

# New Volunteer EFILE Number Registration Guide

1. Click on the CRA's "[Apply for EFILE](#)" webpage link.
2. To begin your secure registration form, under the "How can I apply?" section of the page, click on the "EFILE Registration Online form" link.

## Apply for EFILE

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### T2 Corporation Internet Filing

**Do not** register for EFILE if you are filing your own T2 Corporation income tax return. Visit the [Corporation Internet Filing](#) web page for more information.

### To participate in the Community Volunteer Income Tax Program (CVITP)

You must **first** register as a volunteer with the CVITP at [canada.ca/taxes-volunteer](http://canada.ca/taxes-volunteer). If you intend on transmitting returns by EFILE under the CVITP, you must also **apply** for an EFILE number.

### How can I apply?

Your first step in becoming an electronic filer is to complete the [EFILE Registration Online form](#). This is a one-time application, but in some situations you will have to submit revised information. Successful applicants will also be required to [renew](#) their application on a yearly basis.

The online application is designed primarily for those operating a tax preparation business. However, individuals may also apply to become electronic filers. Individuals, who are not operating a business,

#### Your online EFILE account

Use your EFILE number and password to:

- Maintain your account
- Renew your account
- View transmission history

[EFILE Login](#)

#### Guides and help

- [EFILE Helpdesk support](#)
- [EFILE transmission service hours of operation](#)
- [Electronic Filers Manual RC4018](#)

3. On the “**Identify business and return types**” page, fill out the required fields and use the answers below. When complete, click “Next”.
  - a. Select “Volunteer (by CRA invitation only)” for the business type.
  - b. Type your name in the “Name of proprietorship, partnership, or corporation” field.
  - c. Type CPA Ontario in the “Business name” field.

## EFILE registration – identify business and return types

### Identification information

\* Business type (required)

- Proprietorship
- Corporation
- Partnership
- Branch Office
- Volunteer (by CRA invitation only)
- Charitable Organization
- Public Trustee

**Notice**

- You must register as a volunteer **before** registering for EFILE. Please go to the [Volunteer registration web page](#) first.
- You only need an EFILE number if you will be transmitting returns by EFILE under the CVITP.
- If you registered in EFILE last year, **do not** apply again. Please go to the Account Renewal page and [log in](#) with your EFILE Number and password.
- If you forgot your password contact your designated [EFILE Helpdesk](#).
- Please do not apply for a new EFILE registration each year.

\* Name of proprietorship, partnership, or corporation (official or registered name of the organization) (required)

Business name - if different from above

Contact name - responsible for electronic filing (required)

\* Contact name - responsible for electronic filing (required)

\* Phone (required)

Extension

Fax

\* E-mail address (required)

\* Language to communicate with you (required)

- English
- French

### Return types

\* Types of returns to transmit (required)

- T1 returns

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4. On the “**Address information**” page, provide CPA Ontario’s address (69 Bloor Street East, Toronto ON M4W 1B3) for the Business Address section and your personal address for the mailing address section. When complete, click “Next”.

### EFILE registration – address information

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#### Business address where you will conduct business

\* Business street (required)

\* Business city (required)

\* Business province (required)

\* Business postal code (required)

#### Mailing address for correspondence throughout the year

Check if the mailing address is the same as the business address

\* Mailing street (required)

\* Mailing city (required)

\* Mailing province (required)

\* Mailing postal code (required)

5. On the “**Applicant information**” page, fill in your name, your SIN number and select “Volunteer” as your title. When complete, click “Next”.

**EFILE registration – applicant information**

Refer to [suitability screening](#) for the definition of an applicant. Social Insurance Number (SIN) is not displayed below for security reasons.

**Applicant 1**

\* **Name-1 (required)**

\* **SIN-1 (required)**

\* **Title or office-1 (required)**

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6. On the “**Security methods**” page, agree to protecting client information by typing in “I agree to protect the taxpayer’s information using the protections describe on this page” and then click “Next”.

**EFILE registration – security methods**

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**Security methods to protect confidential information**

Confidential information collected to electronically file returns must be protected using security methods such as:

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

\* The following security methods will be used to protect confidential information collected to electronically file returns. (120 characters maximum)  
**(required)**

I agree to protect the taxpayer's information using the protections describe on this page

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7. On the “**Certification**” page, read and check off each declaration. Type in your name in the “Name” field and “Volunteer” in the “Title field or office”. Once complete, click “Submit registration”.

## EFILE registration – certification

This business and its employees will comply with CRA procedures and policies outlined on the CRA's Web site and will comply with all provisions of the Income Tax Act.

I understand that:

- if the business is sold or its organizational structure is changed, a new application for electronic filing has to be filed; and,
- false statements, omissions or non-compliance may result in immediate suspension of electronic filing.

I understand that I must maintain the confidentiality of my EFILE password.

I agree to:

- advise the CRA of any loss, suspected loss, or unauthorized disclosure of my password or of client information obtained through electronically filed returns.
- provide the CRA with a complete description of any incident involving loss or disclosure of my password or of client information as soon as I become aware of any such incident.

\* Name (required)

\* Title or office (required)

I am the business official or principal owner authorized to complete and submit this form.

I certify the information given is to the best of my knowledge correct and complete.

### Privacy Notice

Personal information is collected under the authority of section 150 and 220 of the Income Tax Act and is used for registration, suitability screening, and the monitoring of electronic filers' activities, and the management of credentials used to provide authentication services for secure online program applications related to EFILE. Personal information will also be verified against sources within the CRA. Failure to provide this information may result in your EFILE account being denied or suspended.

Personal information is described in personal information bank Individual Returns and Payment Processing, CRA PPU 211 and is protected under the Privacy Act. Individuals have a right of protection, access to and correction or notation of their personal information. Please be advised that you are entitled to complain to the Privacy Commissioner of Canada regarding our handling of your information.

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Submit registration

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8. Please print and/or save the “Confirmation and password” page for your reference.

 Government of Canada / Gouvernement du Canada

[Home](#) → [Canada Revenue Agency](#) → [EMOD](#)

## EFILE registration – confirmation and password

Date/Time: 2017/09/22 8:53:31 AM

Your access will be restricted to account maintenance activities until suitability screening has been completed. **Processing of your application may take up to 30 days.** We will notify you when we have completed the suitability screening.

EFILE number:

Password:

Name:

Business Name:

Email address:

Mailing address:

- Contact the Sudbury EFILE Helpdesk at 1-800-361-6283, should you have any questions.
- Check out the [What's new](#) page on the CRA's EFILE website at [Canada.ca/efile](#) for important information, updates and links to resources available to you.
- Important messages are regularly communicated to inform you of any system changes, maintenance schedules, filing deadlines, suitability screening status, and significant issues from other areas within the agency.
- Check your email programs to ensure that spam filters, junk mailboxes, firewalls, etc. are not configured such that they prevent you from receiving the tax messages. This occurs when your computer identifies the incoming emails from EFILE-TED < [noreply@Canada.ca](mailto:noreply@Canada.ca) > as spam and dumps them into a junk folder.
- The Form TIS60, Community Volunteer Income Tax Program Taxpayer Authorization **must** be completed and signed by the taxpayer prior to transmission of the return and given to the taxpayer for their records.
- **Print this page and keep it with your records.** Your EFILE number and password are needed to use the electronic filing services and to renew your EFILE participation online next filing season. Remember, your password is confidential and must remain protected.

[View in printer-friendly format](#)   [Submit another registration request](#)   [I'm finished registering](#)

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