eFileReady.com

User Manual

(How does E-filing Work?)
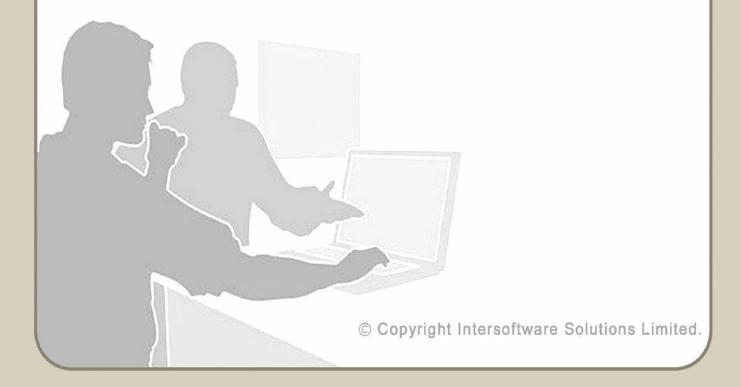
CIS Returns

Table of Contents

Key Summary of the E-Filing Process

This summary shows you the steps involved to e-file your data.
Whatever you are e-file, the steps involved are the same.
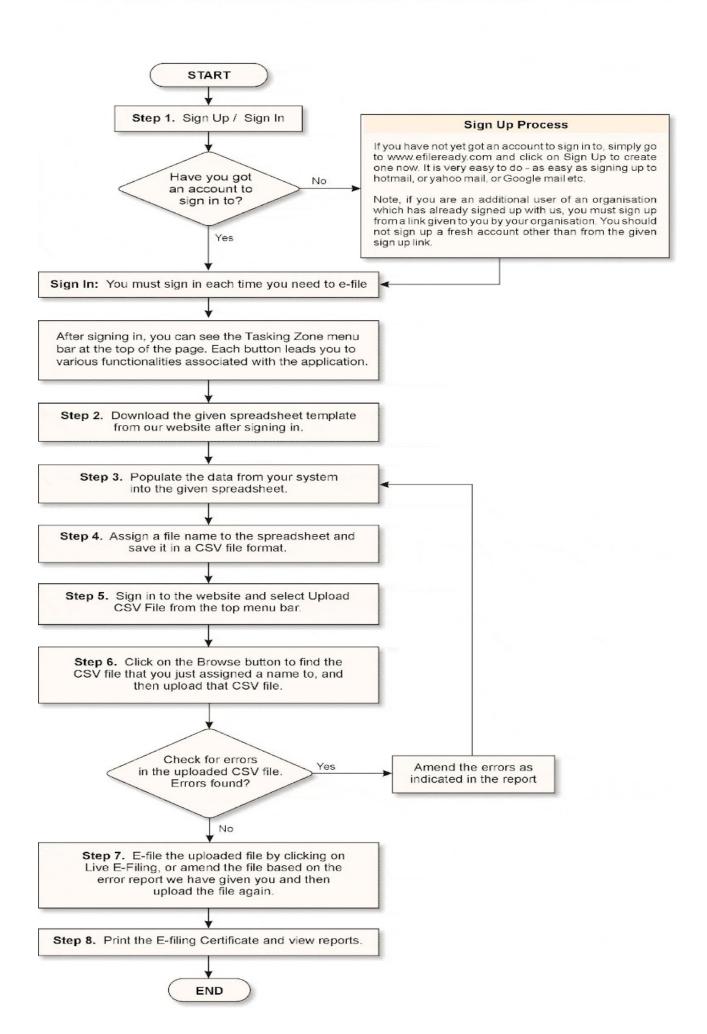
- CIS300, CIS Subcontractor verification

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 filename 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 the same 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?

START

Step 1. Sign Up / Sign In

Have you got an account to sign in to?

No →

Yes ↓

Sign Up Process

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 hotmail, or yahoo mail, or Google mail etc.

Note, if you are an additional user of an organisation which has already signed up with us, you must sign up from a link given to you by your organisation. You should not sign up a fresh account other than from the given sign up link.

