



User Manual

(How does E-filing Work?)

PAYE and CIS Returns



Table of Contents

<u>Key Summary of the E-Filing Process</u>	3
<u>Step 1. Sign Up / Sign In</u>	5
<u>1.1 Sign Up :</u>	5
<u>1.2 How to Appoint Additional Users :</u>	6
<u>1.3 Sign In :</u>	6
<u>Step 2. Download Spreadsheet</u>	7
<u>Step 3. Populate your data into the spreadsheet</u>	10
<u>Step 4. Upload your data to eFileReady</u>	12
<u>Step 5. E-Filing your data</u>	17
<u>5.1 Check your E-filing Status</u>	23
<u>Step 6. HMRC E-Filing Credentials Set up</u>	25
<u>6.1 CIS 300 E-Filing Setup</u>	26
<u>6.2 CIS Verification Request E-Filing Setup</u>	28
<u>Step 7. Appointing Additional Users</u>	29
<u>Other E-Filing Services</u>	32



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,

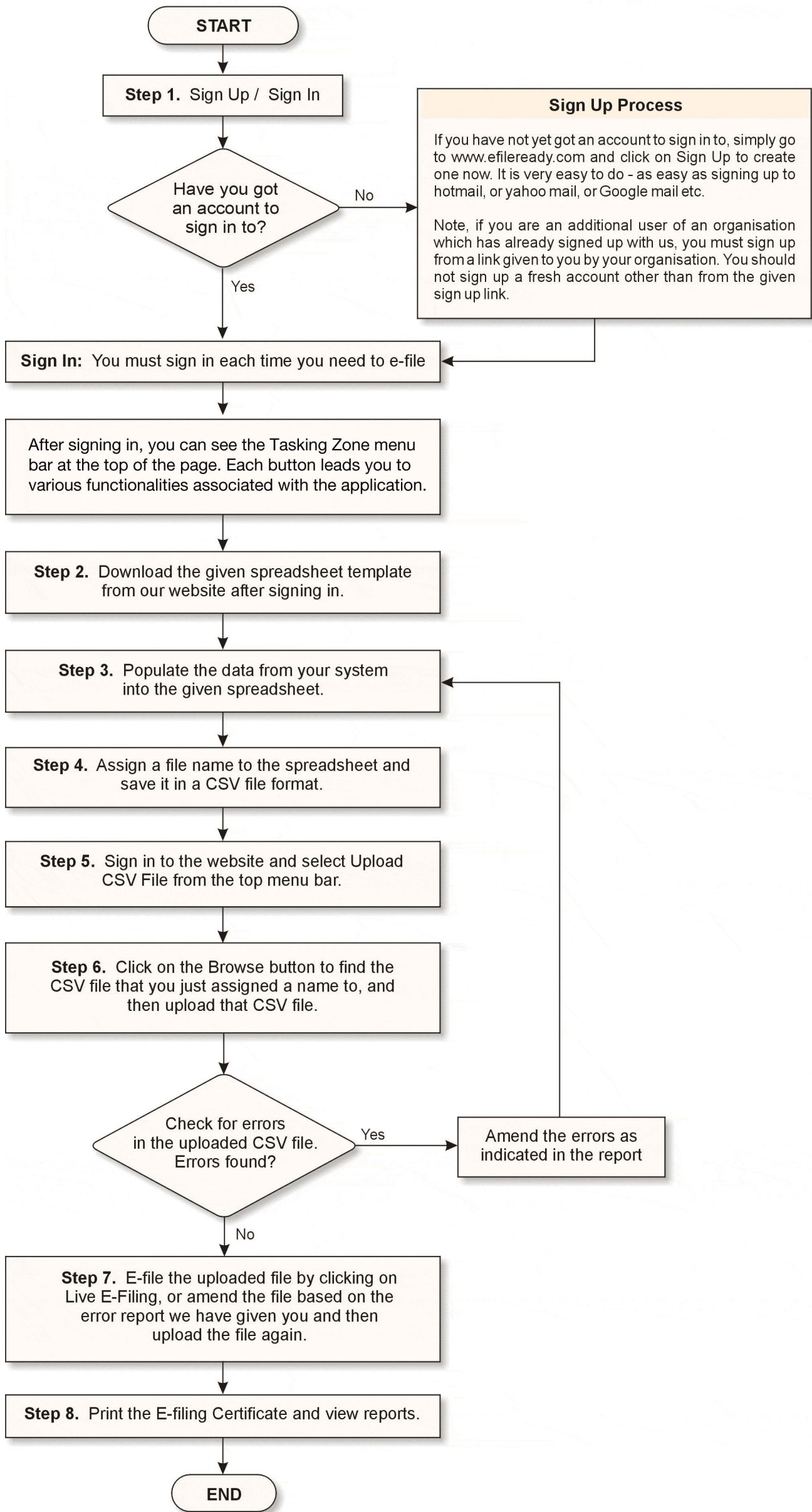
- Step 1** Sign Up / Sign In.
- Step 2** Download the given spreadsheet template from our website
- Step 3** Populate the data from your system into the given spreadsheet.
- Step 4** Assign a file name to the spreadsheet and save it in a CSV file format.
- Step 5** Sign in to the website and select Upload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

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.

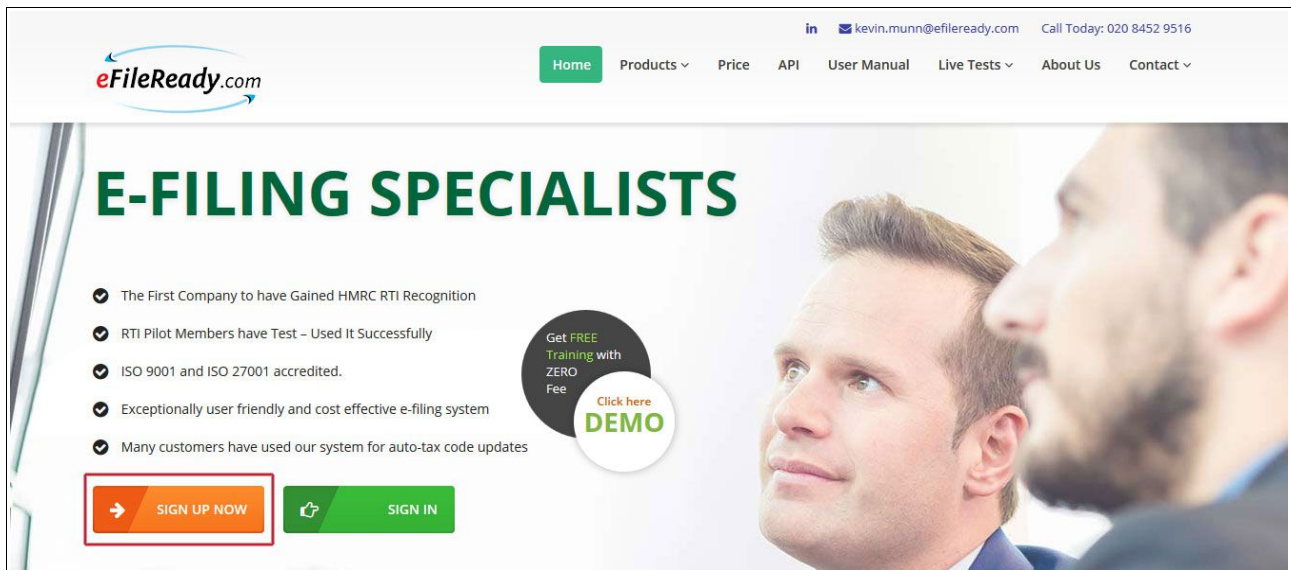


Fig 1.1 Home Page – Sign Up

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.

1.2 Sign In :

You must sign in each time you need to e-file.

