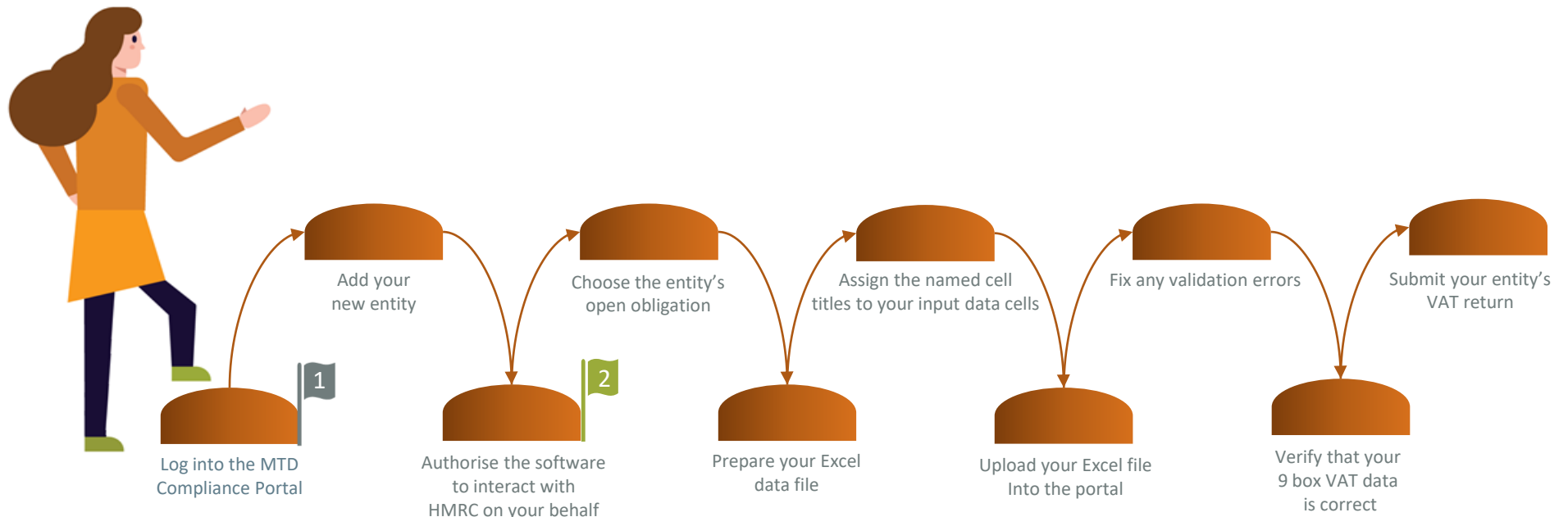


## MTD Compliance Portal

### End user journey for Agents/Firms using the AlphaBridge named cell file upload feature

This document outlines the end to end process and steps required, for the end user of an Agent/Firm to submit a single entity's VAT return using the AlphaBridge file upload feature.



**1** Under MTD, professional firms acting as tax agents will need an Agent Services Account (ASA) to access the new HMRC online services. They will need to create a new Government Gateway ID (GGW ID). This is because they cannot use their existing GGW ID to create the agent services account.

**2** Agents and firms will need to ensure that their clients have signed up to participate in the MTD public pilot (HMRC sometimes refer to this as a trial), before they can begin authorising AlphaVAT to interact with HMRC on behalf of their clients entities.