Sign In: You must sign in each time you need to e-file

After signing in, you can see the Tasking Zone menu bar at the top of the page. Each button leads you to various functionalities associated with the application.

Step 2. Download the given spreadsheet template from our website after signing in.

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.

Check for errors in the uploaded CSV file. Errors found?

Yes → Amend the errors as indicated in the report

No ↓

Step 7. E-file the uploaded file by clicking on Live E-Filing, 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.

END

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 process.

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.

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.

1.2 Sign In :

After your account has been created, sign In to the account from the link http://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. You must sign in each time you need to e-file.

Fig 1.2   Sign In Page

1.3 How to Add 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 road map below.

Road Map :

Employer/Contractor → Employer/Contractor Details → View/Edit Manage System Users → Add New User

Fig 1.3 Manage system users

Step 2. Download Spreadsheet

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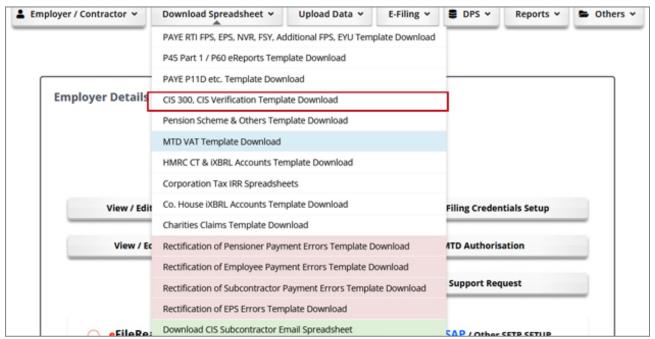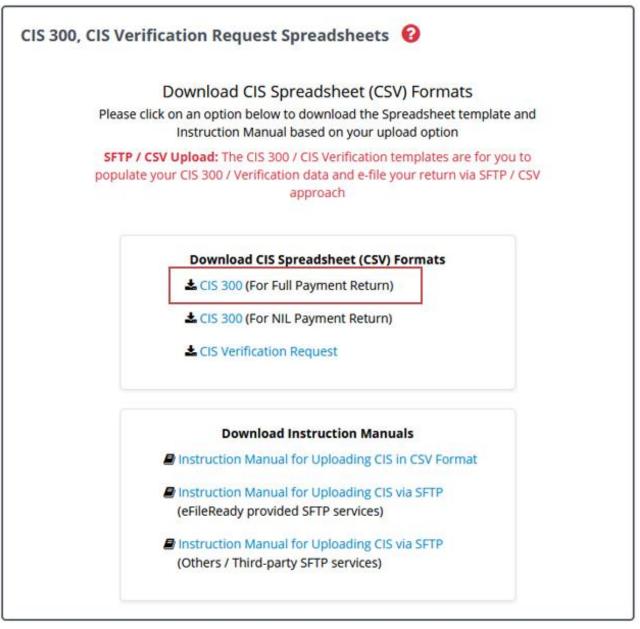

