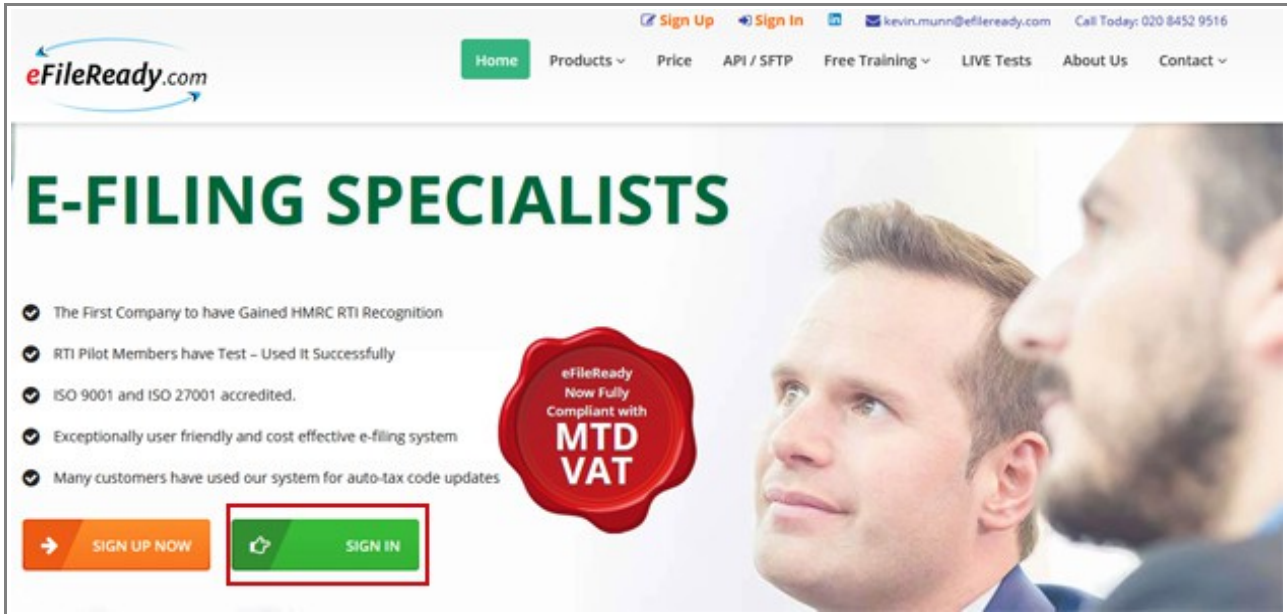


Fig 1.3 Home Page – Sign In

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

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

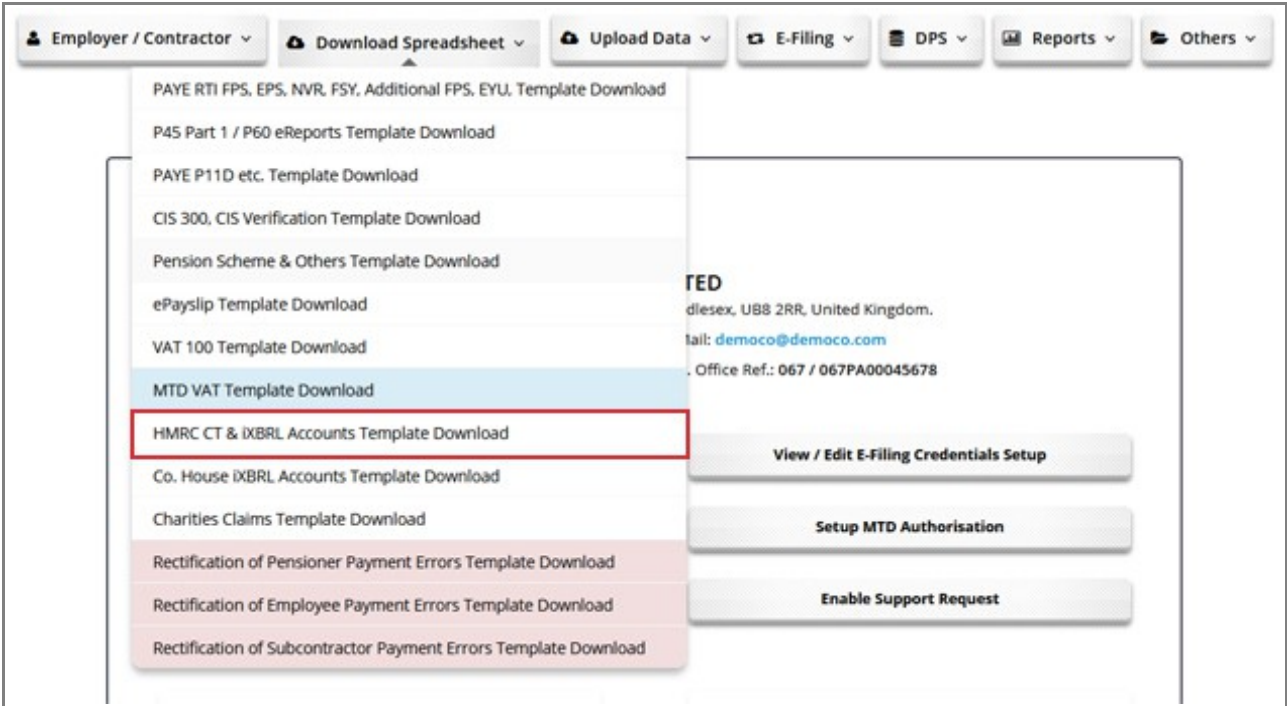


Fig 2.1 Download Spreadsheet

HMRC CT & iXBRL Accounts Template Download

Download HMRC CT & iXBRL Accounts Spreadsheet

Please click on an option below to download the spreadsheet & other formats to your system.

