



# User Manual

## (How does E-filing Work?)

PAYE and CIS 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-file, the steps involved are the same.

- CIS300, CIS Subcontractor verification
- PAYE P14, P35, P45 etc data,

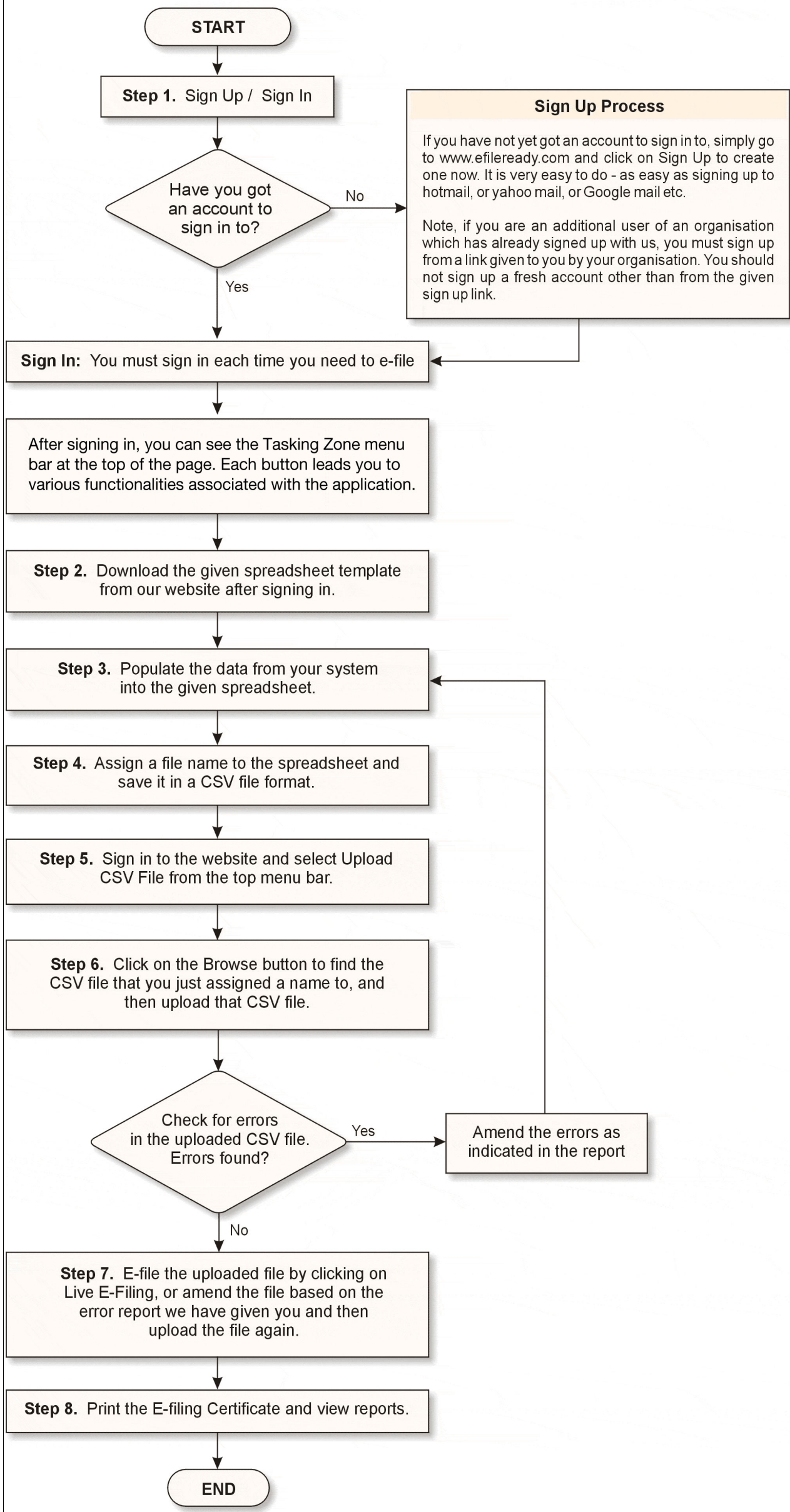
- Step 1** Sign Up / Sign In.
- Step 2** Download the given spreadsheet template from our website
- Step 3** Populate the data from your system into the given spreadsheet.
- Step 4** Assign a file name to the spreadsheet and save it in a CSV file format.
- Step 5** Sign in to the website and select Upload 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 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: [Support@eFileReady.com](mailto:Support@eFileReady.com)

Tel: **020 8452 9516**

## How Does [www.EfileReady.com](http://www.EfileReady.com) E-filing Work?



## Step 1. Sign Up / Sign In

### 1.1 Sign Up :

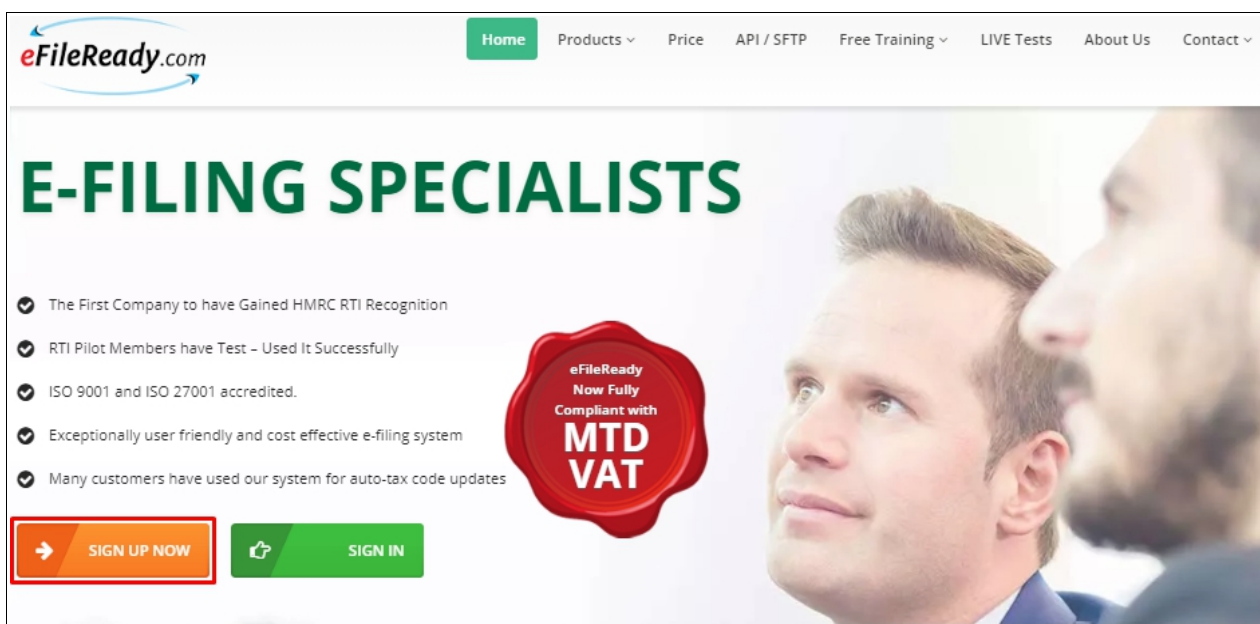
If you have not yet got an account to sign in to, simply go to [www.efileready.com](http://www.efileready.com) and click on 'Sign Up' to create one now. It is very easy to do - as easy as signing up to an email account such as hotmail, yahoo mail, or Google mail etc.

