

# Using ProFile for Corporation Internet Filing (CIF)

## Registering for Internet Filing

### To register for Internet Filing, you will need one of the following:

- A Web Access Code (WAC) – generally used if filing for one corporation; OR
- An EFILE number and password – generally used if filing tax returns for multiple corporations

### How to obtain a Web Access Code:

Contact the Corporation Internet Filing Help Desk if you are only filing for one corporation; please refer to the [Help Desk hours of service](#).

### Corporations resident in Canada

1-800-959-2803

### Non-resident corporations

Collect calls: 1-819-536-2360

Alternatively, you may request Web Access Codes by fax. You must provide the corporation name, Business Number, and Tax Year End. Send the request to the attention of the 'Corporation Internet Filing Help Desk' in Shawinigan 819-536-4486 or Winnipeg 204-984-0418.

### How to obtain an EFILE number and password:

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.

The screenshot shows the CRA EFILE Registration Online form. The header includes the CRA logo and the text "Canada Revenue Agency" and "www.cra-arc.gc.ca". The navigation bar contains links for "Français", "Home", "Contact Us", "Help", "Search", and "canada.gc.ca". The main content area is titled "EFILE Registration Online" and includes a sidebar with various EFILE-related links. The form fields are as follows:

Field	Description
Required fields	Required fields are marked with an asterisk (*) and must be filled in to complete the form.
Name of proprietorship, partnership, or corporation*	(official or registered name of the organization)
Business Name :	(if different from above)
Contact Name*	(individual responsible for electronic filing)
Phone*	
Extension :	
Fax :	
EMAIL*	(enter an EMAIL address)
Language*	(official language to use to communicate with you)
Discounter Code :	(if applicable)

3. Once your EFILE registration process is complete, you'll receive your EFILE number and password via email.

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Note: If you are already registered to file T1 Individual income tax returns over the Internet, you are automatically registered to transmit corporation income tax returns using the same **EFILE number and password**. The CRA can take up to 30 days to conduct a suitability screening of the EFILE applicant.

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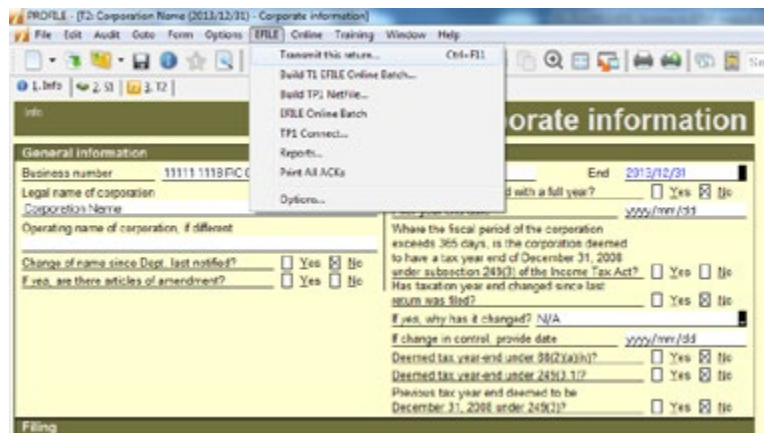
# Internet File

This section provides instructions on how to Internet File returns with ProFile.

## Setting up your credentials when using an EFILE Number and Password:

Before you Internet File 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 Number** and your **EFILE Password**, which were provided to you by the CRA. By default, if you have entered in the T1 EFILE Password and Number, they will already show here. Click **OK**.

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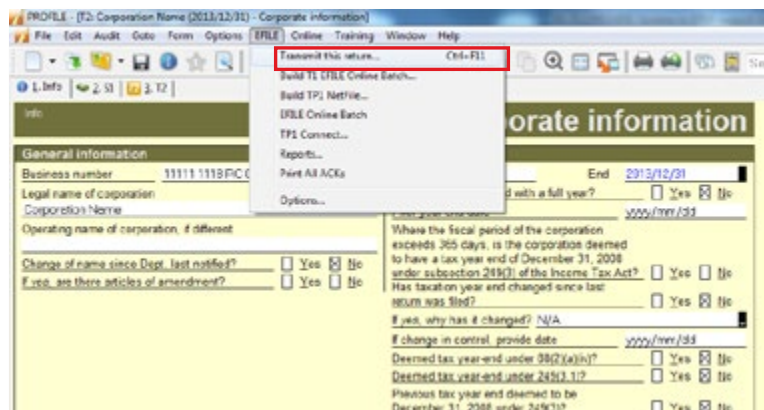
Note: You can also select the directory in which files to be submitted via Internet File are saved. (\*.cor)

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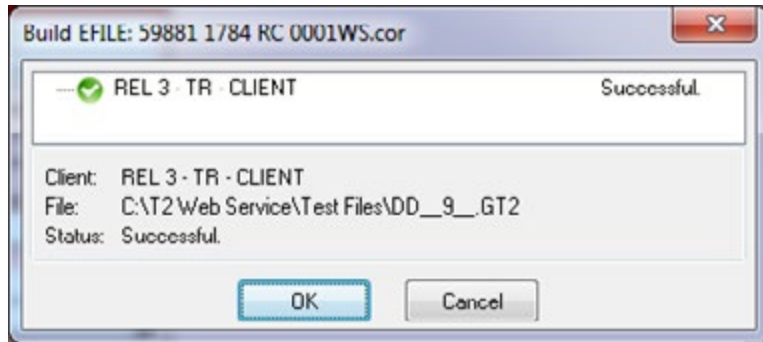
## Using ProFile T2 Web Service to Internet File:

