



TAX SYSTEMS



MTD Compliance Portal Entity Authorisation Guide

Version 4.3



Contents

1. Introduction	3
About this Guide	3
Technical Support.....	3
2. Why is authorisation required?	4
3. Authorising an entity	4
4. The authorisation wizard	4
5. Re-authorise an entity	7
6. Removing authorisation for an entity	7

1. Introduction

About this Guide

This guide outlines the process and steps required to Authorise an entity with HMRC and includes:

- Providing authorisation
- Re-authorising an entity after 18 months
- Removing authorisation from an entity

Technical Support

We provide a technical support help desk for users requiring assistance. The help desk can be contacted by telephone between the hours of 9.00 am and 5.30 pm, Monday to Friday excluding public holidays.

If you require help or further information, please contact the support team on:		
UK:	Tel: +44(0) 1784 777 666	Email: support@taxsystems.com
Ireland:	Tel: +353 (0) 1661 9976	Email: support@taxsystems.ie

2. Why is authorisation required?

Authorisation is required so that HMRC has a record stating that you are happy for AlphaBridge/AlphaVAT to access the entity's Tax Business Accounts, in order to facilitate the digital submission of your VAT Returns for the entity.

Important: HMRC require authorisation to be renewed every 18 months for each entity.

Note: If you have created a demo entity, you will not be able to go through the authorisation process. This is due to the demo entity feature being designed as a simulation tool, that allows users to familiarise themselves with the MTD Compliance Portal and its features. As such, it cannot interact directly with HMRC.

3. Authorising an entity

You can choose to complete the authorisation process for your entity by selecting **the Add and authorise** option when you create it. This will take you to the Authorisation wizard – see **section 4 below**.



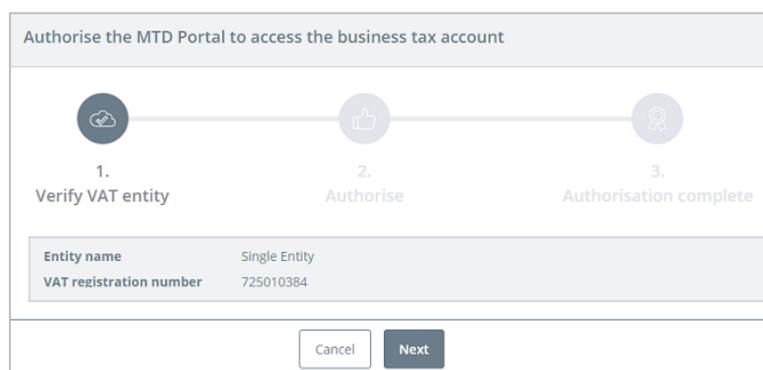
If you choose the **Add entity** option when creating your entity, you can complete the authorisation process at a later time. Your entity will appear on the Entity management screen with an Authorise status action. Click the **Authorise** link and you will be taken to the Authorisation wizard – see **section 4 below**.

Malone					Edit folder
<input type="checkbox"/>	JM Enterprises	/Malone	Qtr to Jun 2017	07/08/2017	Prepare
<input type="checkbox"/>	Malone Motors	/Malone	Qtr to Jun 2017	07/08/2017	Prepare
<input type="checkbox"/>	Malone Limited	/Malone			Authorise

4. The authorisation wizard

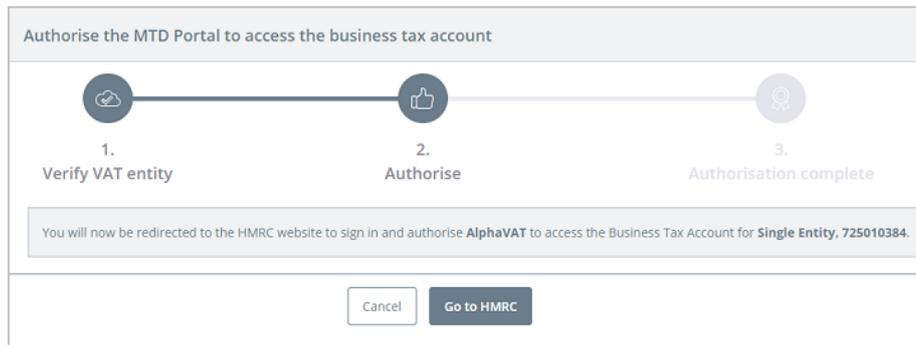
The authorisation wizard will guide you through the process of providing HMRC with your authorisation, so that AlphaBridge/AlphaVAT will be able to access the entity's Business Tax Account.

