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FINANCES PUBLIQUES

Votre espace professionnel

Online Business Services

# FOCUS Guide

to

# Online Procedures:

# Setting Up a Professional Account in Expert Mode

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**03/07/2026**

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# 1. Overview

## 1.1 Purpose of the Guide

Professional users wanting to use the tax authority's online procedures can use services to either complete procedures directly online (Electronic File Interchange, EFI), or through a partner who sends a file to the tax authority (Electronic Data Interchange, EDI).

There are two signing-up processes for users intending to use online services:

- **Basic mode** is available to users acting alone on behalf of a company
- **Expert mode** is available to users representing a company or acting on behalf of more than one company

⚠ **You do not need to set up a professional account for each company:** a single account covers all the authorisations held by a user for one or more managed companies.

**However, the maximum number of companies managed in the same account is limited to 100. Attempting to manage more files can slow down your access considerably, or even cause crashes, during periods of high traffic.**

This Guide[1] explains, step by step with screenshots, how to set up an account in **expert mode**.

## 1.2 Target audience

This procedure is for all professional users **who do not have a professional account**.

**Special case of users paying via EDI.** Although use of the EDI payment method is technically separate from the professional account, application of the SEPA regulation means that the payment bank accounts using EDI must appear and be valid for B2B transactions in the company's professional account; users paying via EDI must, if they have not already done so, set up a professional account and sign up for at least one payment ("Payer") service in order to manage their payment accounts.[2]

1 All FOCUS Guides can be found on the www.impots.gouv.fr website under "Connexion à l'espace professionnel" > "Besoin d'aide ? Accéder aux fiches pratiques".

2 Please note: Bank accounts in professional accounts are only used to pay taxes and duties.

The managing department must be informed of the bank accounts that you wish to use for refunds (corporation tax surpluses, tax credits, VAT credits, etc.) when you make a refund application.

## 1.3 Details of the scope of the procedure

**A professional account must be set up** by each user managing a company **before they can sign up for services and designate delegatees**.

Only one account should be set up by management firms or users carrying out tax procedures for more than one company. From this single account, you will be able to manage all the companies in your client portfolio.

You are free to choose the email address and password for the account, but note that **an email address can only be linked to one account**.

At the end of this procedure, the newly set up account will not contain any company details or services.

## 1.4 Steps in the procedure

This procedure involves three steps that concern you directly:

1. **Pre-registering on www.impots.gouv.fr.**

   Accept the general terms and conditions and enter the six characters from the CAPTCHA image.

   Then choose your login details (email address and password) and enter the information required to set up your account.

   Once this step is complete, the system immediately sends you an email with an activation code; you must activate your account within **48 hours** to finalise the setting up of your account.

2. **Activating your account**

   Activate your account by entering the activation code that was sent to you at the end of the pre-registration process.

   Once this step is complete, your professional account is set up and immediately operational.

3. **Saving/and or printing a summary of your account information**

## 1.5 Before you get started

To set up your professional account, you need to have a valid email address that is not already linked to another professional account or an account in the process of being set up.

# 2. Pre-registering on the www.impots.gouv.fr website

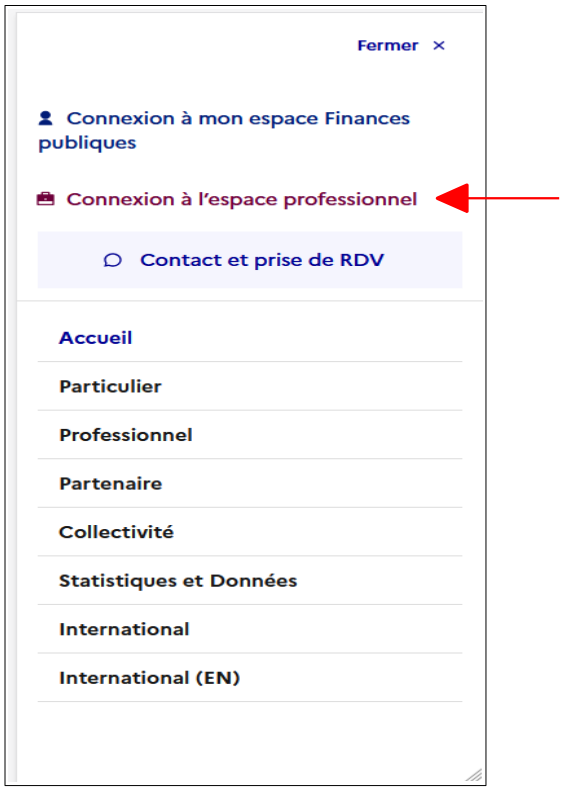
Start on the homepage of the www.impots.gouv.fr website.

From a computer:

↳ **Click on "Connexion à l'espace professionnel"** Connexion à l'espace professionnel

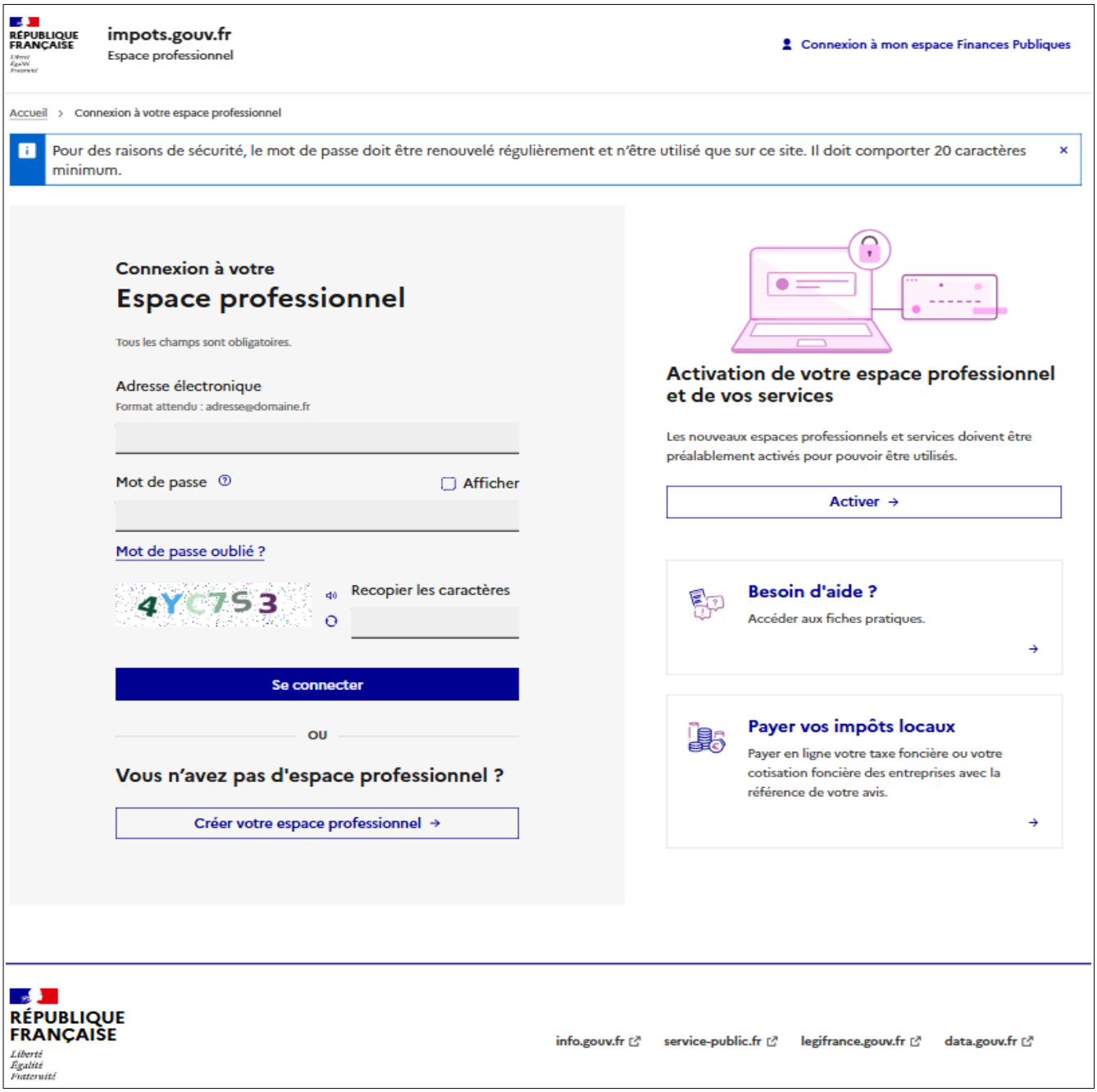
From a smartphone or tablet:

↳ **Click on the menu button** ☰



↳ **Then click on "Connexion à l'espace professionnel"** Connexion à l'espace professionnel

The following screen will appear:




↳ **Click on "Créer votre espace professionnel"**

The following screen will appear:

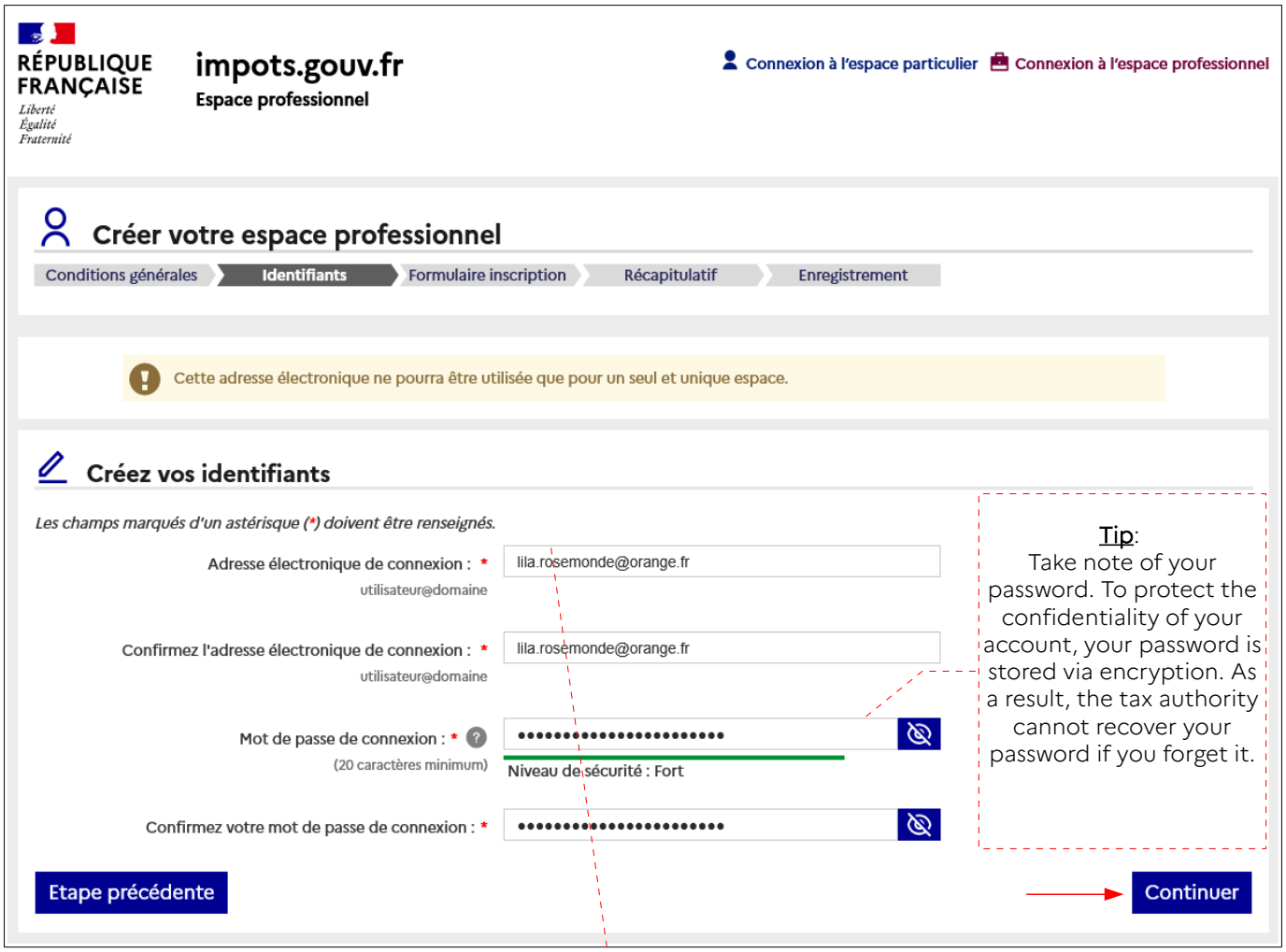
↳ **In the expert mode section, click on "Créez votre espace en mode expert"**

The first screen shows the steps involved in setting up your account and allows you to begin the procedure:

## 1st step: Accept the general terms and conditions and enter the characters from the image

- To review the general terms and conditions, click on "conditions générales"
- Check the box next to "Je reconnais avoir pris connaissance des conditions générales et les accepte sans restriction"
- Enter the characters from the image displayed
- Click on "Continuer"

## 2nd step: Create your login details (email address and password)




Tip:
Take note of your password. To protect the confidentiality of your account, your password is stored via encryption. As a result, the tax authority cannot recover your password if you forget it.

↳ **Enter and confirm your email address and password and click on "Continuer"**

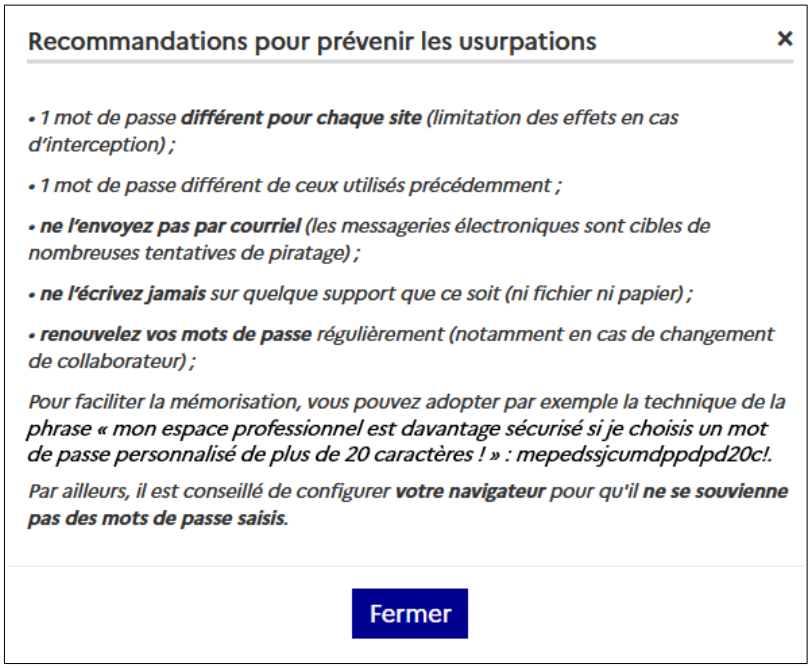
Note:
An email address can only be linked to one account.

If you try to set up an account with an email address that is already linked to a professional account, the process will not work.

You can continue to set up an account by choosing a different email address.

- The email address must be valid and contain no more than 100 characters.

The password must consist of at least 20 characters and be strong enough (a strength test is carried out when entering the password).