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 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. 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.

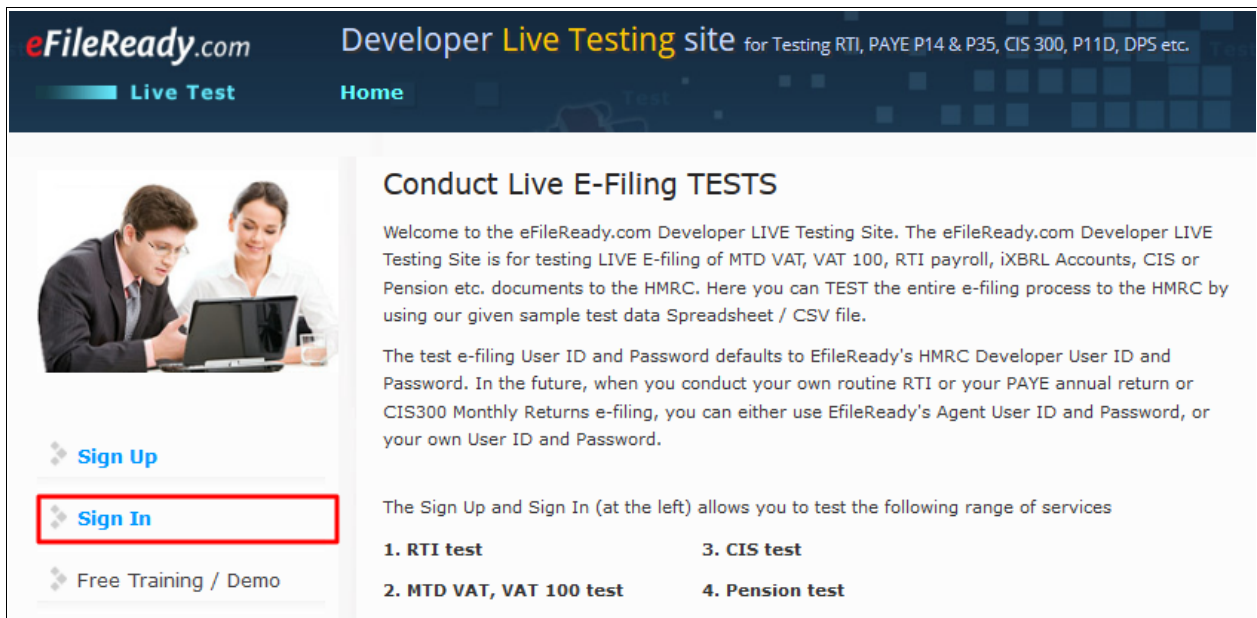
## 1.2 Sign In :

After your test account has been created, sign In to the TEST account from the link <http://test.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 :

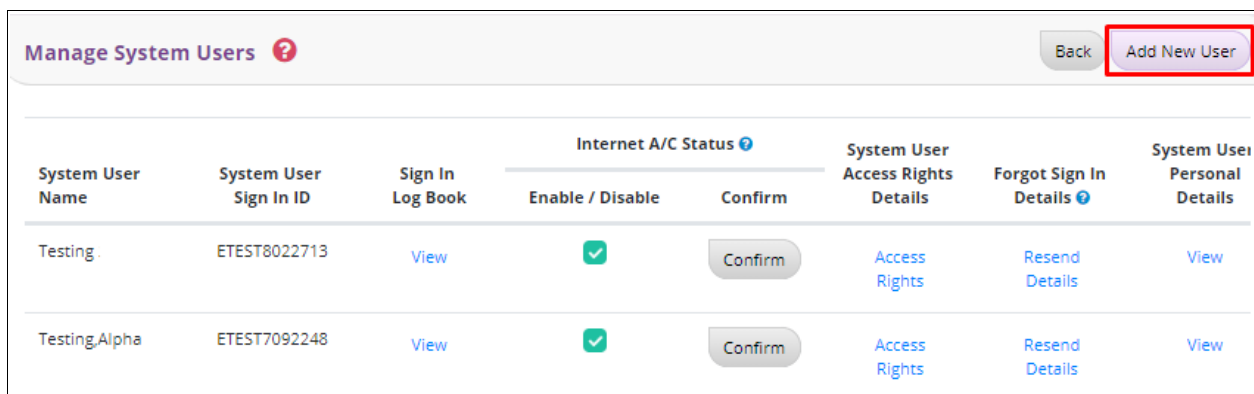
If you are a system administrator and wish to allow other people in your organisation to have access to the e-filing service, please follow the road map below.

