


## 2023-2024 CVITP EFILE Renewal

1. To complete your CVITP EFILE renewal, visit [www.canada.ca/efile](http://www.canada.ca/efile) and click “EFILE Login”.

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### EFILE for electronic filers

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#### T1 EFILE

The EFILE and ReFILE services are open for transmission from **February 21, 2022 at 8:30 a.m. (Eastern time), until January 27, 2023**. You can electronically file your clients 2017, 2018, 2019, 2020, and 2021 initial personal income tax and benefit returns using the EFILE service and you can file your clients amended T1 returns for 2018, 2019, 2020, and 2021 using ReFILE.

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#### T3 Trust Internet Filing vs T3 EFILE

For a list of T3 Trust returns that can use internet filing, visit the [Trust Internet Filing](#) web page for more information along with [Restrictions for online filing](#). For T3 electronic trust returns such as T3RET, T3ATH-IND, T3M, T3S or T3RCA to be filed using EFILE, visit [How to file a T3 return](#) along with [T3 EFILE exclusions](#) and the [T3 EFILE certified software web page](#) . If you need a trust account number, visit our [Trust Account Registration](#) online service. The T3 EFILE service is now open!

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#### To participate in the Community Volunteer Income Tax Program (CVITP)

You must **first** register as a volunteer with the CVITP at [canada.ca/taxes-volunteer](http://canada.ca/taxes-volunteer). If you intend on transmitting returns by EFILE under the CVITP, you must also **apply** for an EFILE number.

#### Your online EFILE account

Use your EFILE number and password to:

- Maintain your account
- Renew your account
- View transmission history

EFILE Sign in

#### Guides and help

[EFILE Helpdesk support](#)

[EFILE transmission service hours of operation](#)

Enter your EFILE number and current password. Then, click **“Login”**. When you log in select renew.

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## EFILE – log in

\* EFILE number (required)

\* Most current password (required)

EFES-0001



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## EFILE – select action

[Renew account](#)

[Accepted transmission\(s\)](#)

[Rejected transmission\(s\) requiring correction\(s\)](#)


[View ReFILE Service Transmission History](#)

EFES-0002



Review your information to ensure it is up to date. For the question, “**Transmitting electronic “Authorizing or Cancelling a representative” requests**” select “Yes” if you intend to use the Auto-fill my Return (AFR) service. If no, select “No”. Then, click “Next”

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## EFILE renewal – identify business and return types

 Notice

- You must register as a volunteer **before** renewing your EFILE account. Please go to the [Volunteer registration web page](#) first. If you do not register as a volunteer first, there may be delays in the processing of your EFILE application.

### Identification information

EFILE number: | \_\_\_\_\_

Business type: Volunteer (CVITP/Income Tax Assistance Program only)

Name (as provided on your volunteer registration)

\* Contact name - enter same name as above (required)

\* Phone (required)

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Extension

\* E-mail address (as provided on your volunteer registration) (required)

\* Language to communicate with you (required)

English  
 French

### Return types

\* Types of returns to transmit (required)

T1 returns


\* Transmitting electronic “Authorizing or Cancelling a Representative” requests. Select “yes” if you will be using the CRA Auto-fill my return service when completing taxpayer returns. (required)

Yes  
 No

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For “**Physical Address**”, enter your CVITP Organization’s address. For “**Mailing Address**”, enter your personal mailing address. Then, click “Next”.

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## EFILE renewal – address information

### Physical address

\* **Street number and name (required)**

\* **City (required)**

\* **Province (required)**

\* **Postal code (required)**

### Mailing address

Check if mailing address is the same as above

\* **Street number and name (required)**

\* **City (required)**

\* **Province (required)**

\* **Postal code (required)**

Enter your Name, SIN and RepID. If you do not have a RepID, please refer to the Job-Aid on how to obtain a RepID. For **“Title”**, select **“Volunteer”**. Then, click **“Next”**.

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## EFILE renewal – applicant information

Refer to [suitability screening](#) for the definition of an applicant. Social Insurance Number (SIN) is not displayed below for security reasons.

