HOW TO REGISTER FOR AN E-FILE NUMBER & PASSWORD

You must register with CVITP as a volunteer first, before applying for your EFile number.
https://www.canada.ca/en/revenue-agency/services/tax/individuals/community-volunteer-income-tax-program/lend-a-hand-individuals.html

E-File Registration Online Form:
https://www.canada.ca/en/revenue-agency/services/e-services/e-services-businesses/efile-electronic-filers/apply-efile.html

<u>Steps to fill out on-line application</u>
<u>Page 1:</u> **Business Type**: *"Volunteer (by CRA invitation)"* **Name of proprietorship:** *e4c* **Contact name, Phone number, Email:** *your name and contact information* **Return(s) Type select:** *T1 Returns*
<u>Page 2:</u> **Business address** type: *the address of the tax site you will be volunteering. If you are volunteering at multiple sites, choose one to enter.* (If you are volunteering for an e4c program tax site use our main address: 9321 Jasper Avenue, Edmonton AB T5H 3T7) **Mailing Address for Correspondence:** *Your Address*
<u>Page 3:</u> **Applicant 1:** enter your personal information **Title:** *Volunteer*
<u>Page 4:</u> **Security Methods:** *All completed tax returns will be deleted and wiped from the hard drive completely. The computers will be securely stored.*
<u>Page 5:</u> *Check off all the boxes* *Type Your Name* **Title:** *Volunteer* ***Submit your registration***

After submitting your application the system will automatically display your E-File Confirmation or Renewal Confirmation. This includes your E-File Number and Password. Please print this page and keep it for your records. Taking a picture with your phone is also helpful.

Your E-File number and password are provided prior to your application being fully screened and approved. It takes up to 30 days for CRA to properly screen and process your application. You will receive an email from the E-File Help Desk confirming your successful application and granting you full access once you have been fully screened and approved. **You cannot file tax returns until you receive the confirmation email.**

Questions? Contact EFILE Help Desk: 1-800-461-1806