### Road Map :

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

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



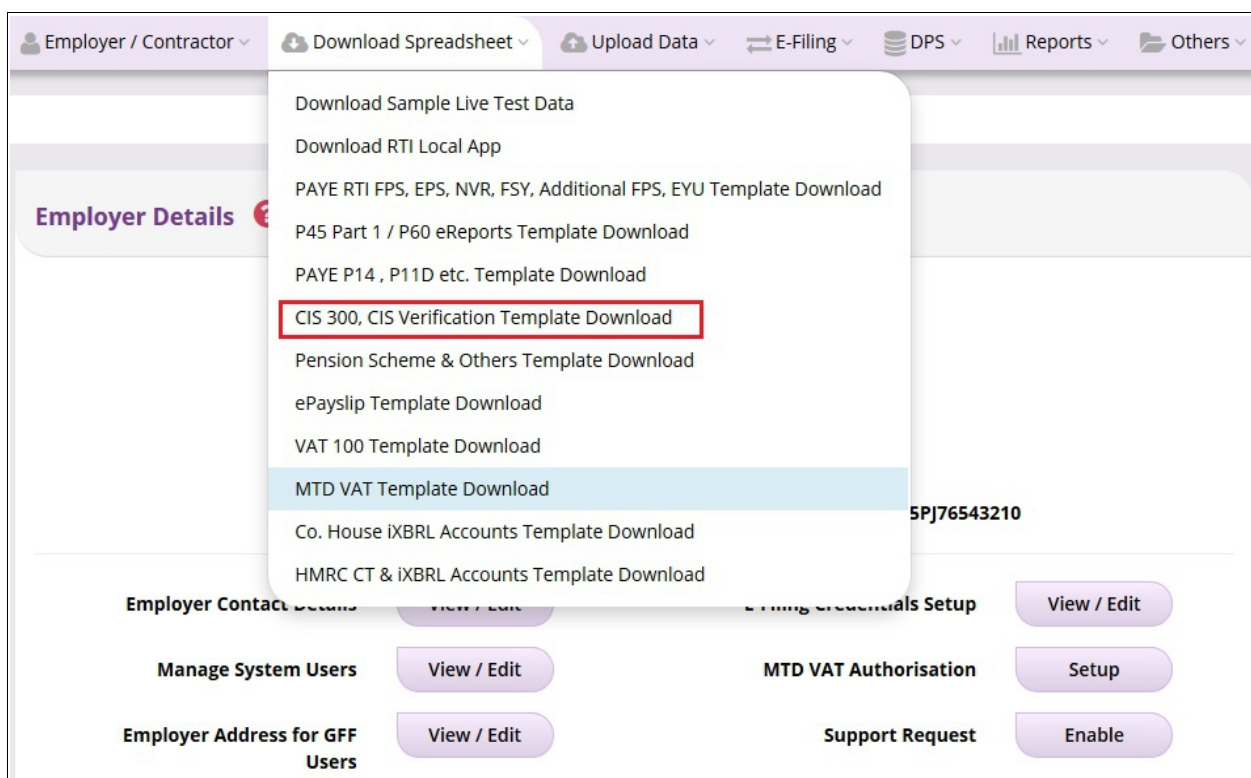


Manage System Users ?							
<a href="#">Back</a> <a href="#">Add New User</a>							
System User Name	System User Sign In ID	Sign In Log Book	Internet A/C Status ?		System User Access Rights Details	Forgot Sign In Details ?	System User Personal Details
			Enable / Disable	Confirm			
Testing .	ETEST8022713	<a href="#">View</a>	<input checked="" type="checkbox"/>	<a href="#">Confirm</a>	<a href="#">Access Rights</a>	<a href="#">Resend Details</a>	<a href="#">View</a>
Testing_Alpha	ETEST7092248	<a href="#">View</a>	<input checked="" type="checkbox"/>	<a href="#">Confirm</a>	<a href="#">Access Rights</a>	<a href="#">Resend Details</a>	<a href="#">View</a>

**Fig 1.3 Manage system users**

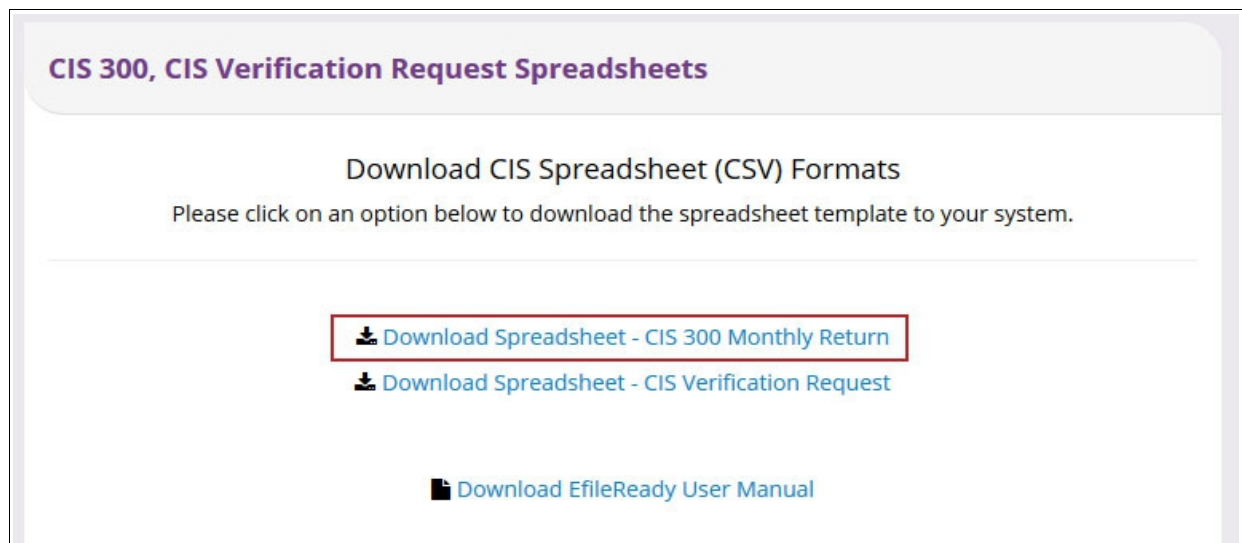
## Step 2. Download Spreadsheet

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, CIS Verification Request Spreadsheet***




## Download CIS 300 Monthly Return Spreadsheet

BackRead Me First


### Download CIS 300 Spreadsheet ( without eStatement - 2 Files )

We have introduced a FREE eStatement service in the system. If you wish to use the eStatement function you need to download the new spreadsheet files, which can be found in our spreadsheet download section (option 2 or 3). If you do not wish to use the eStatement function you can continue to download the current spreadsheets files. Option 1 is for current users without the eStatement function.


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




Download  
CIS 300 Monthly Return  
Instructions  
(Contractor)



Download  
CIS 300 Monthly Return  
Spreadsheet  
(Contractor)



Download  
CIS 300 Monthly Return  
Instructions  
(Subcontractor)

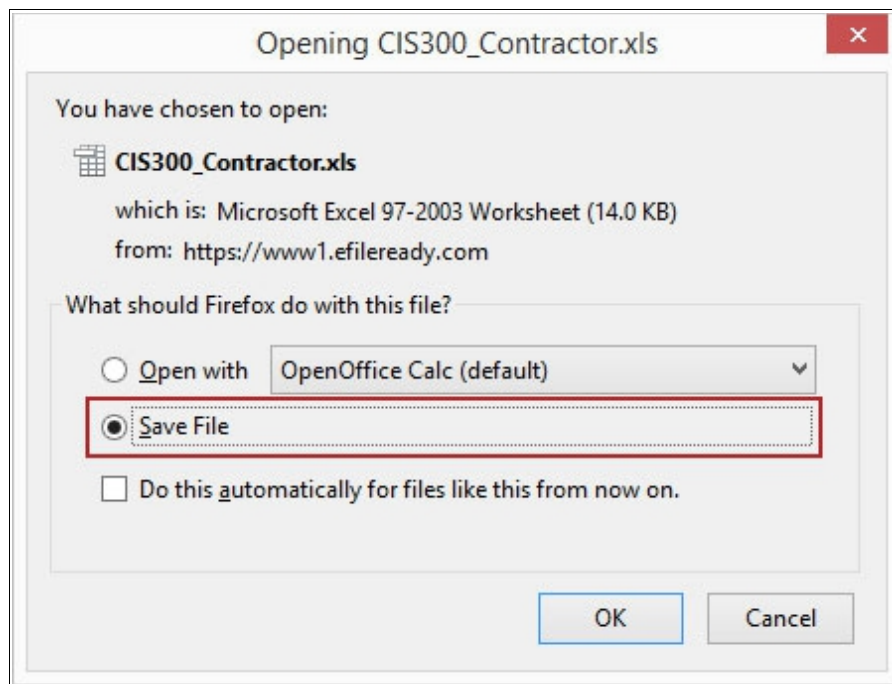


Download  
CIS 300 Monthly Return  
Spreadsheet  
(Subcontractor)

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.