1. The authorisation wizard will take you to the Verify VAT entity dialog. Check that the entity details are correct and then click on **Next**.

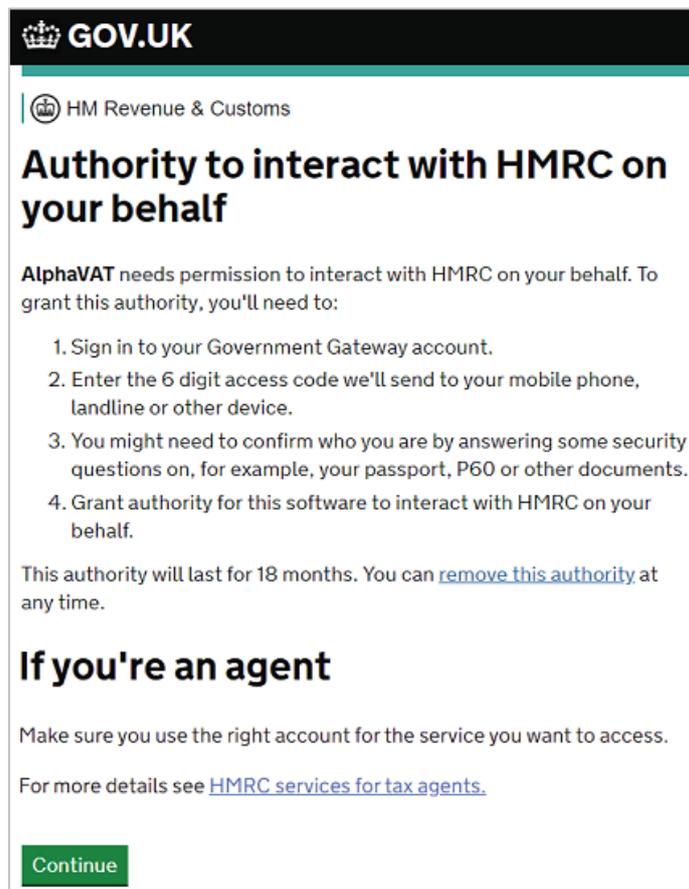
A screenshot of a wizard titled 'Authorise the MTD Portal to access the business tax account'. It shows a progress bar with three steps: 1. Verify VAT entity (active), 2. Authorise, and 3. Authorisation complete. Below the progress bar, there is a form with the following details: Entity name: Single Entity, VAT registration number: 725010384. At the bottom, there are 'Cancel' and 'Next' buttons.

Authorise the MTD Portal to access the business tax account		
1. Verify VAT entity	2. Authorise	3. Authorisation complete
Entity name	Single Entity	
VAT registration number	725010384	
Cancel	Next	

2. On the Authorise dialog, click on the **Go to HMRC** button.



3. You will then be taken to the HMRC Website in order to provide your authorisation. Click on **Continue**.



4. Enter your **User ID** and **Password** then click on the **Sign in** button.

The screenshot shows the GOV.UK sign-in page for HM Revenue & Customs. At the top, there is a black header with the GOV.UK logo and a teal bar with the HM Revenue & Customs logo. Below this, the text 'Sign in' is prominently displayed. Underneath, there is a prompt: 'Enter your Test User credentials to sign in.' This is followed by two input fields: 'User ID' and 'Password'. A green 'Sign in' button is positioned below the password field. At the bottom of the form, there is a section titled 'Problems signing in' with two links: 'Don't have Test User credentials' and 'Get help with this page'.

5. Click on the **Grant authority** button.

The screenshot shows the 'Authority to interact with HMRC on your behalf' page. It features a black header with the GOV.UK logo and a teal bar with the HM Revenue & Customs logo and the number '284959511639'. The main heading is 'Authority to interact with HMRC on your behalf'. Below this, it states: 'The AlphaVAT software application is requesting to do the following:' followed by a bulleted list: 'Change your VAT information' and 'View your VAT information'. It then says: 'It will be able to do the above for 18 months from when you grant authority.' At the bottom, there are two buttons: a green 'Grant authority' button and a blue 'Do not grant authority' button. A note at the very bottom says: 'You can remove this authority (opens in a new tab) at any time.'

