How-To Guide
Online Procedures

Create a professional account in basic mode and register for services

Latest update : November 2025

Contents

1. Overview

1.1. What are the options for registering for the Public Finances Directorate General's (DGFiP) online services?

Companies that wish to use the French tax authorities' online services (see list of services) must first create a professional account :

- Either in **basic mode**, when the user will only be carrying out online procedures for his/her own company that is not yet registered for any professional account services
- Or in **expert mode**, when the user will be representing one or more companies, or when the company is already registered for at least one professional account service

ⓘ **You do not have to create a professional account for each company.** One professional account can group together one or more managed companies.
However, the recommended maximum number of files (**identified with a SIREN number) in a single professional account is 100.** Attempting to manage more files can slow down your access considerably, or even cause crashes, during periods of high traffic.

In expert mode, after having created a professional account, the user must register for the services he/she wants to use.
Conversely, basic mode consists of creating a professional account **and** registering for all services[1] for a company, so there is no need to register separately for additional services.

1.2. Who is this guide for?

This guide is for companies that do not yet have a professional account with online services and that do not require several users to co-manage their services.

However, in other cases, expert mode must be used. For example, **local authorities** are always managed by an authorising officer (for filing services) and an accounting officer (for payment services). Therefore, **local authorities must create their professional accounts in expert mode** (see the How-To Guides *Create a professional account in expert mode* and *Register for online services (expert mode) Fiches focus en français*

1.3. The process for creating an account in basic mode

By creating a professional account in basic mode, you automatically have access to the services for the relevant company.

1 Apart from some services as "Refund of EU VAT", "Déclarer dispositif DAC6", "Guichet de TVA UE" and "Economie Collaborative" which require an additional online registration.

In particular, it provides access to the message service. As a result, when the request to create a professional account in basic mode is submitted, you will first be asked to declare the "company e-mail address" via which the DGFiP can contact it for any matters concerning it.
A **link that can be used for a maximum of 72 hours** will be sent by email to the declared company e-mail address so that its validity can be checked.
If the link is not used within 72 hours, the entire account creation process will have to be restarted from scratch.
Once the company e-mail address has been checked, an activation code will be sent automatically by post to the company's head office.
The professional account must be activated using this code within 60 days (from the day you request the creation of the account). Otherwise, the code expires and you must make a new request.
Note : After your professional account is created in basic mode, additional files (each one identified with a SIREN number) can be connected by using the registration procedures (see the How-To Guides *Register for online services (expert mode)* and *Designate a substitute administrator, Designate delegates and view delegations*).
Fiches focus en français

1.4. Prerequisites

You must have :
- the connection e-mail address for the professional account which is that of the personal holding a professional account, acting on behalf of companies.
- the company e-mail address which is that of the company's legal representative which was chosen to enable the DGFiP to contact the person (for personal mailboxes) or the department (for functional mailboxes) who/which is specifically responsible for DGFiP-related issues.

NB: If you are the company's legal representative, the two e-mail addresses may be the same.

ⓘ You can choose the e-mail address and password you want, but **an e-mail address can only be connected to a single professional account.**

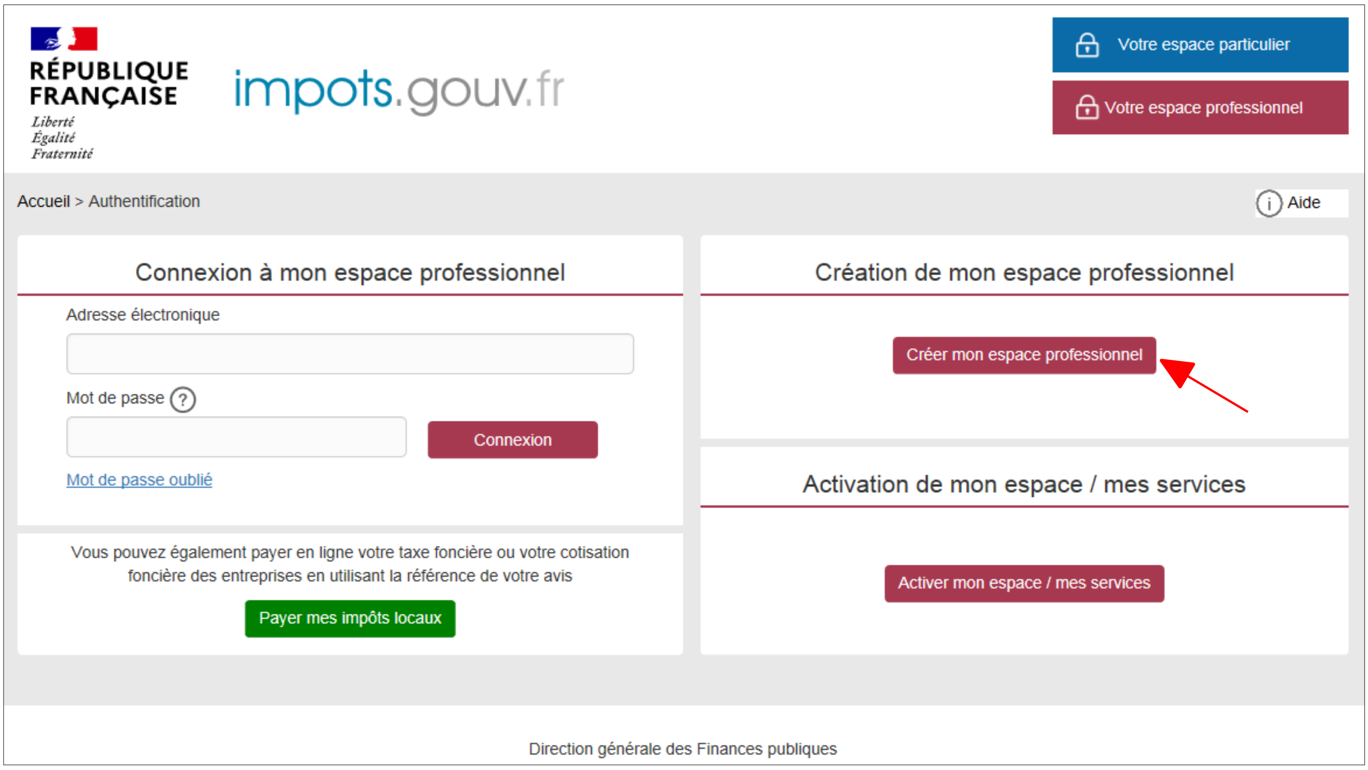
ⓘ The company is free to choose its e-mail address; the legal representative or a person duly accredited by the latter must have access to the e-mails sent by the DGFiP for all matters relating to the company.

2. Step 1 : Register on www.impots.gouv.fr

Go to the home page.