Recommendations to avoid identity theft

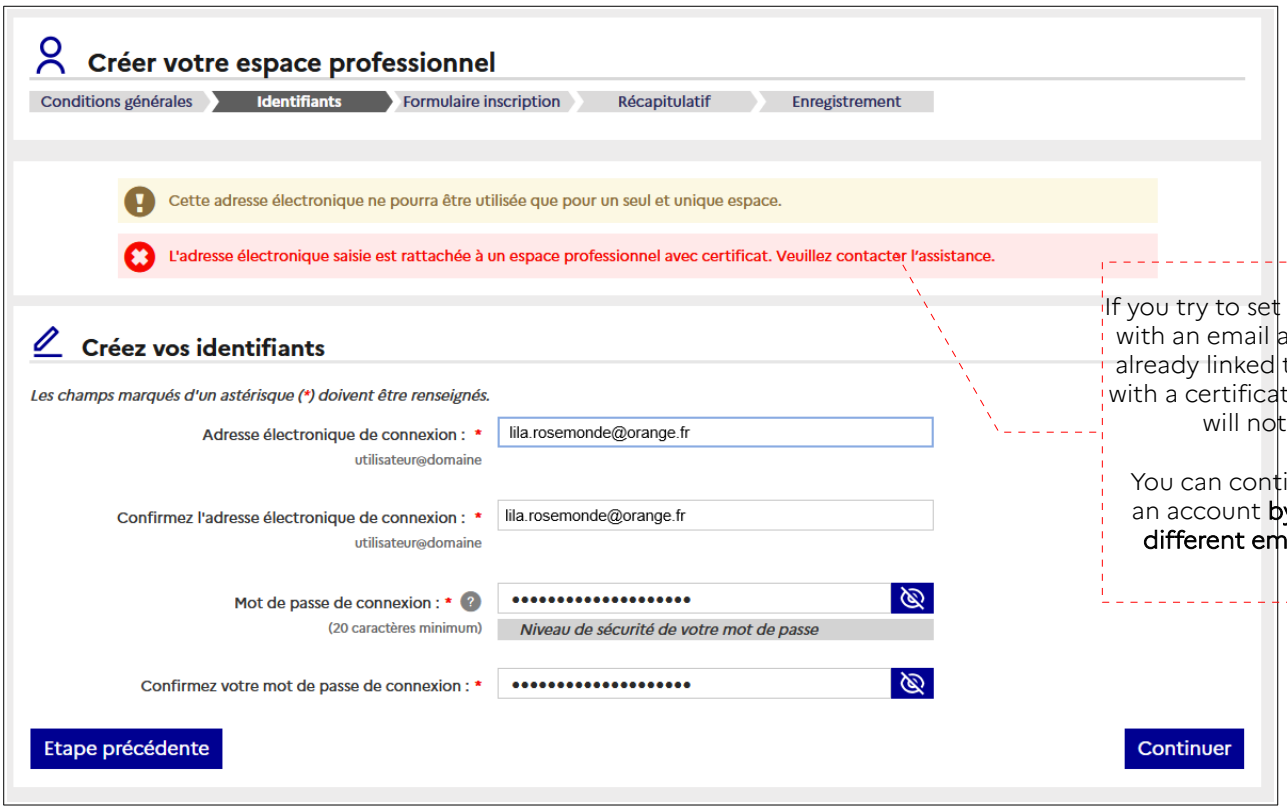
• A **different password for each website** (users are less vulnerable if one account is compromised)
• A different password from those used previously
• **Do not send it by email** (electronic messaging systems are often subject to hacking)
• **Never write it down** on any medium whatsoever (neither files nor paper)
• **Change 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 "my professional account will be more secure if I choose my own password of more than 20 characters!": mpawbmsiicmopomt20c!
In addition, it is advisable to configure **your browser** so that **it does not remember passwords entered**.

Close

**Please note:** The email address is the only username for the account; you therefore cannot have two different accounts linked to the same email address.

Two situations in which the use of a given email address may not be possible:

- The email address is already linked to another professional account.
- The email address is linked to an account with a certificate.

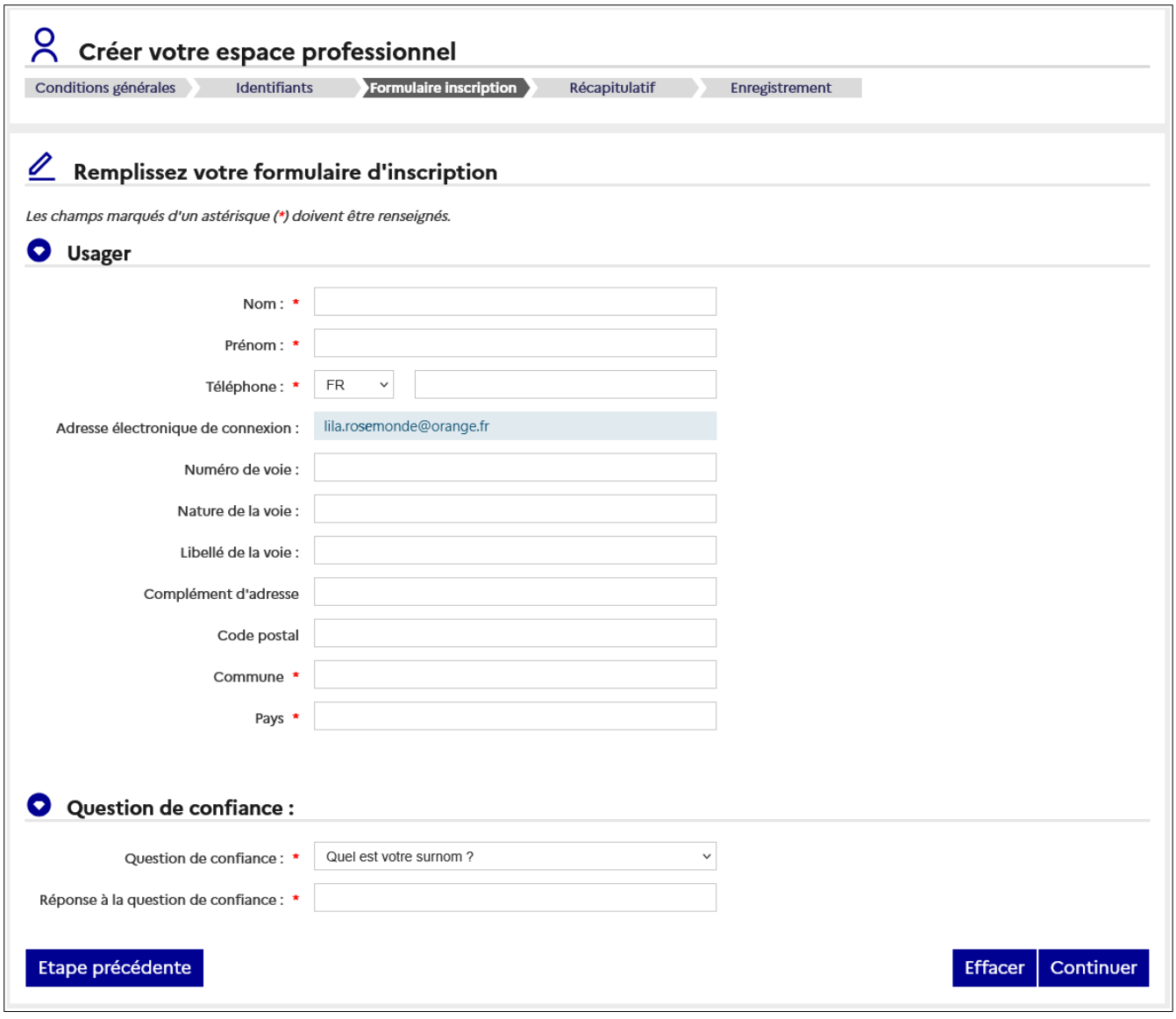



If you try to set up an account with an email address that is already linked to an account with a certificate, the process will not work.

