How to use Companies House electronic WebFiling

This user guide aims to provide you with all of the information you need to register and begin using the Companies House WebFiling service. If you have never used the WebFiling service before the following guide will serve as a useful point of reference.
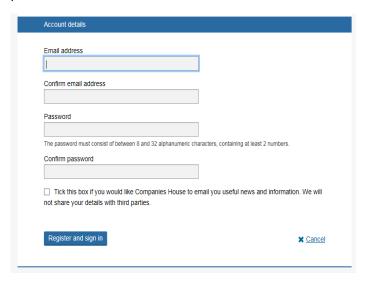
Getting started

First and foremost you need to register for the WebFiling service if you haven't yet done so. The Companies House WebFiling service can be accessed here: https://ewf.companieshouse.gov.uk

Register

Warning about bogus emails

Warning - Latest scam re. Late Filing Penalty.

Sign in to Companies House WebFiling

Email address

Password

Sign in

Forgotten your password?

What can you do when signed in to Companies House WebFiling?

✔ File your company's annual return
✔ File your company's annual accounts
✔ File your company's director / secretary changes and other information

Who can use WebFiling?

Existing users can login using the form provided. If you are using this service for the first time select the 'Register' option in the top left hand corner.

Registering

New users will be asked to provide an email address and a password.

Account details

Email address

Confirm email address

Password

The password must consist of between 8 and 32 alphanumeric characters, containing at least 2 numbers.

Confirm password

☐ Tick this box if you would like Companies House to email you useful news and information. We will not share your details with third parties.

Register and sign in   ✖ Cancel

Email address

Please use a genuine email address as Companies House use this to send notifications regarding any documents you have filed electronically.

Companies House may also use this to email you useful news and information but this is optional.

Password

This should be memorable yet secure. You must use between 8 and 32 alphanumeric characters with at least 2 numbers.

Sign in to your company

Once you have registered you can sign in from the main page of the WebFiling service using the details you have supplied. This account can be used to file documents for multiple companies and once you are logged in you can file documents for a specific company by entering the company number and authentication code.

Sign in to a company

Where was the company registered?

Firstly, select the country in which your company has been registered.

Where was the company registered?

⦿ England / Wales

◯ Scotland

◯ Northern Ireland

Company number

Secondly, enter your company registration number. This can be found on your certificate of incorporation. If filing for a Scottish or Northern Irish company the prefix should also be entered.

Company number

Authentication code

Lastly, enter the authentication code. This may have been supplied at the time of incorporation. If not, you can request a code from this page.

Authentication code

Request an authentication code

Sign in

The authentication code consists of 6 alpha numeric digits (e.g D13FG4). If you formed your company using Simple Formations you will find your authentication code your company documents supplied at the time of incorporation. If you are unsure about this please contact us for advice.

If you do not have this you can 'request an authentication code' from Companies House which will be posted to the registered office address of your company within approximately 5 days.

After signing in you will be able to file many documents for your company online.

Final tips

- You will receive an email following any submission of a document and a second email once this is accepted. You can check what documents have been filed recently by selecting. 'My Recent Filings'
- <u>Do not</u> use the back or forwards options on your browser as this will log you out.
- Companies House may be contacted on 0303 123 4500 for full support

Guide supplied by www.simpleformations.com and www.smallfirmsservices.com