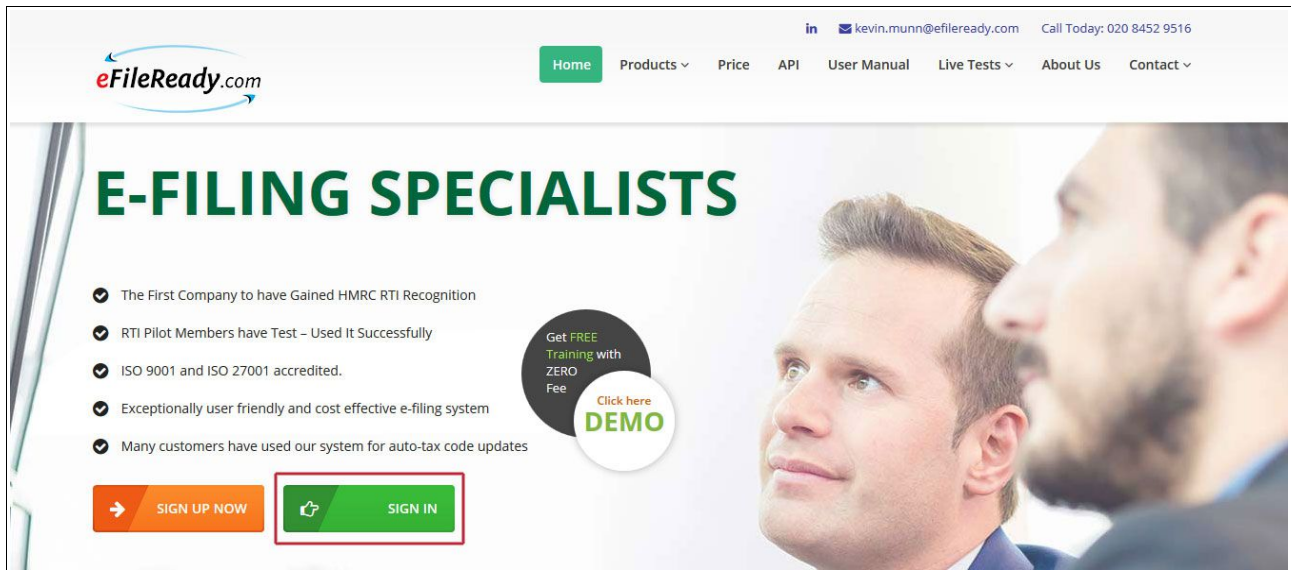


Fig 1.2 Home Page – Sign In

1.3 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 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.

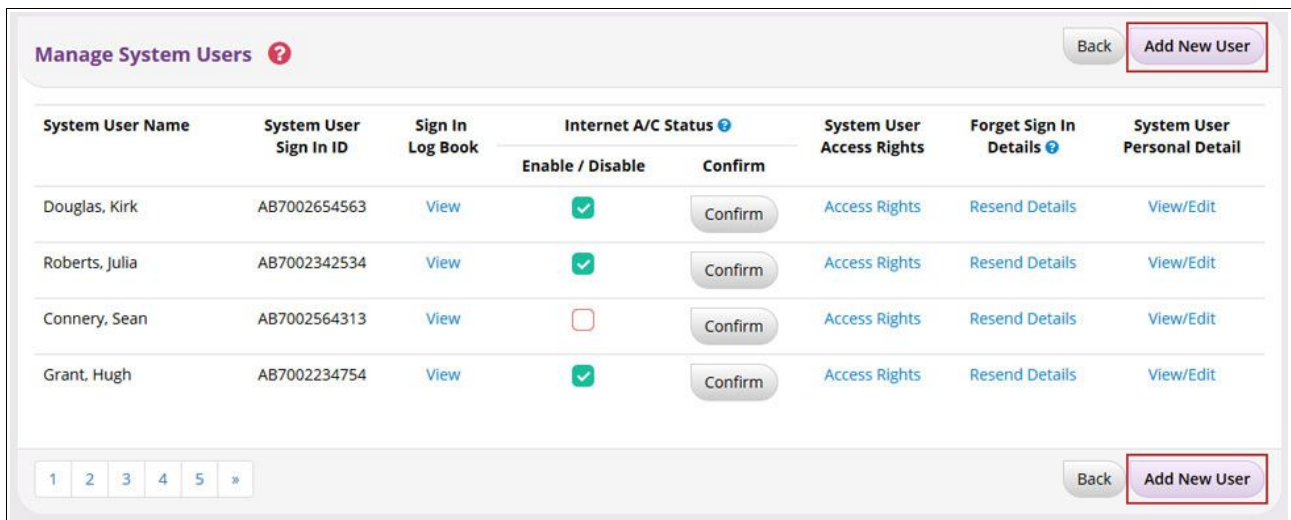


Fig 1.3 Add Additional Users

Step 2. Download Spreadsheet

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

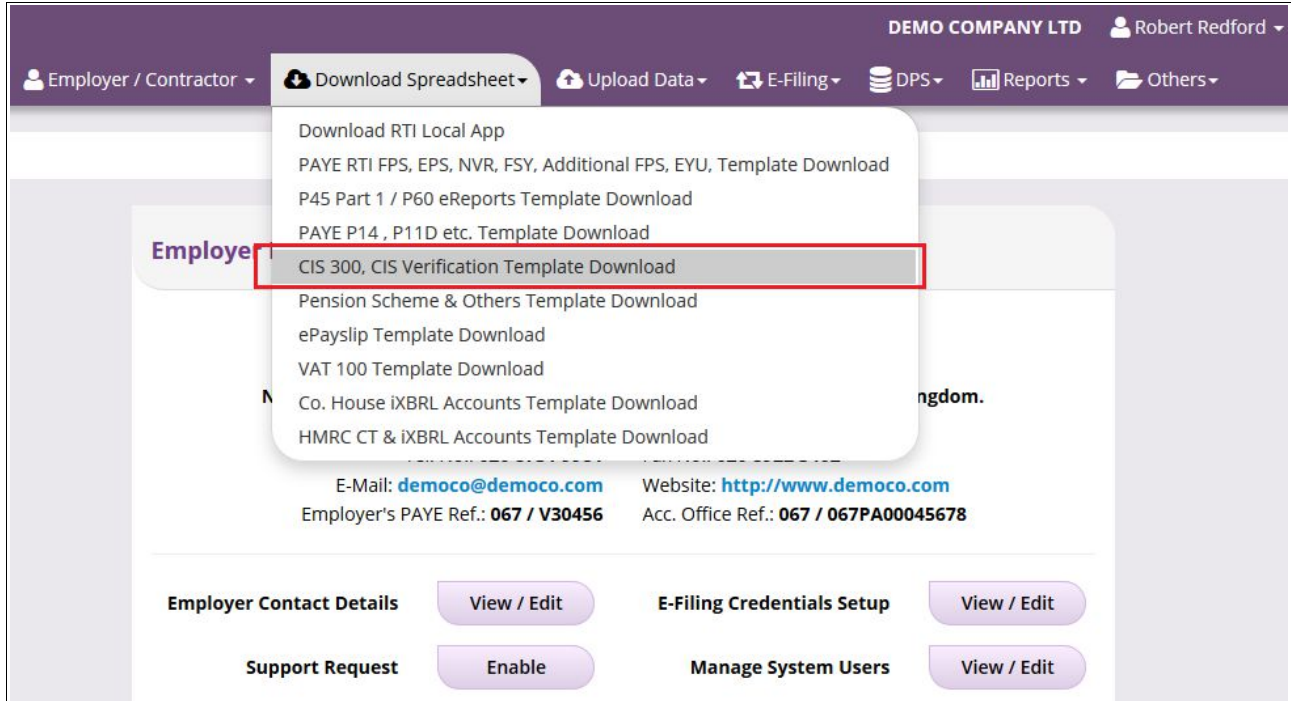


Fig 2.1 Go to Download Spreadsheet in the Tasking Zone, then click on the appropriate sub-menu

