



CIBC Government Payment and Filing Service

Reference Guide

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1.0 Getting Started

1.1 Enrolment

To use CIBC Government Payment and Filing Service (GPFS), you are required to have access to the Internet and must enroll for the service.

How to enroll for access via CIBC Online Banking®

If you are registered for CIBC Online Banking, follow the steps outlined below:

1. Sign into CIBC Online Banking at cibconline.cibc.com
2. Click “**Pay and File Taxes**” from the menu on the left
3. Read the legal agreement that appears online and select **I Agree** to accept the terms and conditions of the service
4. Complete the enrolment information and select **Enroll**, to complete the registration process
5. Once the registration process is complete, the service can be used immediately

If you hold a CIBC Business Banking Convenience Card and would like to register for CIBC Online Banking:

- Visit cibc.com, contact your CIBC business advisor or CIBC Telephone Banking at [1 800 465-CIBC \(2422\)](tel:18004652422)

How to enroll for the Direct Online Portal

Business Banking Clients — Contact your CIBC business advisor or CIBC Telephone Banking at [1 800 465-CIBC \(2422\)](tel:18004652422)


Commercial Banking Clients — Contact your CIBC Representative or the CIBC Business Contact Centre at [1 888 947-7736](tel:18889477736)

Once you have been successfully enrolled, you will receive a welcome email with your CIBC GPFS ID and a separate email with your temporary password.

2.0 GPFS via CIBC Online Banking

2.1 Signing on via CIBC Online Banking

1. Sign onto CIBC Online Banking at cibconline.cibc.com
2. Click “**Pay and File Taxes**” from the menu on the left.
3. At your first sign on, the service will prompt you to add your payment type.
4. Proceed to section [6.1 Add a payment type](#).

 **Government Payment & Filing Service** User Name

Company Name (103000215) PFS ID: 103000215

» Registered payments and accounts » Add payment type

Add payment type

1 **2** **3**

Select payment type Enter details Confirmation

Please select a payment type category

Government tax payment and filing service:

- All tax
- Federal tax
- Provincial tax

Select a payment type and click Next

Payment type
Air Traveller's Security Charge
Federal - Corporation Tax Payments
Federal - Excise Duty
Federal - Excise Tax
Federal - GST/HST Return
Federal - GST/HST Payment
Federal - Non-Resident Withholding Tax-Part XIII
Federal - Personal Tax Instalment
Federal Payroll Deductions - Regular/Quarterly
Federal Payroll Deductions - Threshold 1

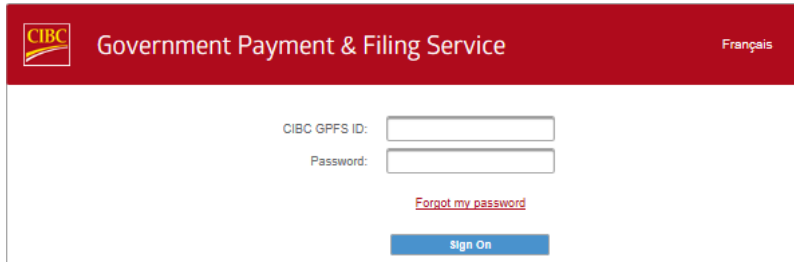
1 - 10 of 63 **1** rows per page

[Privacy & Security](#) | [Legal](#)

3.0 GPFS via Direct Online Portal

3.1 Signing on via Direct Online Portal

1. Visit <https://cibc.assurepay.com/pfs/login?lang=en>
2. At the **Government Payment & Filing Service — Sign on page**, enter your CIBC GPFS ID and Password and click the **Sign On** button.

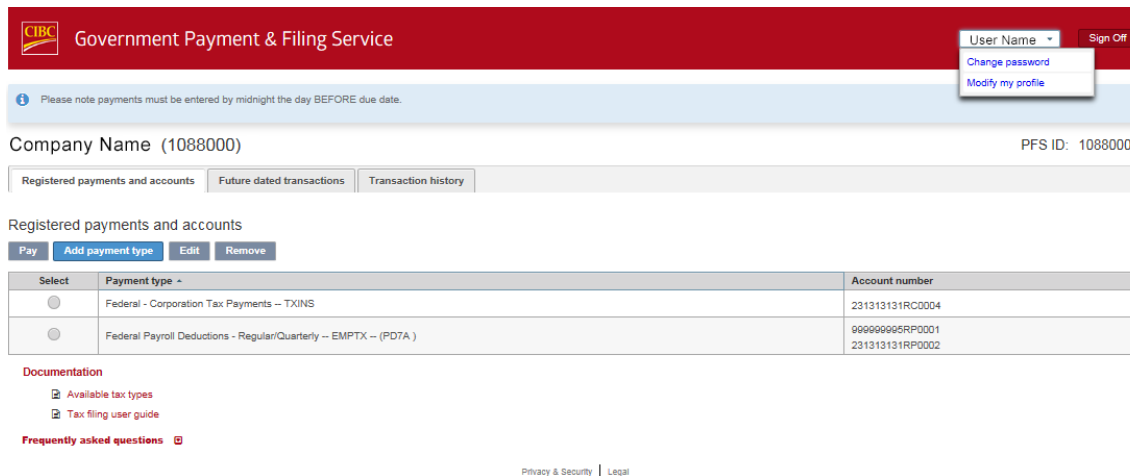


For more information:
Small Business Clients - please [click here](#)
Commercial Banking or Large Corporate Clients - please [click here](#)

3. At your first sign on, the service will prompt you to change your temporary password.
4. The **Change Password** screen will automatically appear the first time you log on. Follow the instructions on the page to change your password.

3.2 Change Password

1. Select **Change Password** from the drop down menu at the top of page under your user name to the left of **Sign Off**.