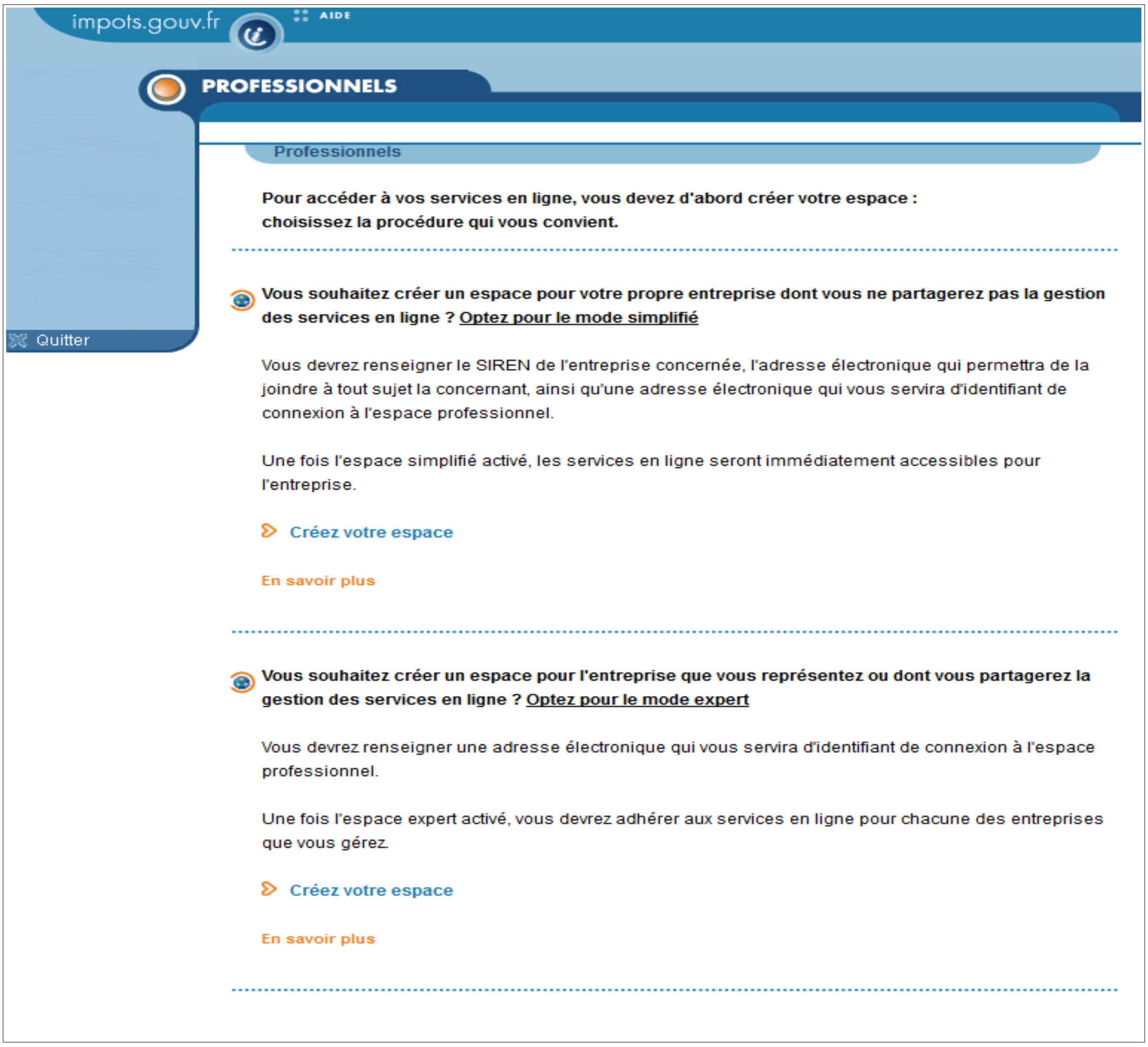
➢ **Click on “Votre espace professionnel”.**

The login screen will appear :



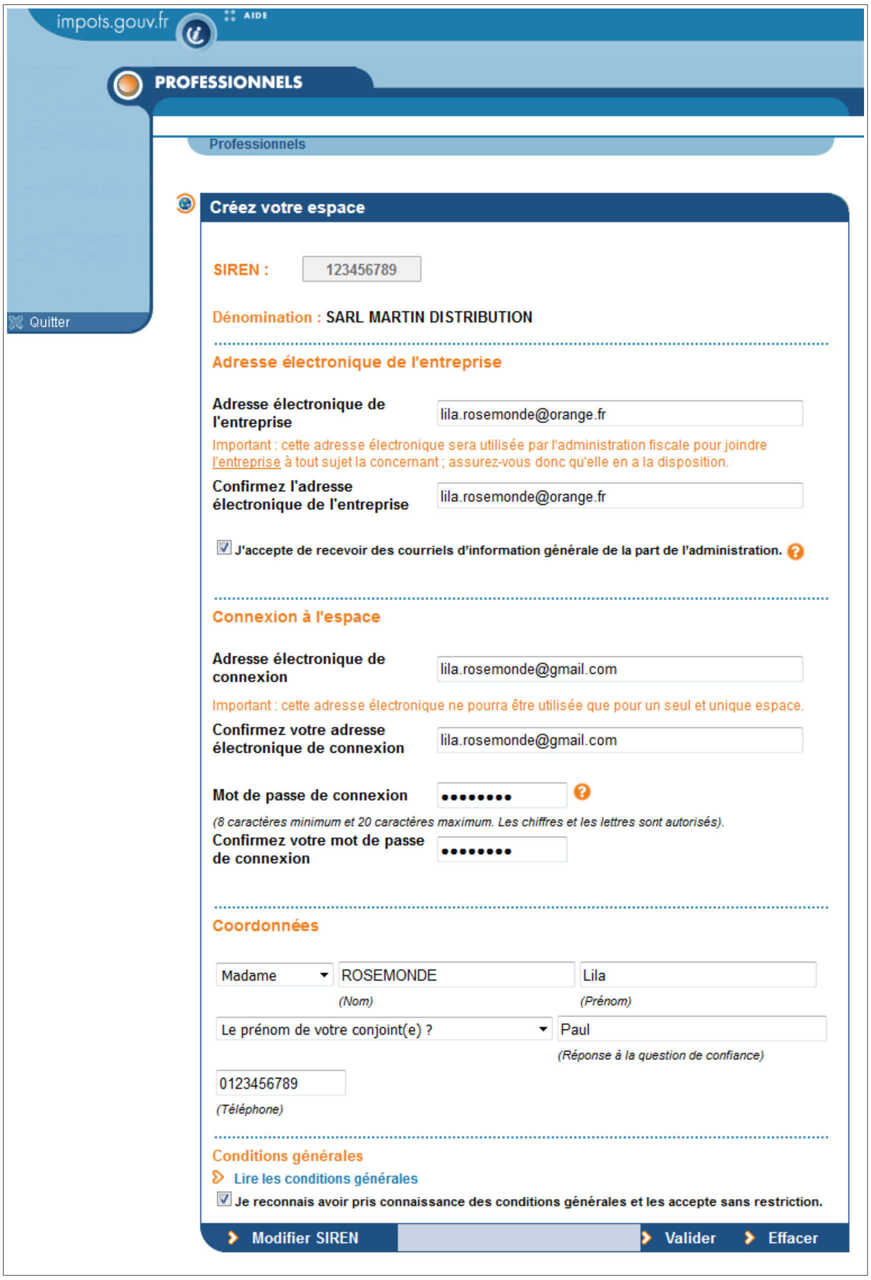
- **Click on the link “Créer mon espace professionnel”.**

This screen will appear :



- **Under the heading relating to creating the account in basic mode, click on “Créez votre espace”.**

Type your company's SIREN number and validate to display the company name, then fill in the fields for the company e-mail address and your connection identifiers (connection e-mail address/password) and personal information.
To validate the page, you must read and accept the general terms and conditions for the service.
To view the general terms and conditions, click on the link "[General terms and conditions for use of professional accounts]".