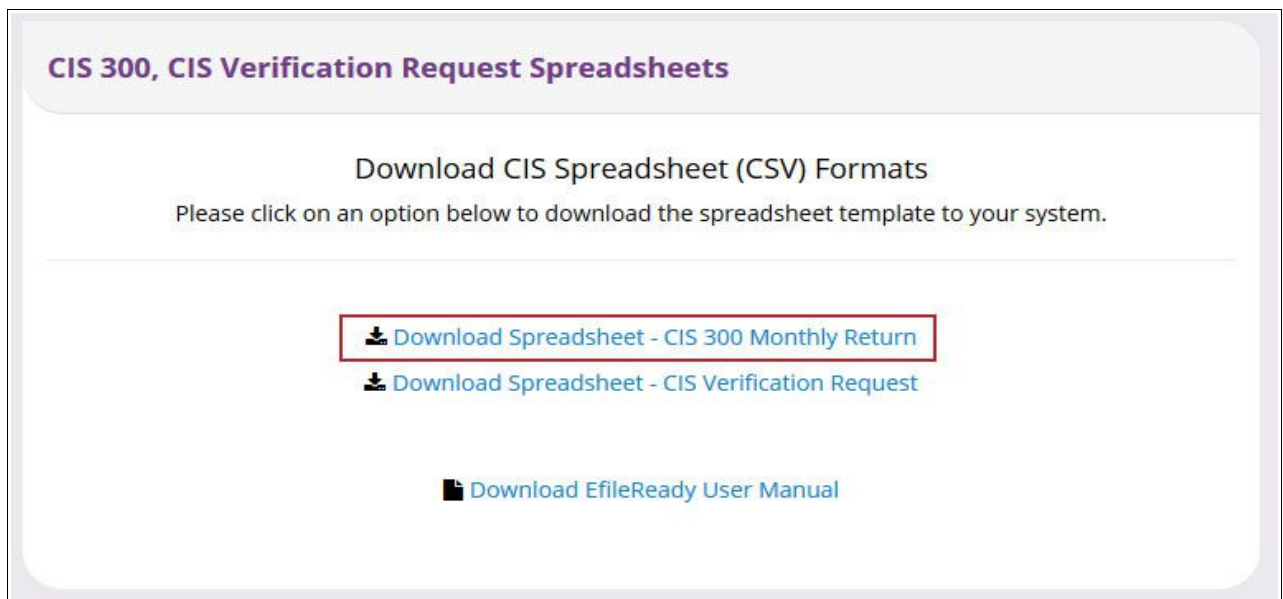


Fig 2.2 Click on the required spreadsheet


Download CIS 300 Monthly Return Spreadsheet

[Back](#) [Read 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.

[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.

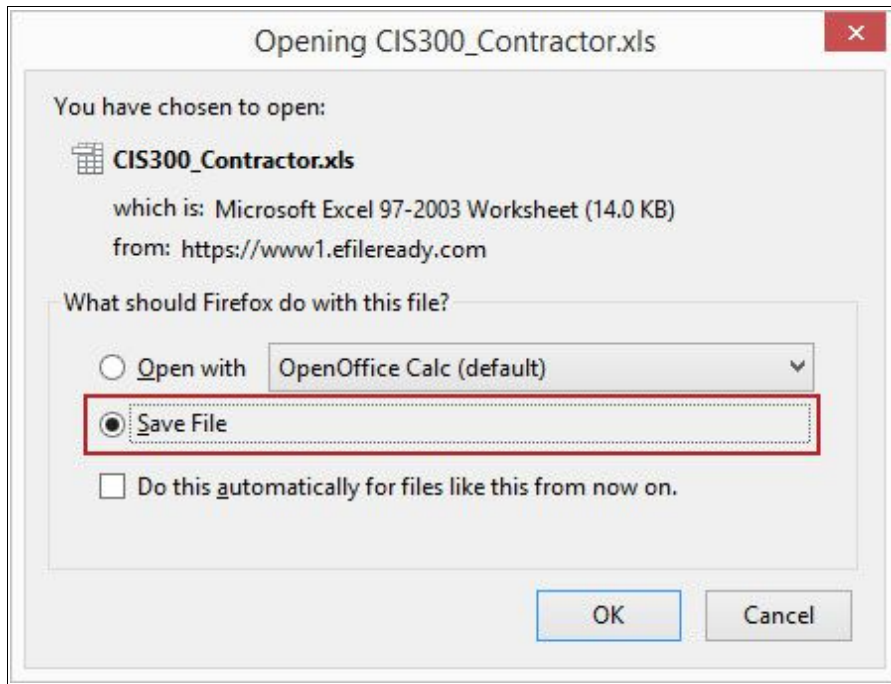


Fig 2.4 Download and Save the spreadsheet to your local system

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.

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.

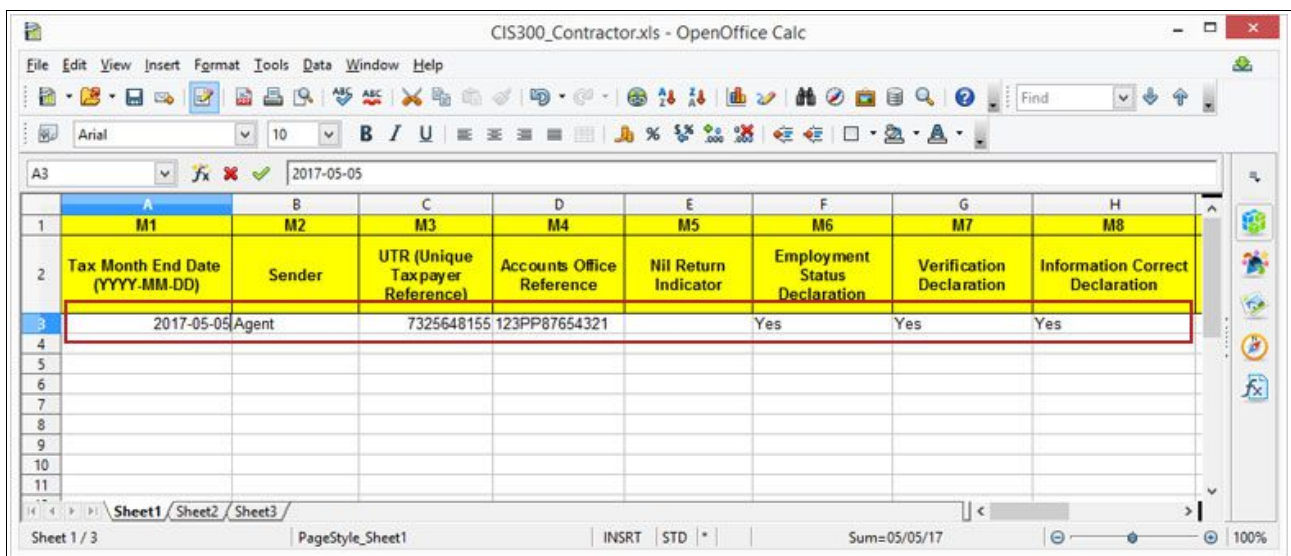


Fig 3.1 Populate your data into the downloaded spreadsheet Now save your data in the spreadsheet in a CSV format.