Fig 2.1 Download Spreadsheet

Click on the required spreadsheet
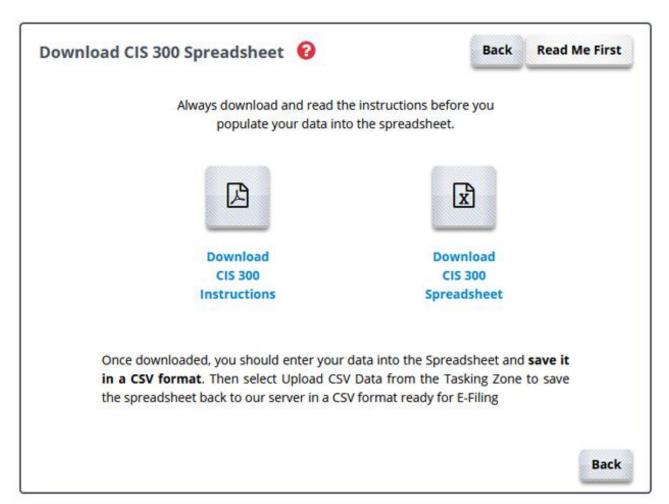

Fig 2.2 CIS 300 Spreadsheet

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.
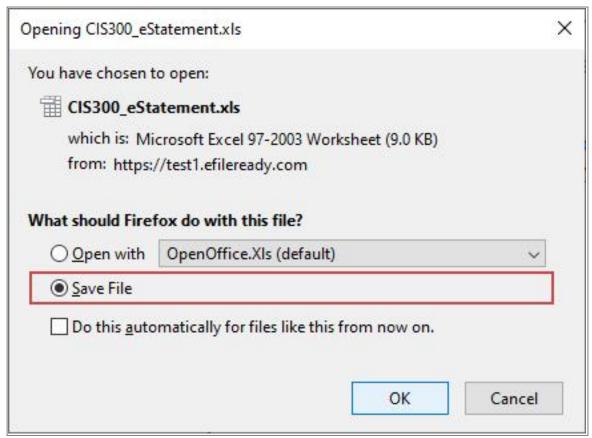
Fig 2.4 Download and Save the spreadsheet to your local system

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.

This can be done off-line, so after downloading the spreadsheets, and help files, you can log out from eFileReady. You do not need to be logged in to eFileReady to enter data into the spreadsheets.
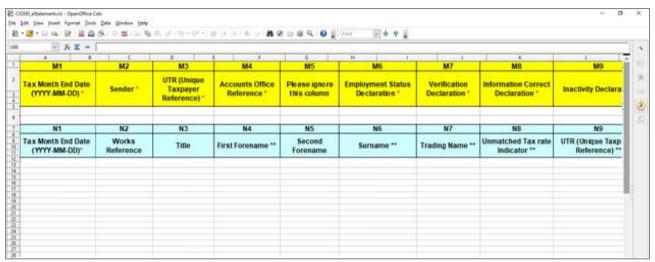

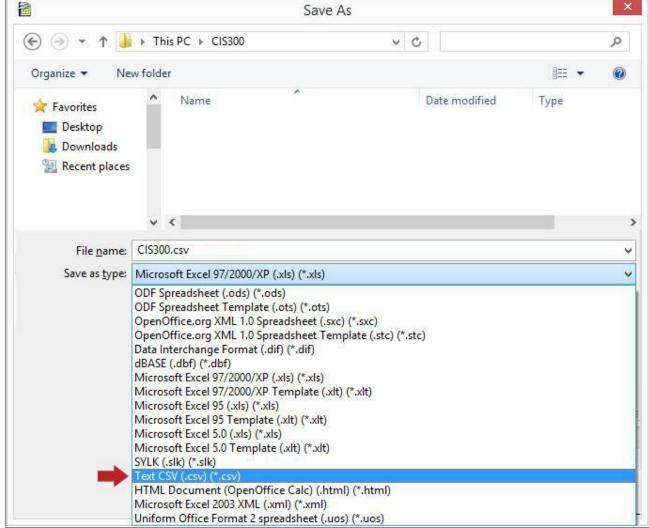***Fig 3.1 Populate your data into the spreadsheet***

Fig 3.2 Save the spreadsheet as a CSV file

Step 4. Upload your data to eFileReady

Select the 'Upload Data' menu from the tasking zone. Then further select 'CIS 300 & CIS Verification Upload' sub menu.

Fig 4.1 Upload CIS 300 & CIS Verification Spreadsheet

Fig 4.2 Upload CIS300 CSV Files

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 email account and then go to your local system to pick up a file you prepared previously to attach to an email).

"**Your own File Reference**" is where you can enter a short description of the upload. This can also include the date of submission. Click on the "**Upload CSV File**" button to upload the file to the efileready.com server.

Fig 4.3 Upload CIS 300 CSV File

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.

HMRC CIS 300 eStatement Data Upload Report

✔ Upload Successful

- Good News Your files have been accepted for validation.
- You can now go to the "E-Filing" Tasking menu to E-file the Uploaded Data.
- You can now go to "Reports > HMRC eReturn Upload Status" in the Tasking menu to check the validation status of the Uploaded Data.

Note - Please be informed that the validation of your data may take some time. Check the Upload Status to know the validation result of your file after some time.

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.

