

## Check All Companies Have The Authentication (E-Filing) Code

If a company's authentication E-Filing code has not been provided, the system will only be able to show basic data. This includes:

- Company Name
- Registered Office
- Company Category
- Key Dates and Due Dates
- Confirmation Statement
- Sic Code

No information on shareholders or officers will be included.

To check which companies are missing their E-Filing code go to:

- **Select All > Companies > Live Companies**
- Here you will be presented with a table showing all of the live companies on your system
- If a company has a E-Filing Code it will be marked as "Yes" in the E-Code Column

(If the code is listed but there are no officers or shareholders attached to that company, this indicates that the code is wrong or no longer valid.)

To enter in a missing E-Filing Code firstly select a company:

- **Company > Select Company**
- Select a company from the drop down menu bar and click **Select**
- Next go to **Company** on the main menu bar and click **E-Filing Authority Code**
- Enter the E-Filing Code and Click **Save**

Once the E-Filing code is present, you can re-upload the company

- **Company > Add a company > Download from Companies House**
- Tick the **Compare a company already on Company Secretarial** at the top of the screen
- Enter the Company Number and E-Filing Code
- Click **View**
- Check the information looks correct
- Click "**Overwrite- not recommended**"

The company will then be re-uploaded with all of the shareholder and officer information.

It is important to note that when you start working on a company on the system it is highly recommended **NOT re-upload** a company as you can overwrite work that you have done and create numerous errors to the information on that company.