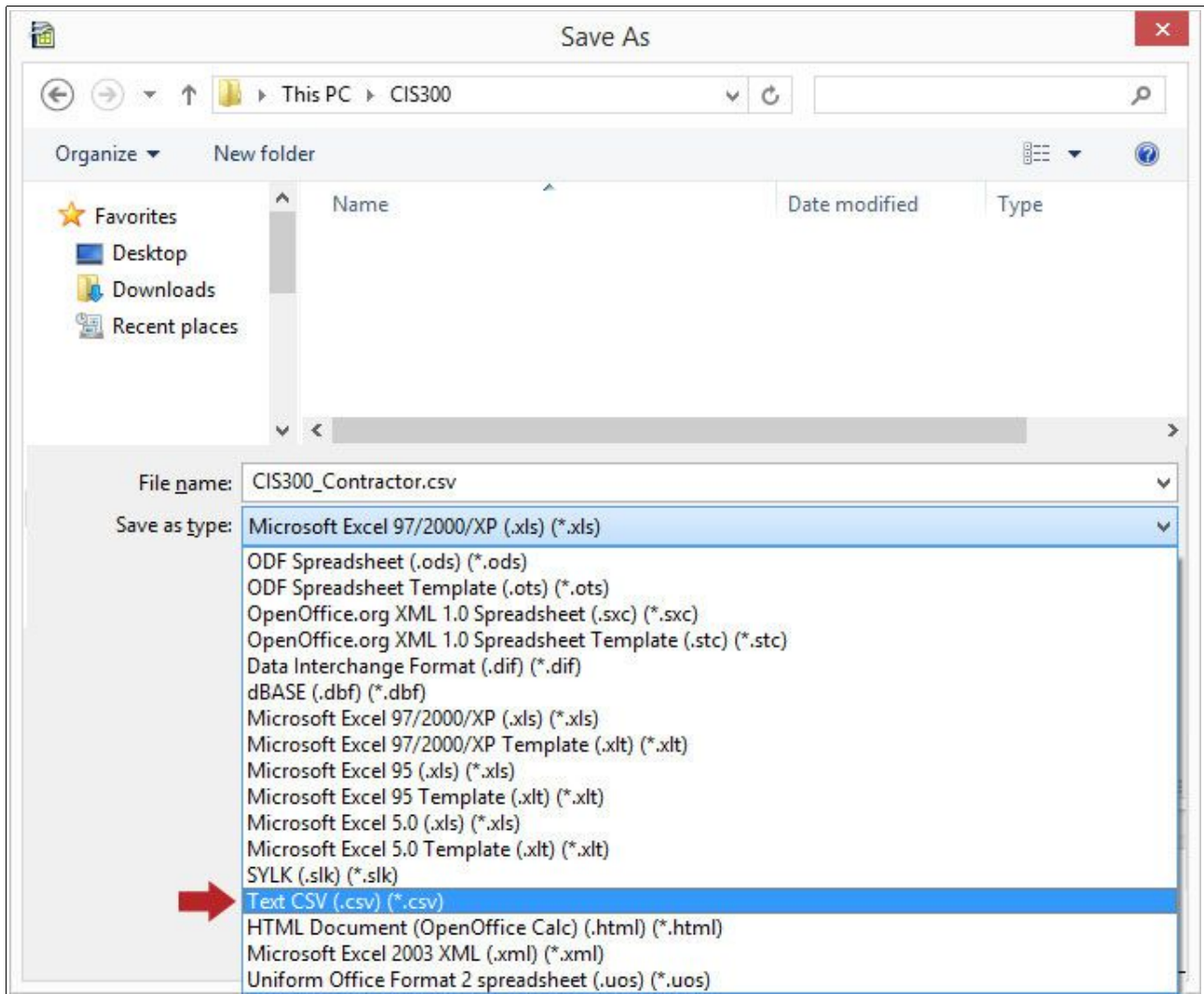


Fig 3.2 Save the spreadsheet as a CSV file

Step 4. Upload your data to eFileReady

Sign in to www.efileready.com

Select Upload Data File from the Tasking Zone menu and then further select CIS 300 & CIS Verification Upload.

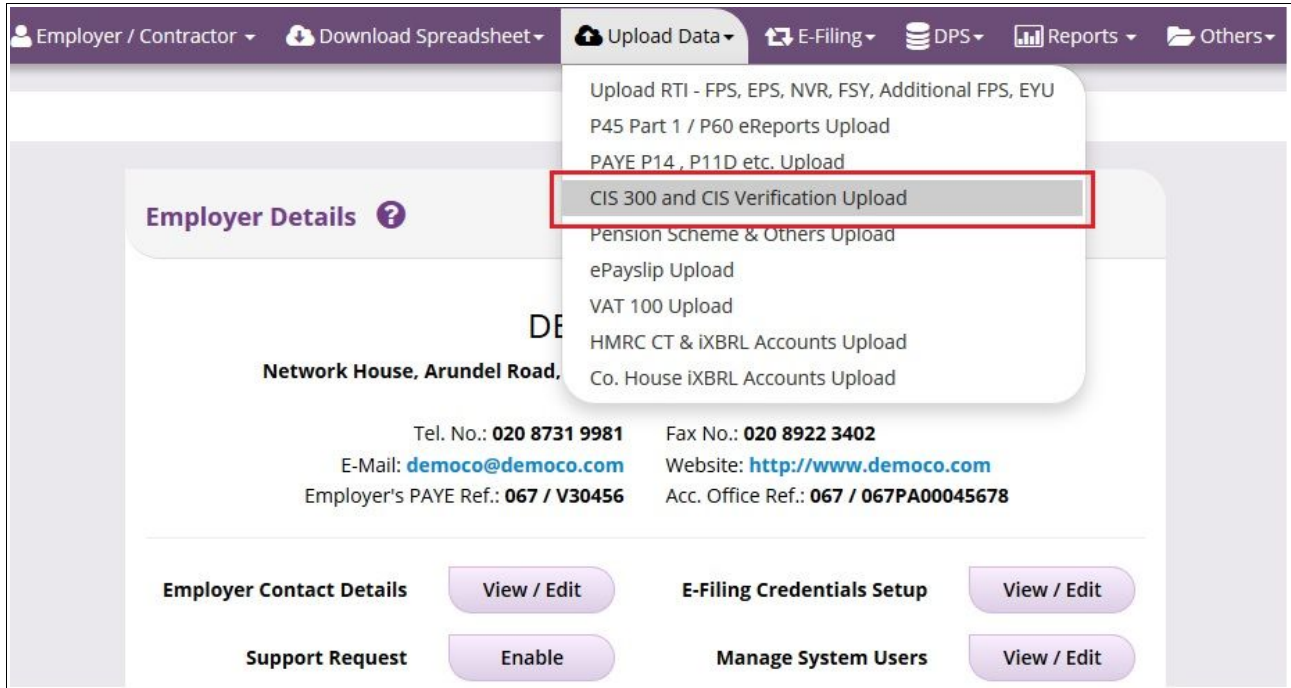


Fig 4.1 Click on the Upload Data File sub-menu

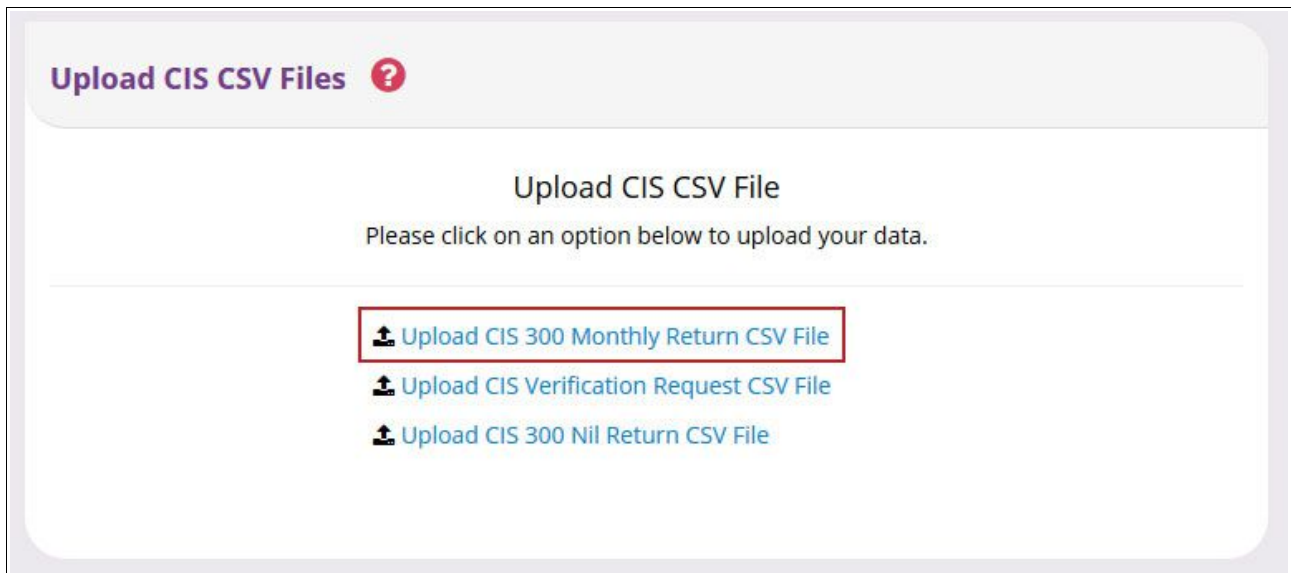
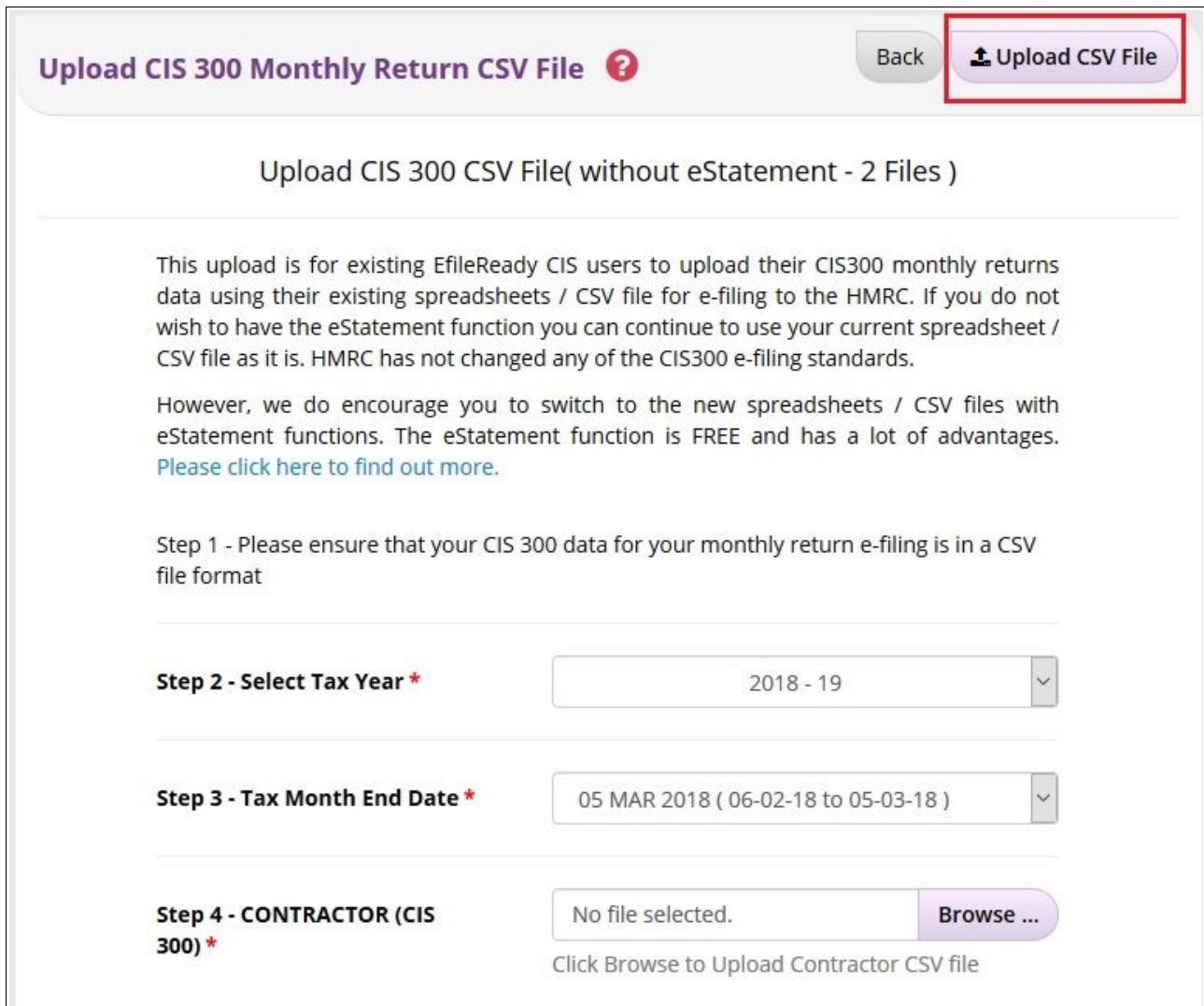