File Upload Report   **Back**

❌**Error!**
Please rectify the possible errors as indicated below

1. Wrong file selected to upload to this position

2. Spreadsheet contains empty rows or columns

3. Maximum file size limit exceeded

4. Multiple companies not permitted

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 from the tasking zone, then select the appropriate sub-menu.
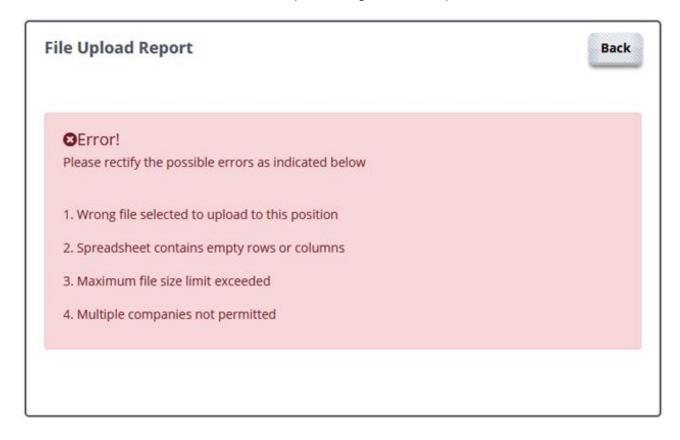

Fig 5.1   E-File CIS Uploaded Data and Status

E-File CIS Uploaded Data and Status ❓

E-File CIS Uploaded Data
Please click on the document that you wish to E-File to HMRC

⬆ E-File CIS 300 Monthly Return Uploaded Data

⬆ E-File CIS Verification Request Uploaded Data

Status of E-Filing
Please click on an option below

↻ CIS 300 Monthly Return E-Filed Status

↻ CIS Verification Request E-Filed Status

Reinstate Suspended E-Filed Data
Please click on an option below

↻ Reinstate CIS 300 Monthly Return E-Filed Data

Fig 5.2   E-File CIS Data

E-File CIS 300 Monthly Return Uploaded Data ❓   Back   ⇄ E-File Now

Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	User own File Ref.	Total Subbies	Upload Status	Submission Type	Action		Select to E-File
05/06/2023	Demo Contractor Ltd.	4325648151	169/J68164	CIS0025	10265	SUCCESSFUL	CIS	View	Remove	◯
05/06/2023	Hannah Distilleries Ltd.	2325648152	108/R37331	CIS0024	0	SUCCESSFUL	CIS	View	Remove	◯
05/06/2023	Stephen Wineyards	4325648151	362/H86013	CIS0023	23085	SUCCESSFUL	Amended	View	Remove	◯
05/06/2023	Ruth Ward Ltd.	4325648151	201/P03114	CIS0022	21658	FAILED	CIS	View	Remove	
05/06/2023	Teresa Boilers Ltd.	9625648152	275/D80805	CIS0021	13965	SUCCESSFUL	CIS	View	Remove	◯
05/06/2023	Gordon Plumbers	4335548151	472/H69726	CIS0020	10895	SUCCESSFUL	CIS	View	Remove	◯
05/06/2023	Kenneth Diggers Ltd.	7455648152	191/O04604	CIS0019	0	SUCCESSFUL	CIS	View	Remove	◯

Fig 5.3 Select to E-file

Contractor's Declaration ❓

Back ⇄ E-File Now

Contractor's Declaration

Tax Month End Date: 05 MAY 2023 (06-04-23 to 05-05-23) ❓

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 *	Robert Redford
Your Acting Capacity	Contractor ❓
Enter User Sign In Password *	❓
	(eFileReady Sign In Password)
Date and Time	Fri Apr 7 2023 12:03pm