### Applicant

\* Name (required)

\* SIN (required)

\* RepID (required)

\* Title (required)


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EFES-0014

Date modified: 2022-10-17

Review the security measures and check off the box. Then, click “Next.”

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## EFILE renewal – security measures

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### The following security measures are used by the CVITP

- Encryption of taxpayers' returns by using the tax software provided by the program.
- Electronic copies are saved only on an encrypted USB flash drive and transmit the return to the Canada Revenue Agency within 48 hours of preparation.
- All electronic copies of the taxpayer's return are deleted no later than 48 hours after its transmission to and acceptance by the Canada Revenue Agency.


I agree to use CVITP security measures to protect confidential information collected in order to electronically file returns

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EFES-0045

Review the information and Privacy Notice and check each box. For “Title”, enter “Volunteer”. Then click “Submit renewal”.

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## EFILE renewal – applicant information

Refer to [suitability screening](#) for the definition of an applicant. Social Insurance Number (SIN) is not displayed below for security reasons.

I understand that false statements, omissions or non-compliance may result in immediate suspension of electronic filing.

I understand that I must maintain the confidentiality of my EFILE password.

I agree to:

- advise the CRA of any loss, suspected loss, or unauthorized disclosure of my password or of client information obtained through electronically filed returns.
- provide the CRA with a complete description of any incident involving loss or disclosure of my password or of client information as soon as I become aware of any such incident.

**\* Name (required)**

**\* Title (required)**


I am authorized to complete and submit this form.

I certify the information given is correct and complete.

### Privacy Notice

Personal information, including your social insurance number, is collected under the authority of sections 150, 220 and 237 of the Income Tax Act and is used for registration, suitability screening, and the monitoring of electronic filers' activities, and the management of credentials used to provide authentication services for secure online program applications related to EFILE. Personal information will also be verified against sources within the CRA. Failure to provide this information may result in your EFILE account being denied or suspended. Personal information is described in personal information bank EFILE Online Services, CRA PPU 211 and is protected under the Privacy Act. Under this act, individuals have a right to protection and correction of and access to their personal information. You also have the right to file a complaint with the Privacy Commissioner of Canada regarding our handling of your information.

[Previous](#) [Cancel registration](#) [Submit registration](#)



Your CVITP EFILE renewal is complete. The fields on this page will be pre-populated with your own information. Please save the information on this page for future reference.

**This concludes the CVITP EFILE renewal. For any CVITP-related enquiries, please contact your CRA CVITP Officer. For any EFILE-related enquiries, please contact the EFILE Helpdesk.**

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## EFILE – account renewal confirmation

Date/Time: 2022/11/07 1:27:33 PM

This confirms receipt of your request to renew your participation in EFILE. Your new password is shown below. **Processing of your application may take up to 30 business days.** We will notify you when we have completed the suitability screening.

If necessary, please update your current software with your new password to avoid transmission failures.

EFILE number:

Password:

Name:

Email address:

Mailing address:

- Contact the Winnipeg EFILE Helpdesk at 1-800-461-1806, should you have any questions.
- Check out the [What's new](#) page on the CRA's EFILE website at [Canada.ca/efile](#) for important information, updates and links to resources available to you.
- Important messages are regularly communicated to inform you of any system changes, maintenance schedules, filing deadlines, suitability screening status, and significant issues from other areas within the agency.
- Check your email programs to ensure that spam filters, junk mailboxes, firewalls, etc. are not configured such that they prevent you from receiving the tax messages. This occurs when your computer identifies the incoming emails from EFILE-TED < [noreply@Canada.ca](mailto:noreply@Canada.ca) > as spam and dumps them into a junk folder.
- The Form TIS60, Community Volunteer Income Tax Program Taxpayer Authorization **must** be completed and signed by the taxpayer prior to transmission of the return and given to the taxpayer for their records.
- **Print this page and keep it with your records.** Your EFILE number and password are needed to use the electronic filing services and to renew your EFILE participation online next filing season. Remember, your password is confidential and must remain protected.