PCSec
Company Secretarial Software

JORDANS

A Vistra Company

PCSEC E-FILING ACTIVATION INSTRUCTIONS

CONTENTS

PCSec help desk

Web: www.pcsec.co.uk
Email: software@jordans.co.uk
Tel: 0117 918 1271

bsi. ISO 9001 Quality Management   ISO/IEC 27001 Information Security Management

Before activating electronic filing

In order to file documents electronically you will need to register yourself as an Electronic Filing Presenter with Companies House. In order to do this you must complete an Electronic Filing Service Credit Account Application and return it to Companies House for acceptance. You can obtain an application form from the Companies House website.
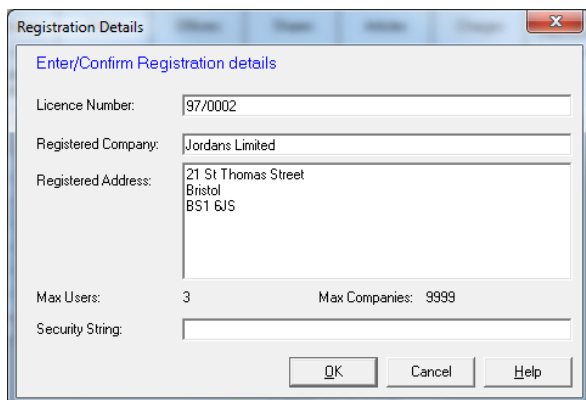
On receipt of your application Companies House will create you an account, allocate your credit limit and send you a start up pack. This pack will include the following details:-

- Account Number
- Presenter Identifier
- Presenter Authentication Code

Activating electronic filing in PCSec

Before you can use electronic filing you need to activate this module within PCSec.

In PCSec select **Utilities** from the top toolbar and **Increase Max Users/Companies**. From within this screen make a note of your Licence Number. Select **Cancel** to exit from this screen.
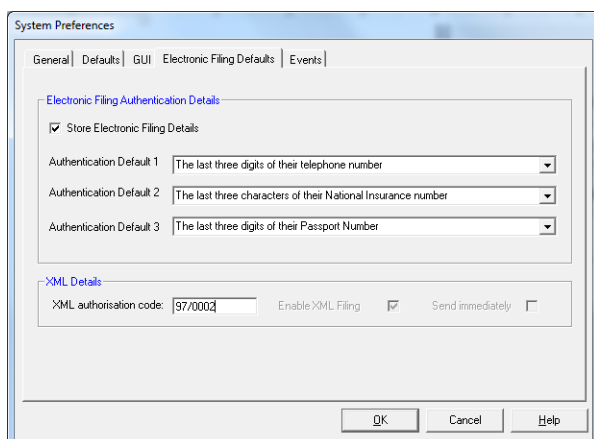

Next to go **Utilities** and select the **Maintain System Preferences** option from the drop down menu.

In System Preferences select the **Electronic Filing Defaults** section. In the **XML authorisation code** field enter your Licence Number and then tick the **Enable XML filing** box.

Once the code has been entered and XML enabled click **OK** to save these settings.