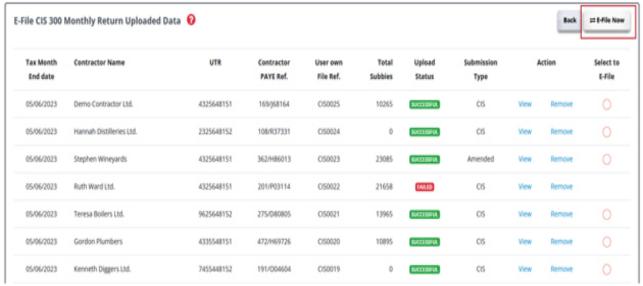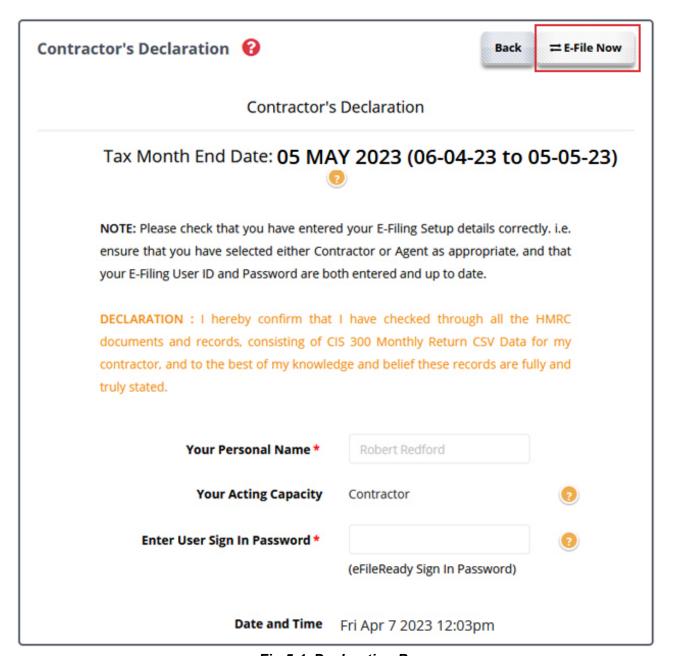***Fig 5.4 Declaration Page***

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. Fig 5.4 Declaration page
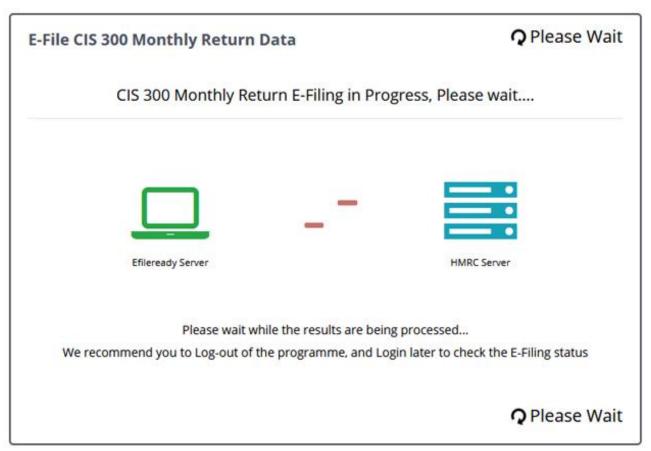
Fig 5.5 E-Filing in progress

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 2023 (06-04-23 to 05-05-23)
No. of Subcontractor	86 Subcontractors
HMRC Reference (Correlation ID)	0FF3EA4E1DE2425CAF1C86B6844C5982

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" button

in the Tasking Zone to check the status of your E-Filing submission.

E-Filing Submission Details

Click on the button above to view the status of your E-Filed documents.

Fig 5.6 E-Filing process initiated

5.1 Check your E-filing Status.

Click on E-filing 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.
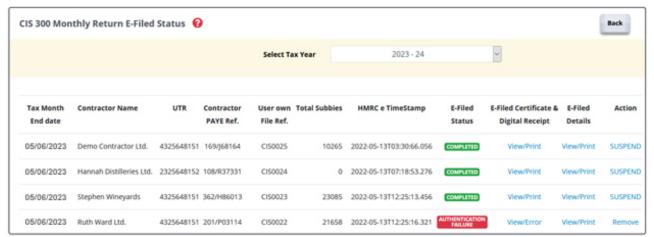

Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	User own File Ref.	Total Subbies	HMRC e TimeStamp	E-Filed Status	E-Filed Certificate & Digital Receipt	E-Filed Details	Action
05/06/2023	Demo Contractor Ltd.	4325648151	169/J68164	CIS0025	10265	2022-05-13T03:30:66.056	COMPLETED	View/Print	View/Print	SUSPEND
05/06/2023	Hannah Distilleries Ltd.	2325648152	108/R37331	CIS0024	0	2022-05-13T07:18:53.276	COMPLETED	View/Print	View/Print	SUSPEND
05/06/2023	Stephen Wineyards	4325648151	362/H86013	CIS0023	23085	2022-05-13T12:25:13.456	COMPLETED	View/Print	View/Print	SUSPEND
05/06/2023	Ruth Ward Ltd.	4325648151	201/P03114	CIS0022	21658	2022-05-13T12:25:16.321	AUTHENTICATION FAILURE	View/Error	View/Print	Remove

CIS 300 Monthly Return E-Filed Status

Select Tax Year 2023 - 24

Back

Fig 5.7 E-Filing / Status

CIS 300 Monthly Return E-Filed Status

[Back] [🖨 Print Certificate]

CIS 300 Monthly Return

✓ E-Filed Certificate

for

Demo Company Limited

UTR No.: **1234567890**; PAYE Ref.: **067/ V30456**

Tax Month End Date	05 MAY 2023 (06-04-23 to 05-05-23)
HMRC eTimestamp	2023-07-13T10:34:31.111554
	(YYYY-MM-DDTHH:MM:SS.SSS)
CIS 300 Monthly Return E-Filed	86 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	86 Subcontractors
EfileReady User Sign In ID	TEST8081234
Submitter Name	Demo Contractor Limited
HMRC Accounts Office Ref.	123PP87654321
Inhouse Tracking Reference	AAA0198367
User own File Ref.	CIS300_004
HMRC Reference (Correlation ID)	0FF3EA4E1DE2425CAF1C86B6844C5982
Submission Status Report	SUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)

HMRC has received the IR-CIS-CIS300MR documentref: 067/ V30456 at 2023-07-13T10:33:50.840. The associated IRmark was: 5X4MUOG4PIDXKKJGXKMFSX2UBMDSLGPR, 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.

[Back] [🖨 Print Certificate]

Fig 5.8 E-Filing Acceptance Certificate

Step 6. HMRC E-Filing Credentials Set Up

If you are an agent / pension scheme administrator / company using our service, you have to enter your Agent / company details to file the returns online to HMRC. To do this select 'Employer / Contractor' menu from the tasking zone, further select the 'E-Filing Credentials Setup', then click on the appropriate link for E-filing Setup.
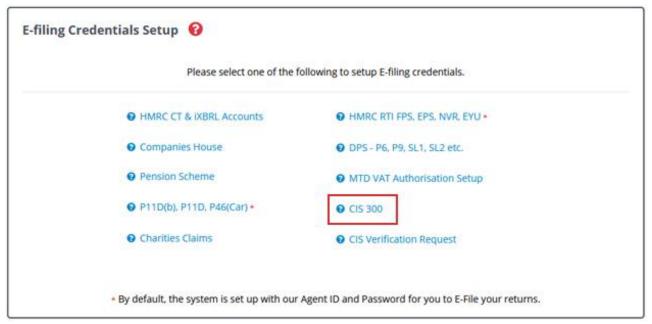

Fig 6.1 E-Filing Setup

6.1 CIS 300 E-Filing Setup

If you are an Employer / Contractor and have your own HMRC User ID and Password, select I am a Contractor option. Please enter your HMRC User ID and Password to e-file your CIS 300 returns to HMRC. If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client, select I am an Agent / Bureau option and enter your HMRC Agent User ID and Password for CIS E-Filing.

Please note, to e-file the CIS 300 returns as an Agent, you should have registered as an CIS Agent with HMRC.

CIS 300 E-Filing Setup ❓   Back

Employer's / Contractor's E-Filing Details   Edit

HMRC User ID   6I1J5Q12ABVBC

HMRC Password   ***********

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

By default E-Fileready has set up E-Fileready's Agent ID and Password ready for you, to use to E-File your CIS300 monthly returns. Please note, this default setting DOES NOT allow you to E-File your CIS Verifications.If you wish to conduct CIS Verifications you need to apply to the HMRC for your own User ID and Password. click here.