impots.gouv.fr
AIDE
PROFESSIONNELS
Professionnels
Quitter
Créez votre espace
SIREN : 123456789
Dénomination : SARL MARTIN DISTRIBUTION
Adresse électronique de l'entreprise
Adresse électronique de l'entreprise lila.rosemonde@orange.fr
Important : cette adresse électronique sera utilisée par l'administration fiscale pour joindre l'entreprise à tout sujet la concernant ; assurez-vous donc qu'elle en a la disposition.
Confirmez l'adresse électronique de l'entreprise lila.rosemonde@orange.fr
J'accepte de recevoir des courriels d'information générale de la part de l'administration.
Connexion à l'espace
Adresse électronique de connexion lila.rosemonde@gmail.com
Important : cette adresse électronique ne pourra être utilisée que pour un seul et unique espace.
Confirmez votre adresse électronique de connexion lila.rosemonde@gmail.com
Mot de passe de connexion ••••••••
(8 caractères minimum et 20 caractères maximum. Les chiffres et les lettres sont autorisés).
Confirmez votre mot de passe de connexion ••••••••
Coordonnées
Madame ROSEMONDE Lila
(Nom) (Prénom)
Le prénom de votre conjoint(e) ? Paul
(Réponse à la question de confiance)
0123456789
(Téléphone)
Conditions générales
Lire les conditions générales
Je reconnais avoir pris connaissance des conditions générales et les accepte sans restriction.
Modifier SIREN Valider Effacer

Please make sure there are no mistakes in the form before you validate this screen because you will have to wait 60 days before you can make another request with the same e-mail address or SIREN number.

ⓘ **In addition, if you attempt to create an account with a connection e-mail address that is already being used for another account, the process will be blocked** and you will have to use another e-mail address.

ⓘ **Tip : After you fill in this screen, make a screenshot and save it until your professional account is activated (Step 3).**

The difference between the company e-mail address and the connection e-mail address

Company e-mail address :
The company e-mail address, which is requested for the message service, must be chosen by the company as being the address at which it can certainly be contacted; i.e. the address of the company's legal representative or a company employee designated by the latter (e.g. its CFO).
The company is notified of the company e-mail address by activation letter and it is used to contact it for any matters concerning it. As a result, it is important that the address should be specifically chosen by the legal representative.
Tip : if the legal representative wishes e-mails that are sent by the DGFiP to the company e-mail address to be copied to other recipients, automatic routing from the company's message system can be set up using the mailbox manager.

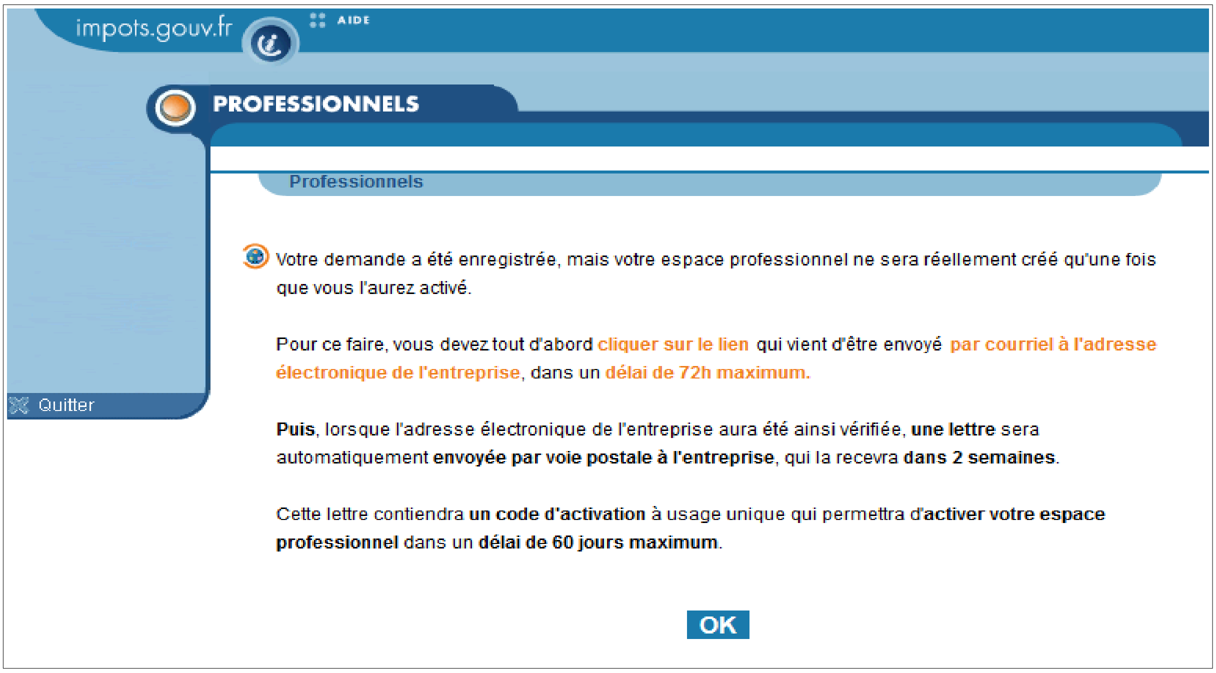
Connection e-mail address (to a professional account) :
As the professional account belongs to an individual, the connection e-mail address is therefore this person's address.
A number of people (each having his/her own professional account and therefore a separate connection address) may be authorised to act on behalf of the same company.
Example :
Martin Distribution, whose manager is Mr Robert Lambda, uses the services of an accounting firm for certain of its tax operations.
Company e-mail address : robert.lambda@martindistribution.com
Connection e-mail addresses :
robert.lambda@martindistribution.com for the professional account belonging to Mr Lambda (who consults, for instance, his tax account there).
cabinet.comptable@gestion.com for the professional account belonging to the head accountant at Cabinet Gestion (who draws up all the VAT and corporation tax returns, etc. on behalf of Mr Lambda).
lila.rosemonde@gestion.com for the professional account belonging to one of the employees of Cabinet Gestion to whom the head accountant has delegated management of Martin Distribution's VAT.
The company e-mail address and the connection e-mail address must be valid and be no more than 100 characters long.

ⓘ The company e-mail address and the connection e-mail address must be valid and be no more than 100 characters long.
ⓘ The company e-mail address and the connection e-mail address may be identical, in particular if the holder of the professional account is the company's legal representative.
ⓘ Your password must contain a series of numbers and/or letters, with no spaces or accented characters. It must be between 8 and 20 characters in length.

Recommendations to avoid identity theft

• A **different password for each website** (mitigation of impact in the event of interception)
• **Do not sent it by e-mail** (electronic message systems are often subject to hacking)
• **Never write it down** on any medium whatsoever (neither files nor paper)
• It should contain at least one figure, one upper case letter, one lower case letter and one special character such as %, @, &, etc. (more difficult for third parties to guess)
• **Renew your passwords** on a regular basis (in particular in the event of employee turnover)
To help remember the password, use the phrasal technique, for example “Where oh where has my little 1 gone?” : Wowhml1g?
In addition, it is advisable to configure **your browser** so that **it does not remember passwords entered**.