Electronic Filing Mailbox

Once you have been allocated an account by Companies House and received your start up pack you will need to enter your account details within the Jordans Electronic Filing Mailbox. The Jordans Electronic Filing Mailbox can be accessed via the button 'F11 – EF Mailbox'.
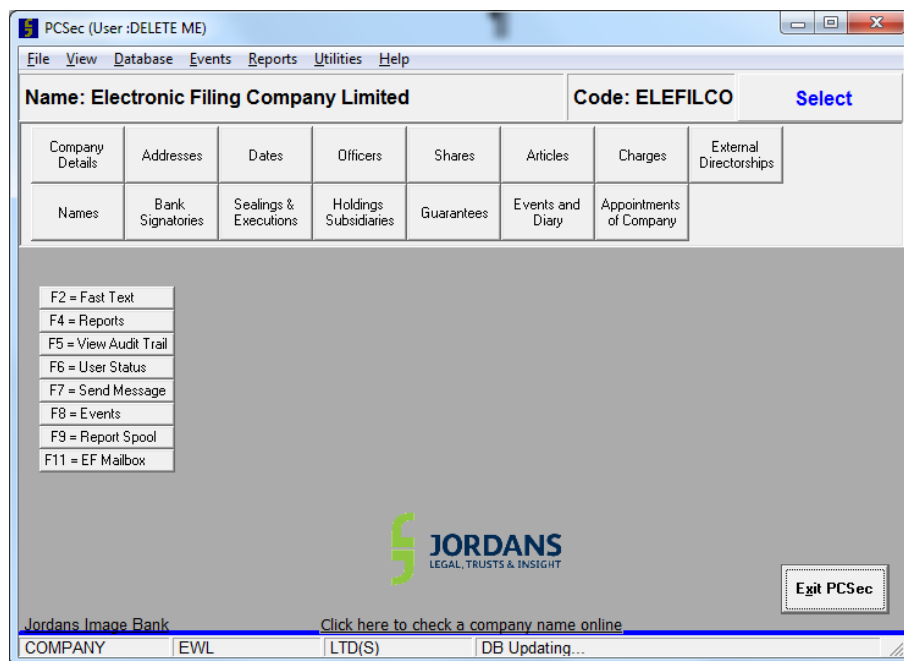

PCSec XML Filing Diagnostic

The PCSec XML Filing Diagnostic checks that you will be able to successfully communicate with Companies House and creates and save the settings that PCSec will need to use when filing forms with Companies House.

From within the electronic filing mailbox select 'Tools' and 'XML Diagnostics'.
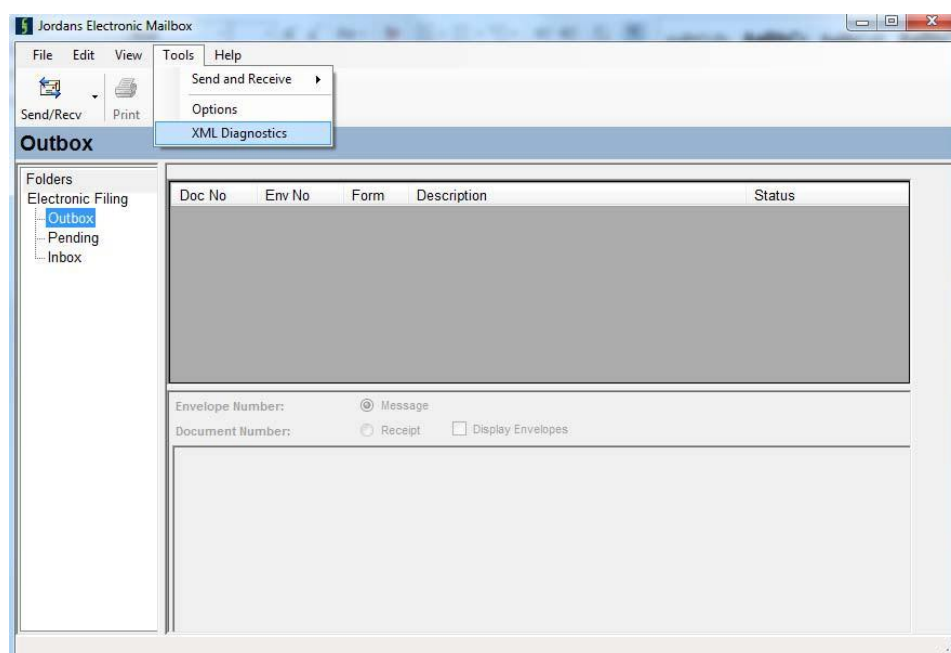
Once the program has been launched simply click the 'Advanced' option from the left side menu.
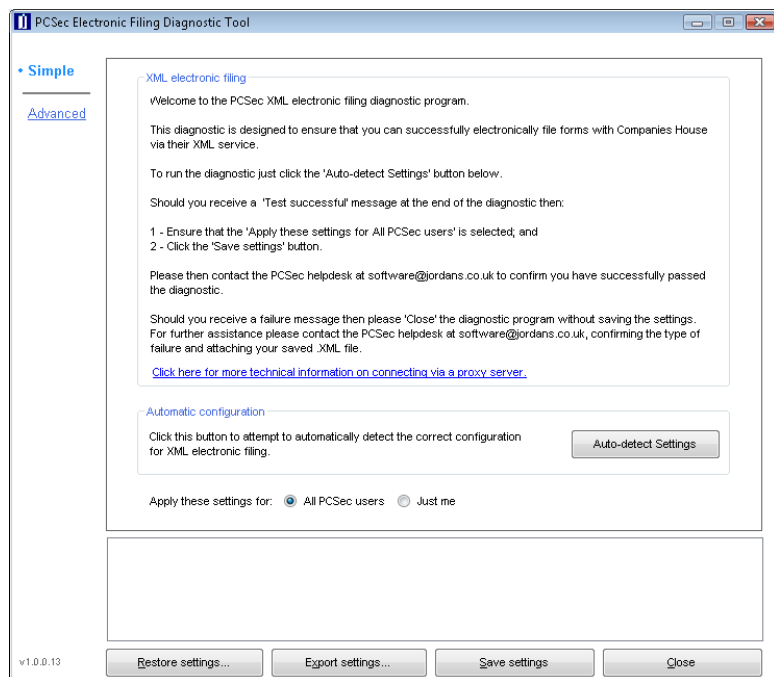
If not already populated then in the section titled 'Companies House communication' enter details of your:

- Presenter ID
- Presenter authentication code
- Company number
- Company authentication code

Then click on the 'Test CH Communication' button to run the diagnostic program.
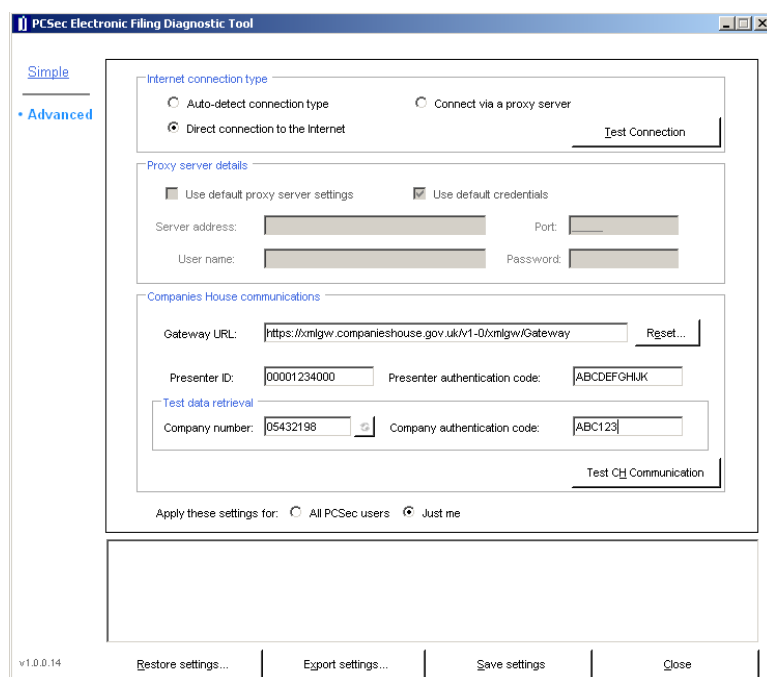

If you receive the green 'Test successful' message as in either of the two examples below then click the 'Save settings' button.

