

Electronic Configuration of T4 and RL-1 Slips

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Warning: This guide assumes that you have previously produced T4 and RL-1 slips using the Dynacom software; therefore, the following instructions will only assist you in transitioning from paper submissions to governments to electronic submissions. Moreover, Dynacom software does not send anything directly to the governments, it only generates files that you must subsequently submit on the government websites.

Section 1: Registration with the Federal Government

To begin, you must subscribe to the federal government's online services at this address:

<https://apps.cra-arc.gc.ca/ebsci/njwc/waconline/home>

You will now need a **Transmitter Number**. If you are filing for a company that you own or work for, your **Transmitter Number** will be MM555555. If, on the other hand, you are filing for third-party entities (example: you are in the accounting field and produce for your clients), you will need to call 1-800-665-5164 to obtain a unique Transmitter Number.

Section 2: Configuring T4 Slips in Dynacom Accounting

From the **T4 Printing** module, check the box **Transmit Electronically**:

The screenshot shows the 'T4 - Printing' dialog box with the following settings:

- Employees:** Year: 2023, Sort by: City, Include inactive employees: , Filter by employment insurance rate: [dropdown]
- Print:** Facsimile: , Print the Summary: , Front-back print test:
- Business number (BN):** 11111118RP1234
- Electronic transmission:** Transmit electronically (highlighted by a red arrow), Set Up button

Next, click on the **Set Up** button located to the right of the box you just checked. You will need to configure the three tabs with your company's information. You cannot click on the 'OK' button until the essential information is filled in. For the **Transmitter Number**, refer to the first section.

The screenshot shows the 'T4 Form Set Up' dialog box with the 'Transmitter' tab selected. The 'Transmitter information' section contains the following fields:

- Transmitter name:** Dynacom Technologies
- Taxation year:** 2023
- Transmitter number:** MM 555555
- Address:** 1270, Dagenais Blvd., West
- City:** Laval
- Province / State:** QC
- Country:** CAN
- Zip Code:** H7L 5E3
- Transmitter type:** 1 - If you are submitting returns or

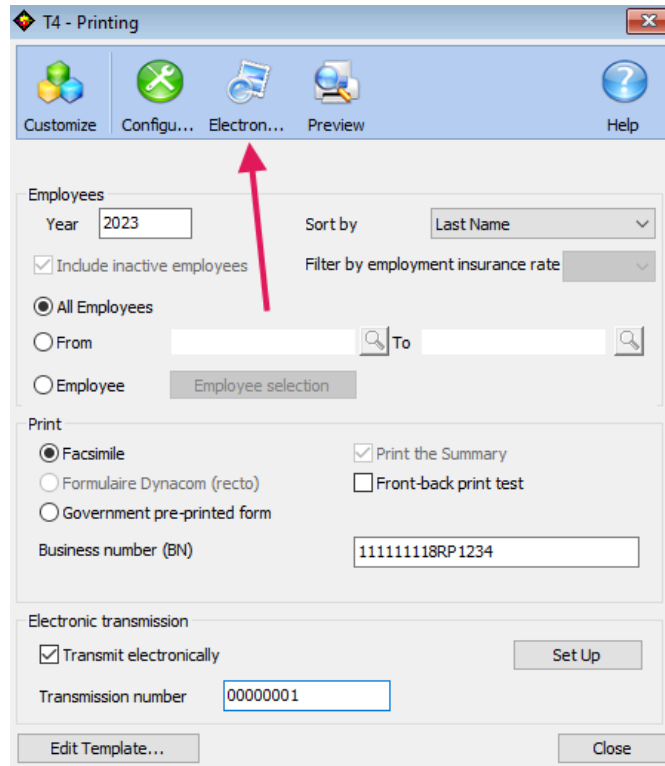
The screenshot shows the 'T4 Form Set Up' dialog box with the 'Technical' and 'Accounting' sections visible. Both sections include fields for 'Surname and first name', 'Area', 'Phone', 'Ext.', and 'Language of communication' (with 'English' selected).

- Technical section:**
 - Surname and first name: Mrs. ABC
 - Area: 514
 - Phone: 555-0254
 - Ext.:
 - Language of communication: English
 - Email: abc@dynacom.com
- Accounting section:**
 - Surname and first name: Mr. YYZ
 - Area: 514
 - Phone: 555-0254
 - Ext.:
 - Language of communication: English
 - Email: yyz@dynacom.com