Fig 4.2 Click on the appropriate Upload CSV File link

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).

“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 * 2018 - 19

Step 3 - Tax Month End Date * 05 MAR 2018 (06-02-18 to 05-03-18)

Step 4 - CONTRACTOR (CIS 300) * No file selected. **Browse ...**
Click Browse to Upload Contractor CSV file

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.

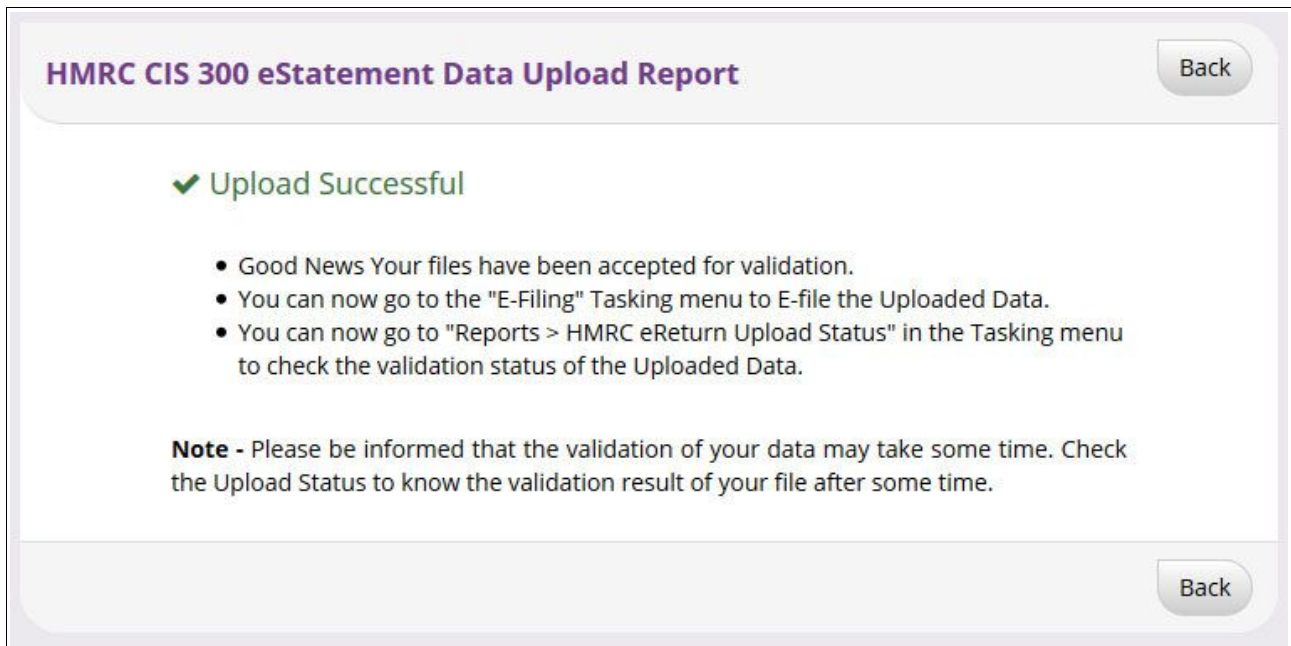


Fig 4.4 CSV Data Upload Report

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.

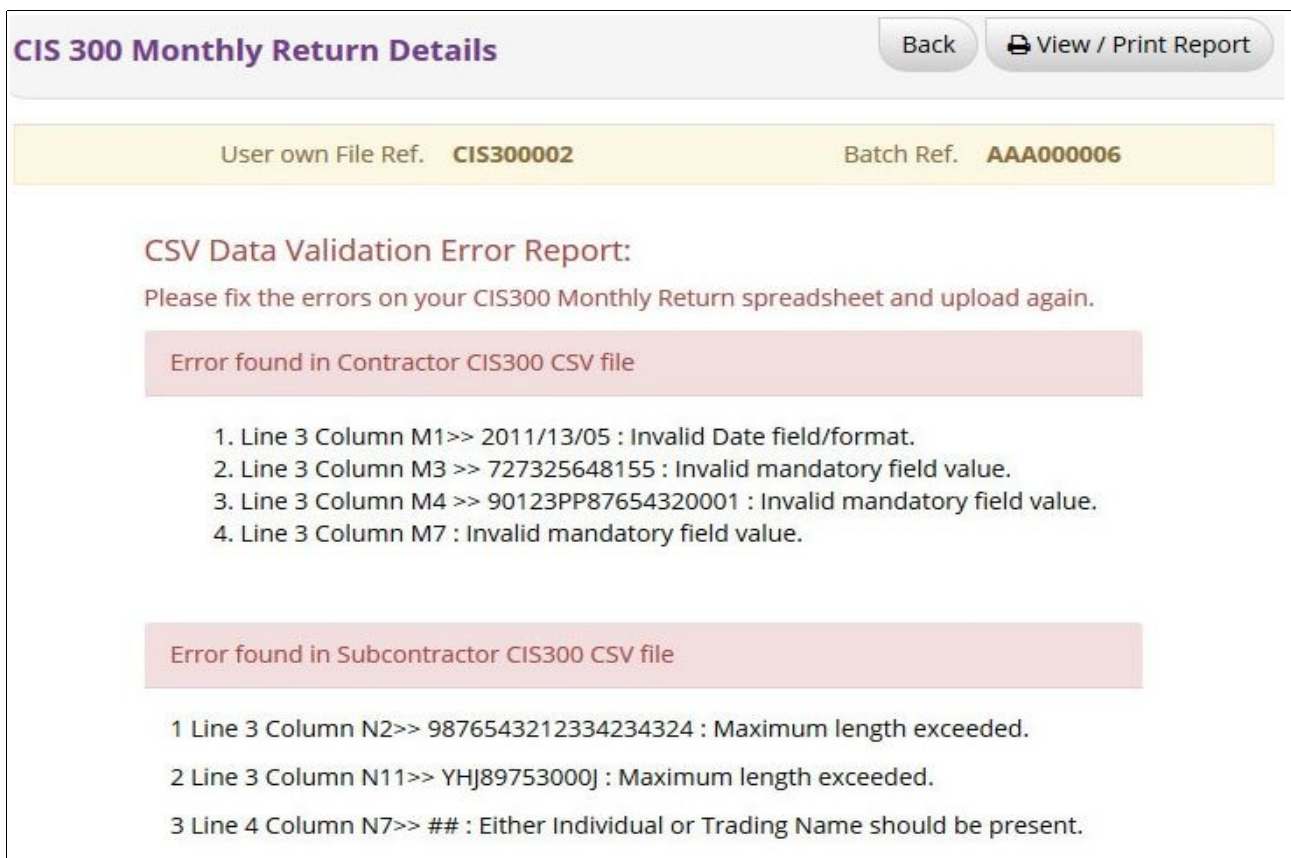


Fig 4.5 CSV Data Validation Error Report

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.