Once this screen has been validated, the following message will appear :



This message informs you that your request has been registered and that you must enter a code, which will be sent to the company, to activate your professional account.
The code will only be sent once the company e-mail address has been verified via the link which is automatically sent to this address within a **maximum of 72 hours**.
For security purposes, the activation code will be sent by post to the company.
As from registration of the request, you will have a **maximum of 60 days** to activate your account using the code.

ⓘ **If you do not validate the company e-mail address within 72 hours OR if you do not activate your account with the activation code within 60 days** (beginning on the day you request your account), you must make a new request.

3. Step 2 : Validation of the company e-mail address

Once the request to create an account has been registered, an e-mail is sent to the company e-mail address that was entered.
You have a maximum of **72 hours** to click on the link that was sent to this e-mail address. If you fail to do so, you will have to start the account creation process again.

E-mail sent by the DGFiP to the company e-mail address

Espace professionnel - Validation de l'adresse électronique de l'entreprise

Boîte de réception ×

ne.pas.repondre@dgfip.finances.gouv.fr 16:50 (il y a 2 minutes)

À moi

Bonjour,

L'adresse électronique lila.rosemonde@orange.fr a été déclarée depuis le site impots.gouv.fr, pour l'entreprise dénommée ci-après.

Dénomination : **SARL MARTIN DISTRIBUTION**
SIREN : **123456789**

Pour valider cette adresse électronique, veuillez cliquer ici

Attention, ce lien est valable pendant 72 heures maximum. Au-delà, il sera nécessaire de recommencer la procédure sur le site impots.gouv.fr

Une fois cette validation effectuée, l'entreprise recevra, dans 2 semaines, un code d'activation par voie postale.
Ce code d'activation, valable 60 jours maximum, permettra de prendre définitivement en compte l'adresse électronique de l'entreprise.

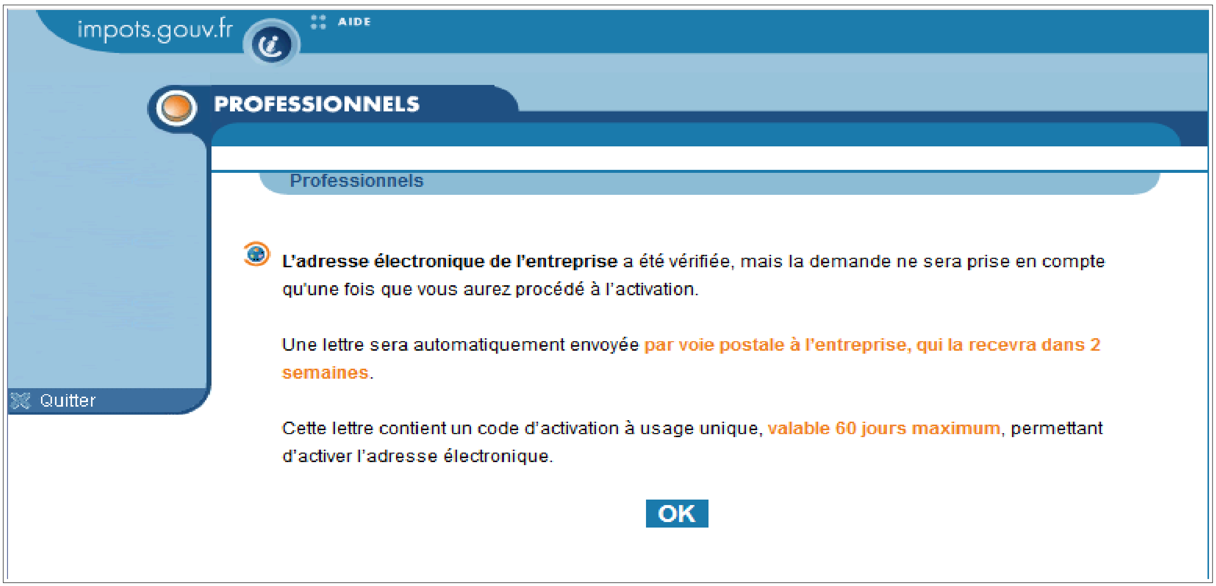
La DGFiP vous remercie de l'intérêt que vous portez à ses services.

Recommandations
Pour votre sécurité, nous vous recommandons de ne jamais répondre à un courriel vous demandant votre numéro de carte bancaire.

Pour en savoir plus, rendez-vous sur impots.gouv.fr

ⓘ Click on “ici” in the e-mail in order to validate the company e-mail address.

A screen showing that the company e-mail address has been validated will then appear. It also mentions that the **activation code for services will be sent to the company by post.**

