

Using ProFile to EFILE T2 Returns

Changes to EFILE

The Canada Revenue Agency (CRA) has implemented some changes to EFILE. **If you accept payment to prepare more than 10 T1 General income tax and benefit returns or more than 10 T2 corporation income tax returns per year, you must file those returns electronically.** If you do not comply with this change, you will be charged by the CRA \$25 for every T1 submission over 10 returns and \$100 for every T2 submission over 10 returns.

In order to adhere to these changes, you will need to register for an EFILE number if you have not already done so. **We strongly recommend completing your registration sooner rather than later.** While EFILE registration typically only takes a few days to process through the CRA, it can take up to 30 days while the CRA conducts a suitability screening of EFILE applicants.

Registering for EFILE

Here are instructions on how to register for EFILE:

- 1 To register for EFILE, go to [CRA EFILE](#) and fill in the form – it's free to register.



- 2 EFILE registration questions are straightforward (business name, address, business number – see image below). You will be asked for a very brief description of the security methods you will use to protect the confidential information found on the returns you will file electronically. The CRA provides the following examples:

- specialized security software removable hard drives stored under lock and key
- hard-disk encryption programs
- operating systems with built-in security
- password protection
- keyboard locks.



- 3 Once your EFILE registration process is complete, you'll receive your EFILE number and password via email. **NOTE** Being registered to EFILE T1 returns does not automatically register you to EFILE T2 returns. The CRA can take up to 30 days to conduct a suitability screening of the EFILE applicant.

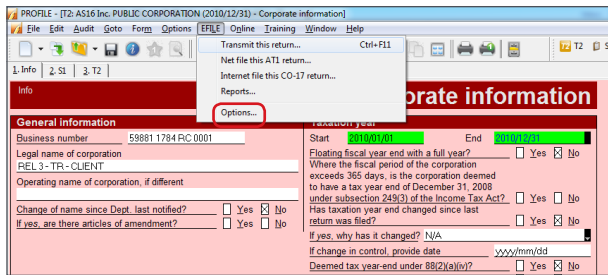
Using ProFile to EFILE T2 Returns

This section provides instructions on how to EFILE returns with ProFile.

Setting up your credentials when using an EFILE Number and Password

Before you EFILE for the first time, you must input your credentials.

- 1 In ProFile, select **EFILE** and then **Options**.



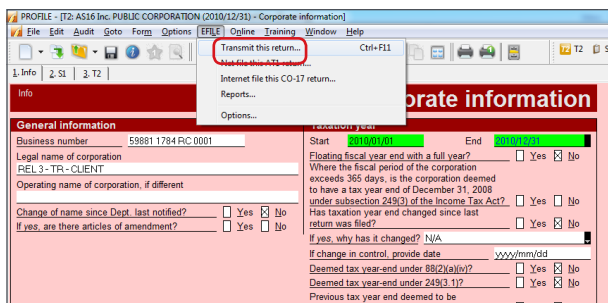
- 2 The **Electronic Filing Options** dialog box will open. Under **T2**, select **T2 EFILE**, then enter your **EFILE On-Line Number** and your **EFILE On-Line Password**, which were provided to you by the CRA, by default if you have entered in the T1 EFILE On-Line Password and Number they will already show here. Click **OK**.

NOTE You can also select the directory in which files to be submitted via EFILE are saved. (*.cor)

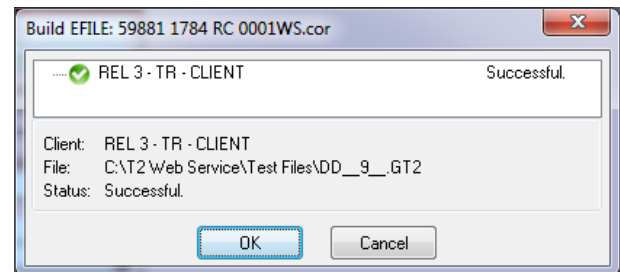
Using ProFile T2 Web Service to EFILE

Once you've set up your credentials, you're ready to EFILE.