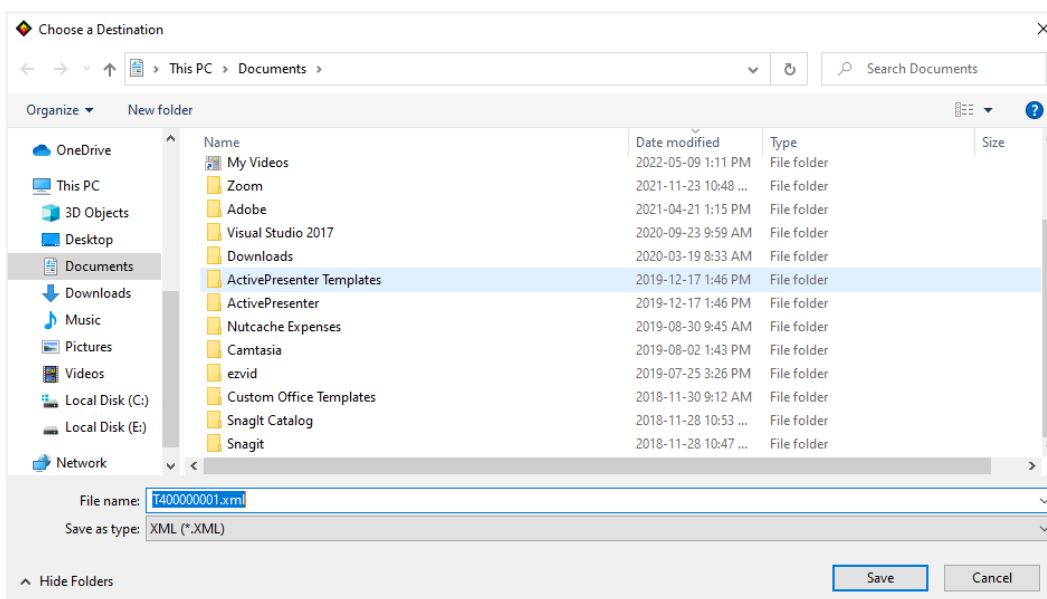
The screenshot shows the 'T4 Form Set Up' dialog box with the 'T4 Summary' tab selected. The 'T4 Summary' section contains the following fields:

- Employer surname:** Dynacom Technologies
- To the attention of:**
- Address:** 1270, Dagenais Blvd., West
- City:** Laval
- Province / State:** QC
- Country:** CAN
- Zip Code:** H3A 1Y2
- Transmission type:** 0 - Original report
- Proprietor #1 SIN:** 000 000 000
- Proprietor #2 SIN:** 000 000 000
- Federal Youth Hires Program:** 0 - Not required

After configuring the three tabs, you can click on the 'OK' button and return to the main T4 printing window. You will need to enter a **Transmission Number**, which will be 00000001 if it's your first submission.



You will notice that the print button is now labeled **Electronic Submission**. After previewing and ensuring everything is in order on your T4 slips and summary, you can click on the **Electronic Submission** button. Your Dynacom software will prompt you to save the XML file. If your Dynacom software is installed locally on your computer, save the file on your desktop, in your documents, or in a location of your choice. If you are using the SaaS version of Dynacom, save the file on the K: drive (common), from where you can later copy it to your computer.



Subsequently, you can print double-sided copies for the employees, as usual. Even though your Dynacom software shows the T4 summary at the end, it is included in the XML file that you will send to the federal government; therefore, it is not necessary to submit it manually.

To submit your XML file, please use the following website:

https://apps.cra-arc.gc.ca/ebci/leb0/upload/prot/lngg.action?request_locale=en_CA

Simply press the **I Agree** button at the bottom of the page and follow the on-screen instructions

Section 3: Registration with the Provincial Government

To begin, you first need to subscribe to the online services of the provincial government via the following address:

<https://www.info.clicsequer.gouv.qc.ca/entreprises/inscription-clicsequer-entreprises/>

You will also need a **Transmitter Number**. Unlike the federal government, you will need a unique **Transmitter Number**, regardless of whether you are filing for yourself or for other entities. To obtain the **Transmitter Number**, please visit the following site:

<https://www.revenuquebec.ca/en/online-services/forms-and-publications/current-details/ed-430-v/>

Registering to obtain the **Transmitter Number** will also give you access to the Serial Numbers you will need. See the steps to follow on the following website to obtain those numbers:

<https://www.revenuquebec.ca/en/businesses/rl-slips-and-summaries/sending-rl-slips-and-summaries/sending-rl-slips-and-summaries-to-revenu-quebec/online/>

Section 4: Configuring RL-1 Slips in Dynacom Accounting

From the Relevés 1 Printing module, check the box **Transmit Electronically**.

Next, click on the **Set Up** button located to the right of the box you just checked. You will need to configure the three tabs with your company's information. You cannot click on the 'OK' button until all the essential information is filled in. For the **Transmitter Number**, use the Transmitter Number mentioned in Section 3.

The image displays three sequential screenshots of the 'RL-1 Form Set Up' dialog box, showing the configuration of different tabs.