Select	Payment type	Account number
<input type="radio"/>	Federal - Corporation Tax Payments – TXINS	231313131RC0004
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly – EMPTX – (PD7A)	999999999RP0001 231313131RP0002

2. The **Change Password** screen will appear.

3. Enter your current and new password following instructions on the page.

4. Click **Save** button to confirm your password change.

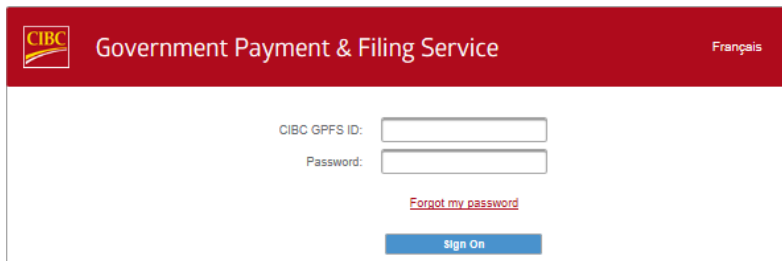
5. Once your password change has been confirmed, click the **Done** button to continue or **Sign off** button to end your session.

3.3 Forgot my Password

If you have forgotten your password, you may reset your password online provided you know your email address in your profile by following the below steps.

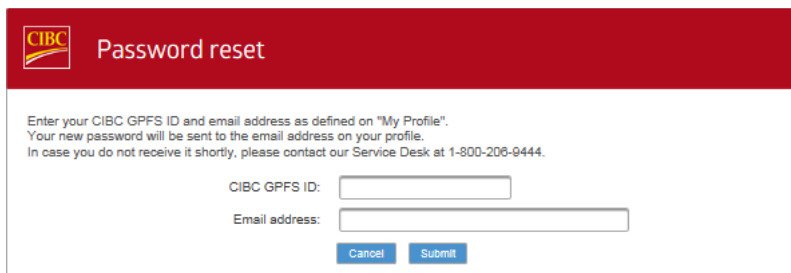
Company Administrators may also reset password for authorized users (see [Section 5.5 Reset User Password](#))

1. On the GPFS Sign On screen, click **Forgot my password link**



For more information:
Small Business Clients - please [click here](#)
Commercial Banking or Large Corporate Clients - please [click here](#)

2. **Reset password** screen will appear.



3. Enter the required information and follow the instructions to have your password reset. A temporary password will be emailed to the email address in your user profile.

3.4 Company Administrator Roles — Multiple Users Only

A company may have as many as 100 Company Administrators and 9,900 Authorized Users.

Company Administrator(s) set up and maintain the company profile, including the company transaction limit, number of authorizations required, language, and billing account.

Company Administrator(s) add, delete or modify users, set user approval limits, reset user passwords and determine payment type access (Payment type access provides the ability to add, delete or modify payment types, such as GST/HST, etc.). For more information, see section [5.0 Direct Online Portal — Company Administrator Role](#).

Dual Administrator Controls

This feature is an added control, which ensures transactions or changes initiated by Company Administrators are approved by a second Company Administrator. This requirement is determined at the time of enrolment and can only be changed by completing and submitting a new enrolment form.

Example: Company Administrator #1 will add a new authorized user and set up the user profile. Company Administrator #2 must approve the addition of the new user before the user can access the system.

3.5 Super User Role

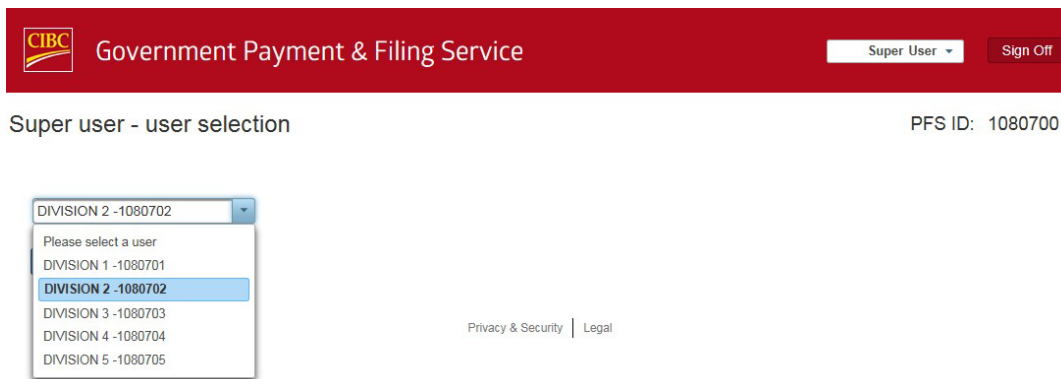
The Super User attribute allows a company with multiple subsidiary companies to use one User ID to conduct tax payments for all companies. Using a Super User Id and password, you can navigate from one company's tax profile or Sub-User to another within the same login session without re-authentication.

There will only be one entry point, via the Super-User ID and password. The Super User will be responsible for adding the required payment types for each Sub User as well as entering and scheduling Tax payments. Additionally, all payments will be debited from the Sub-Users bank account.

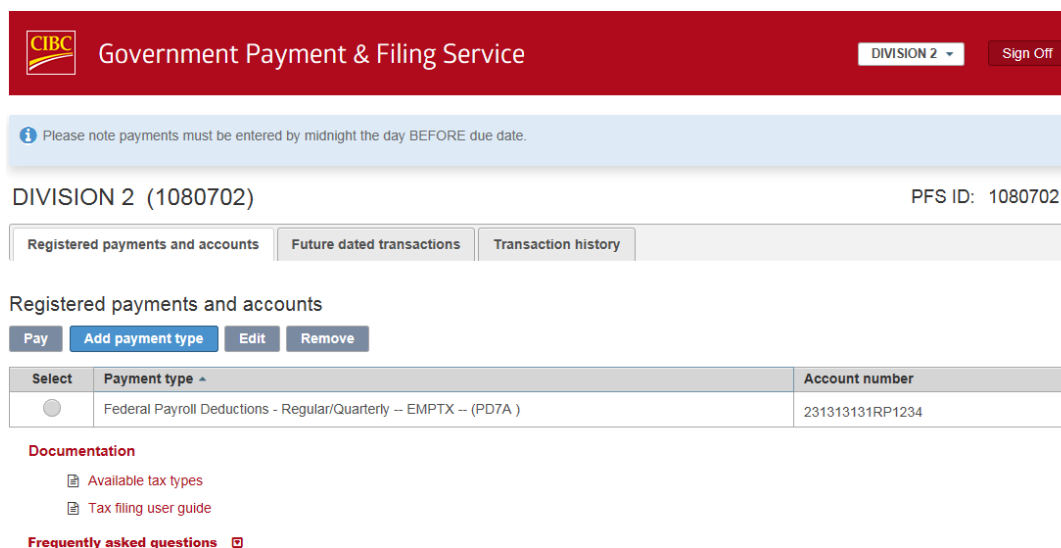
- Once the Super User signs onto GPFS, the User Selection page will appear.