**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.

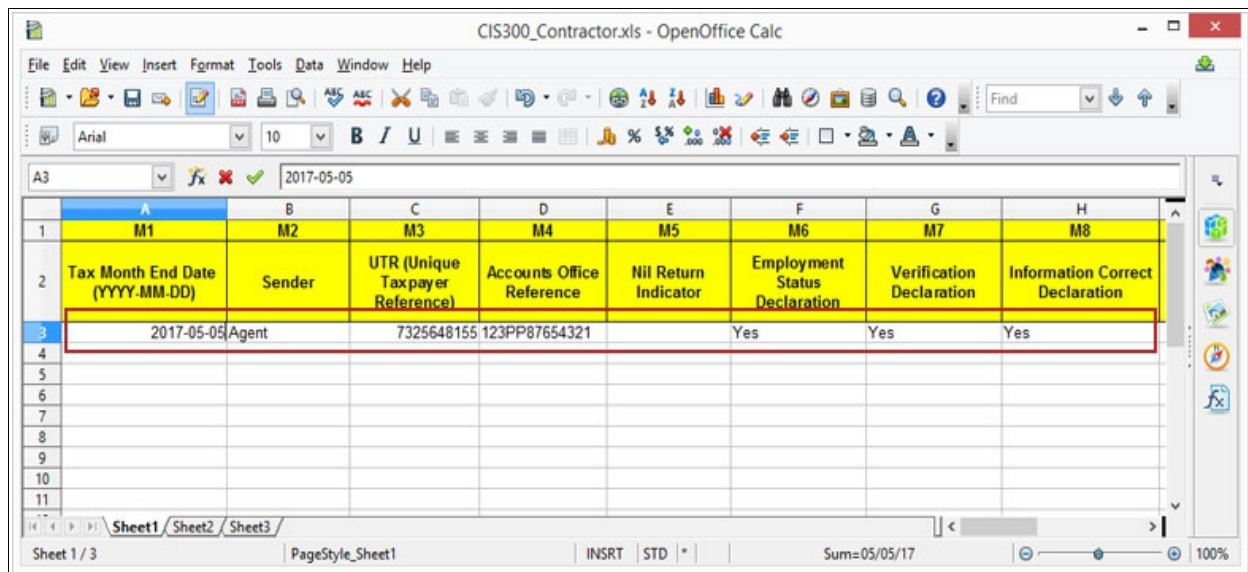


**Fig 2.4 Download and Save the spreadsheet to your local system**

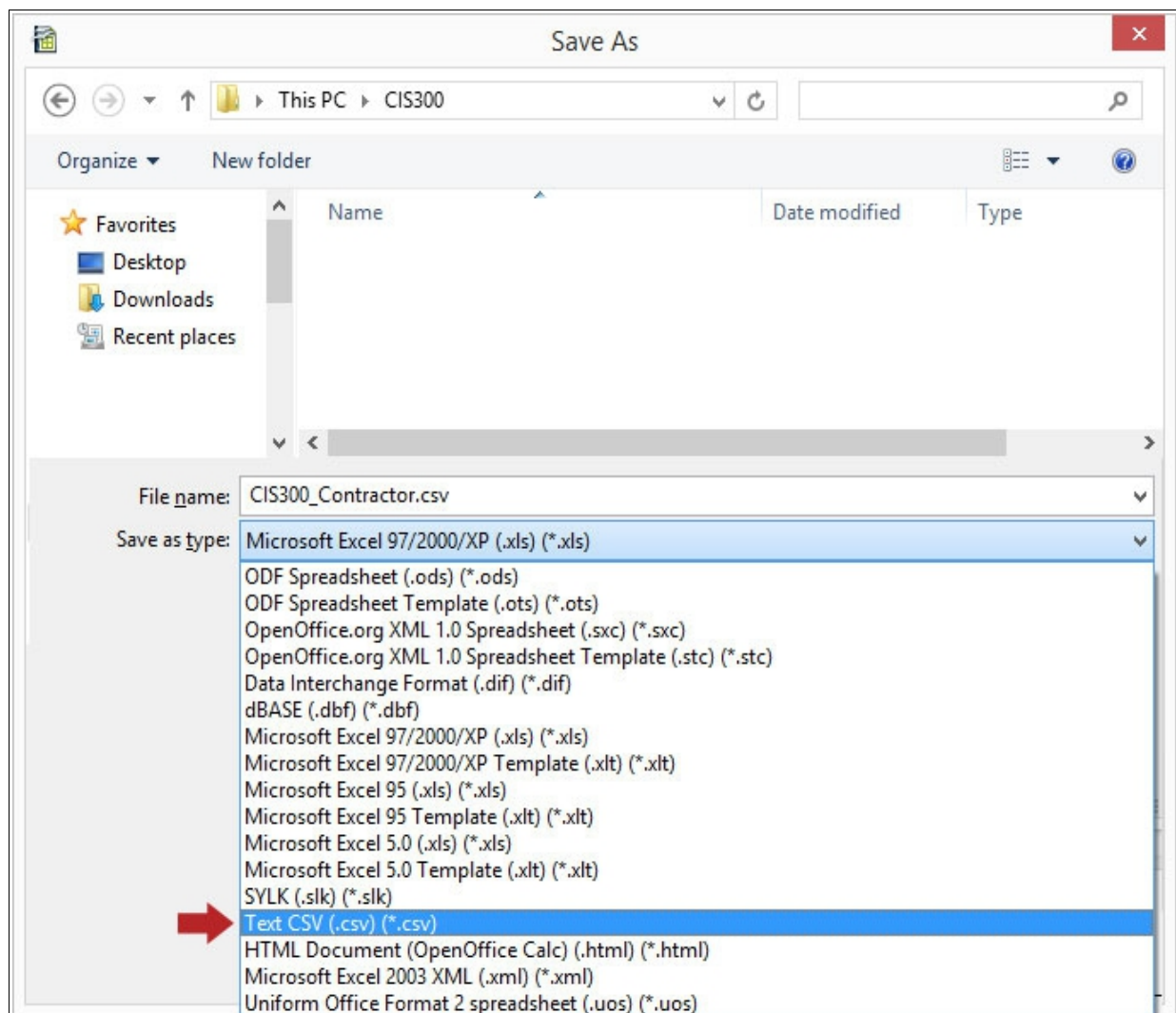
### Step 3. Populate your data into the spreadsheet

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.