CT600 V3 Templates (From 01/04/2015)

- [Download Spreadsheet - CT 600 \(Corporation Tax Return Version 3\) V3](#)
- [Download Spreadsheet - CT 600A \(Loans\) V3](#)
- [Download Spreadsheet - CT 600B \(Controlled Foreign Companies\) V3](#)
- [Download Spreadsheet - CT 600C \(Group and Consortium\) V3](#)
- [Download Spreadsheet - CT 600D \(Insurance\) V3](#)
- [Download Spreadsheet - CT 600E \(Charities/CASCs\) V3](#)
- [Download Spreadsheet - CT 600F \(Tonnage Tax\) V3](#)
- [Download Spreadsheet - CT 600H \(Cross Border Royalties\) V3](#)
- [Download Spreadsheet - CT 600I \(Ring Fence Trade\)](#)
- [Download Spreadsheet - CT 600J \(Disclosure of Tax Avoidance Schemes\) V3](#)

CT600 V2 Templates (Till 31/03/2015)

- [Download Spreadsheet - CT 600 \(Corporation Tax Return\)](#)
- [Download Spreadsheet - CT 600A \(Loans\)](#)

Fig 2.2 Download HMRC CT & iXBRL Accounts Spreadsheet

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.

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.

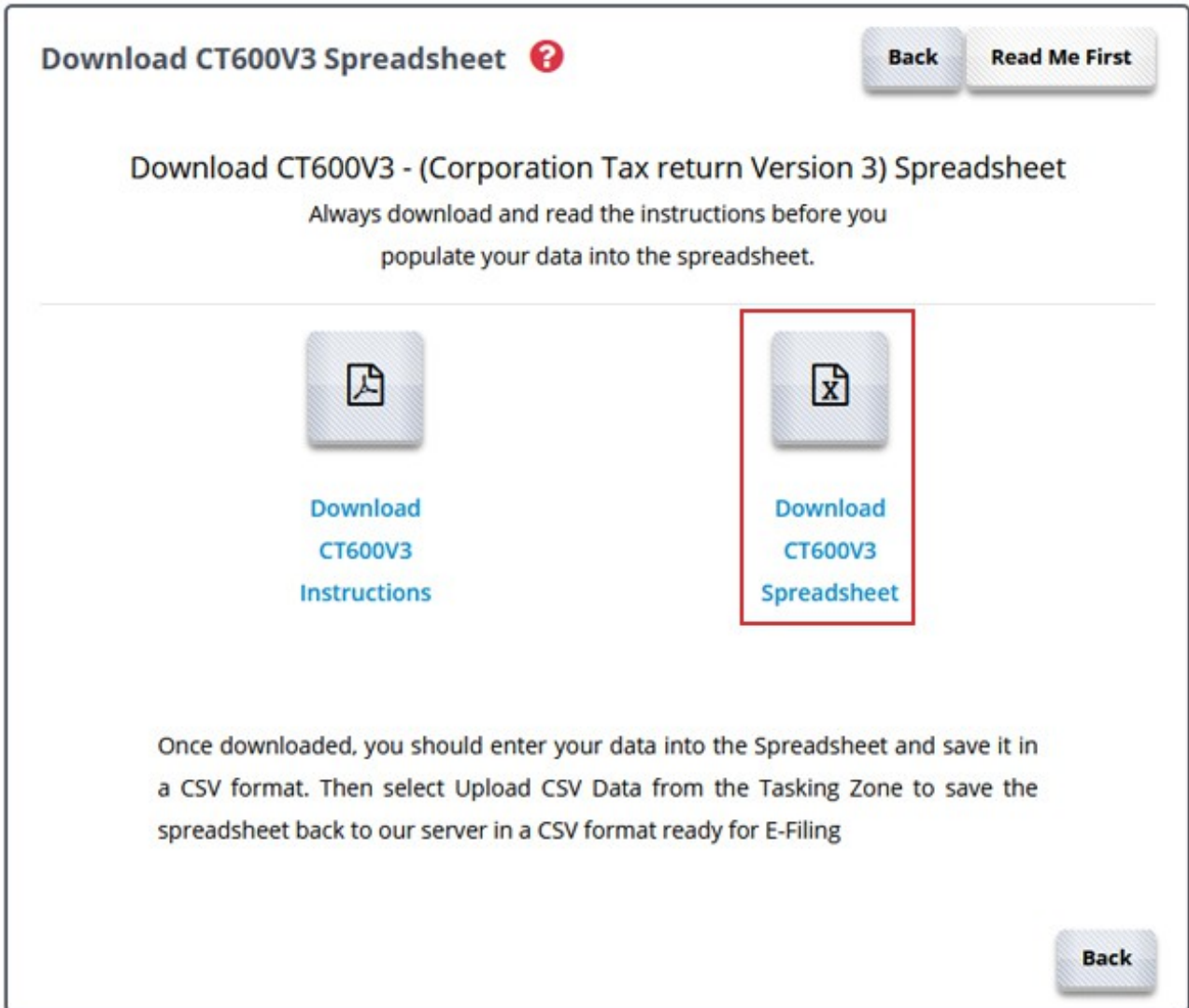


Fig 2.3 Download CT600V3 spreadsheet

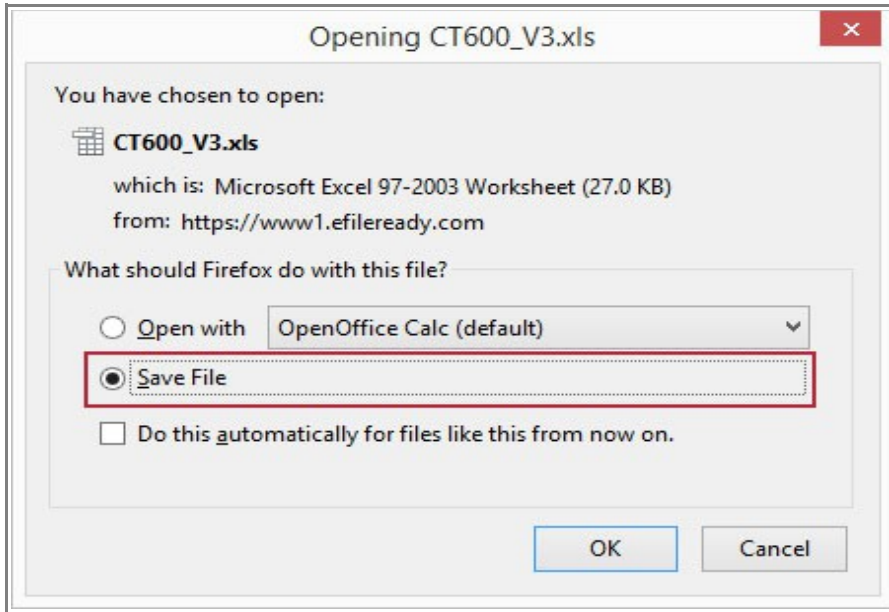


Fig 2.4 Save the spreadsheet to your local system

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.

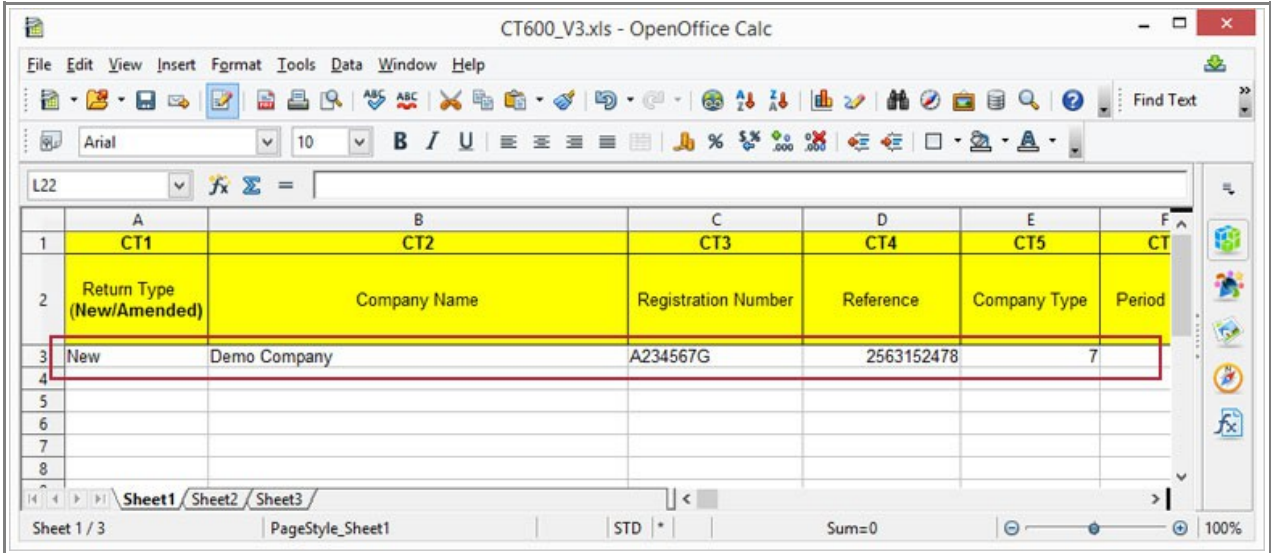


Fig 3.1 Populate the data and save in a CSV format.

Please save the completed spreadsheet in the CSV format.

