

Step	To Do	Who can Assist
1.	Backup e@syFile	SARS e@syFile
2.	Restoring a backup in e@syFile	SARS e@syFile
3.	Downloading or installing e@syFile software or assisting with any technical errors as, a result of the download.	SARS e@syFile
4.	Adding or changing passwords on e@syFile	SARS e@syFile
5.	Verify all relevant data on your payroll, e.g. basic company information, personal, details of employees, IRP5 codes, etc.	Sage
6.	Import the Payroll file	Sage
7.	Correct validation errors	Sage
8.	Cancel certificates on e@syFile	Sage
9.	Capture manual certificates on e@syFile	SARS e@syFile
10	Restatement of EMP201	eFiling
11	Complete the EMP501 Declaration on e@syFile	SARS e@syFile
12	Complete the EMP701 Remuneration Declaration	SARS e@syFile
13	Submit electronic information to SARS via eFiling	SARS e@syFile/eFiling
14	Generate IRP5/IT3(a) certificates via PDF	Sage
15	Resubmission of previous years	Consultation
16	Any eFiling related questions	eFiling

For eFiling and e@syFile queries contact SARS on:

Tel: 0800 00 SARS (7277)

Email: Click [here](#) for Regional Details

Website: <http://www.sarsefiling.co.za>