✅ **I am a CONTRACTOR**

If you are an employer / Contractor and have your own HMRC User ID and Password, you can use these to E-File your CIS 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 CIS300 monthly returns to HMRC. To

⭕ **I am an AGENT / BUREAU**

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client you can use your HMRC Agent User ID and Password for CIS 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 CIS300 monthly returns to HMRC. To register as an CIS Agent, please click here.
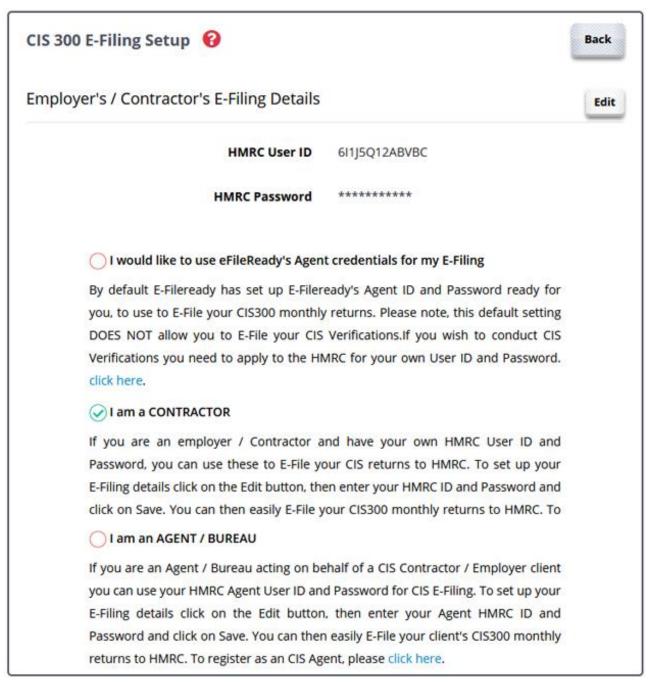
Fig 6.2 CIS 300 E-Filing Setup

If you do not have the HMRC User ID and Password, you can use the eFileReady's Agent ID and Password to E-File your CIS300 monthly returns. To use this option, please select I would like to use eFileReady's Agent credentials for my E-Filing option.

Please note, this default setting DOES NOT allow you to E-File your CIS Verifications. If you wish to conduct CIS Verifications you need to apply to the HMRC for your own User ID and Password.

6.2 CIS Verification Request E-Filing Setup

If you are an employer / Contractor and have your own HMRC User ID and Password, select I am a Contractor option. Please enter your HMRC User ID and Password to efile your Verification Requests to HMRC.

If you are an Agent / Bureau acting on behalf of a CIS Contractor / Employer client, select I am an Agent / Bureau option and enter your HMRC Agent User ID and Password for your client's CIS Verification Requests.
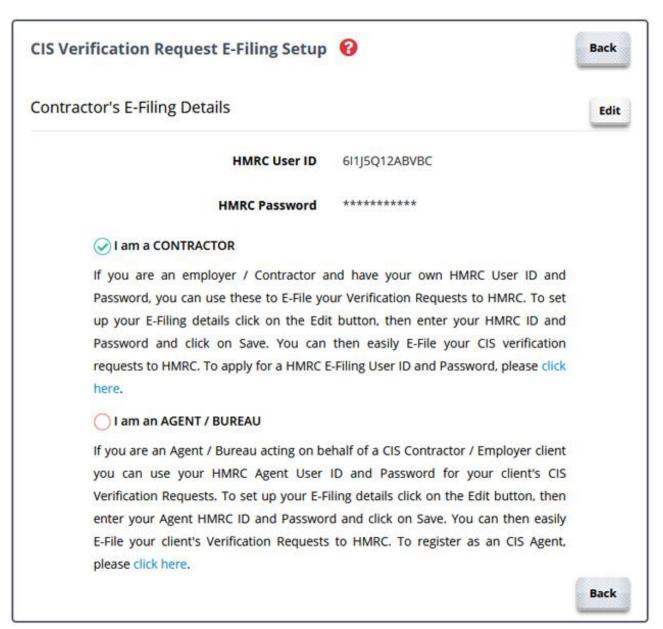

Fig 6.3 CIS Verification Request E-Filing Setup

Step 7. Appointing Additional Users

If you wish to allow additional users to access your eFileReady account, you can create an additional user. Please follow the below road map to appoint an additional user.