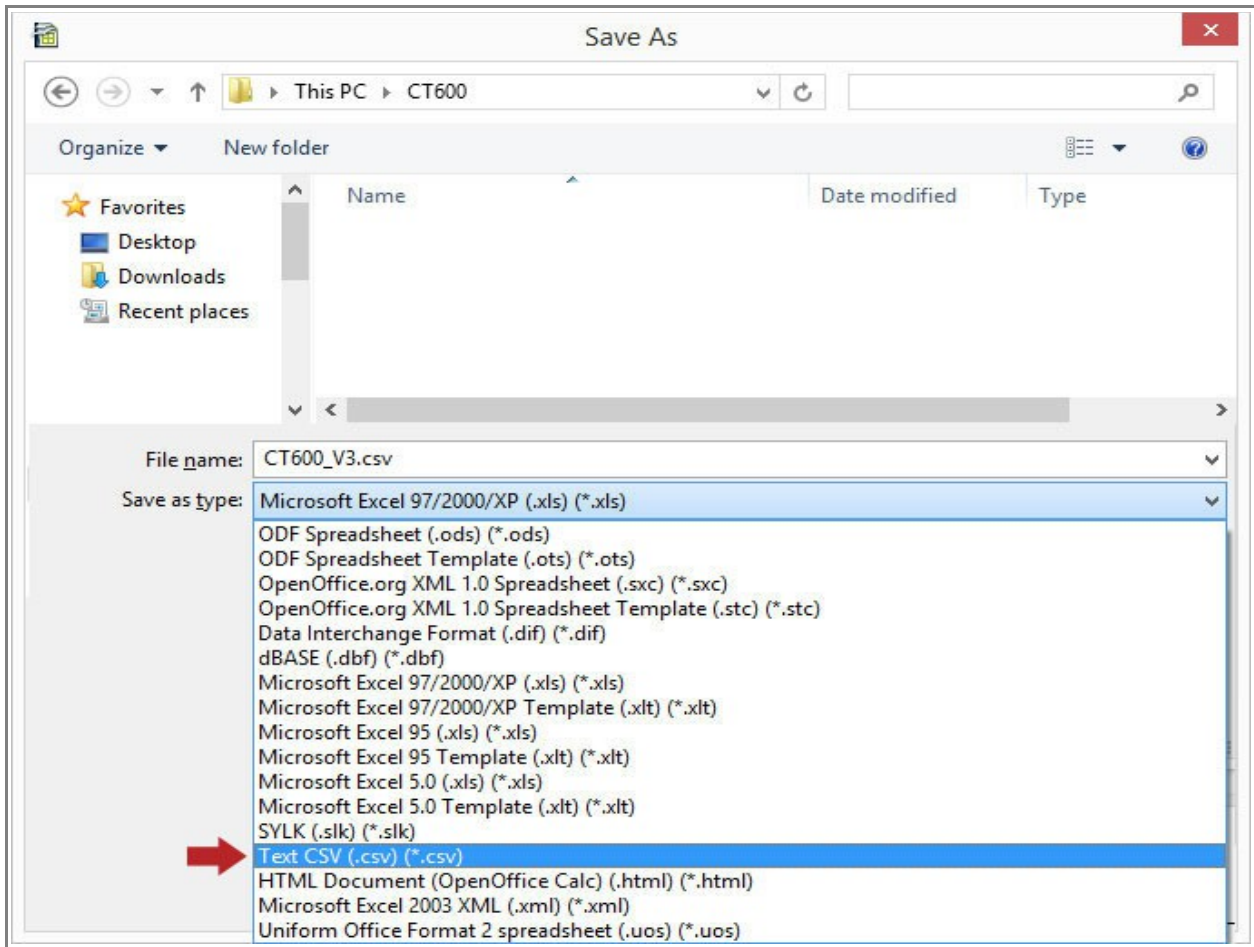


Fig 3.2 Save the spreadsheet as a CSV file

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

Go to Upload Data on the tasking zone. Further click on HMRC CT& iXBRL Accounts Upload.

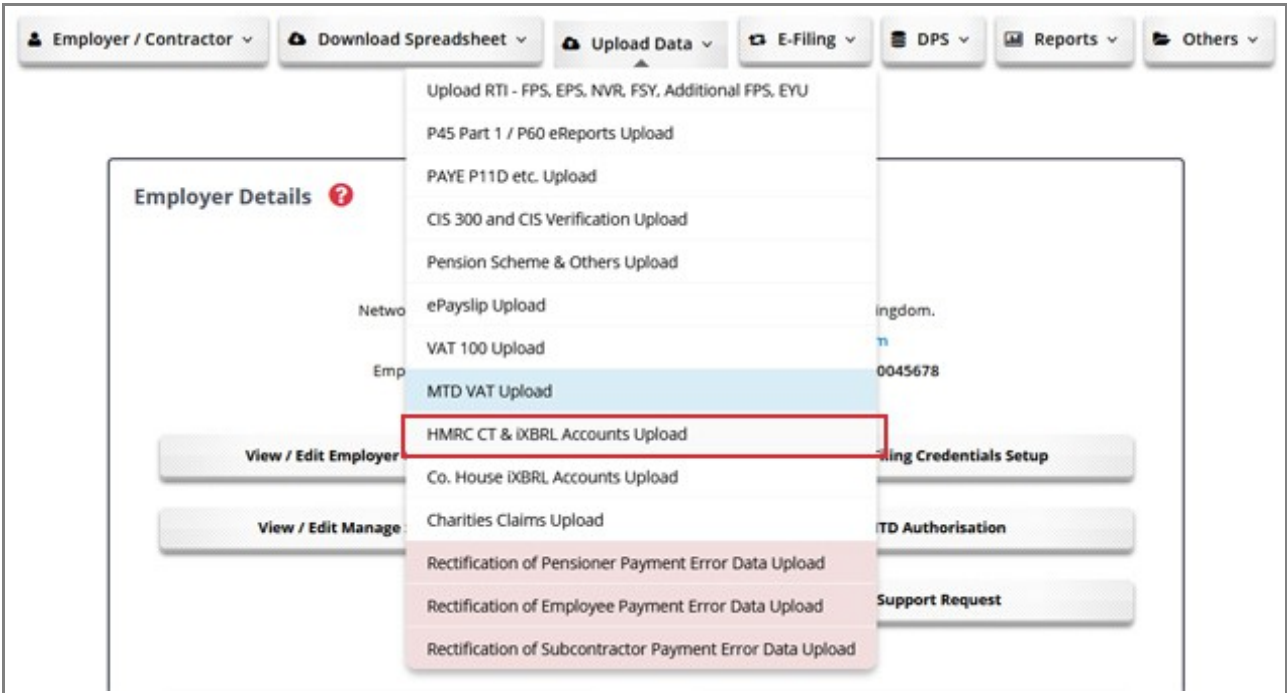


Fig 4.1 Upload Data

Upload CT600 Return File ?

Back **Upload Files**

Upload CT600 Return File

Step 1 - Ensure that you have prepared your CT 600 Return spreadsheet document and have saved them in 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. If you have prepared CT 600 XML file, ensure that it is compliant with HMRC CT XML Schema.

Step 2 - Company (CT 600) in CSV Format *

Select file... **Browse ...**

Click Browse to Upload HMRC CT CSV file

Last Step - Your own File Ref.

(optional)

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.

Back **Upload Files**

Fig 4.2 Upload CT600 Return 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 'Upload Files' 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 4.3 Upload Successful

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 4.3.

