

PCSEC E-FILING ACTIVATION INSTRUCTIONS

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PCSec help desk

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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.

Registration Details	-		-	(in sec.	×
Enter/Confirm Regi	stration details				
Licence Number:	97/0002				
Registered Company:	Jordans Limited				
Registered Address:	21 St Thomas Stre Bristol BS1 6JS	et			
Max Users:	3	Max Con	npanies: 99	199	
Security String:					
	[<u>0</u> K	Cano	el	Help

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.

Store Electronic Fi	ing Details				
Authentication Default	1 The last three dig	jits of their telephone numb	er		•
Authentication Default	2 The last three ch	aracters of their National In	surance nu	umber	•
Authentication Default	3 The last three dig	jits of their Passport Numbe	r		•
-XML Details					
XML authorisation co	de: 97/0002	Enable XML Filing	$\overline{ v' }$	Send immediately	

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 Electronic Filing Mailbox. The Electronic Filing Mailbox can be accessed via the button 'F11 – EF Mailbox'.

FCSec (User	:DELETE ME)			1				- 0 X
<u>File View D</u>	atabase <u>E</u> ver	nts <u>R</u> eports	<u>U</u> tilities <u>H</u> elp)				
Name: Elec	ctronic Fili	ng Compa	ny Limited	I		Code: ELEF	ILCO	Select
Company Details	Addresses	Dates	Officers	Shares	Articles	Charges	External Directorships	
Names	Bank Signatories	Sealings & Executions	Holdings Subsidiaries	Guarantees	Events and Diary	d Appointments of Company		
F2 = Fast Te F4 = Reports F5 = View Au F6 = User St. F7 = Send M F8 = Events F9 = Report F11 = EF Mail	xt idit Trail atus essage Spool box							
Jordans Image	e Bank		Click here to	JORD LEGAL, TRUST		online		E <u>x</u> it PCSec
COMPANY	EWL		LTD(S)	DE	3 Updating.			

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'.

sordans electronic	Mailbox	
File Edit View	Tools Help	
1	Send and Receive	
end/Recv Print	Options	
outbox	XML Diagnostics	
Folders Electronic Filing Outbox — Pending — Inbox	Doc No Env No Form Description	Status
	Envelope Number: Message Document Number: Receipt Display Envelopes	

Once the program has been launched simply click the 'Advanced' option from the left side menu.

Simple Advanced XML electronic filing Velocome to the PCSec XML electronic filing diagnostic program. This diagnostic is designed to ensure that you can successfully electronically file forms with Companies House via their XML service. To run the diagnostic just click the 'Auto-detect Settings' button below. Should you receive a 'Test successful' message at the end of the diagnostic ther: 1. Ensure that the 'Apply these settings for All PCSec users' is selected; and 2. Click the 'Save settings' button. Please then contact the PCSec helpdesk at software@jordans.co.uk to confirm you have successfully passed the diagnostic. Should you receive a failure message then please 'Close' the diagnostic program without saving the settings. For further assistance please contact the PCSec helpdesk at software@jordans.co.uk, confirming the type of failure and attaching your saved .XML file. Click here for more technical information on connecting via a proxy server. Automatic configuration Click this button to attempt to automatically detect the correct configuration for XML electronic filing. Apply these settings for: All PCSec users O Just me	CSec Electro	nic Filing Diagnostic Tool
imple XML electronic filing welcome to the PCSec XML electronic filing diagnostic program. This diagnostic is designed to ensure that you can successfully electronically file forms with Companies House via their XML service. To run the diagnostic just click the 'Auto-detect Settings' button below. Should you receive a "Test successful" message at the end of the diagnostic ther: 1 - Ensure that the 'Apply these settings' for All PCSec users' is selected; and 2 - Click the Save settings' button. Please then contact the PCSec helpdesk at software@jordans.co.uk to confirm you have successfully passed the diagnostic. Should you receive a failure message then please 'Close' the diagnostic program without saving the settings. For further assistance please contact the PCSec helpdesk at software@jordans.co.uk, confirming the type of failure and attaching your saved XML file. Click here for more technical information on connecting via a proxy server. Auto-attent configuration Click here settings for: I All PCSec users Just me	Г	
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Click this button to attempt to automatically detect the correct configuration for XML electronic filing. Apply these settings for: All PCSec users Just me		Automatic configuration
Apply these settings for:		Click this button to attempt to automatically detect the correct configuration for XML electronic filling. Auto-detect Settings
		Apply these settings for: (a) All PCSec users (b) Just me
	L [
0.13 Restore settings Export settings Save settings Close	0.13	Restore settings Export settings Close

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.