PCSec will then record these details and when you are ready to start electronic filing in PCSec reuse these details when communicating with Companies House.
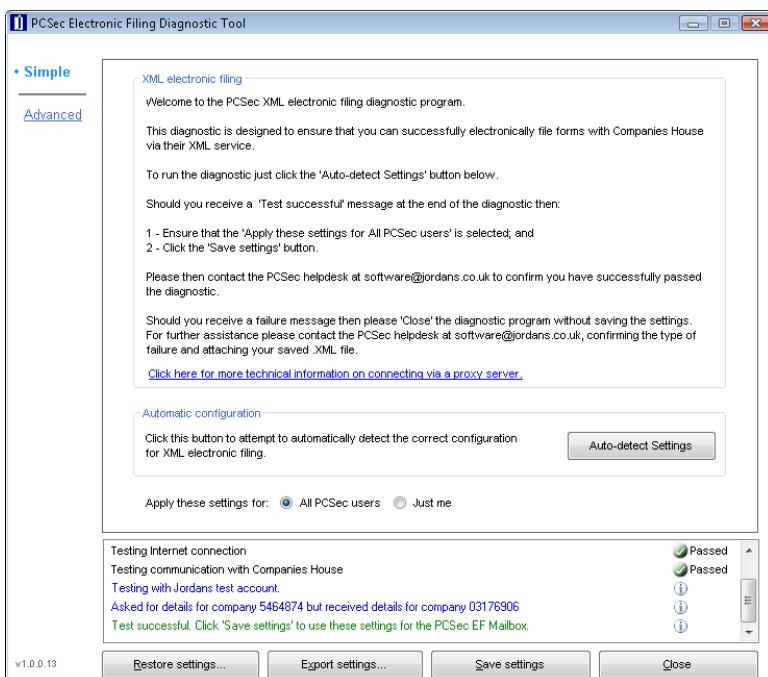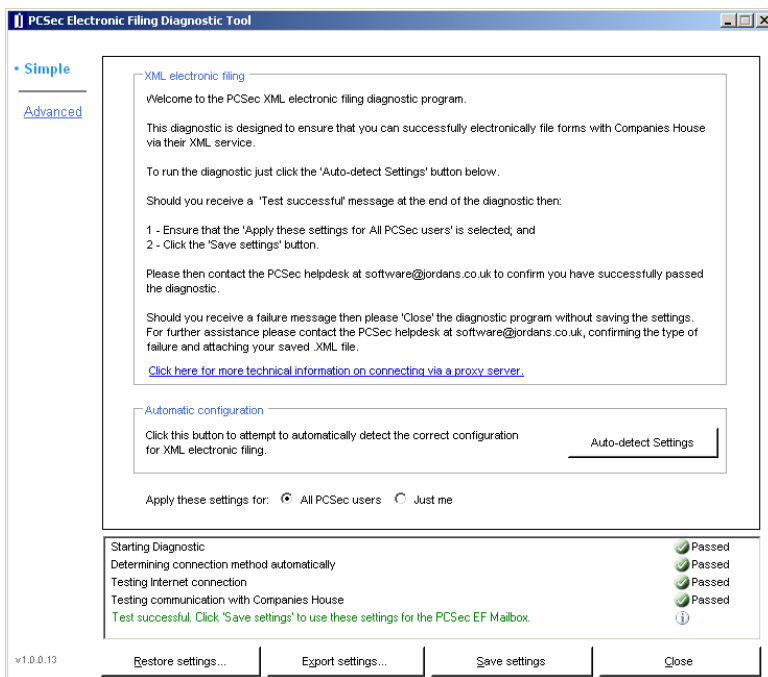
Should you receive a 'Failed' message for any part of the diagnostic test then please email the PCSec helpline at software@jordans.co.uk. You should click the 'Export settings' button and save a copy of the XML file. Please include the XML file in your email to the PCSec help desk together with either a screen shot, or confirmation of, the failure message.