- The Super User can select the “**Please select a user**” drop down menu to select a GPFS Company profile and click on the **NEXT** button.



- The Super User can now conduct tax payments specifically for the selected profile



4.0 Modify My Profile

It's important for you to keep your information up to date, including your email address. By keeping your contact information up to date, you can:

- retrieve your password online;
- properly authenticate yourself when calling the Technical Service Desk.

To update your profile,

1. Select **Modify my profile** from the drop down menu at the top of page under your user name to the left of **Sign Off**.

CIBC Government Payment & Filing Service

User Name Sign Off
Change password
Modify my profile

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Future dated transactions Transaction history

Registered payments and accounts

Pay Add payment type Edit Remove

Select	Payment type -	Account number
<input type="radio"/>	Federal - Corporation Tax Payments - TXINS	231313131RC0004
<input type="radio"/>	Federal Payroll Deductions - Regular/Quarterly - EMPTX - (PDTA)	999999999RP0001 231313131RP0002

Documentation

- Available tax types
- Tax filing user guide

Frequently asked questions

Privacy & Security | Legal

2. **Modify my profile** screen will appear.

CIBC Government Payment & Filing Service

User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Modify my profile

Modify my profile

* Indicates required fields

1 Edit details 2 Verify and submit 3 Confirmation

Legal business name *
Company Name

Profile/Billing language *
English

Billing account *
11111-2222222

Contact name *
User Name

Phone number * Extension
(416) 999-9999

Email address *
email@anywhere.com

Province *
Ontario

Cancel Reset Next

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3. Enter your changes and click on **Next** button and follow the instructions to Submit and Confirm the changes.

5.0 Direct Online Portal — Company Administrator Role

Company Administrators sign on to GPFS as described in [Section 3.1 — Signing on via Direct Online Portal](#)

5.1 Company Profile

The Company Administrator must set up the company profile.

1. From the **Administration** screen click on **Edit profile**.

The screenshot shows the 'Administration' page with the CIBC logo and 'Government Payment & Filing Service' header. A 'User Name' dropdown and 'Sign Off' button are in the top right. Below the header, 'Administration' is on the left and 'PFS ID: 1099161-0001' is on the right. The main content area is titled 'Company profile' and includes an 'Edit profile' link. The profile details are as follows:

Company ID:	1099161	Company name:	Company Name
# of authorizations required:	0	Billing language:	English
Company transaction limit:	\$99,999,999	Billing account:	11111-222222222222

Below the profile details is the 'User profiles' section with buttons for 'Add user', 'Modify user', 'Delete user', and 'Reset user password'. A table with columns for ID, Name, Status, Password, Approval limit, Email address, and Payment type access is shown, but it contains 'No records found.' and pagination for '0 - 0 of 0'.

2. Here the Company Administrator can modify the company name, the number of authorizations required for each initiated transaction, what the company limit will be, contact name and phone number and the billing account.
3. Enter your changes, click the **Next** button and follow the instructions to complete company profile set up.

The screenshot shows the 'Edit company profile' page with the CIBC logo and 'Government Payment & Filing Service' header. A 'User Name' dropdown and 'Sign Off' button are in the top right. Below the header, 'Company profile' is on the left and 'PFS ID: 1099161-0001' is on the right. A breadcrumb trail shows 'Administration > Edit company profile'. The main content area is titled 'Edit company profile' and has a progress indicator with three steps: 1. Edit details, 2. Verify and submit, and 3. Confirmation. The 'Edit details' step is active. The form fields are as follows:

- Company ID: 1099161
- Company name: Company Name
- # of authorizations required: 0
- Company transaction limit: No company limit, \$99,999,999
- Billing language: English
- Billing account: 11111-222222222222
- Province: Select

Buttons for 'Cancel', 'Reset', and 'Next' are at the bottom of the form.

The **# of Authorizations Required** can be set to a maximum of 3 approvals per initiated transaction. This can be changed by using the drop down menu.

The **Company Transaction Limit** is optional. This is an added control that will require an additional approval for any transaction above the **Company Transaction Limit**. This is an additional approval requirement above the **# of Authorizations Required**.

Example: Assume the **# of Authorizations Required** is set at 1 and the **Company Transaction Limit** is set at \$1,000,000. A transaction that was initiated for \$40,000 would only require 1 approval. However, a transaction that was initiated for \$1,100,000, would require 2 approvals as the amount is greater than the **Company Transaction Limit**.

The **Billing Account** can be changed by using the drop down menu and selecting the appropriate account.

5.2 Adding a User

Once successfully signed on, the Company Administrator will be brought to the **Administration** screen.

1. To add a new user, click the **Add user** button.

Administration PFS ID: 1099161-0001

Company profile
[Edit profile](#)
Company ID: 1099161 Company name: Company name
of authorizations required: 0 Billing language: English
Company transaction limit: \$99,999,999 Billing account: 1111-222222222222

User profiles
[Add user](#) [Modify user](#) [Delete user](#) [Reset user password](#)

ID	Name	Status	Password	Approval limit	Email address	Payment type access
No records found.						