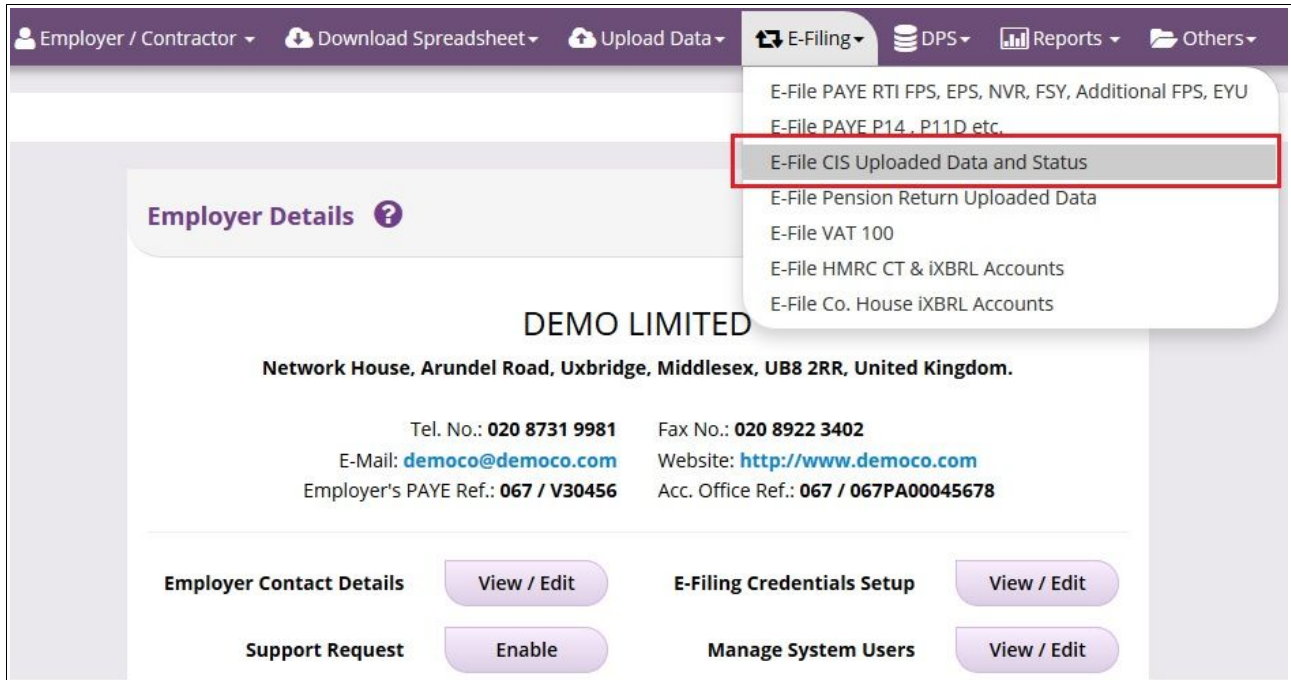


Fig 5.1 Click on the E-Filing sub-menu

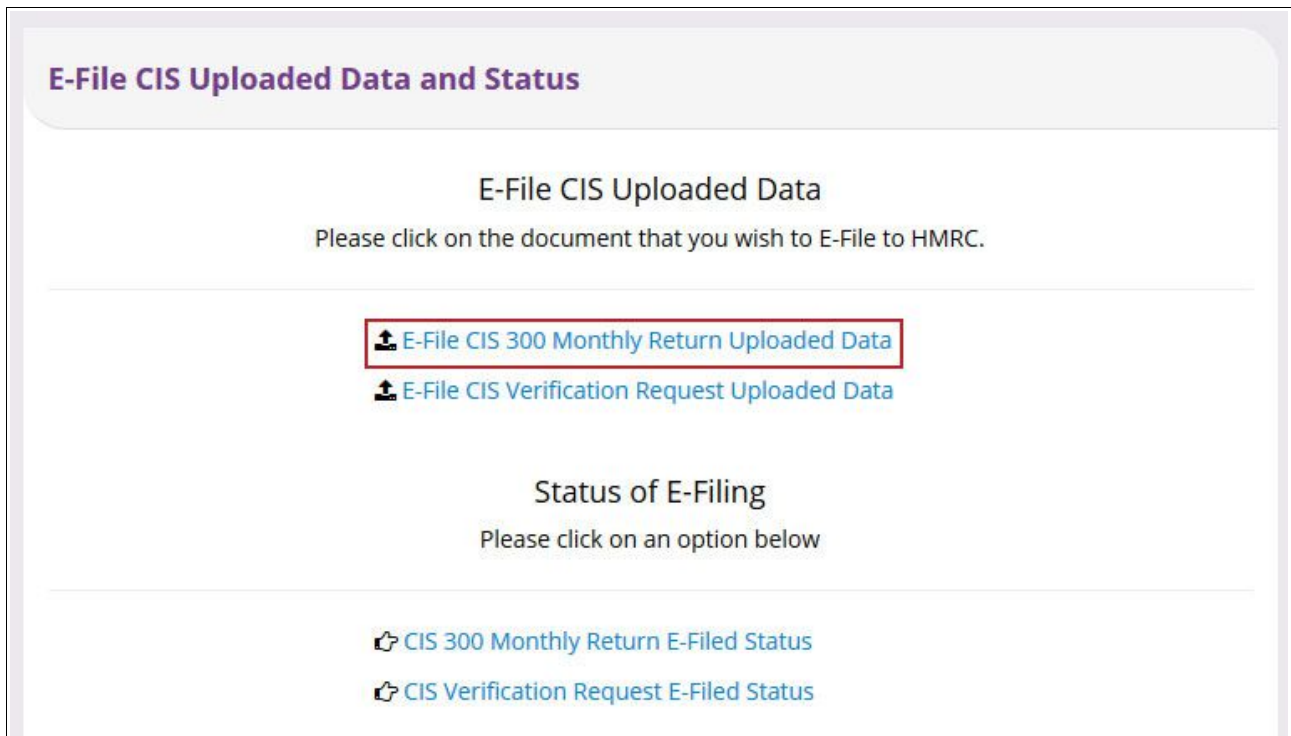


Fig 5.2 Click on the appropriate E-File Document link

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	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	Ambercricket 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 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 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

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

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

Back E-File Now

Fig 5.4 Enter your details on the Declaration page and click on the 'E-file Now' button