Internet connection	type	C A A		
Auto-detect	connection type	Connect vi	a a proxy serve	r
 Direct conn 	ection to the Internet			Test Connection
Proxy server details				
🔲 Use default	proxy server settings	🗹 Use defau	t credentials	
Server address:			Port:	
User name:			Password:	
Companies House of	ommunications			
Gateway URL:	https://xmlgw.compan	eshouse.gov.uk/v1-0.	/xmlgw/Gateway	Reset
Presenter ID:	00001234000	Presenter authentic	ation code:	ABCDEFGHIJK
Test data retriev	al			
Company numbe	r: 05432198 🥵	Company authentic	ation code:	ABC123
				Test C <u>H</u> Communicatio
Apply these settin	gs for: O All PCSec use	rs 🛈 Just me		

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.

PCSec Electr	onic Filing Diagnostic Tool			_
Simple	XML electronic filing -			
	Welcome to the PCSec	XML electronic filing diagnostic	program.	
<u>Advanced</u>	This diagnostic is desi via their XML service.	gned to ensure that you can suc	cessfully electronically file forms	with Companies House
	To run the diagnostic j	ust click the 'Auto-detect Settings	s' button below.	
	Should you receive a	'Test successful' message at the	e end of the diagnostic then:	
	1 - Ensure that the 'Ap 2 - Click the 'Save sett	ply these settings for All PCSec ings' button.	users' is selected; and	
	Please then contact th the diagnostic.	e PCSec helpdesk at software@	jordans.co.uk to confirm you hav	e successfully passed
	Should you receive a t For further assistance failure and attaching y	failure message then please 'Clos please contact the PCSec helpd our saved .XML file.	se' the diagnostic program witho esk at software@jordans.co.uk,	It saving the settings. confirming the type of
	Click here for more tee	chnical information on connecting	<u>t via a proxy server.</u>	
	-Automatic configuration	n		
	Click this button to atte for XML electronic filing	mpt to automatically detect the co g.	prrect configuration	Auto-detect Settings
	Apply these settings for	or: 💿 All PCSec users 🔿 Ju	ust me	
	Starting Diagnostic			Passed
	Testing Internet connection	od automatically		Passed Passed
	Testing communication with C Test successful, Click 'Save s	Companies House ettings' to use these settings for t	ne PCSec EF Mailbox.	Passed (1)
0.0.13	Restore settings	Export settings	Save settings	Close

PCSec Electro	nic Filing Diagnostic Tool			
Simple	CXML electronic filing			
	(Velcome to the PCSec)	XML electronic filing diagnostic p	orogram.	
Advanced	This diagnostic is design via their XML service.	ned to ensure that you can succ	cessfully electronically file fo	orms with Companies House
	To run the diagnostic ju:	st click the 'Auto-detect Settings	button below.	
	Should you receive a 'T	fest successful'message at the	end of the diagnostic then:	
	1 - Ensure that the 'Appl 2 - Click the 'Save settin	ly these settings for All PCSec u gs' button.	users' is selected; and	
	Please then contact the the diagnostic.	PCSec helpdesk at software@	jordans.co.uk to confirm you	a have successfully passed
	Should you receive a fa For further assistance p failure and attaching you <u>Click here for more tect</u>	ilure message then please 'Clos please contact the PCSec helpol ur saved .XML file. nnical information on connecting	e' the diagnostic program w esk at software@jordans.co <u>via a proxy server.</u>	ithout saving the settings. Juk, confirming the type of
	- Automatic configuration			
	Click this button to attem for XML electronic filing.	pt to automatically detect the co	rrect configuration	Auto-detect Settings
	Apply these settings for	: 💿 All PCSec users 🔘 Ju	ist me	
[Testing Internet connection			Passed
	Testing communication with Co	mpanies House		Passed
	Testing with Jordans test accou	unt.		0
	Asked for details for company 5 Test successful, Click 'Save se	464874 but received details for i ttings' to use these settings for th	company 03176906 te PCSec EF Mailbox.	() ()
1.0.0.13	Restore settings	Export settings	Save settings	Close

Should you receive a 'Failed' message for any part of the diagnostic test then please email the PCSec helpline at software@vistra.com. 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'.

🚦 Jordans Electronic N	failbox			3
File Edit View	Tools Help			
53 . 5	Send and Receive 🕨			
Send/Recv Print	Options			
Outbox	XML Diagnostics			
Folders Electronic Filing Outbox Pending Inbox	Doc No Env No Envelope Number:	Form Description	Status	

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.

Options	
Presenter Details	
Presenters ID:	00001240000
Presenter Authentication:	ABCDEFGHIJK
Software Reference Code:	0101
settings:C:\Winsec32\Databa	se\PCSecXML.XML
	<u>O</u> K <u>C</u> ancel

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 Vistra cannot supply you with this information.

An Internet connection could not be established automa proxy server, please complete the fields below.	tically. If you are connecting to the Internet via a
Address * Please enter a proxy server address	Port
✓ Use my Windows credentials Username	Password

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 nondynamic 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.