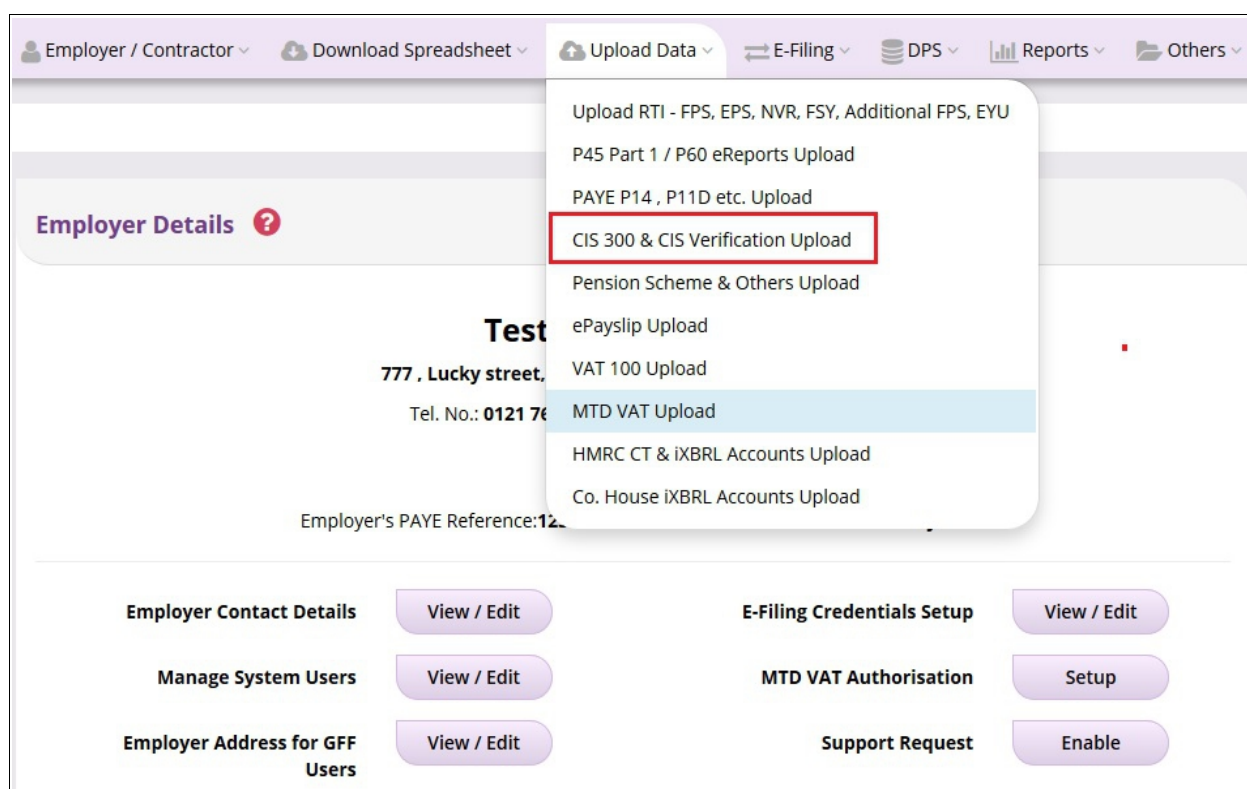
**Fig 3.1 Populate your data into the spreadsheet**



**Fig 3.2 Save the spreadsheet as a CSV file**

## Step 4. Upload your data to eFileReady

Select '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**

CIS Data Upload	CSV Format	XML Format	EDI GFF Format
CIS 300 Monthly Return	<a href="#">Upload CSV File</a>	<a href="#">Upload XML File</a>	<a href="#">Upload EDI GFF File</a>
CIS Verification Request	<a href="#">Upload CSV File</a>	<a href="#">Upload XML File</a>	
CIS 300 Nil Return	<a href="#">Upload CSV File</a>	<a href="#">Upload XML File</a>	<a href="#">Upload EDI GFF File</a>

**Fig 4.2 Upload CIS 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 e-mail account and then go to your local system to pick up a file you prepared previously to attach to an e-mail).

**“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.



Upload CIS 300 Monthly Return CSV File ?

Back

Upload CSV File

Upload CIS 300 CSV File( without eStatement - 2 Files )

This upload is for existing EfileReady CIS users to upload their CIS300 monthly returns data using their existing spreadsheets / CSV file for e-filing to the HMRC. If you do not wish to have the eStatement function you can continue to use your current spreadsheet / CSV file as it is. HMRC has not changed any of the CIS300 e-filing standards.

However, we do encourage you to switch to the new spreadsheets / CSV files with eStatement functions. The eStatement function is FREE and has a lot of advantages. [Please click here to find out more.](#)

Step 1 - Please ensure that your CIS 300 data for your monthly return e-filing is in a CSV file format

Step 2 - Select Tax Year \*

2019 - 20

Step 3 - Tax Month End Date \*

05 AUG 2019 ( 06-07-19 to 05-08-1!

Step 4 - CONTRACTOR (CIS 300) \*

No file selected.

Browse ...

Click Browse to Upload Contractor CSV file

Step 5 - SUBBIES (CIS 300) \*

No file selected.

Browse ...

Click Browse to Upload Subcontractor CSV file

Step 6 - Your own File Reference

File reference

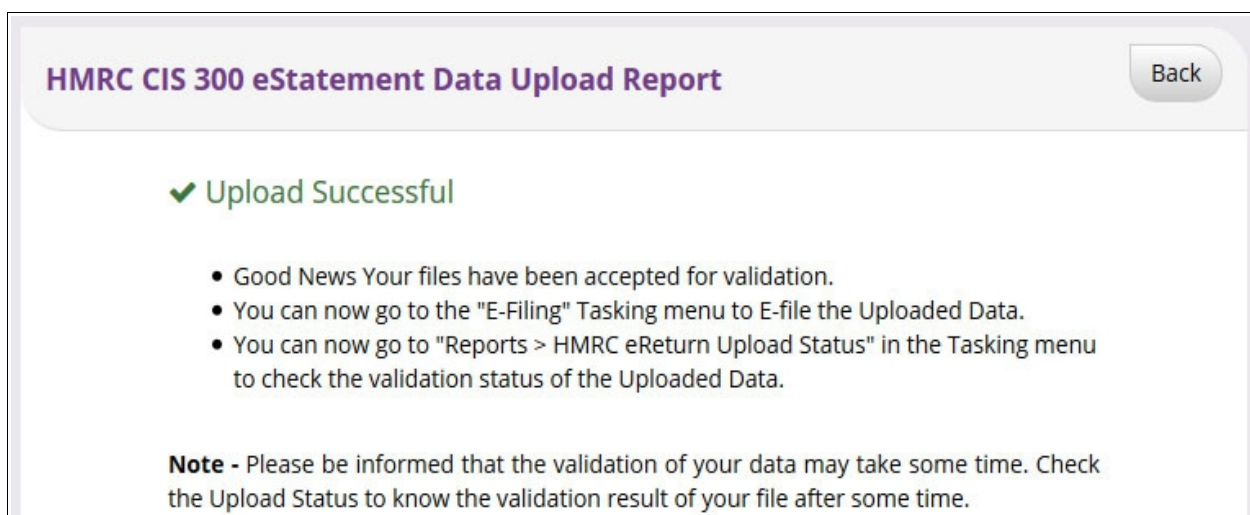
(optional)

