Setting up Your Office Details

When you first log in to the system it is important to enter in your office's details. To do this go to:

- **My Office > Details**

From here you will be able to fill in all of your office details, including:

Presenter ID and Presenter Authentication Codes. These codes enable you to do E-Filing and are given to you by Companies House. These codes allow them to keep track of your e-filing activity and bill you office accordingly. To find out more about E-Filing and how to apply for the codes go to: **Filing > Get started with E-filing**

Deadline Notice Periods. Here you can select how many days' notices you would like before the system notifies you of any statutory filing that needs to be completed. For example if you would like to be notified 30 days before account filings 30 days before this date applicable companies will appear in your deadline report (located at the top of the Action Station table simply click **Deadlines**)

After you have selected how many days before the deadline you would like to be notified you can choose to automatically add the deadline to your workflow or not. Added it to your workflow will allow the deadline to appear in your workflow table (which is almost like your cosec To Do list). If these fields are blank the default is 60 days.

If you don't want certain deadlines to be reported at all for you or a particular staff member simply untick the relevant boxes in staff member details. You can do this by going:

- **My office > Staff > Staff details.**
- Select the relevant staff member by clicking the green pencil next to their name.
- Scroll down to "Events to be Prompted For" and untick the relevant box/es