



TAX SYSTEMS



AlphaVAT

Entity Authorisation Guide

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1. Introduction

About this guide

This document guides you through the process and steps required to authorise an entity with HMRC, including:

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

Version control

This user guide was last updated as follows:

Date	Summary of changes
08/09/22	New template applied.

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.

You can 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 AlphaVAT to access the entity's Tax Business Accounts. This is needed to facilitate the digital submission of your VAT Returns for each entity, using AlphaBridge or AlphaVAT.

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

Please be aware that the screenshots included in this guide of HMRC's website, were correct at the time of writing.

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, which allows users to familiarise themselves with various 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](#).



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](#).


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**.

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.

Authorise the MTD Portal to access the business tax account

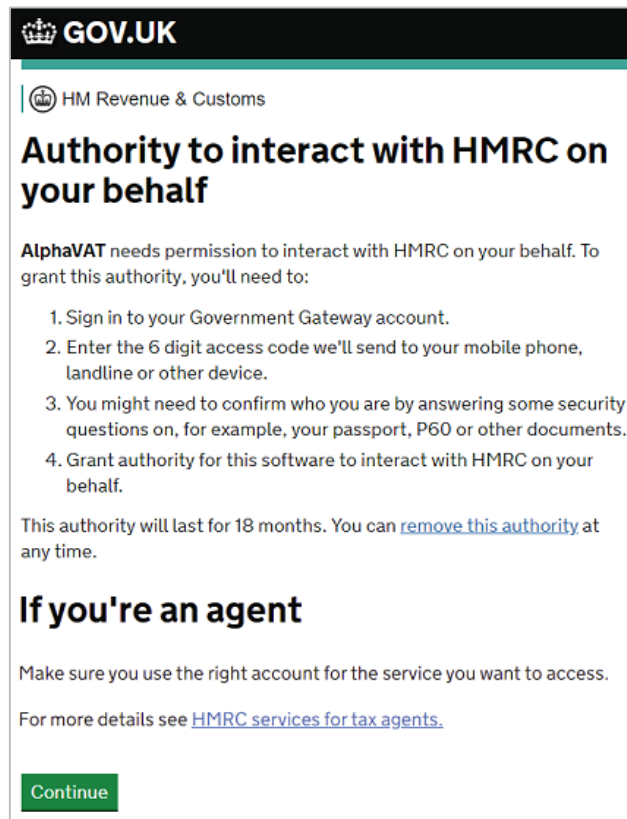


1. Verify VAT entity 2. Authorise 3. Authorisation complete

You will now be redirected to the HMRC website to sign in and authorise **AlphaVAT** to access the Business Tax Account for **Single Entity, 725010384**.

Cancel Go to HMRC

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



GOV.UK

HM Revenue & Customs

Authority to interact with HMRC on your behalf

AlphaVAT needs permission to interact with HMRC on your behalf. To grant this authority, you'll need to:

1. Sign in to your Government Gateway account.
2. Enter the 6 digit access code we'll send to your mobile phone, landline or other device.
3. You might need to confirm who you are by answering some security questions on, for example, your passport, P60 or other documents.
4. Grant authority for this software to interact with HMRC on your behalf.

This authority will last for 18 months. You can [remove this authority](#) at any time.

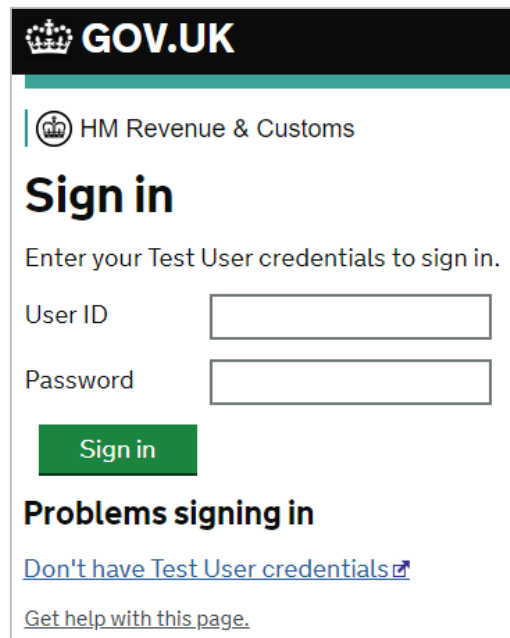
If you're an agent

Make sure you use the right account for the service you want to access.

For more details see [HMRC services for tax agents](#).

Continue

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



GOV.UK

HM Revenue & Customs

Sign in

Enter your Test User credentials to sign in.

User ID

Password

Sign in

Problems signing in

[Don't have Test User credentials](#)

[Get help with this page.](#)

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

The screenshot shows the GOV.UK website header 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 that the AlphaVAT software application is requesting to do the following:

- Change your VAT information
- View your VAT information

It will be able to do the above for 18 months from when you grant authority.

There are two buttons: a green "Grant authority" button and a blue "Do not grant authority" button.

At the bottom, it says "You can [remove this authority \(opens in a new tab\)](#) at any time."

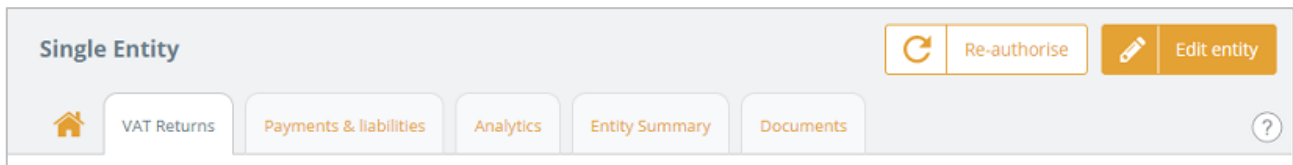
6. You will then be taken back to the system, where you can click on **Finish** to go back to the Entity management screen or select the **Open entity details** button to view your entity.

The screenshot shows a progress bar with three steps: 1. Verify VAT entity, 2. Authorise, and 3. Authorisation complete. Below the progress bar, it states: "AlphaVAT has been authorised to access the Business Tax Account for **Single Entity, 725010384**." It also 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](#).

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 system, where you can click on **Finish**.



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