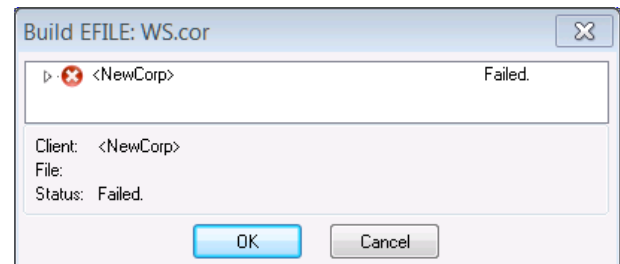
- 1 Open the completed T2 return, then select **EFILE** > **Transmit this return**. Over the next steps, ProFile will build the files necessary to EFILE the T2 return.



- 2 A **Build EFILE** dialog box will appear. This indicates whether the .cor file was successfully created. This .cor file contains the data to be submitted to the CRA. Click **OK**.

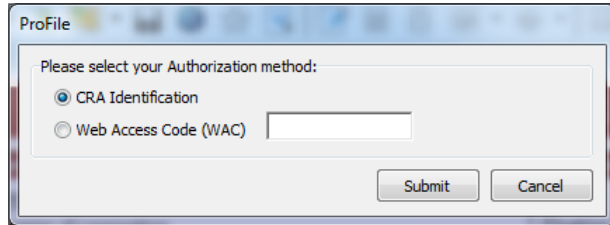


- 3 If the Build EFILE Dialog box is "Failed" then it is necessary to go back into the return and check the auditor (Ctrl + F9) for any warnings and make sure they are all resolved before trying to EFILE again.

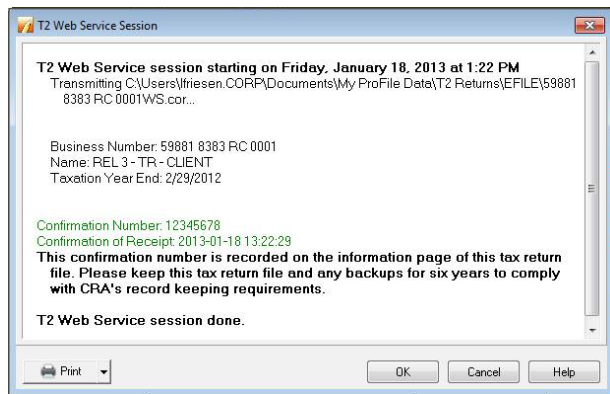


- 4 Next, you'll be asked to confirm your credentials for using the web service to EFILE. You can use either your EFILE number and password or your WAC. To use your CRA Identification number and password, select **CRA Identification**. To use the Web Access Code which was provided to you by the CRA, select **Web Access Code (WAC)** and enter the WAC in the text box. Click **Submit** to begin the transmission and EFILE the T2 return to the CRA.

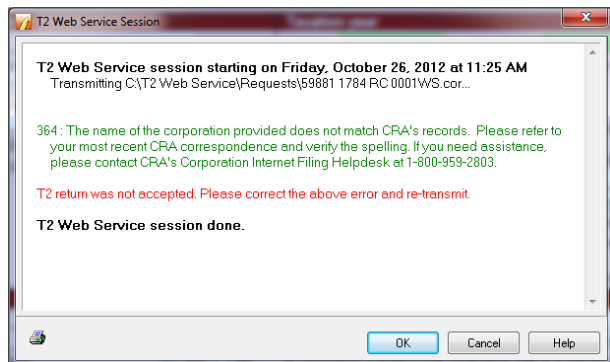
NOTE If you choose “CRA Identification”, it is not necessary to put in your EFILE number and Password.



- 5 A successful transmission will result in a confirmation number being returned. Note: Ensure that you keep a copy or record of the confirmation.



An unsuccessful transmission will result in an error code and message being returned. You will need to correct the error identified by the CRA in order to re-transmit.



- 6 When you're done, click **OK** to close the T2 Web Service Session window.

More EFILE Information

For more information about EFILE and EFILE Online Plus please visit the [CRA's website](#).

If you have any questions, don't hesitate to reach out to us at community.intuit.ca/profileaccounting