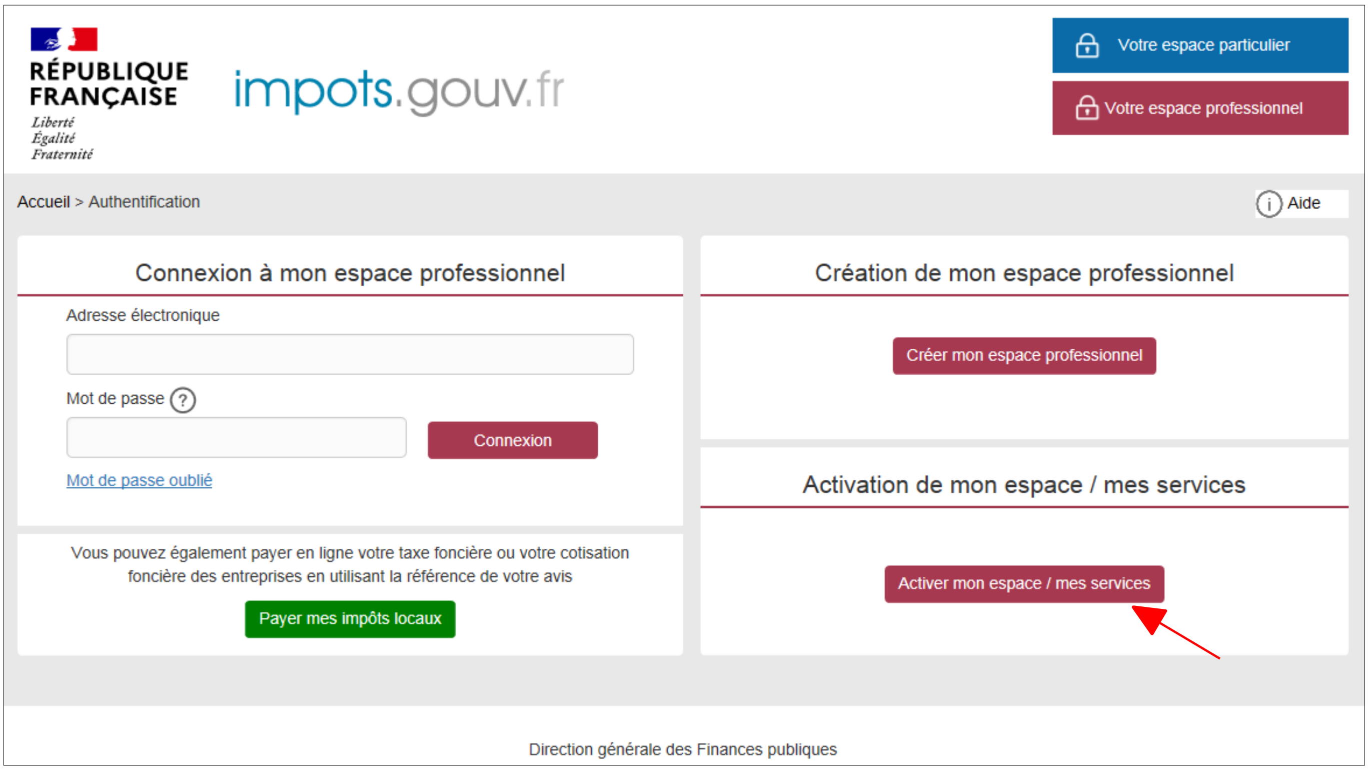


4. Step 3 : Activate your professional account

Go to the home page of www.impots.gouv.fr

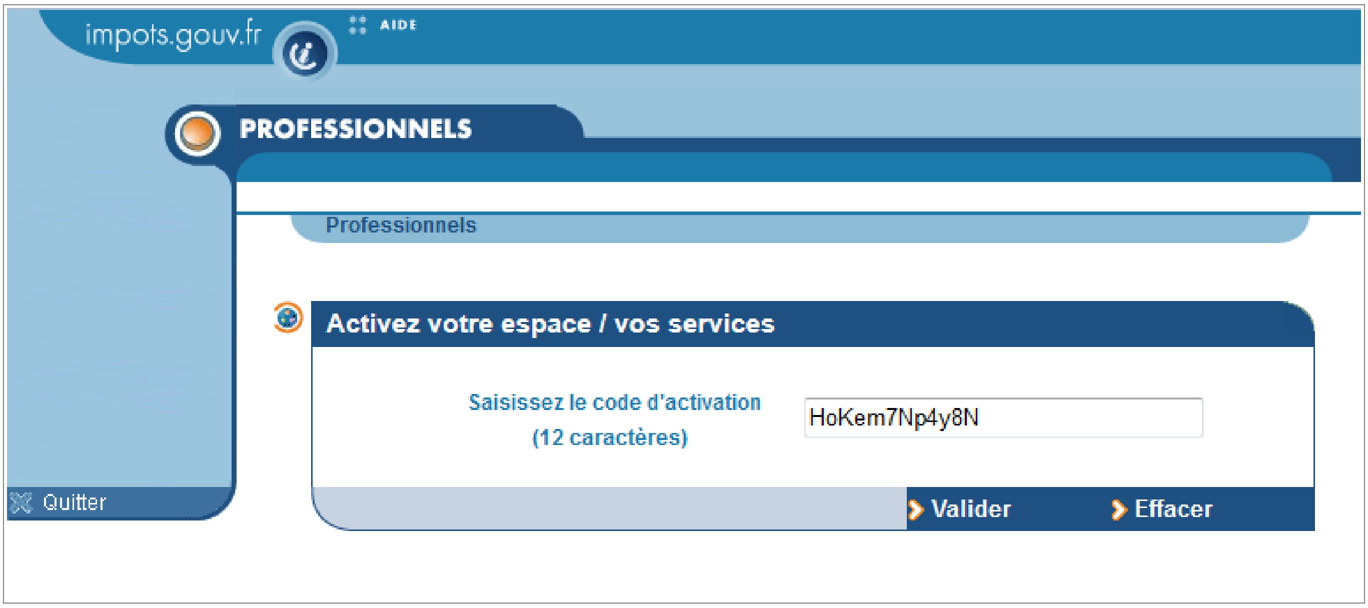
➢ **Click on "Votre espace professionnel".**

The login screen will appear :



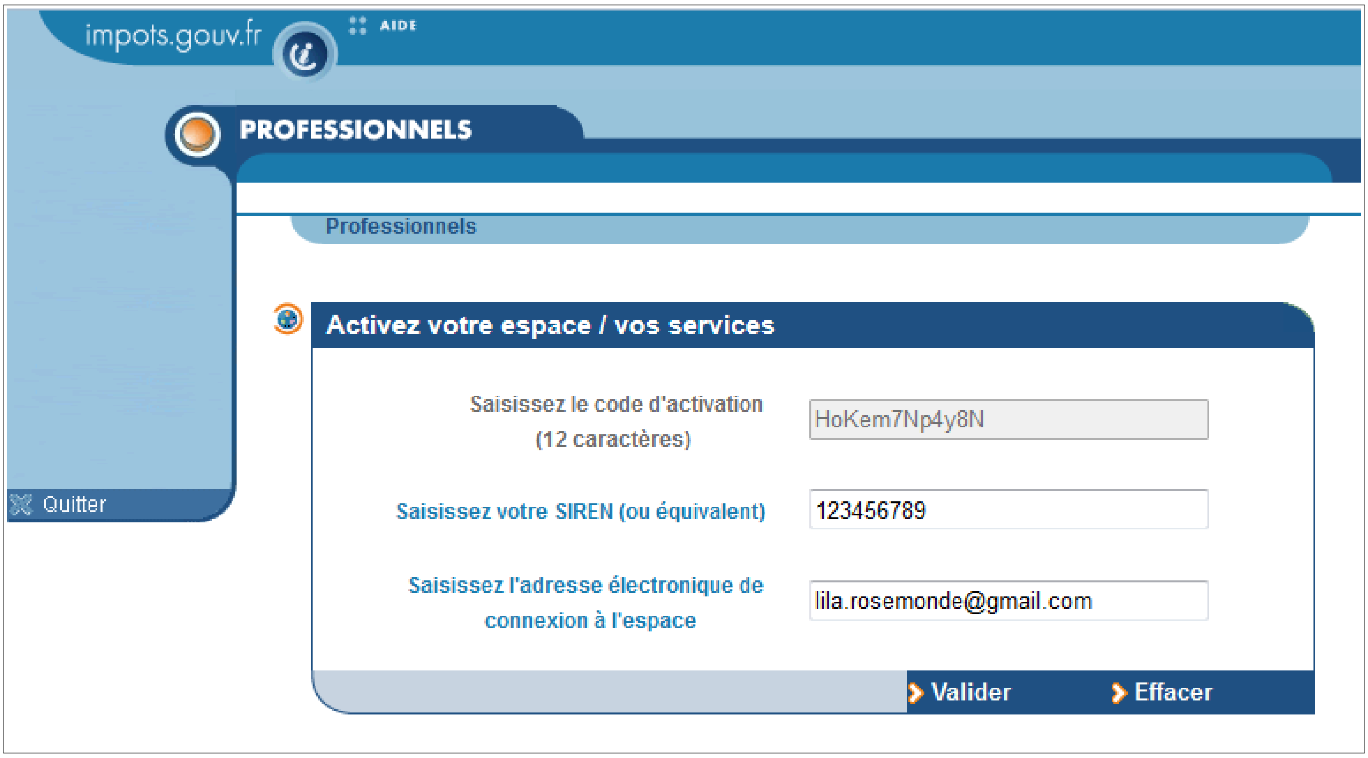
- **Click on the link “Activer mon espace / mes services”.**

The screen for entering the activation code will appear :