**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.

**Fig 4.3 Upload CIS 300 Monthly Return CSV File**

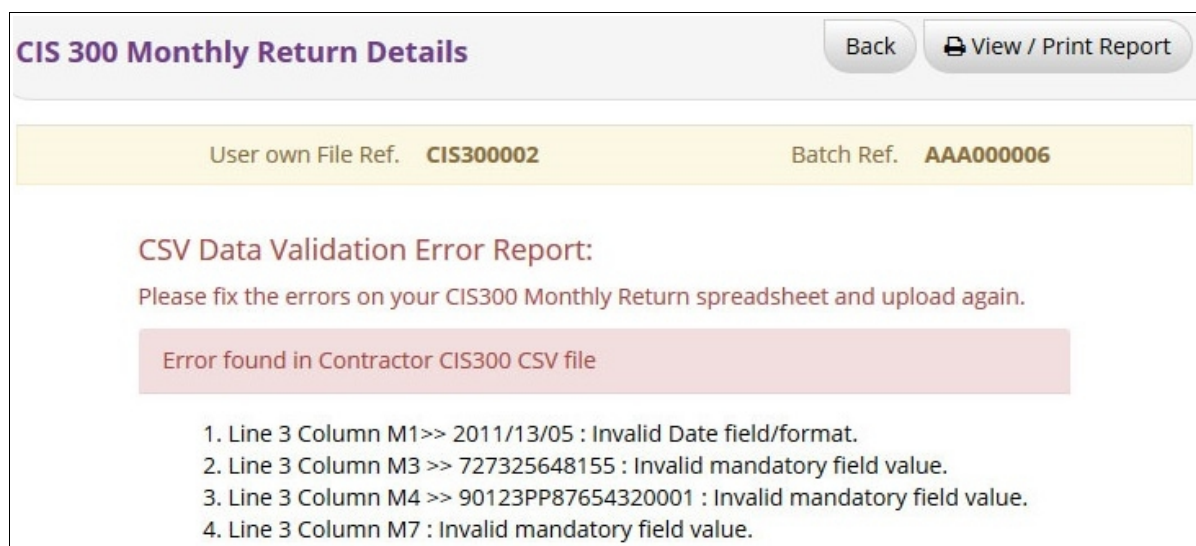
As you upload your CSV files, our service instantly converts the files into XML and validates them against the HMRC provided SCHEMA and BUSINESS RULES, ready for e-filing.

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.



**Fig 4.4 CSV Data Upload Report**

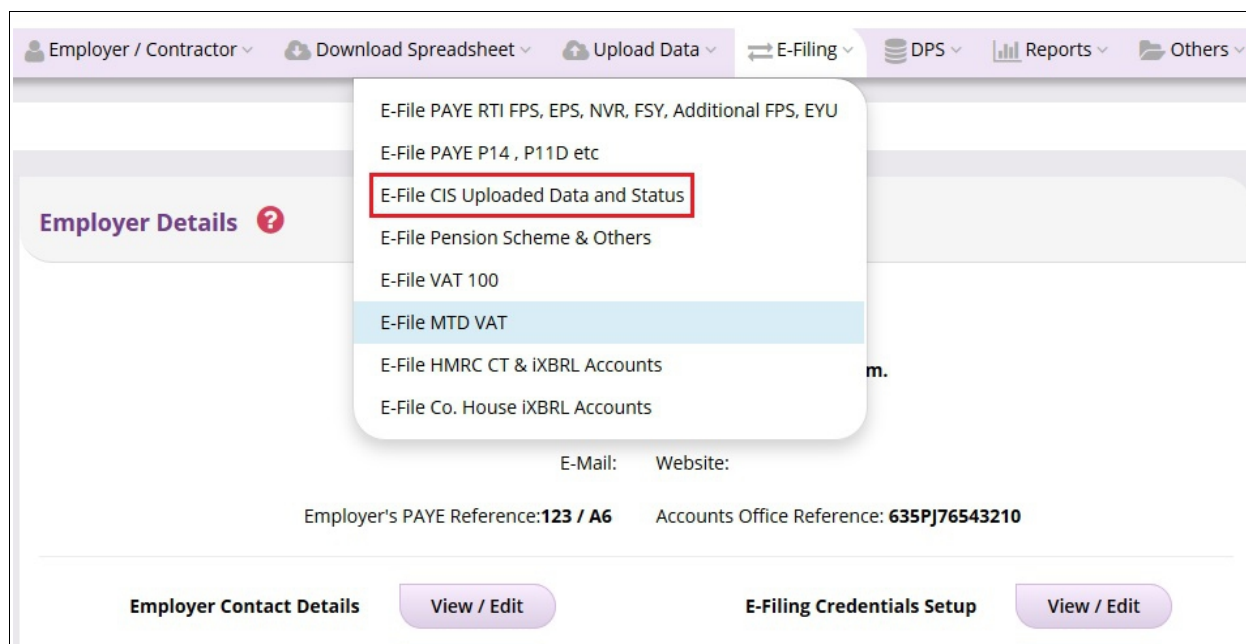
If errors are found, an Error Report will be displayed on screen. You should amend the errors as indicated and then start the process again from Step 3.



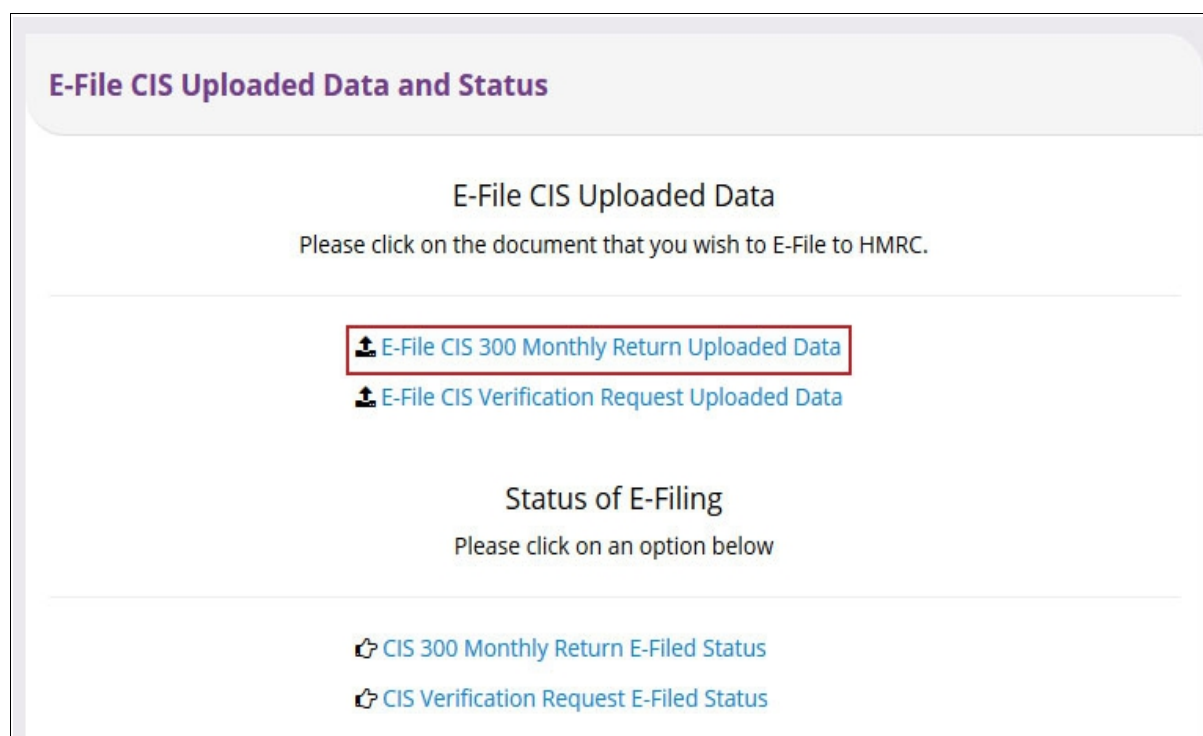
**Fig 4.5 CSV Data Validation Error Report**