0 - 0 of 0 << >> <>

[Privacy & Security](#) | [Legal](#)

This will bring you to the **Add user profile** screen.

2. Fill in the users **Name**, **Approval Limit**, **Phone number / Extension**, **Email address**, and select their **Payment Type Access**.

CIBC Government Payment & Filing Service User Name

User management PFS ID: 1099161-0001

Administration > Add user profile

Add user profile

* Indicates required fields

1 Edit details 2 Verify and submit 3 Confirmation

Name *

Approval limit *

Phone number * Extension

Email address: *

Allowed to add payment type *
 Yes
 No

Language: *
English

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A user's **Approval Limit** is the highest transaction amount a user can approve.

A user's **Payment Type Access** determines if the user has the ability to add, modify or remove payment types (i.e. Payroll, GST/HST, etc.).

3. Once complete, click on the **NEXT** button and follow the instructions to complete user set up.
New user will receive a welcome email with their CIBC GPFS ID and a separate email with their temporary password.

5.3 Modify a User

1. From the **Administration** screen, click the radial button beside the user ID you wish to modify, then click the **Modify User** button.

The screenshot shows the CIBC Government Payment & Filing Service Administration interface. At the top, there is a red header with the CIBC logo and the text 'Government Payment & Filing Service'. On the right side of the header, there is a 'User Name' dropdown menu and a 'Sign Off' button. Below the header, the page title is 'Administration' and the PFS ID is '1099161-0001'. The main content area is divided into two sections: 'Company profile' and 'User profiles'. The 'Company profile' section includes an 'Edit profile' link and a table with the following data: Company ID: 1099161, Company name: Company Name, # of authorizations required: 0, Billing language: English, Company transaction limit: \$99,999,999, and Billing account: 1111-22222222222. The 'User profiles' section has four buttons: 'Add user', 'Modify user', 'Delete user', and 'Reset user password'. Below these buttons is a table with the following data: ID: 1099161-0103, Name: User Name, Status: (blank), Password: User action required, Approval limit: \$10,000, Email address: email@anywhere.com, and Payment type access: Yes. At the bottom of the table, there is a pagination control showing '1 - 1 of 1' and a '1' button. Below the table, there are links for 'Privacy & Security' and 'Legal'.

This will bring you to the **Modify User Profile** screen.

2. Change the user details and click the **Next** button.

The screenshot shows the CIBC Government Payment & Filing Service 'Modify user profile' screen. At the top, there is a red header with the CIBC logo and the text 'Government Payment & Filing Service'. On the right side of the header, there is a 'User Name' dropdown menu and a 'Sign Off' button. Below the header, the page title is 'User management' and the PFS ID is '1099161-0001'. Below the page title, there is a breadcrumb trail: 'Administration > Modify user profile'. The main content area is titled 'Modify user profile' and includes a note: '* Indicates required fields'. Below this note, there is a progress bar with three steps: '1 Edit details', '2 Verify and submit', and '3 Confirmation'. The 'Edit details' step is currently active. Below the progress bar, there are several form fields: 'User ID' (1099161-0103), 'Name' (User Name), 'Approval limit' (\$ 10,000), 'Phone number' ((416) 999-9999) and 'Extension' (blank), 'Email address' (email@anywhere.com), 'Allowed to add payment type' (Yes selected), and 'Language' (English). At the bottom of the form, there are three buttons: 'Cancel', 'Reset', and 'Next'. Below the form, there are links for 'Privacy & Security' and 'Legal'.

The change you have made will be highlighted along with the prior information.

3. Click on the **Submit** button to save the changes.

CIBC Government Payment & Filing Service User Name Sign Off

User management PFS ID: 1099161-0001

» Administration » Modify user profile

Modify user profile

Progress: 1. Edit details (✓) | 2. Verify and submit (2) | 3. Confirmation (3)

User ID: 1099161-0103

Name: User Name

Approval limit: \$1,000 (Prior: \$10,000)

Phone number: (416) 999-9999 Extension:

Email address: email@anywhere.com

Allowed to add payment type: Yes

Language: English

Buttons: Cancel Back Submit

[Privacy & Security](#) | [Legal](#)

4. A **Modify user profile — confirmation** Screen will appear, indicating the user has been updated successfully.

CIBC Government Payment & Filing Service User Name Sign Off

User management PFS ID: 1099161-0001

» Administration » Modify user profile

✓ User has been updated successfully.

Modify user profile

Progress: 1. Edit details (✓) | 2. Verify and submit (✓) | 3. Confirmation (3)

User ID: 1099161-0103

Name: User Name

Approval limit: \$1,000

Phone number: (416) 999-9999 Extension:

Email address: email@anywhere.com

Allowed to add payment type: Yes

Language: English

Button: Done

[Privacy & Security](#) | [Legal](#)

5.4 Delete a User

1. From the **Administration screen**, click the radial button beside the user ID you wish to delete (the selected user highlighted), then click the **Delete User** button.

Administration PFS ID: 1099161-0001

Company profile

[Edit profile](#)

Company ID	1099161	Company name	Company Name
# of authorizations required:	0	Billing language:	English
Company transaction limit:	\$99,999,999	Billing account:	1111-222222222222

User profiles

[Add user](#) [Modify user](#) [Delete user](#) [Reset user password](#)

ID	Name	Status	Password	Approval limit	Email address	Payment type access
1099161-0103	User Name		User action required	\$1,000	email@anywhere.com	Yes

1 - 1 of 1

[Privacy & Security](#) | [Legal](#)

2. A pop up screen will appear confirming your request to delete the user.
3. Click **OK** to continue.

Delete user [X]

Are you sure you want to delete user 1099161-0103 ?

[OK](#) [Cancel](#)

4. A **Confirmation Screen** will appear, indicating the user has been deleted.

Delete user [X]

User has been deleted.