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

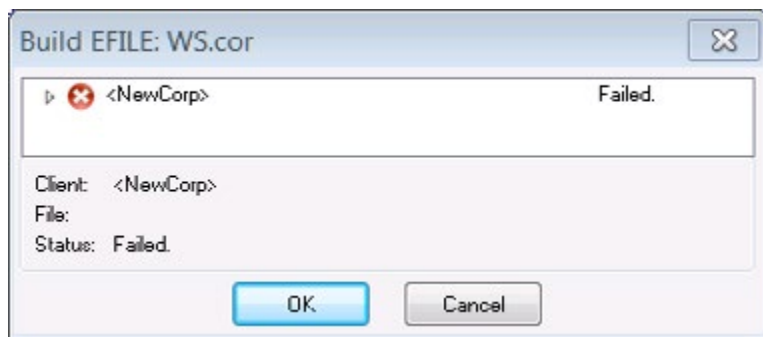
1. Open the completed T2 return, then select **EFILE > Transmit this return**. Over the next steps, ProFile will build the files necessary to Internet File the T2 return.



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 reads "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 Internet File again.

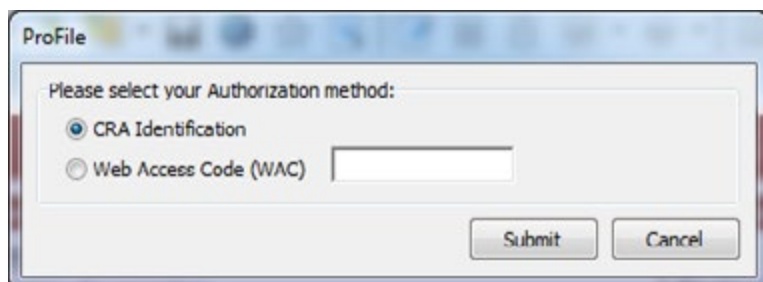


4. Next, you'll be asked to confirm your credentials for using the web service to Internet File. You can use either your EFILE number and password or your WAC. To use your CRA Identification number and password, select **CRA Identification**. To use the Web Access Code which was provided to you by the 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.

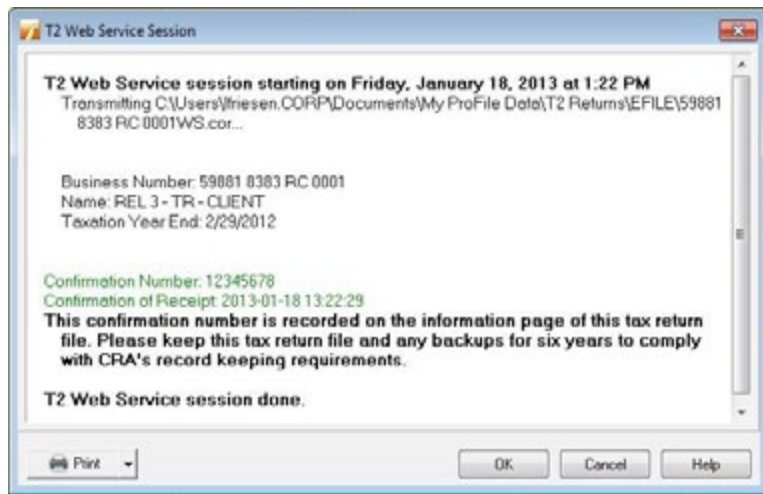
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Note: If you choose "CRA Identification", it is not necessary to put in your EFILE number and Password.

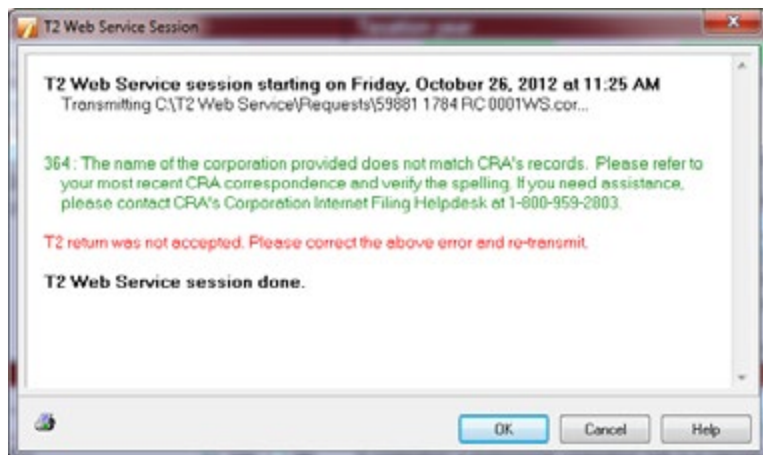
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5. A successful transmission will result in a confirmation number being returned. Note: ensure that you keep a copy or record of the confirmation.



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.

# Mandatory Electronic Filing for Tax Preparers

**Starting in 2013, 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.

## More EFILE Information

For more information about EFILE, please visit the CRA's website.