

Track returns you have filed on the docsign.ca website

If you have registered with the docsing.ca website, you can track all the returns you have filed by enabling the 'Enable filing report to docsign.ca, you can easily search filing records later.'" option in the DocSign.ca Preference window. You can check out [Set up docsign.ca preference in software](#) page on how to set up.

After logged-in on your Dashboard, click the 'Tax Filings' icon in **Tools & Services** section to access all your filing records.

The following screenshot shows how the Filing Report will look like on the Dashboard. You can also filter the filing records with taxpayer names, S.I.N, and filing dates, etc,. You can track status, confirmation code and messages returned from CRA if a filing is failed.

The screenshot displays the 'Doc & Sign: My Dashboard' interface. On the left is a dark sidebar with navigation icons for Website Home, My Dashboard, My Profile, and Logout. The main content area is titled 'Tax Filings Report' and includes a search bar for 'Search Name, SIN, Type...', filters for 'Filed from' and 'Filed to', and a table of filing records. A blue information box at the top states: 'The latest 50 records will be loaded for faster response. Use pagination at the bottom to load more records. On any given page, use Rows per page to navigate all records. Search or filter will apply to records loaded on the page.'

Taxpayer Name	S.I.N	Filing Type	Status	Tax Year	Filed At	Confirmation Code
PAUL	5*****5	T1	success	2020-12-31	2021-02-15, 09:56:49 EST	B2E9B2AT
Filing message: 180-01 - The 2020 tax return for PAUL ***** has been processed by the Canada Revenue Agency. Your client has opted to have you receive their notice of assessment electronically in your software. It is your responsibility to provide a copy to the client. To view your client's most recent assessment details, login to the Express NOA service within your software. The CRA will not mail a paper copy of the NOA to the taxpayer. The same selection criteria for verifying income tax returns are used for both paper and electronic versions. Your client needs to keep all tax information slips and documents for six years after you filed the tax return. Please keep this confirmation number and DCN for your records: B2*****050						
REL	5*****RC0001	T2	failed	2020-12-31	2021-02-12, 21:15:19 EST	E5644124
REL	5*****RC0001	T2	failed	2020-12-31	2021-02-12, 15:42:14 EST	E5644124

Unique solution ID: #1285

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Last update: 2021-02-25 22:43