[OK](#)

5.5 Reset User Password

1. From the **Administration screen**, click the radial button beside the user ID you wish to reset the password, then click the **Reset user password** button.

CIBC Government Payment & Filing Service

Administration PFS ID: 1099161-0001

Company profile

Company ID: 1099161 Company name: Company Name
of authorizations required: 1 Billing language: English
Company transaction limit: \$99,999,999 Billing account: 1111-2222222222

User profiles

ID	Name	Status	Password	Approval limit	Email address	Payment type access
1099161-0104	User Name		User action required	\$1	email@anywhere.com	Yes

2. Pop up screen will appear confirming your request to reset the user password.

Reset password

Are you sure you want to reset the password for user 1099161-0104 ?

Cancel OK

3. Click **OK** to continue.
4. A **Confirmation Screen** will appear, indicating the user password has been reset. The user will receive an email indicating their temporary password to logon.

Reset password

Password has been reset.

OK

6.0 Authorized Users

6.1. Adding a Payment Type

Before you can pay and file your taxes, you must add the payment type you would like to use.

Note: At your first sign on, the service will prompt you to add your payment type. Proceed to step 2 to register your payment type and tax account.

Once you have registered your payment type and tax account, subsequent sign on will display **Registered payments and accounts** menu with the list of payment type and account registered as in step 1.

1. From the **Registered payments and accounts screen**, click on **Add Payment Type**.

The screenshot shows the 'Registered payments and accounts' screen. At the top, there is a red header with the CIBC logo and the text 'Government Payment & Filing Service'. On the right side of the header, there are 'User Name' and 'Sign Off' buttons. Below the header, the 'Company Name' is '(1088000)' and the 'PFS ID' is '1088000'. There are three tabs: 'Registered payments and accounts' (selected), 'Future dated transactions', and 'Transaction history'. Below the tabs, there are buttons for 'Pay', 'Add payment type', 'Edit', and 'Remove'. A table lists registered payment types and account numbers:

Payment type	Account number
Federal - Corporation Tax Payments -- TXINS	231313131RC0002
Federal Payroll Deductions - Regular/Quarterly -- EMPTX-- (PD7A)	99999995RP0001 231313131RP0002

Below the table, there are links for 'Documentation' (Available tax types, Tax filing user guide) and 'Frequently asked questions'. At the bottom, there are links for 'Privacy & Security' and 'Legal'.

2. From **Add payment Type** screen, select the payment type required by moving your cursor to the payment type, and click on it (payment type selected will be highlighted).

You may filter by category at the top to narrow your search, or expand list by increasing rows per page at the bottom of the screen.

The screenshot shows the 'Add payment type' screen. At the top, there is a red header with the CIBC logo and the text 'Government Payment & Filing Service'. On the right side of the header, there are 'User Name' and 'Sign Off' buttons. Below the header, the 'Company Name' is '(1088000)' and the 'PFS ID' is '1088000'. The screen is titled 'Add payment type' and has a progress bar with three steps: '1 Select payment type', '2 Enter details', and '3 Confirmation'. Below the progress bar, there are radio buttons for 'All tax', 'Federal tax', and 'Provincial tax'. Below the radio buttons, there is a dropdown menu for 'Provincial tax'. Below the dropdown menu, there is a table of payment types:

Payment type
Air Traveller's Security Charge
Federal - Corporation Tax Payments
Federal - Excise Duty
Federal - Excise Tax
Federal - GST/HST Return
Federal - GST/HST Payment
Federal - Non-Resident Withholding Tax-Part XIII
Federal - Personal Tax Instalment
Federal Payroll Deductions - Regular/Quarterly
Federal Payroll Deductions - Threshold 1

At the bottom of the table, there is a pagination bar showing '1 - 10 of 63' and '10 rows per page'. There are 'Cancel' and 'Next' buttons at the bottom left. At the bottom right, there are links for 'Privacy & Security' and 'Legal'.

3. Click on the **Next** button.
4. Complete the required information and click the **Next** button.

CIBC Government Payment & Filing Service User Name

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Add payment type

Add payment type

Federal - Corporation Tax Payments

1 Select payment type 2 Enter details 3 Confirmation

* Required information

Tax account number * ⓘ

Fiscal year begins (month/day) *
 January | 01

Privacy & Security | Legal

5. When an error message is displayed, re-enter the correct information, then click **Next** button.
6. Once you have received confirmation that the payment type has been added, you may choose:
 - **Add another account** — This will take you back to the Add Payment Type screen.
 - **Registered payments and accounts** screen by moving your cursor to the link at the top of the page and click on it.
 - **Sign off**

CIBC Government Payment & Filing Service User Name

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Add payment type

Add payment type

Federal - Corporation Tax Payments

1 Select payment type 2 Enter details 3 Confirmation

✓ The following payment account has been added to your payment list.

Tax account number
231313131RC0005

Fiscal year begins (month/day)
Jan/01

Privacy & Security | Legal

6.2 Edit Payment Type

On occasion, changes to payment types may be required, i.e. correcting errors, changes in tax account numbers, etc.

1. From the **Registered payments and accounts screen**, click the radial button beside the payment type you would like to edit (selected payment type highlighted) and then click the **Edit** button.

CIBC Government Payment & Filing Service User Name ▼ Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Future dated transactions Transaction history

Registered payments and accounts

Pay Add payment type Edit Remove

Payment type	Account number
<input checked="" type="radio"/> Federal - Corporation Tax Payments -- TXINS	231313131RC0002 231313131RC0004
<input type="radio"/> Federal Payroll Deductions - Regular/Quarterly -- EMPTX-- (PD7A)	99999999SRP0001 231313131RP0002

Documentation

- Available tax types
- Tax filing user guide

Frequently asked questions ▢

Privacy & Security | Legal

2. If there are more than one registered tax account for the selected payment type, select the tax account number you would like to edit (selected tax account number highlighted), and click the **Next** button.