## 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**



**Fig 5.2 E-File CIS Data**

E-File CIS 300 Monthly Return Uploaded Data ?								
<div>Back</div> <div>E-File Now</div>								
Tax Month End date	Contractor Name	UTR	Contractor PAYE Ref.	User own File Ref.	Total Subbies	Upload Status	Action	Select to E-File
05/02/2018	Amberant Fake Ltd.	4325648151	169/J68164	CIS0025	10265	SUCCESSFUL	View Remove	<input type="radio"/>
05/02/2018	Amberbeetle Fake Ltd.	2325648152	108/R37331	CIS0024	14500	SUCCESSFUL	View Remove	<input type="radio"/>
05/02/2018	Amberbug Fake Ltd.	4325648151	362/H86013	CIS0023	23085	SUCCESSFUL	View Remove	<input type="radio"/>
05/02/2018	Ambercada Fake Ltd.	4325648151	201/P03114	CIS0022	21658	FAILED	View Remove	<input type="radio"/>
05/02/2018	Ambercricet Fake Ltd.	9625648152	275/D80805	CIS0021	13965	SUCCESSFUL	View Remove	<input type="radio"/>
05/02/2018	Amberfly Fake Ltd.	4335548151	472/H69726	CIS0020	10895	SUCCESSFUL	View Remove	<input type="radio"/>
05/02/2018	Amberhopper Fake Ltd.	7455448152	191/O04604	CIS0019	15685	SUCCESSFUL	View Remove	<input type="radio"/>

Fig 5.3 Select to E-file

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

Back

E-File Now

Tax Month End Date: **05 MAY 2018 (06-04-18 to 05-05-18)** ?

**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.

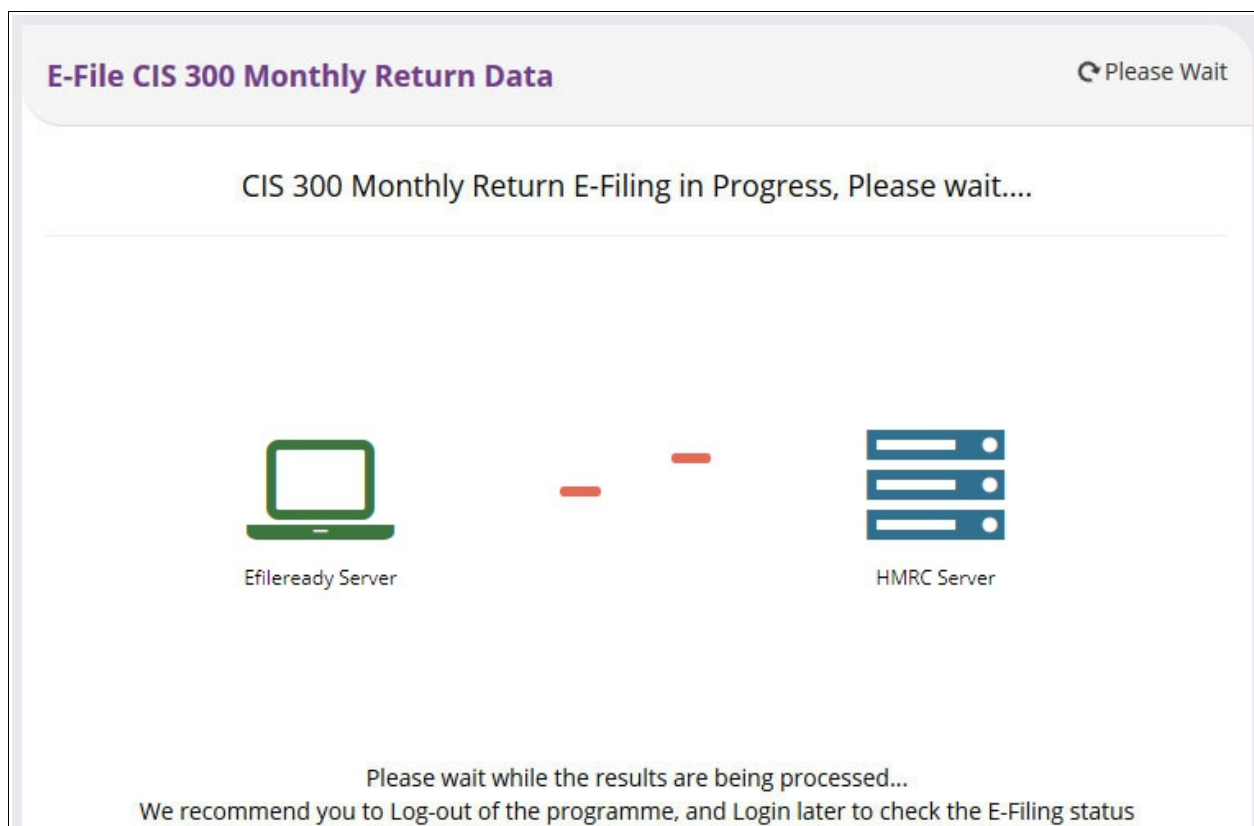
**Your Personal Name \***

**Your Acting Capacity** Contractor

**Enter User Sign In Password \***  ?  
(EfileReady Sign In Password)

**Date and Time** 12-07-2018 08:05:42

**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**

<b>Tax Month End Date</b>	05 MAY 2018 (06-04-18 to 05-05-18)
<b>No. of Subcontractor</b>	86 Subcontractors
<b>HMRC Reference (Correlation ID)</b>	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.