First Screenshot: Transmitter Information

- Transmitter Information
- Name of transmitter: Mrs. ABC
- Address: 1270, Dagenais Blvd., West
- City: Laval
- Province / State: QC
- Zip Code: H7L 5E3
- Taxation year: 2023
- Transmitter number: NP 123456
- Transmission type: Original file
- Transmission number: 000
- Type of transmitter: If you are filing for yourself

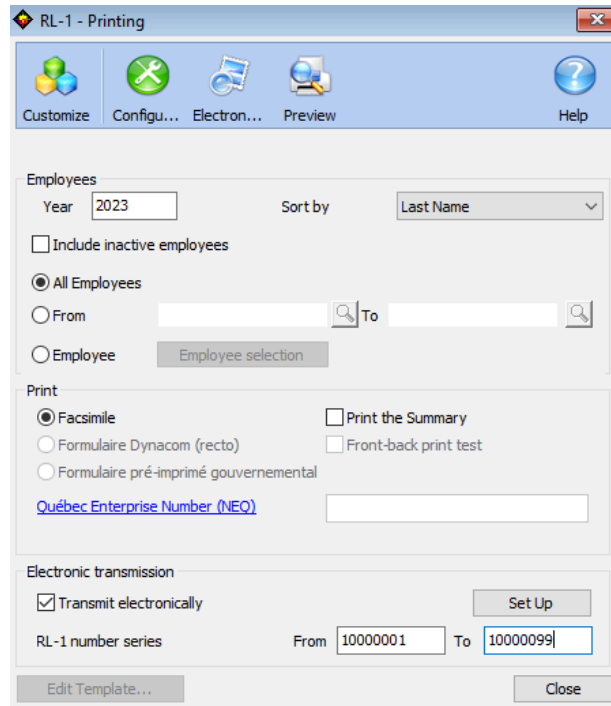
Second Screenshot: Technical

- Technical
- Surname and first name: Mrs. BBC
- Area: 819
- Phone: 236-6589
- Ext.:
- Email: bbc@dynacom.com
- Language of communication: English

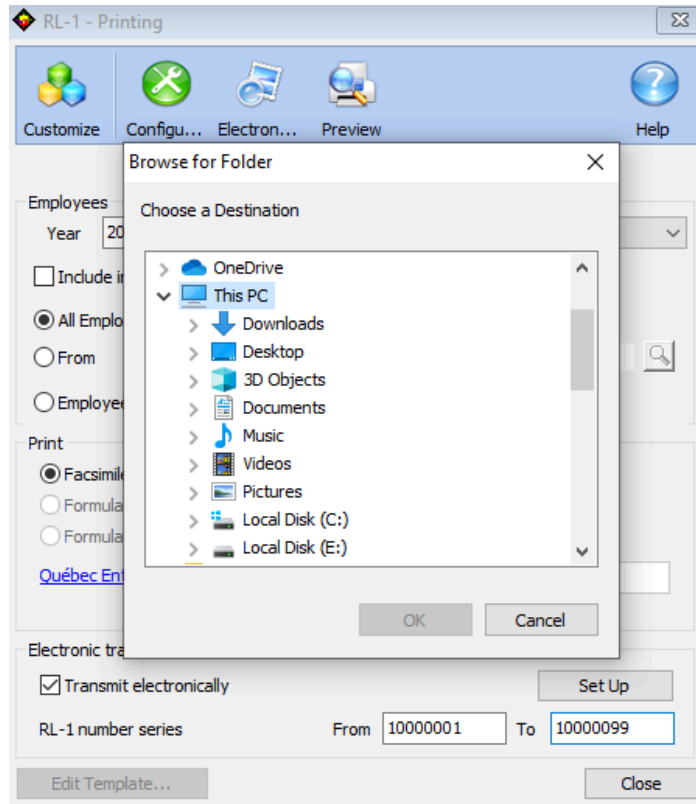
Third Screenshot: RL-1 Totals

- RL-1 Totals
- Employer surname: Dynacom Technologies
- Address: 1270, Dagenais Blvd., West
- City: Laval
- Province / State: QC
- Zip Code: H3A 1Y2
- File number of employer: 1234567890 RS 0001
- Dynacom Accounting
- Version: 11.08.0494
- Authorization No.: RQ-23-01-056

After configuring the three tabs, you can click on the 'OK' button and return to the main RL-1 printing window. You will now need to add the serial numbers as mentioned in Section 3.



You will notice that the print button is now labeled **Electronic Submission**. After previewing and ensuring everything is in order on your RL-1 slips and summary, you can click on the **Electronic Submission** button. Your Dynacom software will prompt you to save the XML file. If your Dynacom software is installed locally on your computer, save the file on your desktop, in your documents, or in a location of your choice. If you are using the SaaS version of Dynacom, save the file on the K: drive (common), from where you can later copy it to your computer.



Subsequently, you can print double-sided copies for the employees, as usual. Unlike the XML file for the T4 slips, the RL-1 summary is not included in the provincial XML. You will need to send it by mail or fill in the summary information on the provincial government's website.

To submit your XML file, please use the following website:

https://www.services.mrq.gouv.qc.ca/AccesEntrpr/s3/s303/S303A01_01A_PIU_TransmRelev_PC/PageDeGarde.aspx?CLNG=F

Simply press the **Start** button at the end of the page and follow the on-screen instructions.