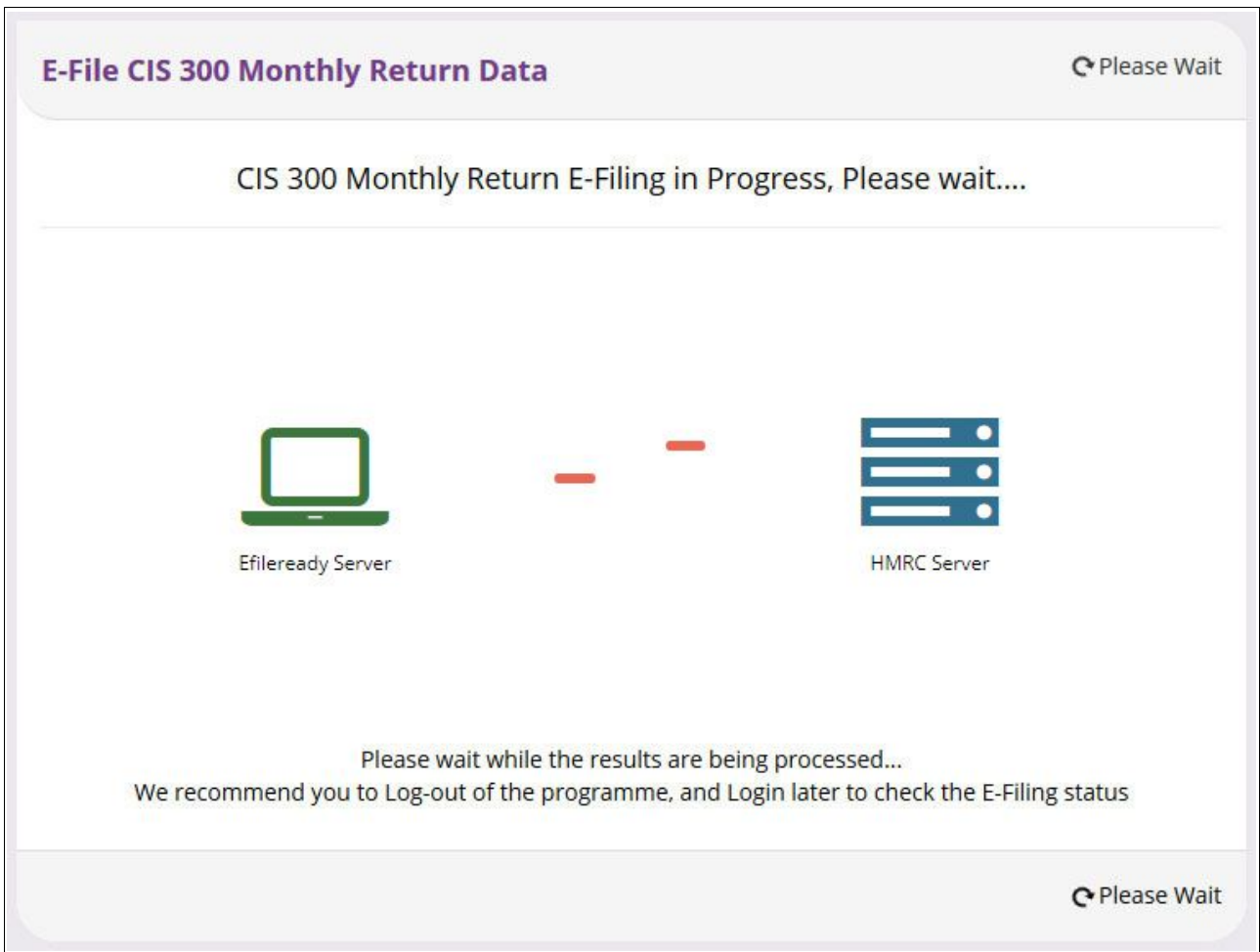


Fig 5.5 E-Filing in progress

The above diagram will be displayed as your 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 2018 (06-04-18 to 05-05-18)
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.

[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 Back

Select Tax Year

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	View/Print	View/Print	SUSPEND
05/02/2018	Amberbeetle Fake Ltd.	2325648152	108/R37331	CIS0024	14500	2018-05-13T07:18:53.276	COMPLETED	View/Print	View/Print	SUSPEND
05/02/2018	Amberbug Fake Ltd.	4325648151	362/H86013	CIS0023	23085	2018-05-13T12:25:13.456	COMPLETED	View/Print	View/Print	SUSPEND
05/02/2018	Ambercada Fake Ltd.	4325648151	201/P03114	CIS0022	21658	2018-05-13T12:25:16.321	AUTHENTICATION FAILURE	View/Error	View/Print	Remove

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 2018 (06-04-18 to 05-05-18)
HMRC eTimestamp	2018-05-13T10:34:31.111554 (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
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)
The Inland Revenue has received the IR-CIS-CIS300MR documentref: 067 V30456 at 2018-05-13T10:33:50.840. The associated IRmark was: 5X4MUOG4PIDXKJGXXKMFSX2UBMDSLGP. 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 from the Tasking Zone menu, further select the E-Filing Credentials Setup, then click on the appropriate link for E-filing Setup.

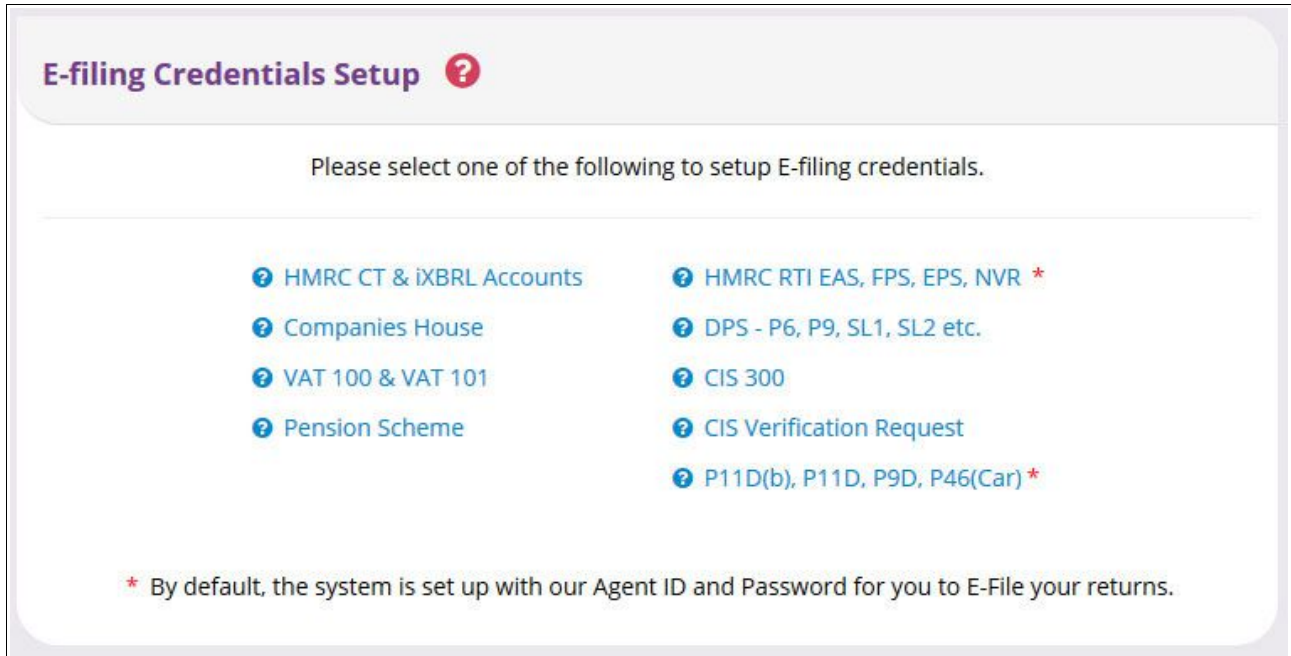


Fig 6.0 E-Filing Setup

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.