CIBC Government Payment & Filing Service User Name ▼ Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Edit payment type

Edit payment type

1 Select payment type 2 Enter details 3 Confirmation

Federal - Corporation Tax Payments

Click in a row to select an account to edit/delete

Account number	Fiscal year begins (month/day)
231313131RC0002	Jan/01
231313131RC0004	Jan/01

Cancel Next

Privacy & Security | Legal

3. Make the necessary changes in the appropriate fields and click the **Save** button.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Edit payment type

Edit payment type

Federal - Corporation Tax Payments

Select payment type Enter details Confirmation

Please note that all related future dated transactions will be updated in the new account.

* Required information

Tax account number *
231313131RC0001

Fiscal year begins (month/day) *
January 01

Cancel Save

Privacy & Security | Legal

4. The **Edit payment type — confirmation** screen will appear, indicating the changes have been accepted.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts Edit payment type

Edit payment type

Federal - Corporation Tax Payments

Select payment type Enter details Confirmation

The following payment type has been updated in your payment list. 0 future dated payments have been updated with the new account number.

Tax account number
231313131RC0002

Fiscal year begins (month/day)
Jan/01

Done

Privacy & Security | Legal

6.3 Remove a Payment Type

If a payment type must be removed, prior to removing it, any future dated payments / filings must be cancelled. See [6.8 Approve or Cancel a Payment](#).

1. From the **Registered payments and accounts Menu**, click the radial button beside the payment type you would like to remove, and click the **Remove** button.

- If there are more than one tax account registered for the payment type, select the tax account you would like to remove by moving your cursor to it and click on it (selected tax account will be highlighted).

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Remove payment type

Remove payment type

1 Select account 2 Verify and submit 3 Confirmation

Federal - Corporation Tax Payments

Click in a row to select an account to edit/delete

Account number	Fiscal year begins (month/day)
231313131RC0002	Jan/01
231313131RC0004	Jan/01

Cancel Next

Privacy & Security | Legal

- Click the **Next** button.
- Verify and confirm your request by clicking on the **Remove** button.

CIBC Government Payment & Filing Service User Name Sign Off

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts > Remove payment type

Remove payment type

1 Select account 2 Verify and submit 3 Confirmation

Federal - Corporation Tax Payments

This payment type will be removed from your payment list. Past transaction history will not be affected. Select Remove to continue.

Tax account number
231313131RC0002

Fiscal year begins (month/day)
Jan/01

Cancel Remove

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- The **Remove payment type — confirmation** screen will appear, indicating the payment has been removed.

6.4 Making a Payment — No Additional Approvals Needed

Now that you have set up your payment type(s), you are ready to pay and file taxes!

- In the **Registered payments and accounts Menu** screen, you will see a list the payment types that you have previously set up. Select the payment you would like to make by clicking on the radial button beside it, then click the **Pay** button.

2. In the **Make a payment** screen, select the bank account you would like to make the payment from by using the **Pay from** drop down menu.

If you don't see the bank account you would like to make the payment from, you will need to request to have it added. See [Section 8.0](#).

3. Fill in the other fields, as required, and click the **Next** button.

The screenshot shows the 'Make a payment' screen for 'Federal - Corporation Tax Payments'. The progress bar indicates Step 1 of 3: 'Enter payment details'. The 'Accounts' section shows 'Pay from' as 11111-22222222 and 'Tax account to pay' as 231313131RC0004. The 'Payment' section includes fields for 'Period ending' (yyyy mmm dd), 'Amount owing' (Interim, Payment on filing, Total payment), and 'Payment date' (2016 Aug 26). All monetary values are currently \$0.00. Buttons for 'Cancel' and 'Next' are visible at the bottom.

4. Once you have verify the information is correct click the **Submit** button.

The screenshot shows the 'Make a payment' screen for 'Federal - Corporation Tax Payments'. The progress bar indicates Step 2 of 3: 'Verify and submit'. The 'Accounts' section shows 'Pay from' as 11111-22222222 and 'Tax account to pay' as 231313131RC0004. The 'Payment' section shows 'Period ending' as 2016 Aug 26 and 'Total payment' as \$1.00. Other monetary values are \$0.00. Buttons for 'Cancel', 'Back', and 'Submit' are visible at the bottom.

5. If you do not want to proceed with the payment, click **Cancel**, and this will bring you back to the **Registered payments and accounts** screen.

6. When you click **Submit**, you will receive a confirmation number, indicating the payment has been accepted by the system.

The screenshot displays the CIBC Government Payment & Filing Service interface. At the top, the CIBC logo and "Government Payment & Filing Service" are visible on the left, and "User Name" and "Sign Off" on the right. Below the header, the "Company Name (1088000)" and "PFS ID: 1088000" are shown. A breadcrumb trail indicates the user is in "Registered payments and accounts > Make payment". The main heading is "Make a payment".

The central part of the screen shows a progress bar for "Federal - Corporation Tax Payments" with three steps: "Enter payment details", "Verify and submit", and "Confirmation". The "Confirmation" step is currently active, indicated by a green checkmark and the number "3".

A green notification box states: "Payment made successfully. Confirmation number: 5000020".

Below the notification, there are sections for "Accounts" and "Payment".

Accounts	
Pay from 11111-22222222	Tax account to pay 231313131RC0004

Payment	
Period ending 2016 Aug 25	Amount owing \$1.00
	Interim \$0.00
	Payment on filing \$0.00
Payment date 2016 Aug 26	Total payment \$1.00

At the bottom of the payment section, there are three buttons: "Make another payment", "Print", and "Done". A small note at the very bottom reads: "You can click on the 'Print' button to print this page for future reference. Please note: If you need to cancel this transaction, please access the 'Future dated transactions' tab."