If errors are found, an error report will be displayed on screen as shown in the fig 4.4. 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.

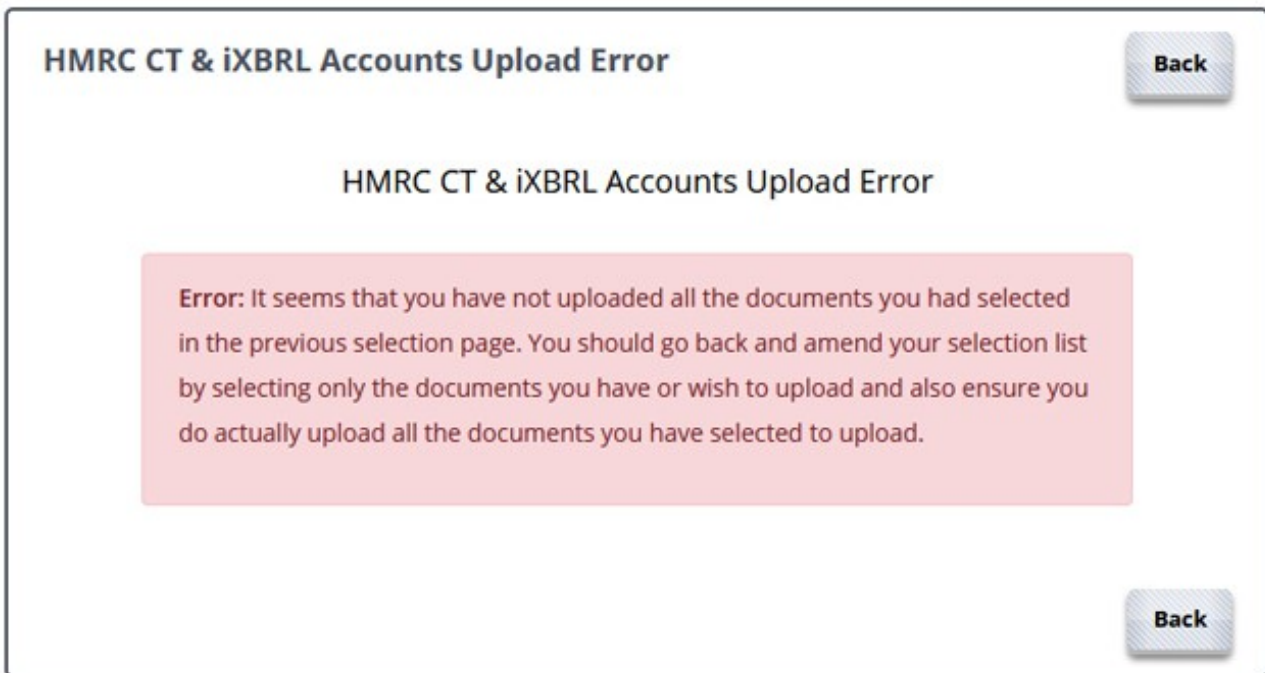


Fig 4.4 CSV Data Validation Error Report

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 HMRC, CT & iXBRL Account.

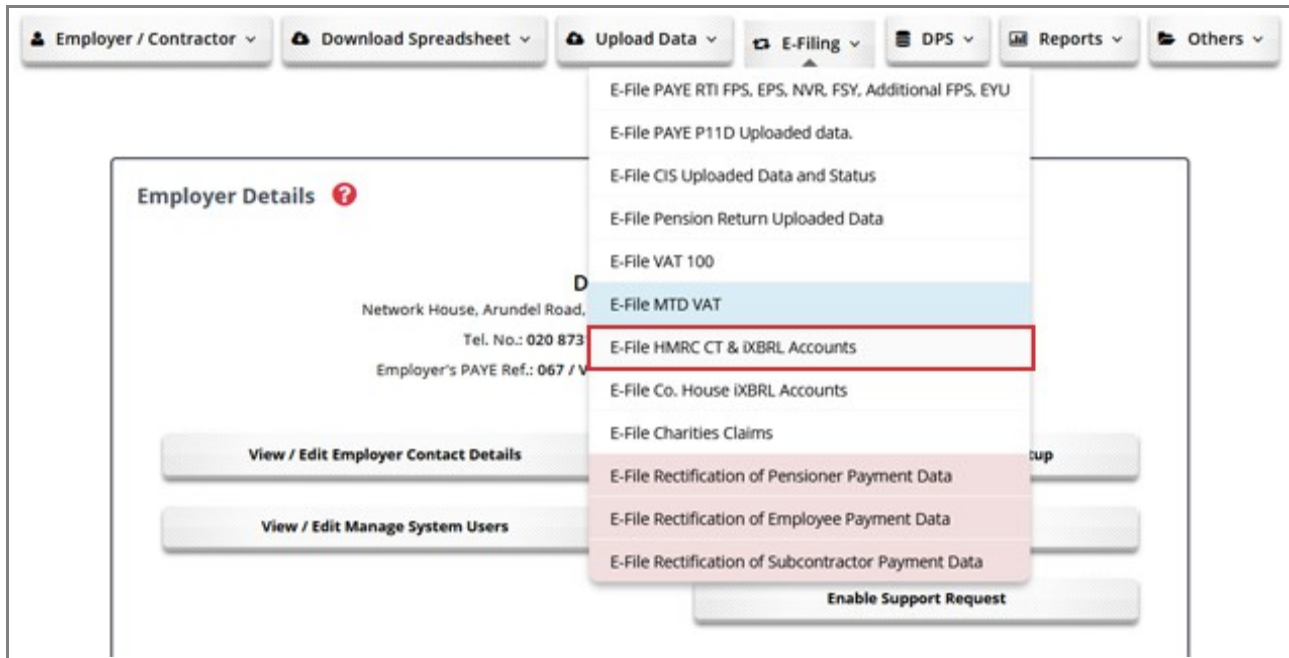


Fig 5.1 E-File HMRC CT & iXBRL Accounts

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.