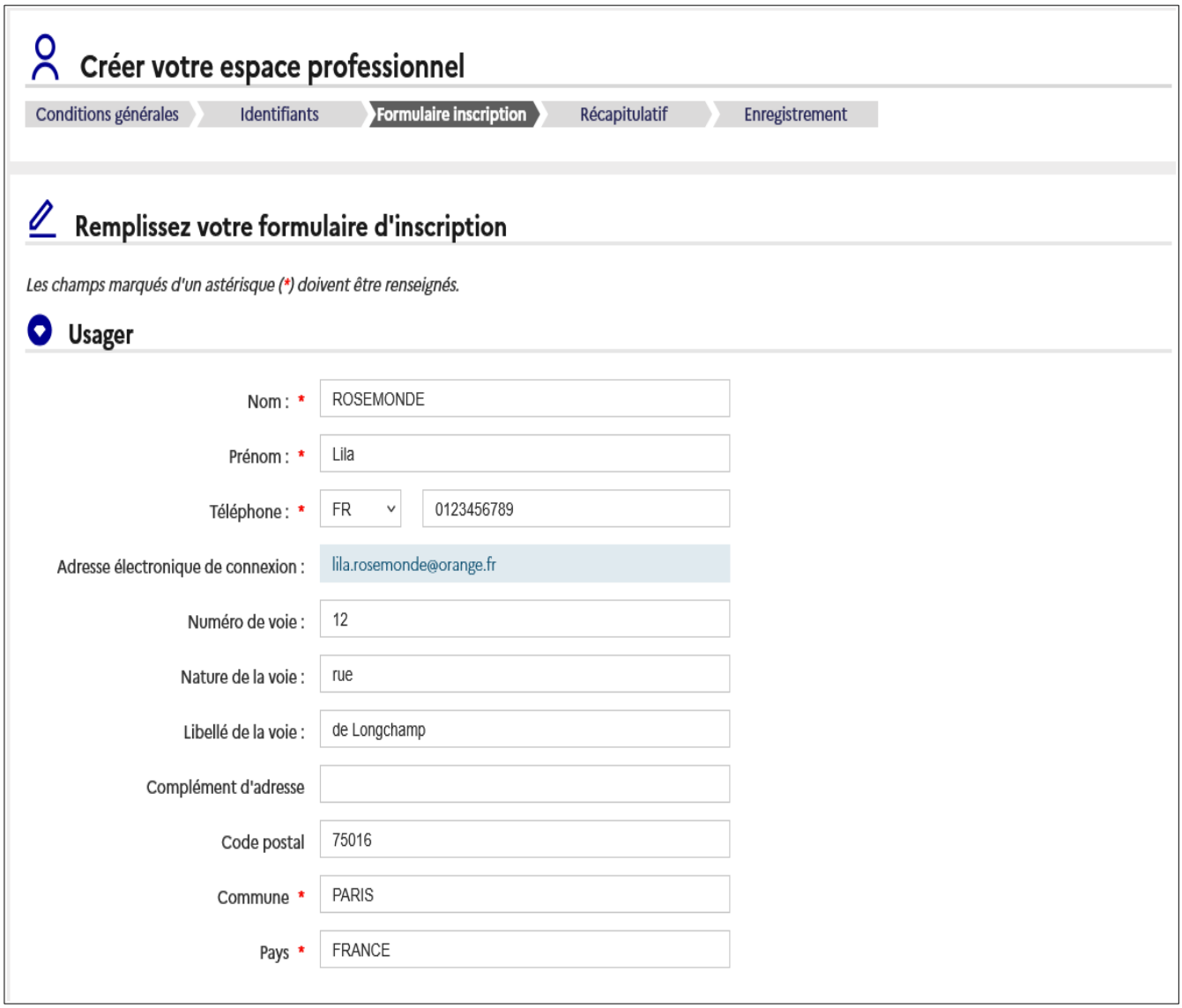
You can continue to set up an account **by choosing a different email address.**

**<u>3rd step</u>: Enter the information required to set up your account; fields containing an asterisk (*) are mandatory.**

After creating your login details, the screen below will appear.



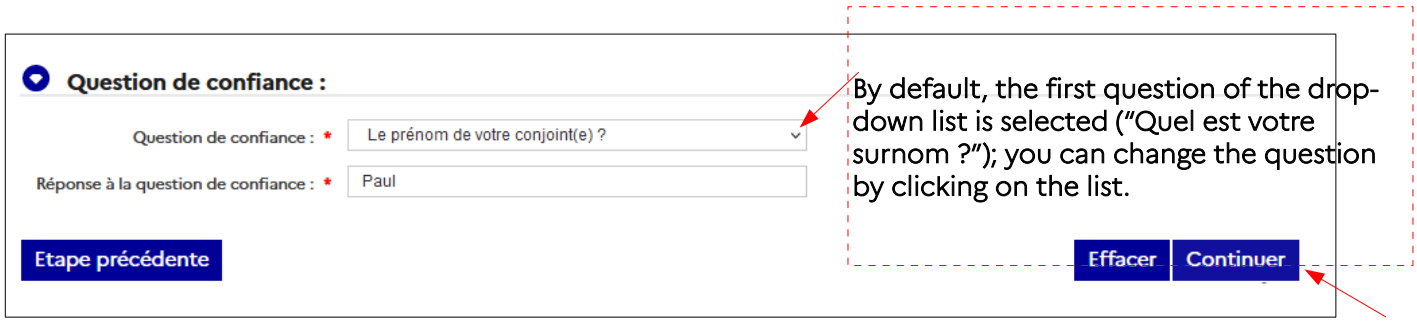
## How to complete the top portion of the form




**↳ Enter your surname and first name, telephone number and address in the "Usager" section**

The login email address is the same one that you entered on the previous page. It cannot be changed at this point; if you would like to change it, click on "Étape précédente" on the bottom left-hand side of the form (see below).

## How to complete the bottom portion of the form




### ↳ Carefully choose your security question and enter the answer of your choice

⚠ **Memorise your security question and answer: you will be asked to answer the question in certain situations involving your professional account** (such as changing a forgotten password).

### ↳ Click on "Continuer" once you have entered all the mandatory information.

A summary will appear on your screen. You can either go back to the previous step to make any changes or click on "Valider" to confirm your registration.

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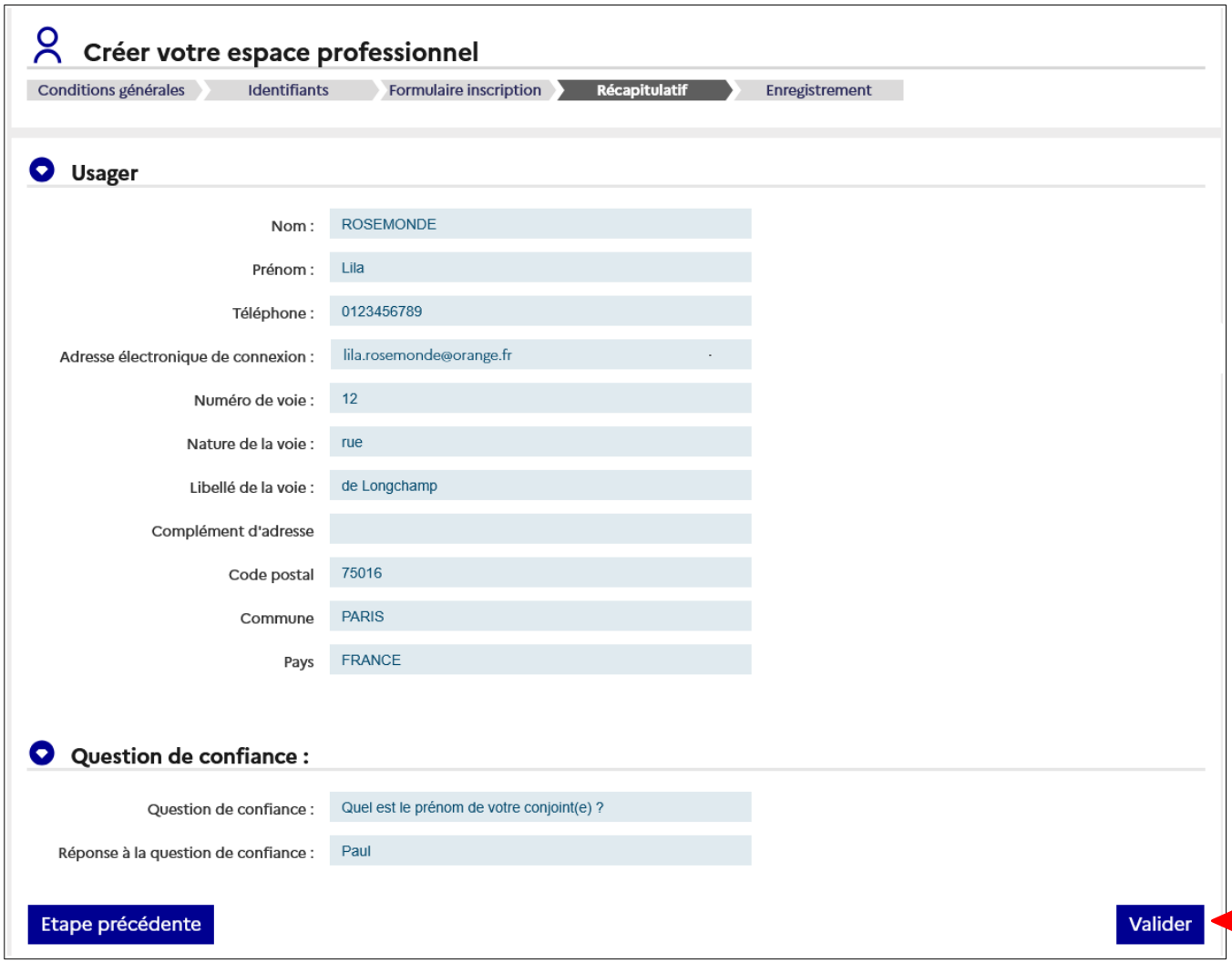
**You can either go back to the previous step to make any changes or click on "Valider" to confirm your registration.**