7. Once you have received confirmation that the payment has been accepted, you may choose:
- **Print** — This will print a copy of the payment confirmation
 - **Make another payment** — This will take you back to step 3 to make another payment for the same tax account.
 - **Done** — This will take you back to the Registered payments and accounts screen.
 - **Sign off**

6.5 Making a Payment — Multiple Authorizations Required

There are certain situations where a payment will require one or more approvals in order to process the payment instructions.

A company may require 0, 1, 2, or 3 approvals for every transaction initiated. This is determined by your Company Administrator. The maximum number of approvals for any transaction is 3.


Each user may be assigned an “authorization limit”, as determined by your Company Administrator. Any transaction initiated by a user over their authorization limit, will automatically require approval by another authorized user.

1. To make a payment, follow the same process in section [6.4 Make a payment — No Additional Approval Required](#).
2. If the payment amount is greater than your authorized limit, or if multiple approvals are required, an initiated payment will automatically go to a “pending approval” status once the payment instructions have been accepted by the system

6.6 Pending Transactions

If there are pending transactions on GPFS, you will be brought to the **Transaction Pending Approvals** screen as soon as you log on. This screen provides a snap shot of any transactions in a “pending approval” status.

You could also navigate to this screen by clicking on the **Transaction Approvals** tab at the top.

 **Government Payment & Filing Service** User Name ▾ Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0104

Registered payments and accounts | **Future dated transactions** | Transaction history | Transaction approvals

Transaction Pending Approvals

Select row to view details and to do approvals:

Transaction type	Payment date	Amount	Account number	Status	Approved/Required
TXINS	2016 Sep 23	\$1.00	231313131RC0001	Pending approval	0/1


1 - 1 of 1 | 1 | 25 rows per page

[Privacy & Security](#) | [Legal](#)

6.7 View a Payment

To view details of a pending transaction from the **Transaction Pending Approvals** screen, select the appropriate transaction.


This will bring you to the **Pending Approval — details** screen.

 **Government Payment & Filing Service** User Name ▾ Sign Off

Company Name (1099161) PFS ID: 1099161-0104

Transaction Pending Approvals > Pending approval - details

Pending approval - details

 **Federal - Corporation Tax Payments**

Payment summary

Status:	Pending approval	Payment date:	2016 Sep 23
Approvals:	0 of 1 approved	Payment amount:	\$1.00
Creation date & time:	2016 Sep 22 10:53:03	Pay from:	11111-2222222
Created by:	User Name		

Transaction details

Tax account to pay:	231313131RC0001
Period ending:	2016 Sep 22
Amount owing:	\$1.00
Interim:	\$0.00
Payment on filing:	\$0.00
Total payment:	\$1.00

[Audit](#) [Cancel Transaction](#) [Back to List](#) [Approve](#)

[Privacy & Security](#) | [Legal](#)

6.8 Approve or Cancel a Pending Payment

1. From the **Pending Approval — details** screen, you may now click the **Approve** button, to approve the transaction or click the **Cancel** button to cancel the transaction.

CIBC Government Payment & Filing Service User Name

Company Name (1099161) PFS ID: 1099161-0104

» Transaction Pending Approvals » Pending approval - details

Pending approval - details

Federal - Corporation Tax Payments

Payment summary

Status:	Pending approval	Payment date:	2016 Sep 23
Approvals:	0 of 1 approved	Payment amount:	\$1.00
Creation date & time:	2016 Sep 22 10:53:03	Pay from:	11111-2222222
Created by:	User Name		

Transaction details

Tax account to pay:	231313131RC0001
Period ending:	2016 Sep 22
Amount owing:	\$1.00
Interim:	\$0.00
Payment on filing:	\$0.00
Total payment:	\$1.00

Privacy & Security | Legal

2. The payment is then in a **To be processed** or **Cancelled** status. A confirmation number will be assigned.
3. You can now click on:
 - **Return to Transaction Pending Approval screen**
 - **Main Menu**
 - **Sign off**

6.9 View Future Dated Transaction

1. From the **Main Menu** screen, click on **Future dated transactions** tab. This will bring you to the **Search future dated transaction** screen.

The screenshot shows the CIBC Government Payment & Filing Service interface. At the top, there is a red header with the CIBC logo and the text 'Government Payment & Filing Service'. To the right of the header are 'User Name' and 'Sign Off' buttons. Below the header is a light blue banner with an information icon and the text: 'Please note payments must be entered by midnight the day BEFORE due date.' The main content area shows 'Company Name (1088000)' and 'PFS ID: 1088000'. There are three tabs: 'Registered payments and accounts', 'Future dated transactions' (which is selected), and 'Transaction history'. Below the tabs is the heading 'Search future dated transactions (Please select a date range)'. A search form contains 'Payment dates from' with a date picker set to '2016 Oct 04', 'to' with a date picker set to '2016 Nov 03', a blue 'Search' button, a grey 'Reset' button, and a blue link for 'Advanced search'. At the bottom of the page are links for 'Privacy & Security' and 'Legal'.

2. Click on **Advanced search** for additional search fields.

The screenshot shows the 'Advanced search' screen in the CIBC Government Payment & Filing Service. The header and banner are identical to the previous screenshot. The 'Future dated transactions' tab is selected. The heading is 'Search future dated transactions (Please select a date range)'. The search form is expanded to show additional fields: 'Select payee' (dropdown menu), 'Select tax account' (dropdown menu), 'Payment date' (radio buttons for 'Date from' (selected), 'Specific day', and 'All'), 'Confirmation number' (radio buttons for 'All' (selected) and 'Number'), and 'Amount' (text input field). There are 'Reset' and 'Search' buttons at the bottom left, and a blue link for 'Basic search' at the bottom right. 'Privacy & Security' and 'Legal' links are at the bottom of the page.

3. Fill in the appropriate fields for your request, and click on the **Search** button.

4. A **Future dated transaction** screen will appear with the transactions listed. To view the details of a specific transaction, select the appropriate row for the transaction.