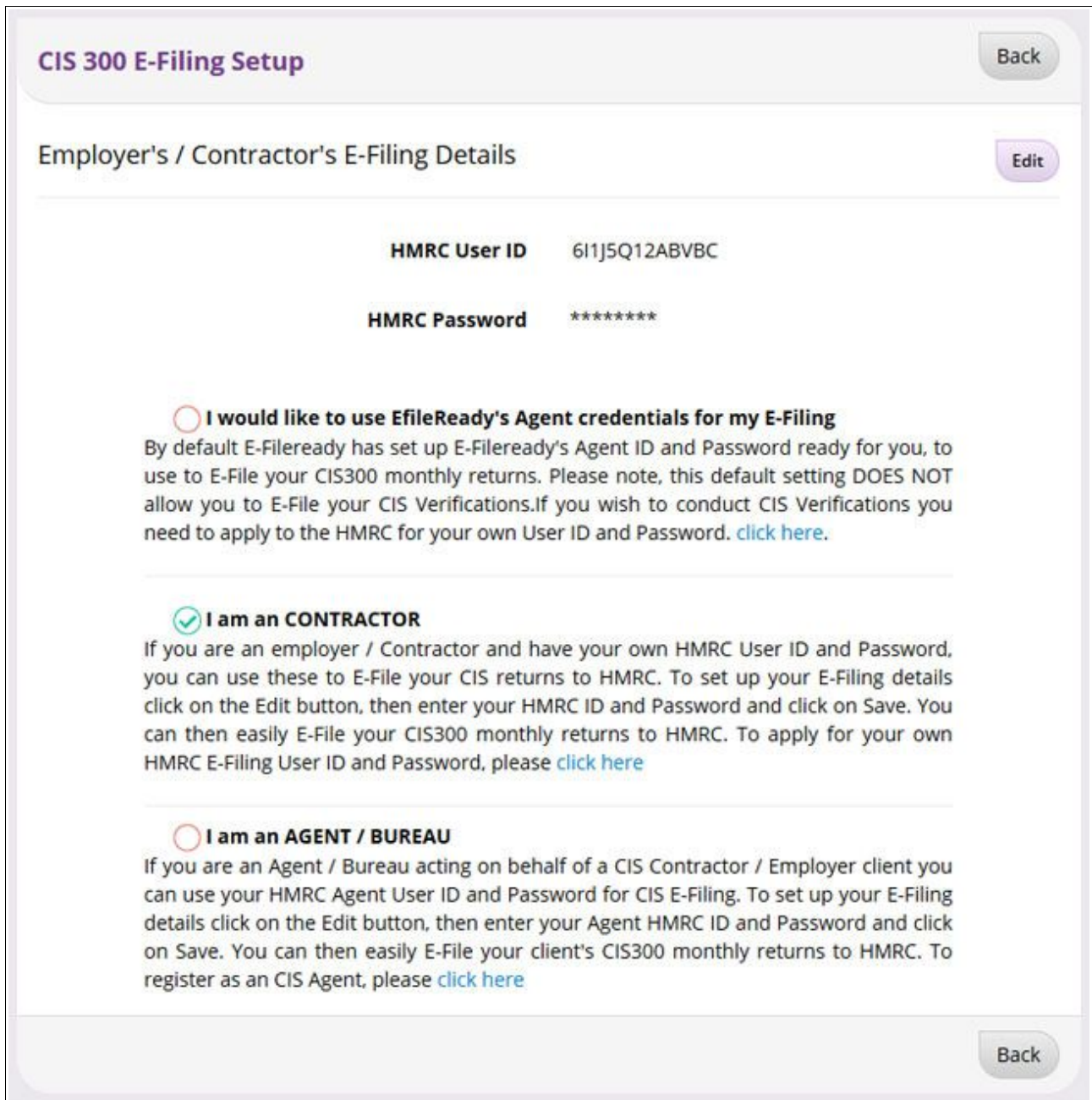


Fig 6.1 Select and enter your Employer / Agent HMRC User ID & Password

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

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 6.2 Select and enter your Employer / Agent HMRC User ID & Password

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.

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

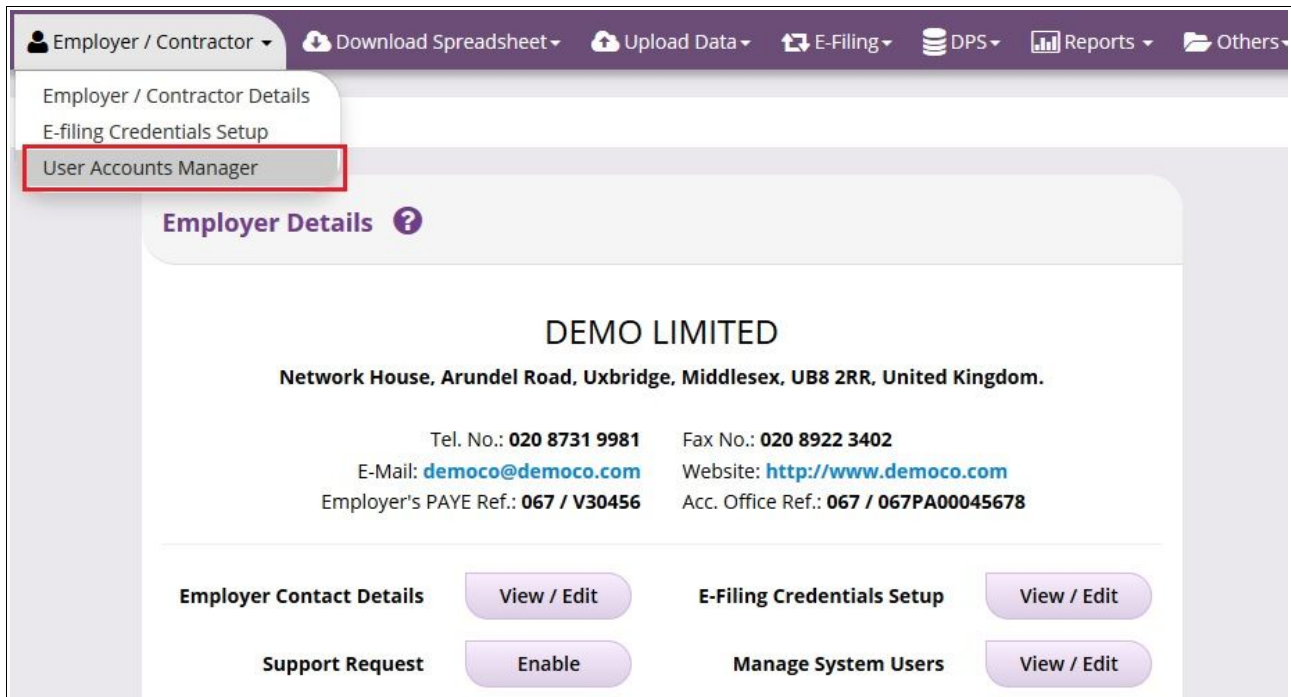


Fig 7.1 Click on the Additional User Details button

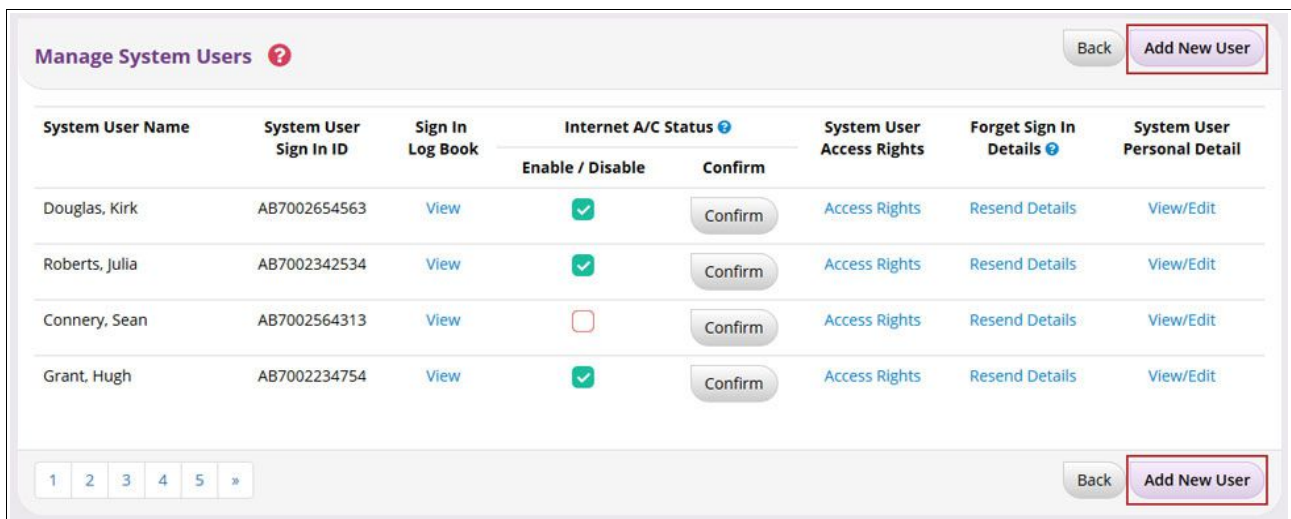
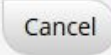





Fig 7.2 Click on Add New User

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 *	<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"/>	

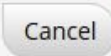
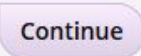
 

Fig 7.3 Enter the details of your Additional User



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)**

Click here to log on to www.eFileReady.com

(For more information about our products and services, please contact our Support Team.)

Support Email: Support@eFileReady.com Tel: 020 8452 9516