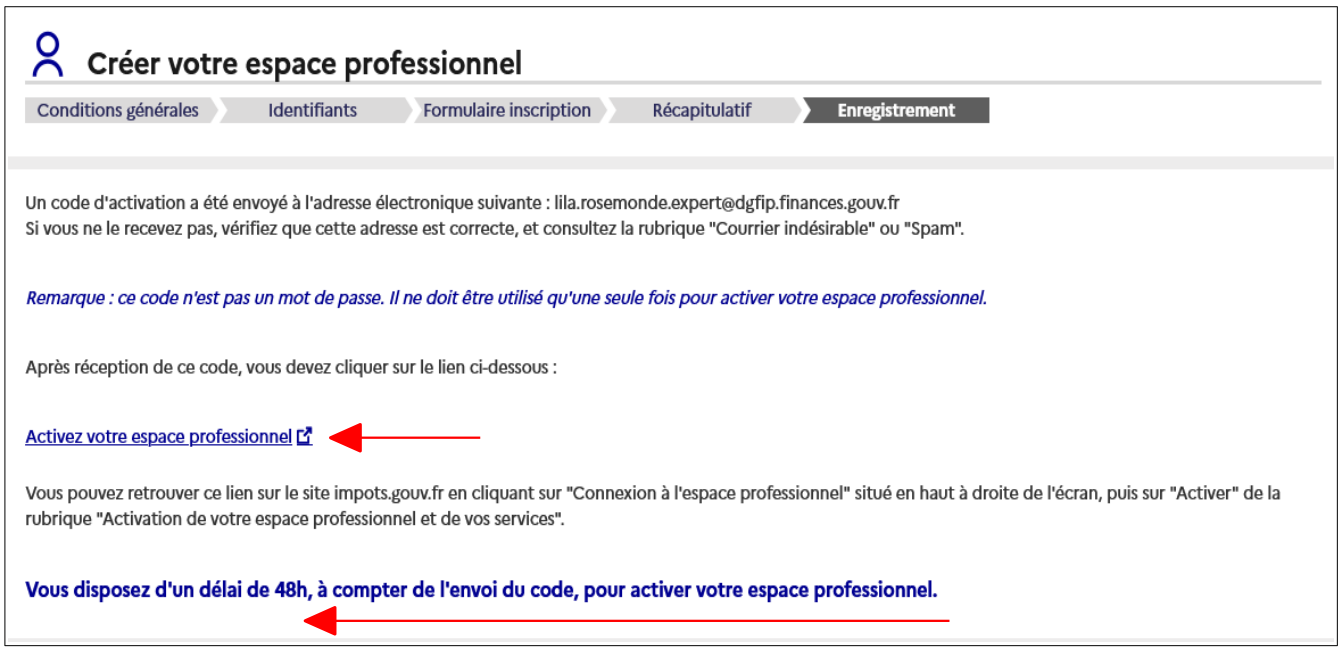



↳ **Click on "Valider" to confirm your registration**

**The activation deadline for your account is also contained in the message**

The system will then inform you that an email containing an activation code has been sent to the login email address that you chose.

This email is usually sent immediately, but your email client may delay its arrival.




**To complete the account set-up process, you will need to activate your account using the code received.** To do so:

- either you have already recovered your activation code from your email inbox

**↳ in this case, click directly on "Activer"**

- or you have not yet recovered the code

**↳ in this case, you will activate your account once the email has been received (which explains how to activate your account)**

**You must activate your account within 48 hours.**

**After this time period, the activation code will no longer be valid and you will have to start the procedure for changing your login email address again from the beginning to receive a new activation code.**

Note: During this time period, you cannot request another activation code for the same email address.

Below is a template of the email containing an activation code which is sent to the new login email address you have chosen:

**Espace professionnel - Création ou modification de l'espace**

De : ne-pas-repondre@dgfip.finances.gouv.fr

A : lila.rosemonde.expert@dgfip.finances.gouv.fr

Date : 2026-02-25 14:09:29

Bonjour,

Vous avez demandé la création d'un espace professionnel ou vous y avez apporté une modification. Cette demande a bien été prise en compte. Votre espace professionnel sera actif lorsque vous aurez saisi le code suivant :

**m6eiX7RRyWUU**

*Remarque : ce code n'est pas un mot de passe. Il ne doit être utilisé qu'une seule fois pour activer votre espace professionnel.*

Pour activer votre espace professionnel, veuillez suivre la procédure suivante :

- 1. connectez-vous sur le site impots.gouv.fr
- 2. cliquez sur "Connexion à l'espace professionnel" situé en haut à droite de l'écran
- 3. cliquez sur "Activer" de la rubrique "Activation de votre espace professionnel et de vos services"
- 4. saisissez le code d'activation reçu ci-dessus et validez
- 5. saisissez l'adresse électronique de connexion à l'espace et validez

Vous disposez d'un délai de 48 heures maximum pour activer votre espace professionnel à compter de l'envoi de ce message.

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Nous vous recommandons d'adhérer au service Messagerie ou de vous le faire déléguer, pour chacune des entreprises gérées dans votre espace.

En effet, ce service garantit la sécurité et la confidentialité des échanges, tout en vous permettant de suivre les demandes formulées pour le compte de l'entreprise. Les réponses, conservées dans l'historique, sont opposables à l'administration.

Plus d'informations sur impots.gouv.fr > Connexion à l'espace professionnel > Aide : accéder aux fiches pratiques > Fiche AIU 27 : Ecrire à l'administration via la messagerie.

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

---

Si vous avez une question particulière, nous vous invitons à ne pas répondre à l'adresse électronique de ce message mais à vous connecter sur notre site impots.gouv.fr où vous trouverez les réponses aux questions les plus fréquentes.

---

Pour votre sécurité :
- **ne répondez jamais** à un courriel vous demandant votre **numéro de carte bancaire** ou une **copie de vos pièces d'identité** ;
- ne partagez jamais vos **identifiants d'accès** à l'espace professionnel DGFIP, et pensez à **renouveler régulièrement votre mot de passe** ;
- **vérifiez toujours l'adresse de l'expéditeur des messages avant de les ouvrir.** Pour la DGFiP, la partie droite de l'adresse doit être égale à **@dgfip.finances.gouv.fr**. Sinon, il s'agit d'un message frauduleux.

🏳 **END of 1st section: you are pre-registered**: your account accessible with an email address and password is pending activation.

⚠ **Now you must activate your account (4th step, next chapter) within 48 hours so that the setup of your account becomes effective.**

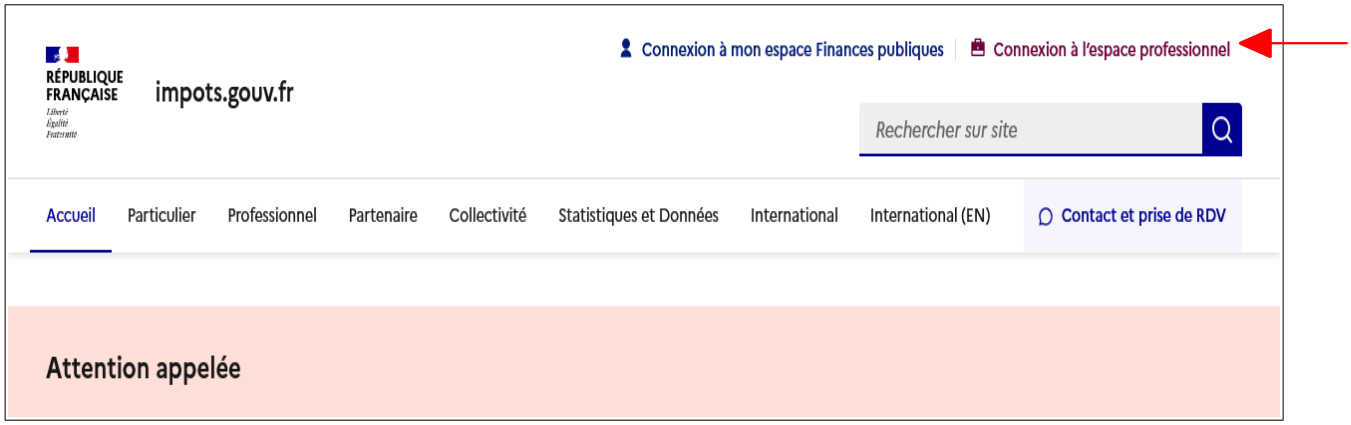
Note: Your account cannot be used if it has not been activated.