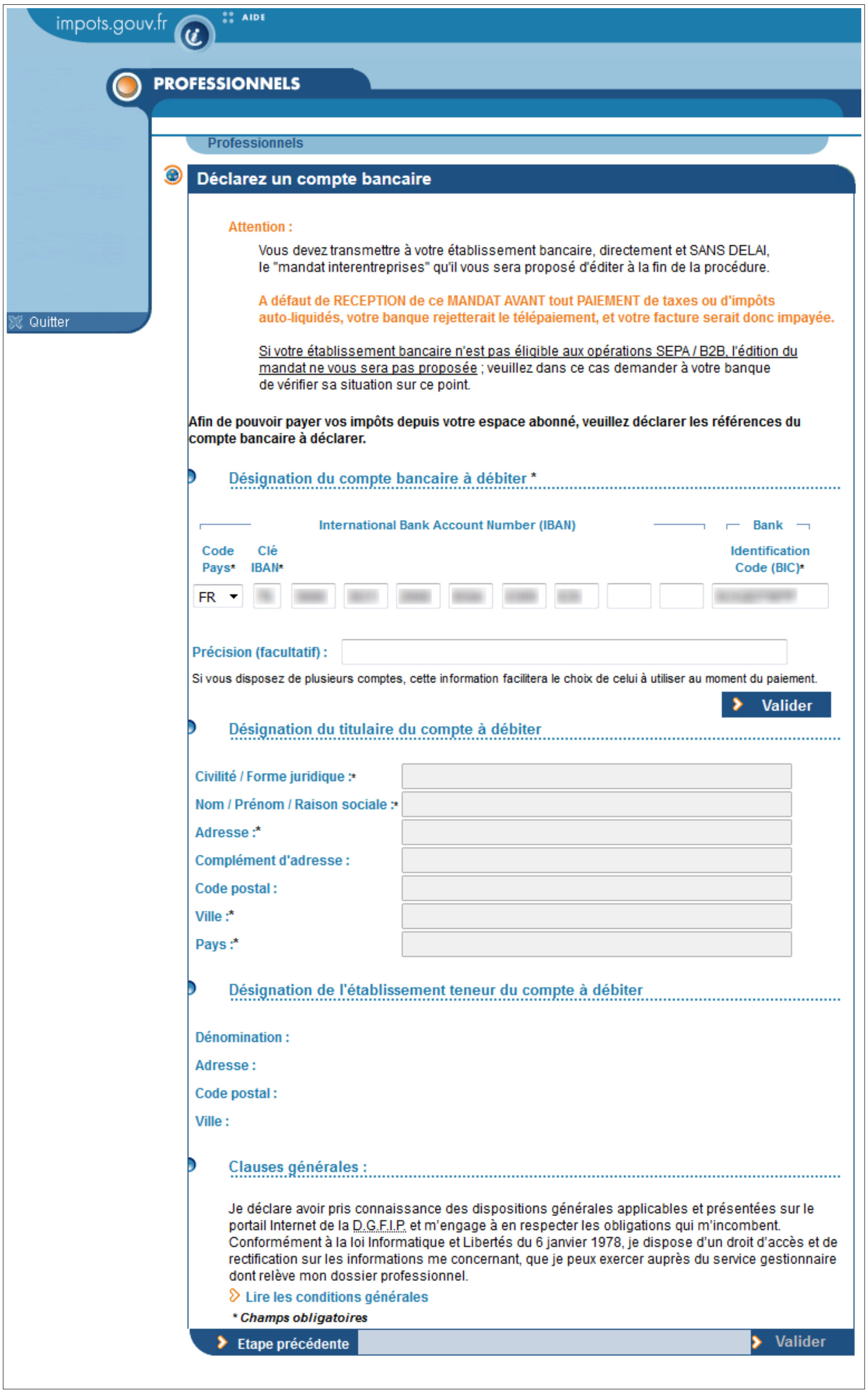
ⓘ Enter the activation code received by post
ⓘ Click on “Valider”
ⓘ This is not your password but the code received by post

Once the activation code has been entered, the following screen will appear :



- Type the SIREN number of the company for which the account was requested
- Type the connection e-mail address for the professional account
- Click on “Valider”

On the next page, you must fill in the details of your company's bank account.
Later on, you can change your bank account details or add other bank accounts.


impots.gouv.fr AIDE

PROFESSIONNELS

Professionnels

Quitter

Déclarez un compte bancaire

Attention :

Vous devez transmettre à votre établissement bancaire, directement et SANS DELAI, le "mandat interentreprises" qu'il vous sera proposé d'éditer à la fin de la procédure.

A défaut de RECEPTION de ce MANDAT AVANT tout PAIEMENT de taxes ou d'impôts auto-liquidés, votre banque rejetterait le télépaiement, et votre facture serait donc impayée.

Si votre établissement bancaire n'est pas éligible aux opérations SEPA / B2B, l'édition du mandat ne vous sera pas proposée ; veuillez dans ce cas demander à votre banque de vérifier sa situation sur ce point.

Afin de pouvoir payer vos impôts depuis votre espace abonné, veuillez déclarer les références du compte bancaire à déclarer.

Désignation du compte bancaire à débiter *

International Bank Account Number (IBAN) — Bank Identification Code (BIC)*

Code Pays* | Clé IBAN*

FR

Précision (facultatif) :

Si vous disposez de plusieurs comptes, cette information facilitera le choix de celui à utiliser au moment du paiement.

Valider

Désignation du titulaire du compte à débiter

Civilité / Forme juridique :*

Nom / Prénom / Raison sociale :*

Adresse :*

Complément d'adresse :

Code postal :

Ville :*

Pays :*

Désignation de l'établissement teneur du compte à débiter

Dénomination :

Adresse :

Code postal :

Ville :

Clauses générales :

Je déclare avoir pris connaissance des dispositions générales applicables et présentées sur le portail Internet de la D.G.F.I.P. et m'engage à en respecter les obligations qui m'incombent. Conformément à la loi Informatique et Libertés du 6 janvier 1978, je dispose d'un droit d'accès et de rectification sur les informations me concernant, que je peux exercer auprès du service gestionnaire dont relève mon dossier professionnel.