An example of a 'Failed' diagnostic is shown below.
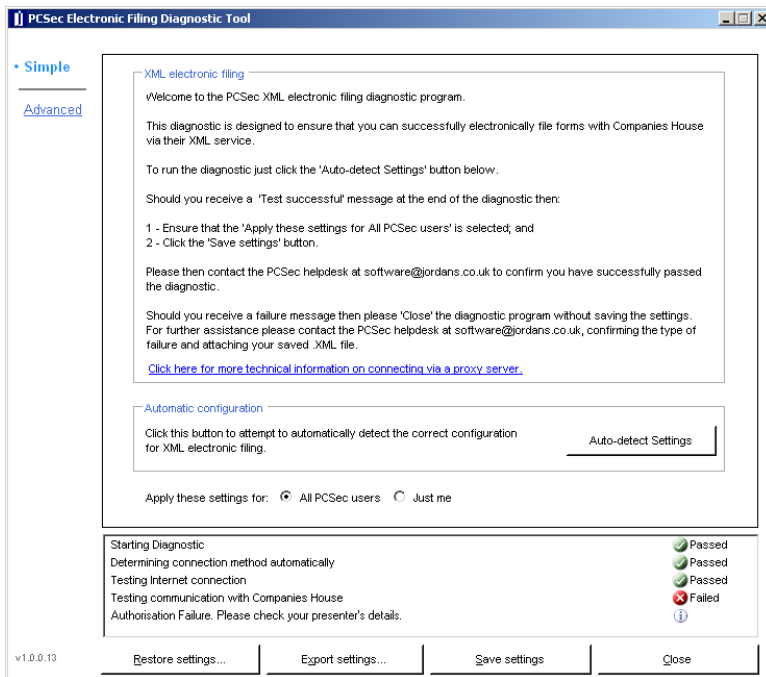
In this instance Companies House are not recognising the electronic filing presenter's details. These will need to be checked with Companies House and updated in the PCSec EF Mailbox before re- running the diagnostic.