Company Name	Company Number	UTR Number	User own 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	12345678	9625648152	CT60003	01/08/2020	31/03/2021	PENDING	<input type="checkbox"/>	View Remove	
Demo Company 3	12345678	4325648151	CT60002	01/08/2020	31/03/2021	DISAPPROVED	<input type="checkbox"/>	View Remove	
Demo Company 3	12345678	9625648152	CT60003	13/07/2020	10/03/2021	DISAPPROVED	<input type="checkbox"/>	View Remove	
Demo Company 2	43215678	4325648151	CT60002	21/03/2021	05/04/2021	APPROVED	<input type="checkbox"/>	View Remove	<input type="radio"/>

Fig 5.2 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 declaration page and click on the “E-File Now” button to E-File the data to HMRC.

Company's Declaration ?

Back **E-File Now**

Company'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 : The information I have given in this company tax return is correct and complete to the best of my knowledge and belief.

Your Personal Name *

Your Acting Capacity

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

Date and Time

Back **E-File Now**

Fig 5.3 Declaration page

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.

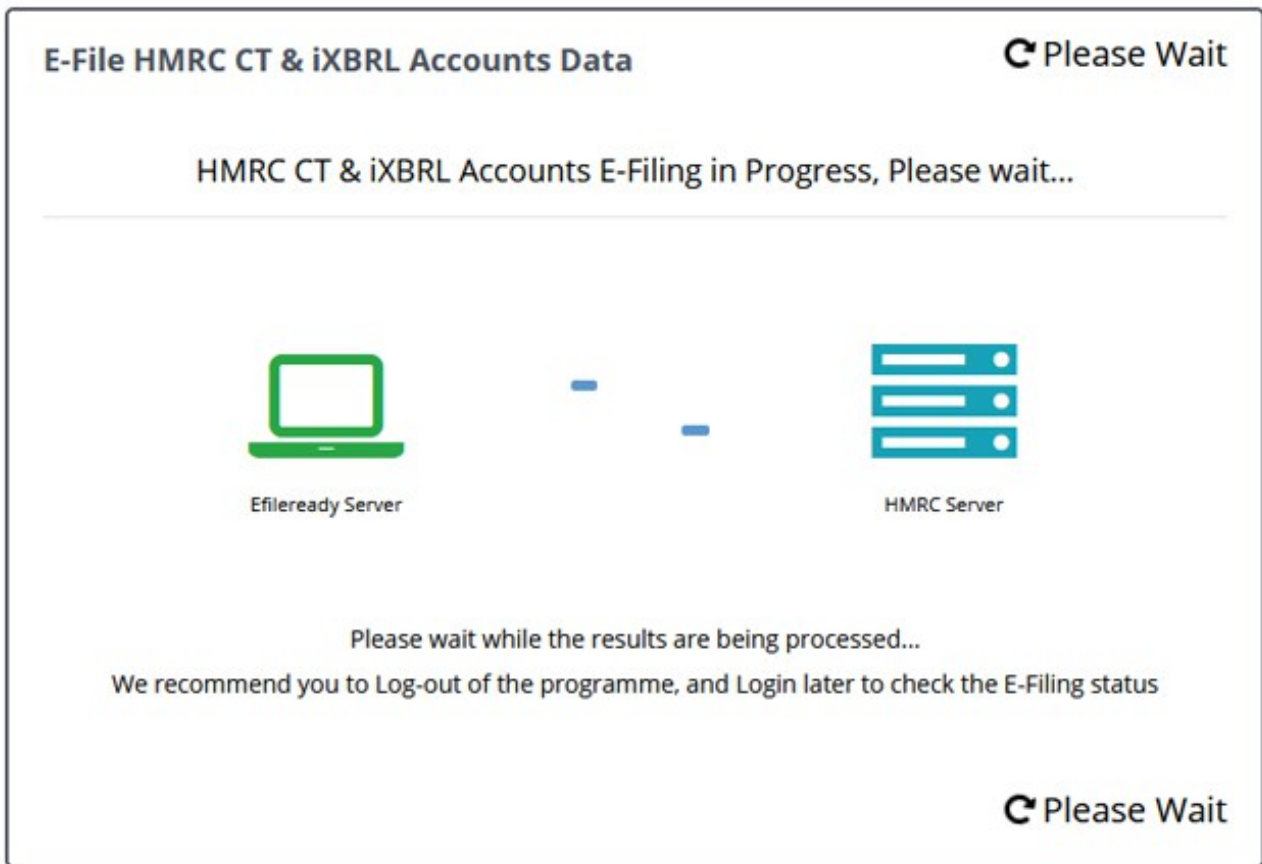


Fig 5.4 E-Filing progress

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.

Accounts, CT600 and Computation E-Filed Status

Back Print Certificate

Accounts, CT600 and Computation

E-Filed Certificate

for

Demo Company Limited

UTR No.: 6234567890

Period From 06/04/2020
Period To 05/04/2021

HMRC eTimestamp 2020-05-09T10:33:04.888
(YYYY-MM-DDTHH:MM:SS.SSS)

Accounts, CT600 and Computation E-Filed 1

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

Accounts, CT600 and Computation E-Filed 1

eFileReady User Sign In ID XES801407900

Submitter Name Demo Company Ltd

Inhouse Tracking Reference AAA005302

User own File Ref. HMRC_CT004

HMRC Reference (Correlation ID) DE812488AF46092E0C5F53321FDF06EF

Return Type New

Submission Status Report SUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)HMRC has received the HMRC-CT600-ADD-SCHA document ref: A1111170 at 12.05 on 09/02/2020. The associated IRmark was: BWQUB4SM2QZPW4BY55SVSYSRUHH5CVR4 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		
CT 600 Computations		
Other Supporting documents in PDF format		Not Provided
CT 600 Supplement A		
CT 600 Supplement B		
CT 600 Supplement C		

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

Back

Print Certificate

Fig 5.5 E-Filing 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.