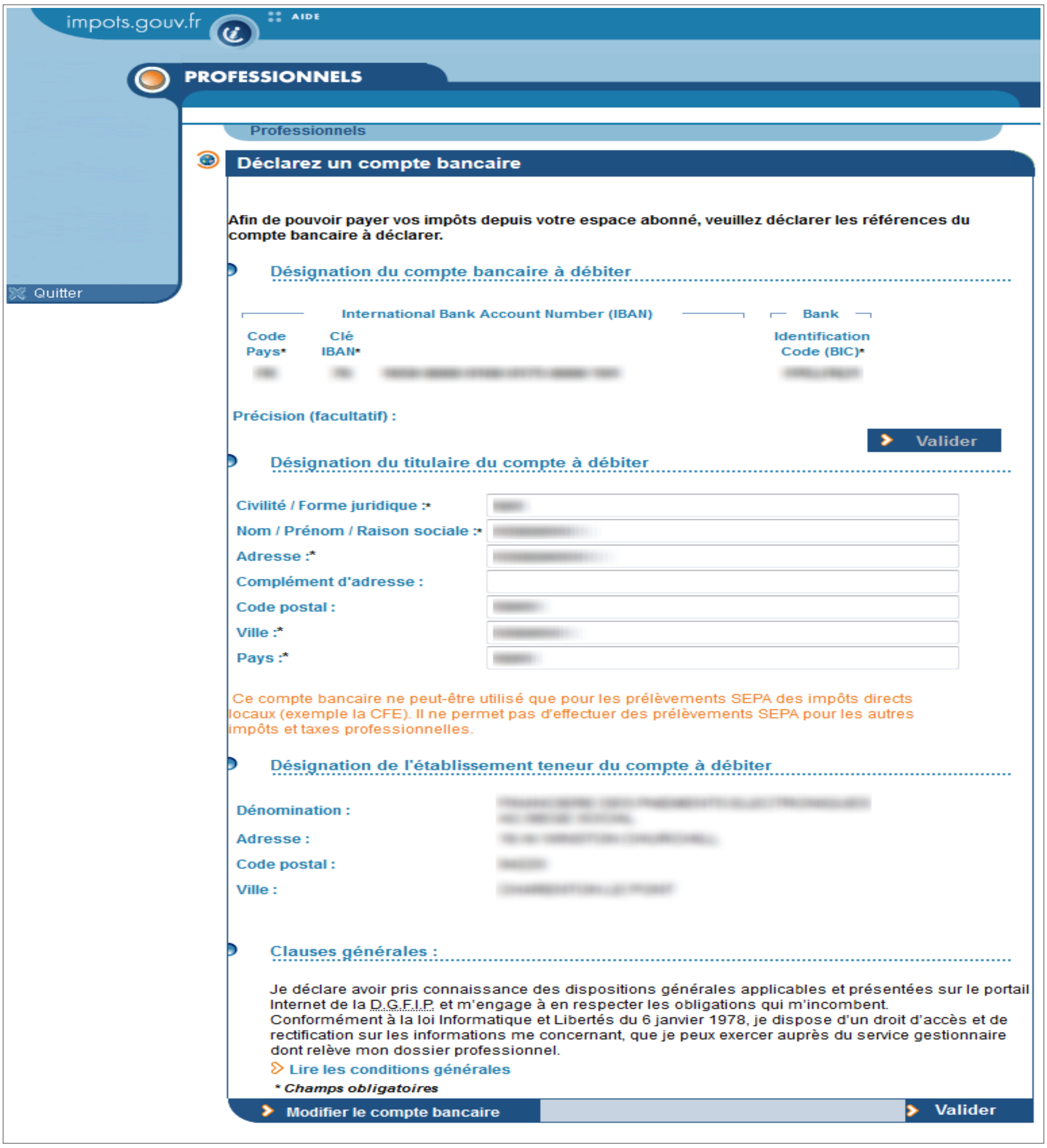
Lire les conditions générales

** Champs obligatoires*

Etape précédente | Valider

- **Enter your account number** in IBAN + BIC format
- **Specify, if you wish, how this account will be used** (this information can be useful for people to whom you delegate your payment services)
- **Click on "Valider"**

<u>There are two possible scenarios</u> :
1st case : Your account is at a bank that is eligible for SEPA CORE Direct Debit



- **Enter information concerning the bank account holder**
- **Read the general terms and conditions, then click on “Valider”**

A screen will appear confirming that your professional account has been created and activated.
ⓘ **Please note your account number.**

ⓘ **Tip :** Save the summary information for your professional account by clicking on "Sauvegarder ou imprimer votre confirmation d'inscription". **This information is important for certain operations (e.g. if you forget your password).**
END of the procedure : Your professional account is now created and activated, and you have access to all the online services offered by the French tax authorities, apart from the "Refund of EU VAT" service, which is specifically for companies that request VAT refunds in other EU Member States. This service requires an additional online registration.

2nd case : Your account is at a bank that is eligible for SEPA B2B Direct Debit

impots.gouv.fr

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PROFESSIONNELS

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Déclarez un compte bancaire

Attention :

Vous devez transmettre à votre établissement bancaire, directement et SANS DELAI, le "mandat interentreprises" qu'il vous sera proposé d'éditer à la fin de la procédure.

A défaut de RECEPTION de ce MANDAT AVANT tout PAIEMENT de taxes ou d'impôts auto-liquidés, votre banque rejetterait le télépaiement, et votre facture serait donc impayée.

Si votre établissement bancaire n'est pas éligible aux opérations SEPA / B2B, l'édition du mandat ne vous sera pas proposée ; veuillez dans ce cas demander à votre banque de vérifier sa situation sur ce point.

Si votre souhaitez consulter le détail du compte bancaire ou le modifier vous pouvez y accéder ultérieurement par le menu "Gérer les comptes bancaires".

Désignation du compte bancaire à débiter

International Bank Account Number (IBAN) — Bank Identification Code (BIC)*

Code Pays* | Clé IBAN*

FR

Précision (facultatif) :

Valider

Désignation du titulaire du compte à débiter

Civilité / Forme juridique :*

Nom / Prénom / Raison sociale :*

Adresse :*

Complément d'adresse :

Code postal :

Ville :*

Pays :*

Désignation de l'établissement teneur du compte à débiter

Dénomination :

Adresse :

Code postal :

Ville :

Signature électronique*

Je confirme les coordonnées du compte bancaire et l'identité du titulaire en cochant la case ci-contre.

Attention : le mandat interentreprises et la référence unique de mandat doivent être communiqués à votre établissement teneur du compte avant toute utilisation du compte bancaire pour paiement.

Clauses générales :

Je déclare avoir pris connaissance des dispositions générales applicables et présentées sur le portail Internet de la D.G.F.I.P. et m'engage à en respecter les obligations qui m'incombent.
Conformément à la loi Informatique et Libertés du 6 janvier 1978, je dispose d'un droit d'accès et de rectification sur les informations me concernant, que je peux exercer auprès du service gestionnaire dont relève mon dossier professionnel.