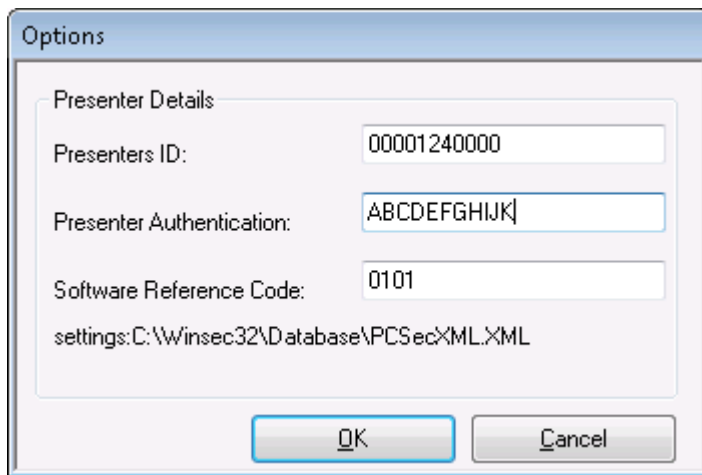## Electronic Filing Mailbox continued

Back in the Electronic Filing Mailbox select 'Tools' on the menu bar followed by 'Options'.
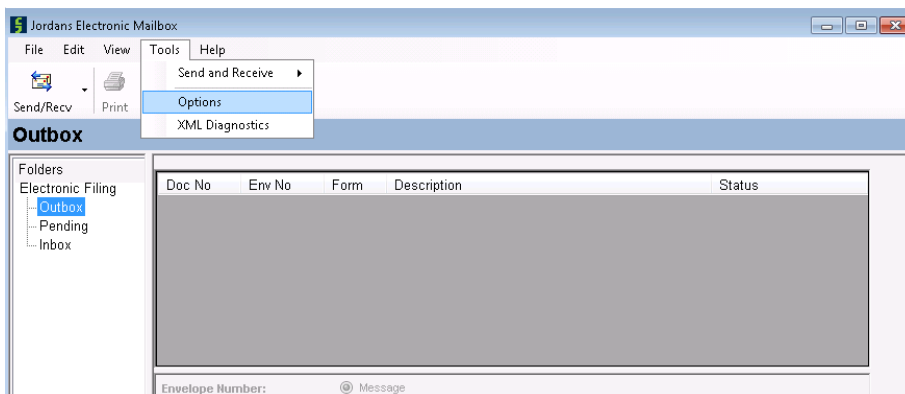
The 'Options' screen should now contain your Companies House Presenter ID and Presenter Authentication Code.

Please ensure that the 'Software Reference Code' of 0101 is entered. This code confirms to Companies House that you are using PCSec, a pre-approved electronic filing package.

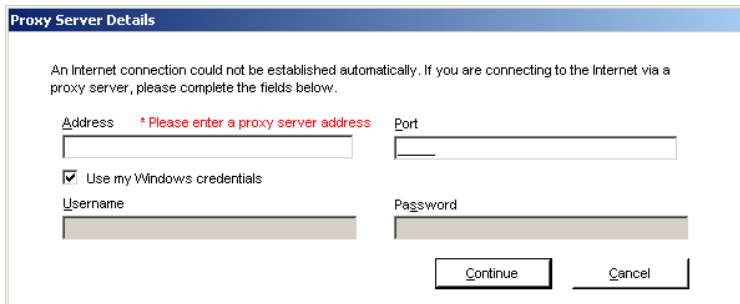Once entered use the 'Apply' option to save this information, followed by 'OK' to exit the options screen.

You have now successfully activated your XML filing module and can start to electronic file documents using PCSec.

PCSec XML Filing Diagnostic additional information - Proxy servers

When running the diagnostic, the program may detect a proxy controlling your access to the internet. In these instances you will need to enter details of your proxy server in order to complete the diagnostic.

If you do not have these details to hand then cancel and exit the diagnostic. You should be able to obtain this information from your IT support. Please note that Jordans cannot supply you with this information.

The following information should assist where attempting to run the diagnostic over a proxy server.

Web Proxy Auto-Discovery

If Microsoft Internet Explorer on the client machine is configured to obtain proxy information using WPAD then selecting "Use default proxy server settings" allows the PCSec Electronic Filing Diagnostic program and the PCSec Electronic Filing Mailbox to do the same. These are dynamic settings, meaning that proxy information is requested using WPAD each time a connection is made to Companies House.

Static Proxy Settings

If Microsoft Internet Explorer is configured to use a specific proxy server and port then the PCSec Electronic Filing Diagnostic program should be configured with the same details. These are non-dynamic settings, meaning that all connections to Companies House will be established via the specified proxy server.

Authentication

Where proxy authentication is required, selecting "Use default credentials" causes the PCSec Electronic Filing Diagnostic to use the credentials of the Windows user which has launched the program to authenticate with the proxy. This can be used where the proxy supports NTLM authentication. The user name and password can be supplied explicitly for proxy servers which use other authentication schemes. In this case, the same user name and password is used for authentication regardless of which Windows user launched the application.

Load-balanced Proxy Servers

In environments where more than one proxy server is used the "Apply these settings for just me" option can be used to allow PCSec users to file electronically via different proxies. The same option allows each PCSec user to authenticate with the proxy/proxies using a unique, explicitly supplied user name and password combination.

The "Apply these settings for all PCSec users" option should be used where all PCSec users use Web Proxy Auto-Discovery and can authenticate using their default credentials; where all PCSec users connect to the Internet via the same proxy server and authenticate using the same user name and password; or where all PCSec users connect to the Internet via the same proxy server and authenticate using their default credentials.