Government Payment & Filing Service User Name Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1088000) PFS ID: 1088000

Registered payments and accounts | **Future dated transactions** | Transaction history

Search future dated transactions (Please select a date range)

Select payee: | Select tax account:

Payment date: Date from 2016 Oct 04 to 2016 Nov 03 | Specific day | All

Confirmation number: All | Number

Amount:

[Advanced search](#)

To view the details of a payment, click on the corresponding row.

Transactions	Payment date	Amount	Confirmation number	Tax account number	Status
TXINS	2016 Oct 04	\$1.00	3000030	231313131RC0004	To be processed

1 - 1 of 1 | | rows per page

[Privacy & Security](#) | [Legal](#)

6.10 View Transaction History

1. From the **Main Menu** screen, click on **Transaction History** tab. This will bring you to the **Search Transaction History** screen.

Government Payment & Filing Service User Name Sign Off

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0108

Registered payments and accounts | **Transaction history** | Future dated transactions | Transaction approvals

Search transaction history (Please select a date range)

Payment dates from to [Advanced search](#)

[Privacy & Security](#) | [Legal](#)

2. Click on Advanced search for additional search fields

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0104

Registered payments and accounts | Future dated transactions | Transaction history | Transaction approvals

Search transaction history (Please select a date range)

Select payee: All payee | Select tax account: All accounts

Payment date: Date from 2016 Aug 22 to 2016 Sep 22 | Confirmation number: All

Status: Select status | Amount: []

Reset | Search | [Basic search](#)

Privacy & Security | Legal

3. Fill in the appropriate fields for your request, and click on the **Search** button.

4. A **Transaction history** screen will appear with the transactions listed. To view the details of a specific transaction, select the appropriate row for the transaction.

Please note payments must be entered by midnight the day BEFORE due date.

Company Name (1099161) PFS ID: 1099161-0104

Registered payments and accounts | Future dated transactions | Transaction history | Transaction approvals

Search transaction history (Please select a date range)

Select payee: All payee | Select tax account: All accounts

Payment date: Date from 2016 Aug 22 to 2016 Sep 22 | Confirmation number: All

Status: Select status | Amount: []

Reset | Search | [Basic search](#)

To view the details of a payment, click on the corresponding row.

Transactions	Payment date	Amount	Confirmation number	Tax account number	Status
TXINS	2016 Sep 02	\$1.00	1002040	231313131RC0001	Processed
TXINS	2016 Sep 02	\$2.00	1005130	231313131RC0001	Processed
TXINS	2016 Sep 02	\$1.50	1005140	231313131RC0001	Processed
TXINS	2016 Sep 05	\$0.02	2005182	231313131RC0001	Cancelled
TXINS	2016 Sep 05	\$0.02	2005192	231313131RC0001	Cancellation Request
TXINS	2016 Sep 05	\$5.01	2005221	231313131RC0001	Cancelled
TXINS	2016 Sep 05	\$5.01	2005231	231313131RC0001	Cancellation Request
TXINS	2016 Sep 06	\$0.03	2005203	231313131RC0001	Cancelled
TXINS	2016 Sep 06	\$0.03	2005213	231313131RC0001	Cancellation Request

1 - 9 of 9 | 10 rows per page

Privacy & Security | Legal

7.0 Transaction Alert Messages

Transaction Alert Messages are sent to all authorized users by email. These are automated emails — please do not respond to these. If you receive these emails in error, please contact your Company Administrator.

If your company has elected to receive the **Transaction Alert Messages**, all authorized users will receive an email notification in any of the following situations:

1. **A transaction has been initiated** — a payment / filing has been initiated by an authorized user and will be processed. No action is required.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Transaction Alert

This e-mail notification has been sent to alert you that a Government payment or filing transaction has been initiated. For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

Le présent courriel, ainsi que tous les messages et documents en annexe, est strictement confidentiel. Rien ne garantit que la transmission d'un courriel par Internet se fasse en toute sécurité ou sans erreur: un message peut être intercepté ou corrompu, il peut tarder ou renfermer un virus. La Banque CIBC n'est pas responsable de ces risques.

2. **A transaction has been initiated and requires approval** — the transaction is in a pending status and requires approval before the payment / filing can be processed.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Transaction Requires Approval Alert

This e-mail notification has been sent to alert you that a Government payment or filing transaction has been initiated and requires approval. For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

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3. **An upcoming post-dated transaction will be processed** — a future dated transaction will be processed by the system in 7 calendar days. No action is required.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Post-Dated Transaction Alert

This e-mail notification has been sent to alert you that a Government payment or filing post-dated transaction will be processed in 7 calendar days. For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

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4. **A pending transaction that requires approval is approaching its expiration date** — a payment / filing in a pending status has not been approved and will expire in 7 days. This transaction will expire in 7 calendar days and will not be processed unless approval is provided.

Sample:

To: Test User 1

From: CIBC_GPFS_ADMIN@telus.com

Subject: CIBC Government Payment & Filing Service Pending Transaction Expiration Alert

This e-mail notification has been sent to alert you that a Government payment or filing transaction that requires approval will expire soon if approval is not received.

For more details, please sign on to the CIBC Government Payment and Filing Service.

Please do not respond to this e-mail. If you have any questions, please contact your company administrator.

This email (and all attached messages and documents) is private and confidential. Internet e-mail is not guaranteed to be secure or error free. Messages could be intercepted, corrupted, arrive late, or contain viruses. CIBC will not be liable for these risks.

Le présent courriel, ainsi que tous les messages et documents en annexe, est strictement confidentiel. Rien ne garantit que la transmission d'un courriel par Internet se fasse en toute sécurité ou sans erreur: un message peut être intercepté ou corrompu, il peut tarder ou renfermer un virus. La Banque CIBC n'est pas responsable de ces risques.

8.0 Additional Help

If you require additional technical assistance, please contact the Payment & Filing Help Desk at 1 800 206-9444.

For all other assistance, please contact the CIBC Business Contact Centre at 1 888 947-7736.