[View eFiling Submission Details](#)

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

To continue with other tasks please click on appropriate button at the above Tasking zone buttons [DEMO](#)

**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.

CIS 300 Monthly Return E-Filed Status ? <span>Back</span>										
Select Tax Year <span>2018 - 19</span>										
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
05/02/2018	Amberant Fake Ltd.	4325648151	169/J68164	CIS0025	10265	2018-05-13T03:30:66.056	COMPLETED	<a href="#">View/Print</a>	<a href="#">View/Print</a>	<a href="#">SUSPEND</a>
05/02/2018	Amberbeetle Fake Ltd.	2325648152	108/R37331	CIS0024	14500	2018-05-13T07:18:53.276	COMPLETED	<a href="#">View/Print</a>	<a href="#">View/Print</a>	<a href="#">SUSPEND</a>
05/02/2018	Amberbug Fake Ltd.	4325648151	362/H86013	CIS0023	23085	2018-05-13T12:25:13.456	COMPLETED	<a href="#">View/Print</a>	<a href="#">View/Print</a>	<a href="#">SUSPEND</a>
05/02/2018	Ambercada Fake Ltd.	4325648151	201/P03114	CIS0022	21658	2018-05-13T12:25:16.321	AUTHENTICATION FAILURE	<a href="#">View/Error</a>	<a href="#">View/Print</a>	<a href="#">Remove</a>

**Fig 5.7 E-Filing / Status**

**CIS 300 Monthly Return E-Filed Status**

BackPrint Certificate

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

Tax Month End Date05 MAY 2018 (06-04-18 to 05-05-18)

HMRC eTimestamp2018-05-13T10:34:31.111554  
( YYYY-MM-DDTHH:MM:SS.SSS )

CIS 300 Monthly Return E-Filed86 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-Filed86 Subcontractors

Submitter NameDemo Contractor Limited

HMRC Accounts Office Ref.123PP87654321

Inhouse Tracking ReferenceAAA0198367

User own File Ref.CIS300\_004

HMRC Reference (Correlation ID)OFF3EA4E1DE2425CAF1C86B6844C5982

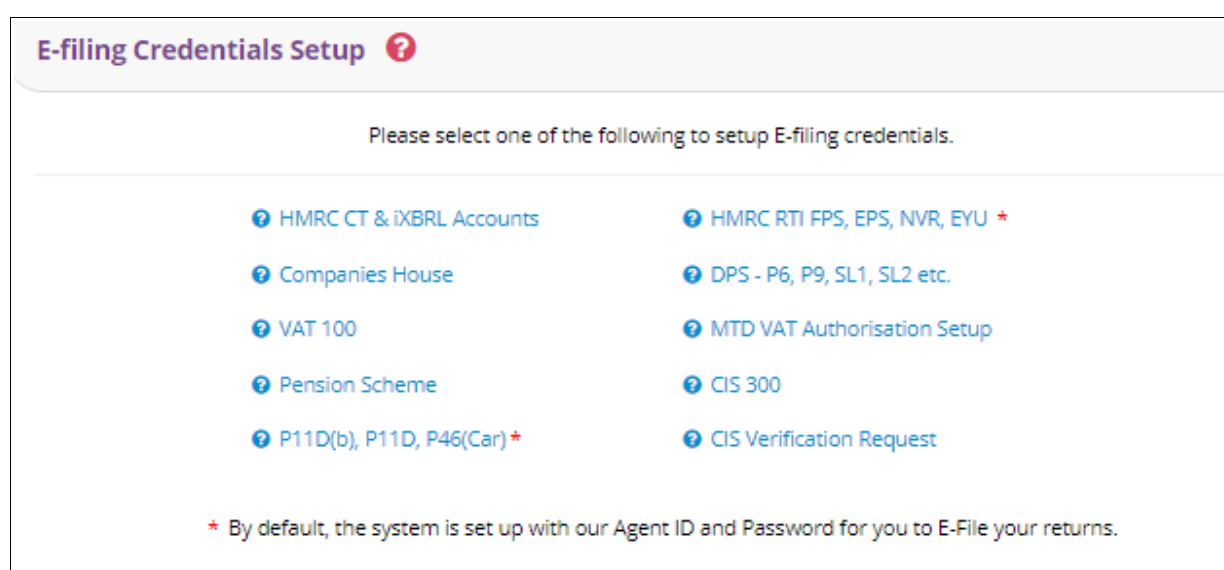
Submission Status ReportSUBMITTED SUCCESSFULLY

HMRC Digital Receipt (IRmark)  
The Inland Revenue has received the IR-CIS-CIS300MR documentref: 067 V30456 at 2018-05-13T10:33:50.840. The associated IRmark was: 5X4MUOG4PIDXKKJGXXKMFSX2UBMDSLGP. 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.

**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.



**E-filing Credentials Setup** ?

Please select one of the following to setup E-filing credentials.

<a href="#">? HMRC CT &amp; iXBRL Accounts</a>	<a href="#">? HMRC RTI FPS, EPS, NVR, EYU *</a>
<a href="#">? Companies House</a>	<a href="#">? DPS - P6, P9, SL1, SL2 etc.</a>
<a href="#">? VAT 100</a>	<a href="#">? MTD VAT Authorisation Setup</a>
<a href="#">? Pension Scheme</a>	<a href="#">? CIS 300</a>
<a href="#">? P11D(b), P11D, P46(Car) *</a>	<a href="#">? CIS Verification Request</a>

\* By default, the system is set up with our Agent ID and Password for you to E-File your returns.

**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 an Employer / 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 an 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 apply for your own HMRC E-Filing User ID and Password, please [click here](#)

☐

**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 an Employer / 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.

**CIS Verification Request E-Filing Setup** Back

**Contractor's E-Filing Details** Edit

**HMRC User ID** 611J5Q12ABVBC

**HMRC Password** \*\*\*\*\*

☒ **I am an CONTRACTOR**

If you are an employer / Contractor and have your own HMRC User ID and Password, you can use these to E-File your Verification Requests 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 CIS verification requests to HMRC. To apply for a HMRC E-Filing User ID and Password, please [click here](#)

☐ **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 your client's CIS Verification Requests. 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 Verification Requests to HMRC. To register as an CIS Agent, please [click here](#)

Back

**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*

Employer / Contractor ▾ Download Spreadsheet ▾ Upload Data ▾ E-Filing ▾ DPS ▾ Reports ▾ Others ▾

- Employer / Contractor Details
- E-filing Credentials Setup
- User Accounts Manager**
- MTD VAT Authorisation Setup

**DEMO LIMITED**  
 Network House, Arundel Road, Uxbridge, Middlesex, UB8 2RR, United Kingdom.

Tel. No.: 020 8731 9981 Fax No.: 020 8922 3402  
 E-Mail: [democo@democo.com](mailto:democo@democo.com) Website: <http://www.democo.com>  
 Employer's PAYE Ref.: 067 / V30456 Acc. Office Ref.: 067 / 067PA00045678

Employer Contact Details	<a href="#">View / Edit</a>	E-Filing Credentials Setup	<a href="#">View / Edit</a>
Manage System Users	<a href="#">View / Edit</a>	MTD VAT Authorisation	<a href="#">Setup</a>
Employer Address for GFF Users	<a href="#">View / Edit</a>	Support Request	<a href="#">Enable</a>

**Fig 7.1 User Accounts Manager**

**Manage System Users** ? [Back](#) [Add New User](#)

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

**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 ?

CancelContinue

(\*) = 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"/>	

**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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