Road Map :

Employer / Contractor → User Accounts Manager → Manage Additional User → Add New User
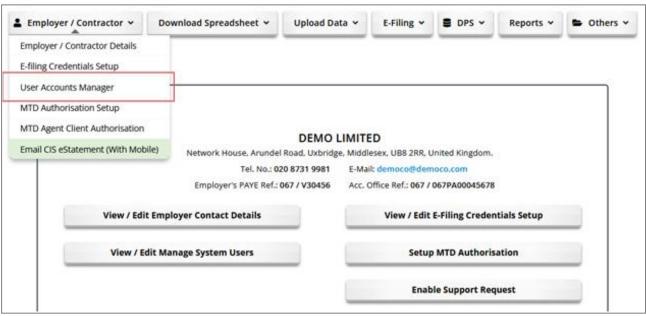

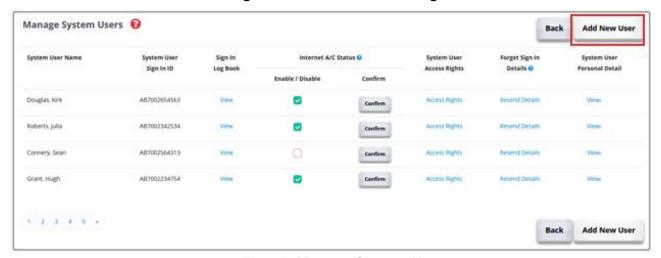*Fig 7.1 User Accounts Manager*

Fig 7.2 Manage System User

On this screen, you can add new users as well as 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.
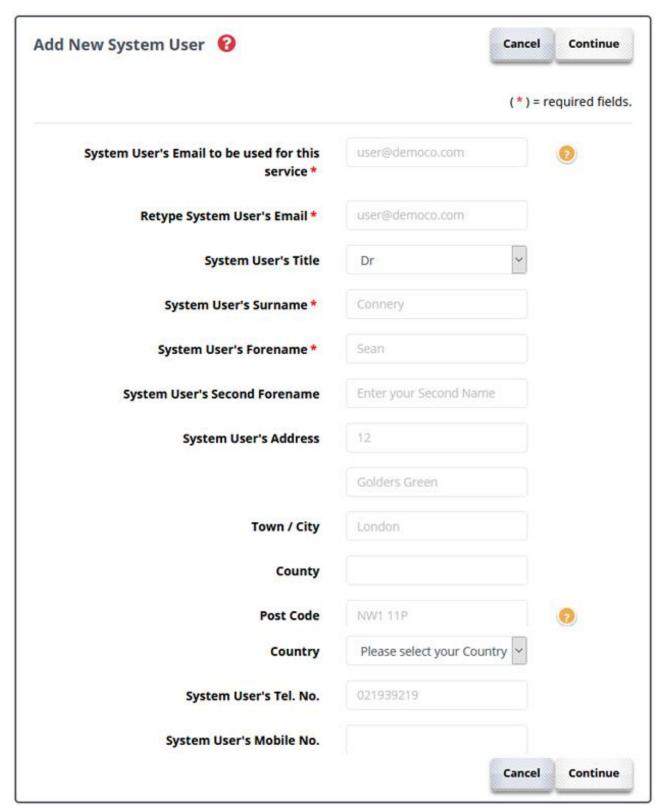
Add New System User ❓

(*) = 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	Dr ⌄
System User's Surname *	Connery
System User's Forename *	Sean
System User's Second Forename	Enter your Second Name
System User's Address	12
	Golders Green
Town / City	London
County	
Post Code	NW1 11P ❓
Country	Please select your Country ⌄
System User's Tel. No.	021939219
System User's Mobile No.	

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 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 RTI Returns (FPS, EPS, EYU, NVR)**

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