5.1 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.

Company Name	Company Number	UTR Number	User own 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 Company Limited	31245678	6234567890	CT600003	01/05/2020	31/05/2020	2020-05-13T03:30:66.056	COMPLETED	View / Print	View / Print
Demo Company Limited 2	12345678	4325648151	CT600002	21/04/2020	16/05/2021	2020-05-13T07:18:53.276	COMPLETED	View / Print	View / Print
Demo Company Limited 3	43215678	9625648152	CT600001	10/05/2020	02/02/2021	2020-05-13T12:25:13.456	COMPLETED	View / Print	View / Print
Demo Company Limited 2	12345678	4325648151	CT600002	21/03/2021	16/03/2021	2021-03-10T12:25:16.321	AUTHENTICATION FAILURE	View Error	
Demo Company Limited 3	43215678	9625648152	CT600001	10/05/2020	02/02/2021	2020-05-10T12:25:17.235	ERROR RESPONSE	View Error	

Fig 5.6 E-Filing / Status

Step 6. HMRC E-Filing Credentials Setup

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-Filing Credentials Setup, then click on the appropriate link for E-filing Setup.

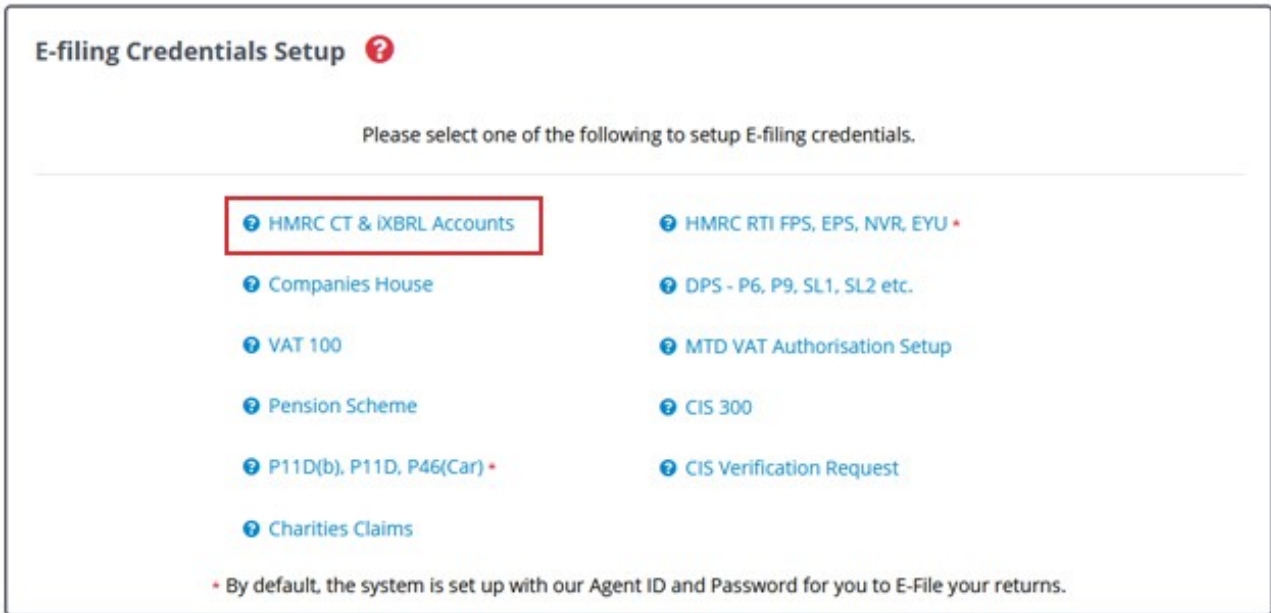


Fig 6.1 E-Filing Setup

6.1 CT600 E-Filing Setup

CT 600 E-Filing Setup ? Back

Company E-Filing Details Edit

HMRC User ID 611J5Q12ABVBC ?

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](#)

Back

Fig 6.2 CT600 E-Filing Setup

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.

6.2 VAT 100 E-Filing Setup

VAT 100 E-Filing Setup ? Back

Company E-Filing Details Edit

HMRC User ID	6I1J5Q12ABVBC
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. 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. You can then easily E-File your VAT returns to 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 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](#)

Back

Fig 6.3 VAT 100 E-Filing Setup

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.

6.3 Companies House E-Filing Setup

Companies House E-filing Setup ? Back

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

Presenter ID	9625648152
Presenter Password	*****
Presenter Contact Name	Robert Redford
Presenter Contact Tel. No.	021939219

Companies House Output Details (for searching company details) Edit

Presenter ID	9625123456
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 6.4 Companies House E-Filing Setup

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 User Accounts Manager. Click on the 'Manage Additional User' button for Additional User Details, then click on the 'Add New User' button and enter the requested details.