# 3. Activating an account

**3.1 If you have recovered your activation code, you will activate your account using the following steps on www.impots.gouv.fr**

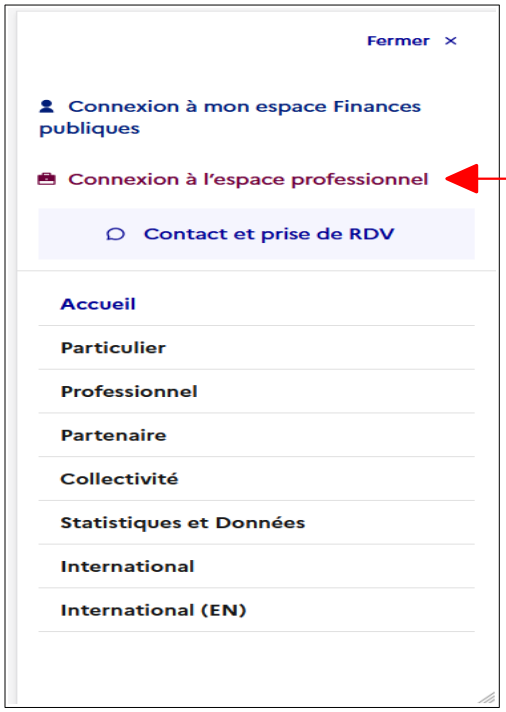
Start on the homepage of the www.impots.gouv.fr website.

From a computer:




↳ **Click on "Connexion à l'espace professionnel"** Connexion à l'espace professionnel

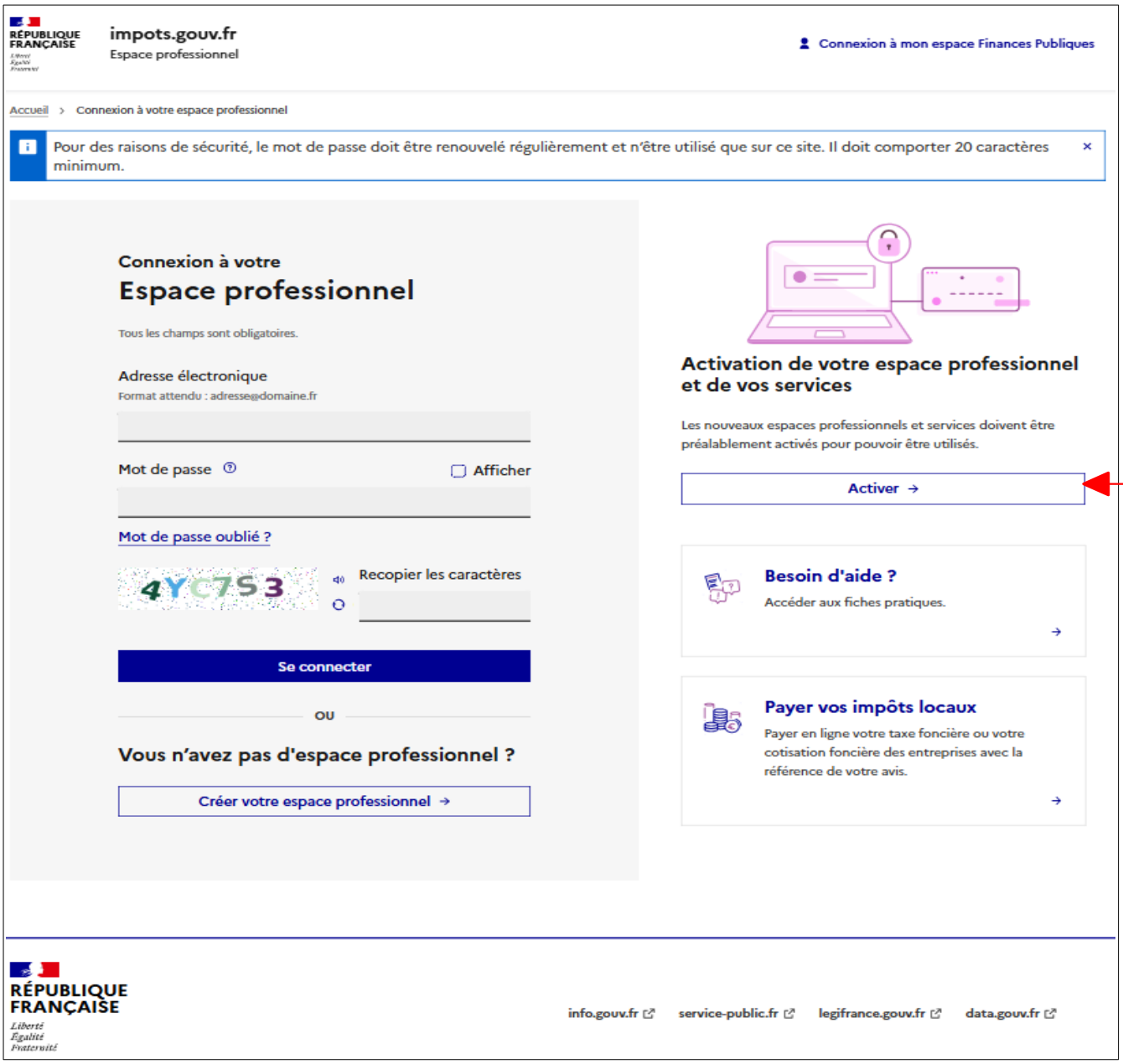
From a smartphone or tablet:




↳ **Click on the menu button** ☰

↳ **Then click on "Connexion à l'espace professionnel"** Connexion à l'espace professionnel

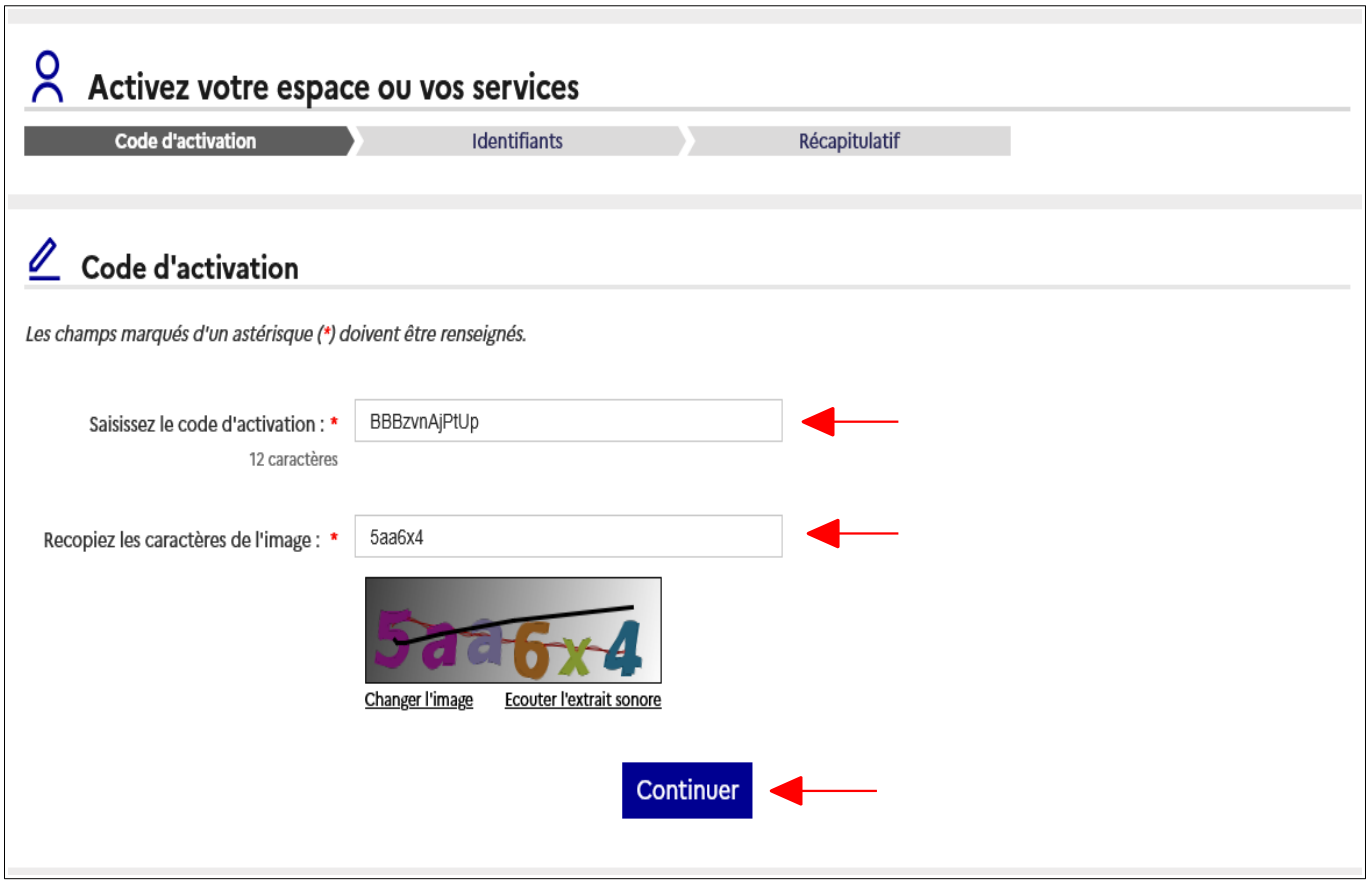
The following screen will appear:




↳ **Click on "Activer"**

### 3.2 If you clicked on the activation link, you will be taken to the activation screen (without the previous screens being displayed)

The screen for entering the activation code will be displayed:




↳ **Enter the activation code you received by email and the six characters displayed in the image**

**Do not enter your password, but instead the code you received in your email inbox.**

↳ **Click on "Continuer"**

Once you have entered the activation code, the screen below will appear:

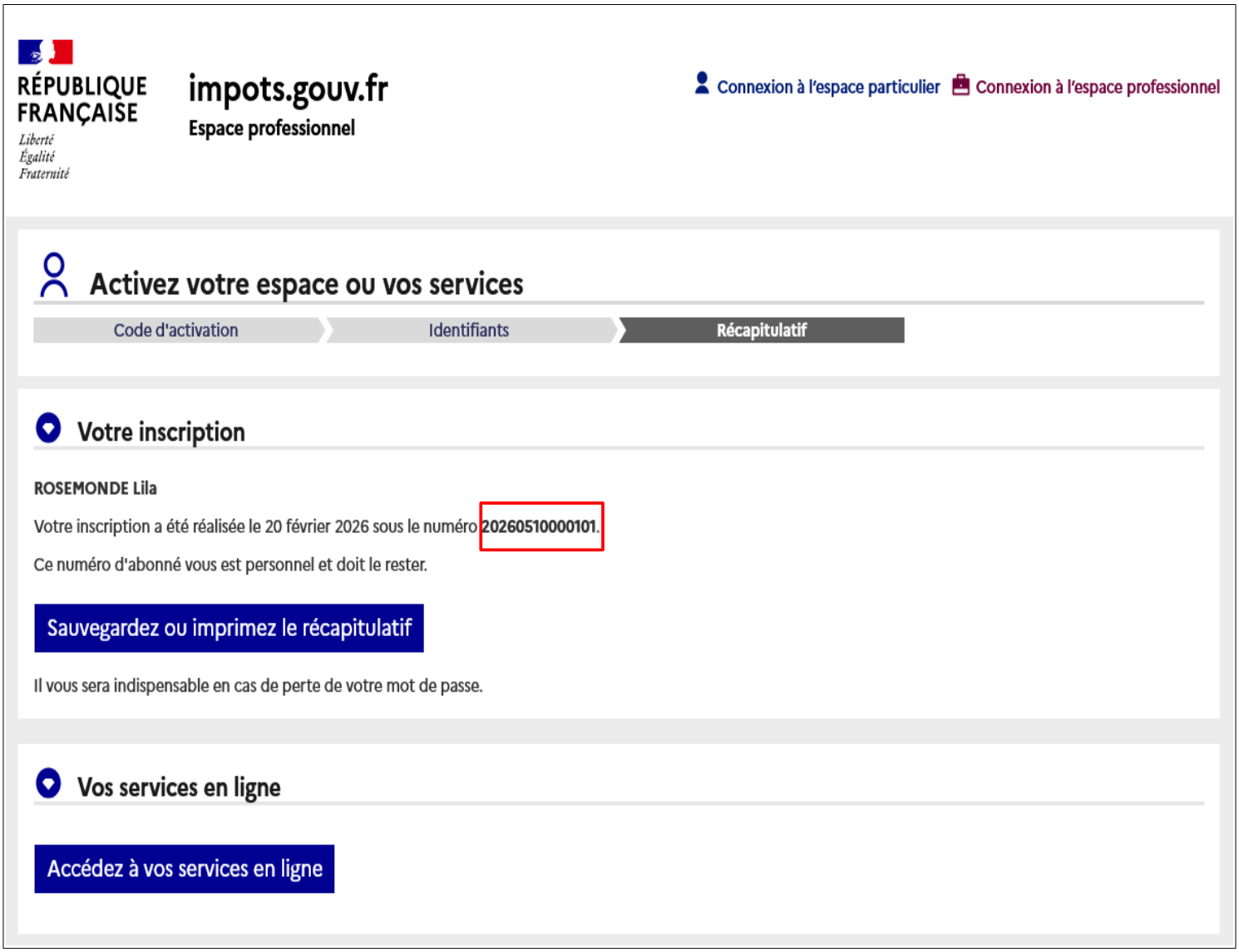
↳ **Enter the login email address for the account and click on "Continuer"**

**If you remain on the page above after clicking on "Continuer", your account has not been set up; check whether the option "Block Pop-Up Windows" in your browser is activated.**

- **If so, you will have to add the tax authority's website (ending in "*.impots.gouv.fr") to the list of allowed websites. Then close all the pages open in the browser and follow the process explained in Chapter 3.1.**
- **If not, contact user support (see Chapter 5, Troubleshooting).**

➢ A page confirming the setting up of your account will appear:

**Take note of your subscriber number.**



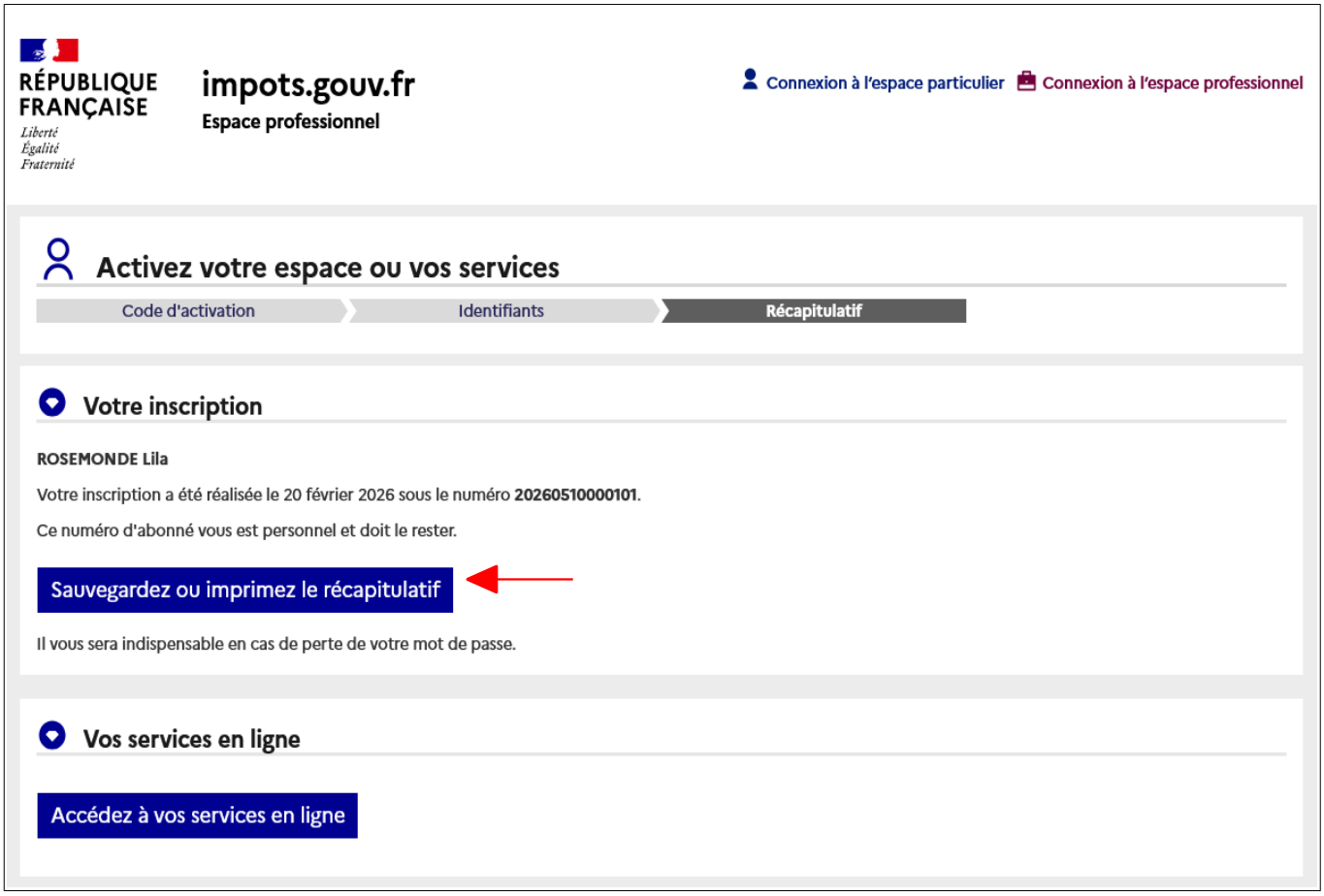

➢ **END of 2nd section: your account is now set up.**

You can now log into your account to **sign up for services OR** you can **send your subscriber number to the principal user of** the service that you want to co-manage so that **they may designate you as an Alternate Administrator or as a Delegatee**.

➢For more information about these procedures, please refer to the FOCUS Guides *Signing Up for Online Services in Expert Mode*, *Designating an Alternate Administrator* and *Designating Delegatees and Viewing Delegations*.

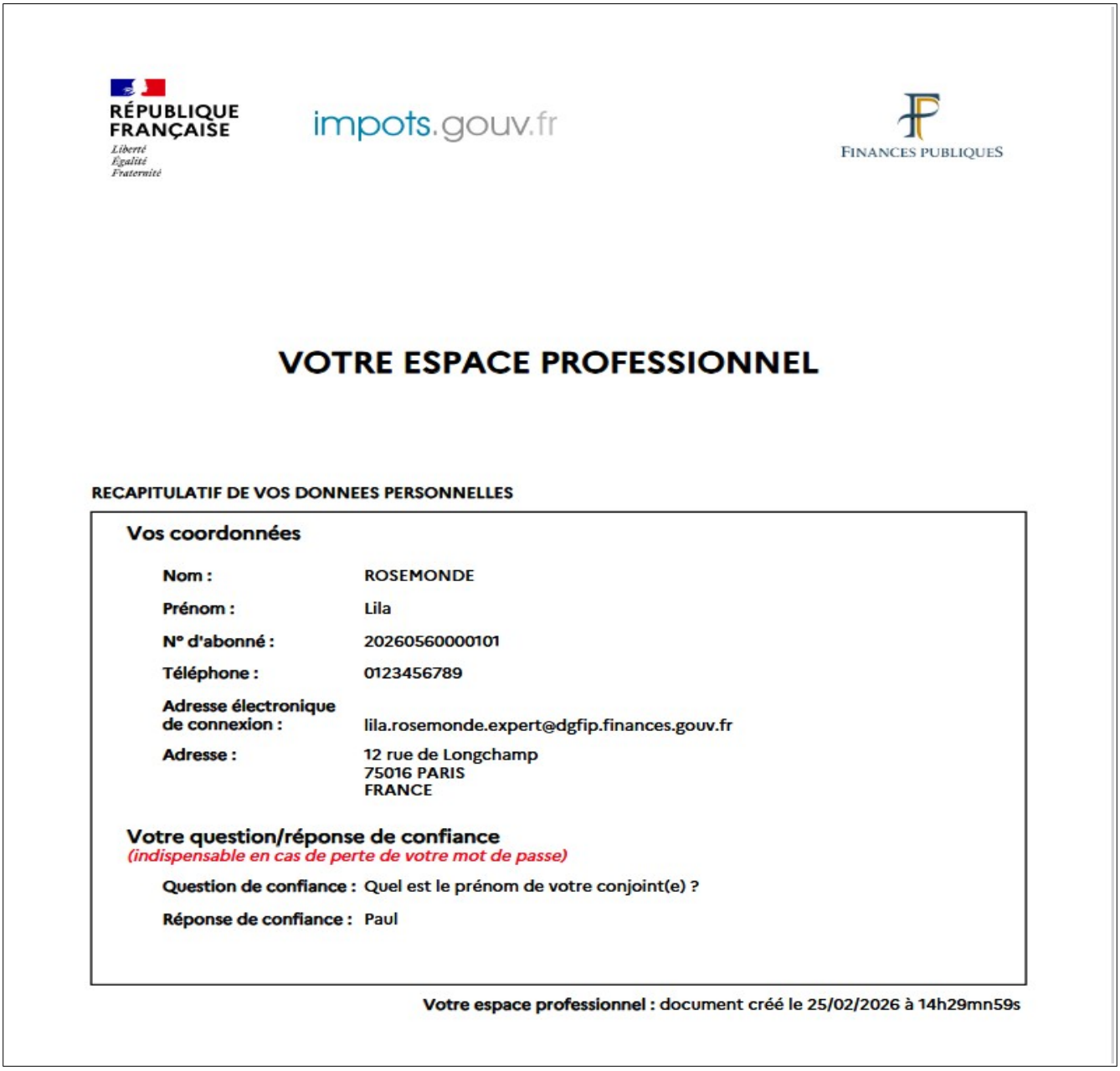
**You should first save your account information summary:** you will need it for specific procedures (such as changing a forgotten password).

# 4. Saving your professional account summary




↳ **On the confirmation screen, click on "Sauvegardez ou imprimez le récapitulatif"**

Your professional account summary is viewable as a PDF file.



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**VOTRE ESPACE PROFESSIONNEL**

**RECAPITULATIF DE VOS DONNEES PERSONNELLES**

**Vos coordonnées**

| | |
|---|---|
| **Nom :** | ROSEMONDE |
| **Prénom :** | Lila |
| **N° d'abonné :** | 20260560000101 |
| **Téléphone :** | 0123456789 |
| **Adresse électronique de connexion :** | lila.rosemonde.expert@dgfip.finances.gouv.fr |
| **Adresse :** | 12 rue de Longchamp<br>75016 PARIS<br>FRANCE |

**Votre question/réponse de confiance**
*(indispensable en cas de perte de votre mot de passe)*

**Question de confiance :** Quel est le prénom de votre conjoint(e) ?

**Réponse de confiance :** Paul

**Votre espace professionnel :** document créé le 25/02/2026 à 14h29mn59s

↳ **Save this file which you may print out for your records**

The account information summary will be required for certain procedures such as resetting a forgotten password. It is also permanently available in your account by clicking on "Gérer les services" and then "Modifier mes coordonnées" in the section "Données personnelles".

**END of procedure.**

# 5. Troubleshooting

If you need more information, **support for online procedure users** is available via two

channels:

- ✔ Hotline on **0809 400 210** (free service + carrier's charges) from **8am to 6pm**, Monday to Friday
- ✔ Online form on the www.impots.gouv.fr website. Click on "Contact et prise de RDV" > "Professionnel" > "Une assistance aux téléprocédures" > "Par formuel pour une procédure de déclaration en ligne des données (EFI, GIR-Pilier 2)" > "Accéder au formuel"