Lire les conditions générales

** Champs obligatoires*

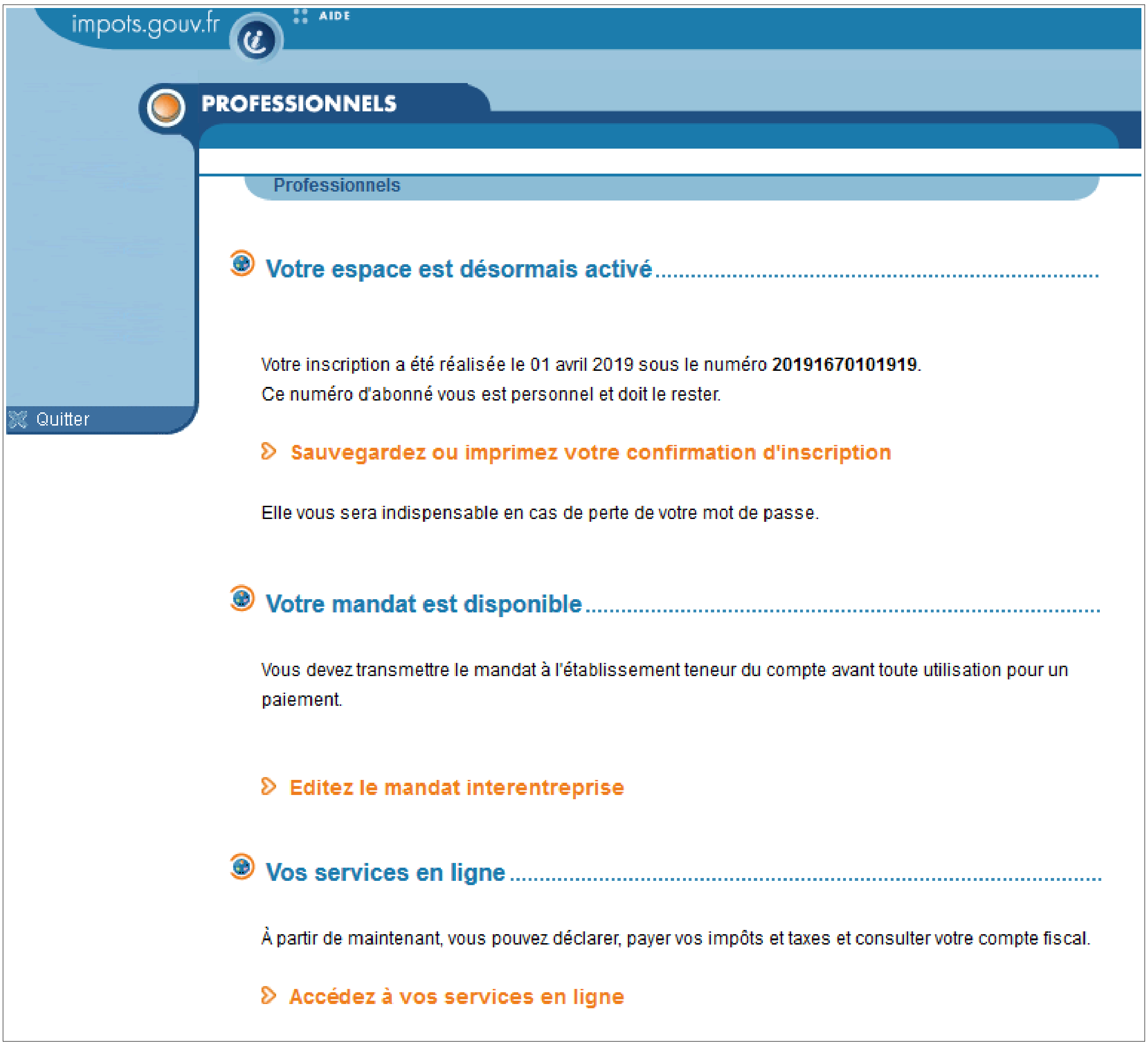
Modifier le compte bancaire

Valider

- **Enter information concerning the bank account holder**
- **Check the "signature électronique" box**
- **Read the general terms and conditions**
- **Click on "Valider"**

A screen will appear confirming that your professional account has been created and activated.

ⓘ **Please note your account number.**



ⓘ **Click on the "Editer le mandat interentreprise" link**

Two SEPA Business-to-Business Direct Debit Mandates will appear, one in French and the other in English.

ⓘ You must **send your bank the signed SEPA Business-to-Business Direct Debit Mandate IMMEDIATELY** and ensure that the bank has registered the above-mentioned unique mandate reference (UMR) **before using this account to make your <u>first</u> payment** of taxes or self-assessed taxes (such as **VAT, withholding at source, corporation tax, payroll tax, contribution on business value added**, etc.).

Mandate templates

RÉPUBLIQUE FRANÇAISE

Liberté
Égalité
Fraternité

MANDAT DE PRELEVEMENT SEPA INTERENTREPRISES

Vous devez signer ce mandat puis le transmettre à votre établissement bancaire.
Assurez-vous que votre établissement bancaire a enregistré la RUM ci-dessous avant tout premier paiement sur le compte désigné.

En signant ce formulaire de mandat, vous autorisez la Direction Générale des Finances Publiques à envoyer des instructions à votre banque pour débiter votre compte, et votre banque à débiter votre compte conformément aux instructions de la Direction Générale des Finances Publiques.

Ce mandat est dédié aux prélèvements SEPA interentreprises.**Vous n'êtes pas en droit de demander à votre banque le remboursement d'un prélèvement SEPA interentreprises une fois que le montant est débité de votre compte. Vous pouvez cependant demander à votre banque de ne pas débiter votre compte jusqu'au jour de l'échéance.**

Veuillez compléter les champs marqués *

Référence Unique de Mandat (RUM)

SIREN (ou IDSP) du débiteur

Raison sociale du débiteur

Titulaire du compte bancaire (pouvant être différent du débiteur)

Civilité / Forme juridique | **Nom / Prénom ou raison sociale**

Adresse

Coordonnées du compte - IBAN

Bank Identifier Code – BIC. Vous devez compléter ce champ seulement si votre établissement bancaire est situé hors de l'Espace Economique Européen.

Nom du créancier	**Direction Générale des Finances Publiques**
Identifiant Créancier SEPA	**F R 4 6 Z Z Z 0 0 5 0 0 2**
Adresse*	
Type de paiement	**Paiement récurrent**
Lieu*	**A , le** **Date***

Veuillez signer ici *

Les informations contenues dans le présent mandat sont destinées à n'être utilisées que par la Direction Générale des Finances Publiques. Elles pourront donner lieu à l'exercice, par le débiteur/payeur, de ses droits d'opposition, d'accès et de rectification tels que prévus aux articles 38 et suivants de la loi n° 78-17 du 6 janvier 1978 relative à l'informatique, aux fichiers et aux libertés.

RÉPUBLIQUE FRANÇAISE

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Fraternité

SEPA BUSINESS-TO-BUSINESS DIRECT DEBIT MANDATE

You must sign this mandate and then send it to your bank.
Make sure your bank has registered the RUM below before making first payment from the designated account.

By signing this mandate form, you authorise the Public Finances Directorate General to send instructions to your bank to debit your account and your bank to debit your account in accordance with the instructions from the Public Finances Directorate General.

This mandate is only intended for business-to-business transactions.**You are not entitled to a refund from your bank after your account has been debited, but you are entiled to request your bank not do debit your account up until the day on which the payment is due.**

Please complete all the fields marked *

Mandate Reference (RUM)

Debtor's SIREN (or IDSP) code

Debtor's name

Bank account holder (may be different from debtor)

Legal form | **Company name**

Address

Account number - IBAN

Bank Identifier Code – BIC. You have to complete this field only if your bank is located outside the European Economic Area.

Creditor's name	**Public Finances Directorate General**
Creditor's SEPA identifier	**F R 4 6 Z Z Z 0 0 5 0 0 2**
Address*	
Type of payment	**Recurrent payment**
Location*	**Date***

Signature*

The information contained in this mandate is intended for use by the Public Finances Directorate General only. The debtor/payer can oppose, access or modify the data, pursuant to Article 38 of Act no. 78-17 of 6 January 1978, regarding data processing and freedom of information.

END of the procedure : Your professional account is now created and activated, and you have access to all the online services offered by the French tax authorities, apart from the “Refund of EU VAT” service, which is specifically for companies that request VAT refunds in other EU Member States. This service requires an additional online registration.
ⓘ **Tip : Save the summary information for your professional account** by clicking on “Sauvegarder ou imprimer votre confirmation d'inscription”. **This information is important for certain operations (e.g. if you forget your password).**

5. If you encounter difficulties with this procedure

For any additional information, **technical support for online procedures** is available from **8 a.m. to 6.00 p.m.**, Monday to Friday :

- ✓ by phone on **(+33) (0)809 400 210 (toll free) ;** (call from France))
- ✓ via the online form on www.impots.gouv.fr. Go to “Contact / Accéder > Professionnel > Une assistance aux téléprocédures > En ligne par formuel pour une procédure EFI > Accéder au formuel”.