

First Steps

Once you have received your invitation email, you will be required to access your portal and input your personal details. When done, you will be asked to change your password - this ensures that your portal is secure and only you can access it going forward.

Please refer to the initial invitation email for instructions on how to complete your first steps.

Setting up two-factor authentication

Once you have created your account on the portal you will be asked to set up two-factor authentication to ensure that your account remains fully secure and only accessible by yourself.

If you do not have an authenticator app on your mobile already, we would advise that you download a two-factor authenticator app like **Microsoft Authenticator** for Windows Phone, Android and iOS or **Google Authenticator** for Android and iOS.

Scan the QR Code or enter the key provided by iR35 Resolve which be a mixture of 32 random letters & numbers into your two factor authenticator app. (Spaces and casing do not matter). **Or**, you will be provided with a QR code that you can scan.

Once you have scanned the QR code or input the key above, your two factor authentication app will provide you with a unique code. Enter the code in the confirmation box upon request.

Each time you log-into the portal you will need to open the two-factor authenticator app where you will be provided with a code to enter into iR35 Resolve.

Dashboard

Your contractor dashboard is easy to navigate and easy to use. Everything you need in relation to your assessment(s) can be found within the main page of your dashboard.



The screenshot shows the iR35olve contractor dashboard. The header includes the iR35olve logo and the email address TESTCONTRACTOR@CHAMPIONCONTRACTORS.CO.UK DASHBOARD. On the left, there is a navigation menu with 'Assessments', 'My Account', and 'Logout'. The main content area is titled 'Assessments' and contains a table with the following data:

REFERENCE	ASSESSMENT	CLIENT	DATE ASSIGNED	STATUS	
#RN1RVOL2	ESI Example ESI Example	Test Client	30/09/2020	Case Created	Take Assessment

On the left hand side of the dashboard, the main portal menu can be accessed. This consists of;

- Assessments
- My Account (from here you can change your password and view your profile details)
- Logout

Within the dashboard you will have full visibility of all assessments you have submitted, or are in the process of completing. A real time status update is provided.

If you are required to undertake multiple IR35 assessments these can easily be identified and tracked through the portal.

Guidance on the status updates and status terminology can be found [HERE](#) in our glossary.

Completing an Assessment

Once you are ready to start your assessment, you simply need to select '**Take Assessment**' on the right hand side of your dashboard.

You will be immediately taken to the assessment where you can save your progress at any time by using the **Save** button towards the bottom of the page.

Note: To fully determine your IR35 status, a copy of your agency contract **MUST** be uploaded onto the portal. The contract can be uploaded in PDF or Word format.

Once you have completed the assessment and uploaded a copy of your contract you will be prompted for payment. The payment method is secure and you will receive a payment receipt via email when the transaction is confirmed.

If you have been provided with a discount code, this can be redeemed on the payment screen. When using the discount code, you **should not** input any card details if the promotion code is for 100% off the initial price given. If the promotion code only reduces the payment required, you will need to input your card payment details.

What happens next?

When you have completed your assessment, uploaded your contract and paid the relevant fee, all material will be submitted to an independent employment law specialist who will undertake an IR35 review on your behalf.

When the legal review is complete and an initial IR35 opinion has been made, all information will be issued to your client. The client will now be required to agree or disagree with the determination made by the employment law specialist.

When your client completes their own review and makes their IR35 determination, you will be provided with a Status Determination Summary (SDS) document to confirm the assessment outcome.

Can I appeal?

If you receive an Inside IR35 determination and do not agree with the findings, you do have the right to appeal. The appeal can be fully managed via the IR35 Resolve portal.

When appealing, you will need to ensure that you fully articulate your reasons and explain why you believe the original IR35 determination is incorrect.

If/when you submit an appeal, your client must provide you with a response within 45 days.

At the end of the appeal process an updated SDS document will be issued to reflect the final IR35 status determination.

Agency Acknowledgement

When you have accepted your IR35 result, your agency will be required to acknowledge the Outside or Inside determination.

If the determination is one which is **Indicative of Employment** (Inside IR35), the agency will be required to deduct full Income Tax & National Insurance Contributions before they are able to make any future payments into your business bank account.

Indicative of Employment – What are my options?

If you receive an Inside IR35 decision, it will be prudent to immediately review your payment options. Your options will include:

- Continuing to receive payments (minus income tax & national insurance deductions) into your business account
- Accept payment via an accredited Umbrella company
- Accept PAYE payments via your agency internal payroll function

To understand your options in more detail, please feel free to contact a Champion IR35 advisor on 0161 703 2549.