

## Adding a Company

To add a new company, go to **Company > Add a company**:

The screenshot shows the 'Company' dropdown menu with the following options: 'Select a company', 'Show all companies', 'Add a company' (highlighted), and 'SIC code reference'. The 'Add a company' option is further expanded to show 'Type your own data' and 'Download from Companies Hou'. Two arrows point to these options. Below the menu, there are links for 'Show more', 'Show less', 'Workflow', and 'Deadlines'. The main interface shows a table with columns for 'CH Filing', 'Client', 'Partner', 'Staff', and 'Practice ref1'. The table contains several rows of data, including 'Confirmation Statements' and 'Items saved as pending'.

You can choose **Type your own data** or **Download from Companies House**:

If you choose to download the company from Companies House, select **Download from Companies House**, and fill in the relevant information, then click **View** and download the company to the software:

The screenshot shows the 'Download a new company from Companies House' form. It has two radio buttons: 'Preview and download a new company' (selected) and 'Compare a company already on Bright Cossec'. Below this is the heading 'DOWNLOAD A NEW COMPANY FROM COMPANIES HOUSE'. The form has three input fields: 'Company number', 'Filing code', and 'Company type (optional)' (with a dropdown menu showing 'Limited'). There is a 'Details' icon next to the 'Company type' field. At the bottom, there is a checkbox 'Overwrite any matching people on Bright Cossec with Companies House data' and a warning icon with the text 'Warnings about overwriting or re-downloading!'. At the very bottom, there are two buttons: 'View' and 'Cancel'. An arrow points down from the 'View' button area.

If you are wanting to add a company not in the UK you would need to type your own data, so select **Type your own data**, and choose the type of company to be added:

### WHAT TYPE OF COMPANY DO YOU WANT?

Company limited by shares  
 Company limited by guarantee  
 LLP

Check the company isn't already on Bright Cosec

Check... ▼

Download from Companies House instead

Next Download from Companies House Cancel

Check to make sure they haven't already been added, then click **Next**

Fill in all the relevant information and **Save**:

Main details	Accounts dates	Confirmation Statement	Other dates	Regd office, email, SAIL & HMRC	Document locations	Contact Details	SIC codes	Staff, Manager refs & notes	AGM & Meetings	1st Board Meeting
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### COMPANY

Name

Previous name (if any)

*Date of any name change*

Means of company name change (if any)  N/A  Resolution (NM01).  Provision in Articles (NM04)

Company number

Company type

Companies House filing  We do it  
 Client files CS01  
 Client files all CoHse forms

The 6 digit filing code has its own data page for security reasons.  
See menu company > E-filing authority code

Connections Save Delete Cancel

You should now find the company listed in your live company list( **Company > Show all companies > Live companies**)

**NOTE:** You can't file for any companies not in the UK or Jersey.