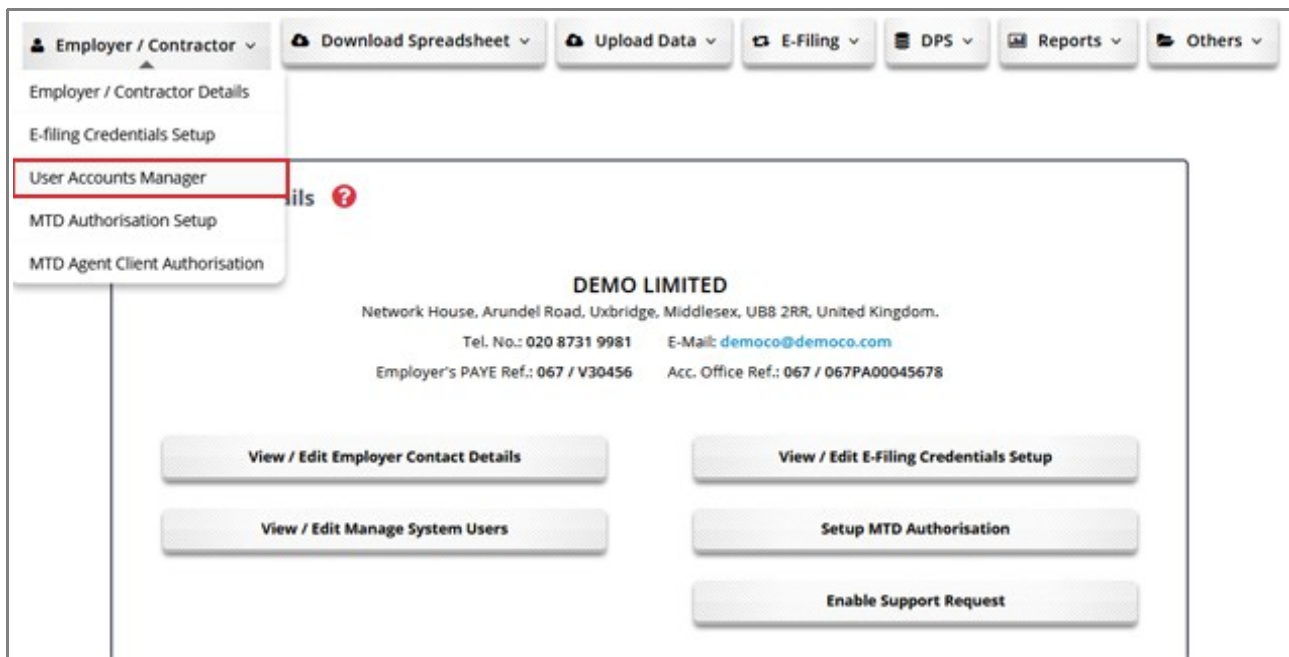


Fig 7.1 User Account Manager

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.

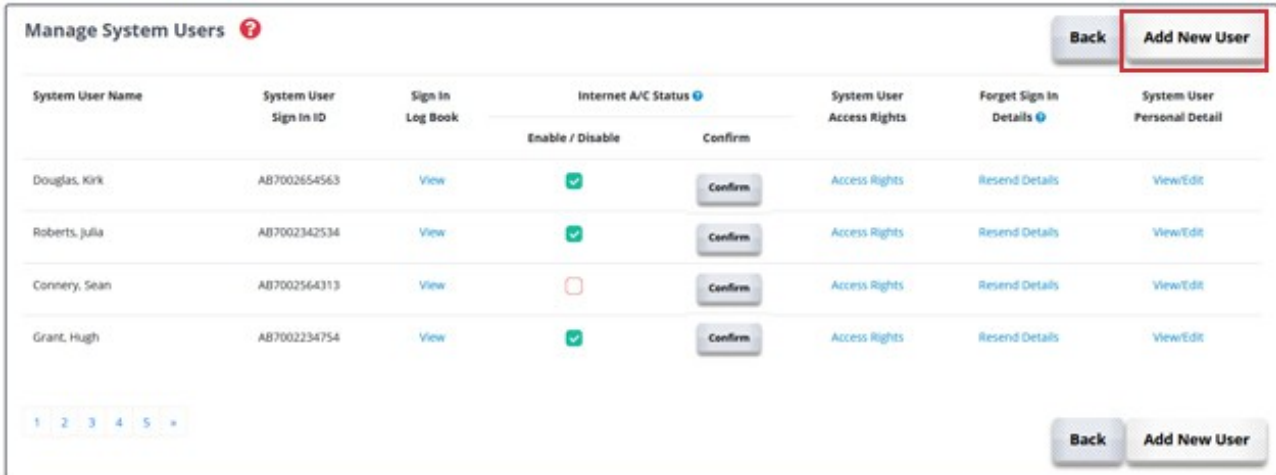


Fig 7.2 Add New User

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.

Add New System User ?

Cancel **Continue**

(*) = required fields.

System User's Email to be used for this service *	<input type="text" value="user@democo.com"/>	?
Retype System User's Email *	<input type="text" value="user@democo.com"/>	
System User's Title	<input type="text" value="Dr"/>	
System User's Surname *	<input type="text" value="Connery"/>	
System User's Forename *	<input type="text" value="Sean"/>	
System User's Second Forename	<input type="text" value="Enter your Second Name"/>	
System User's Address	<input type="text" value="12"/>	
	<input type="text" value="Golders Green"/>	
Town / City	<input type="text" value="London"/>	
County	<input type="text"/>	
Post Code	<input type="text" value="NW1 11P"/>	?
Country	<input type="text" value="Please select your Country"/>	
System User's Tel. No.	<input type="text" value="021939219"/>	
System User's Mobile No.	<input type="text"/>	

Cancel **Continue**

Fig 7.3 Add New system user



Other E-Filing Services

(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 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**
8. **E-Filing of Companies House Secretarial forms**
9. **E-Filing of Companies House Incorporation forms**
10. **E-Filing RTI Returns (FPS, EPS, EYU, NVR)**

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