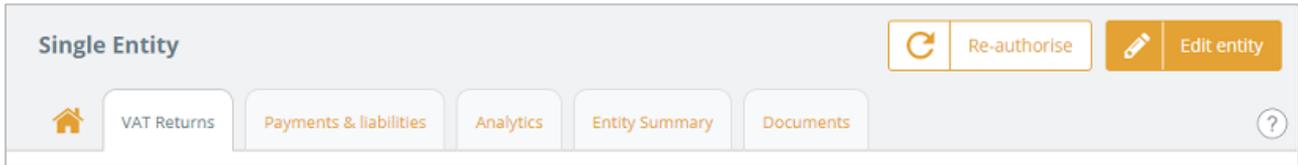
6. You will then be taken back to the portal, where you can click on **Finish** to go back to the Entity management screen or select the **Open entity details** button to view your entity.

The screenshot shows the 'Authorise the MTD Portal to access the business tax account' completion screen. It features a progress bar with three steps: 1. Verify VAT entity (with a checkmark icon), 2. Authorise (with a thumbs up icon), and 3. Authorisation complete (with a gear icon). Below the progress bar, it states: 'AlphaVAT has been authorised to access the Business Tax Account for Single Entity, 725010384.' It then says: 'You can now use AlphaVAT to submit VAT returns. Additionally you can view obligations, liabilities, payments and previously submitted MTD returns.' At the bottom, there are two buttons: 'Finish' and 'Open entity details'.

5. Re-authorise an entity

HMRC require authorisation to be renewed every 18 months for each entity.

1. To re-authorise an entity, click on the **entity name** from the Entity management screen.
2. You will be taken to the VAT Returns tab. Click on the **Re-Authorise** button.

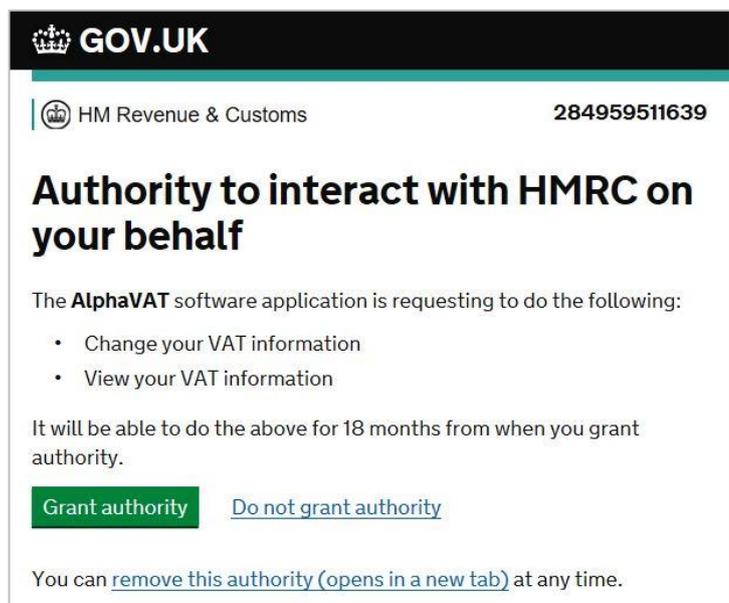


3. This will take you to the Authorisation wizard. Follow the steps outlined in **section 4**.

6. Removing authorisation for an entity

You can remove your authorisation for an entity if you no longer want to manage your entity's VAT Returns using AlphaBridge or AlphaVAT.

1. Click on the **entity name** from the Entity management screen and you will be taken to the VAT Returns tab.
2. Click on the **Re-Authorise** button.
3. This will take you to the Authorisation wizard. Check that the entity details are correct and then click on **Next**.
4. On the Authorise dialog, click on the **Go to HMRC** button.
5. You will then be taken to the HMRC Website. Click on **Continue**.
6. Enter your **User ID** and **Password** then click on the **Sign in** button.
7. Click on the **remove this authority (opens in a new tab)** link and follow the prompts.
8. You will then be taken back to the portal, where you can click on **Finish**.





TAX SYSTEMS



AlphaBridge® and AlphaVAT® software may not be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form, in whole or in part, without the express written permission of:

Tax Computer Systems Limited
Magna House, 18 – 32 London Road,
Staines-Upon-Thames, TW18 4BP

T: 01784 777 700
E: enquiries@taxsystems.com
W: www.taxsystems.com

Registered Office:
Magna House, 18-32 London Road, Staines-Upon-Thames, TW18 4BP
Registered in England & Wales number 05347048

Copyright © 2021 Tax Computer Systems Limited

