



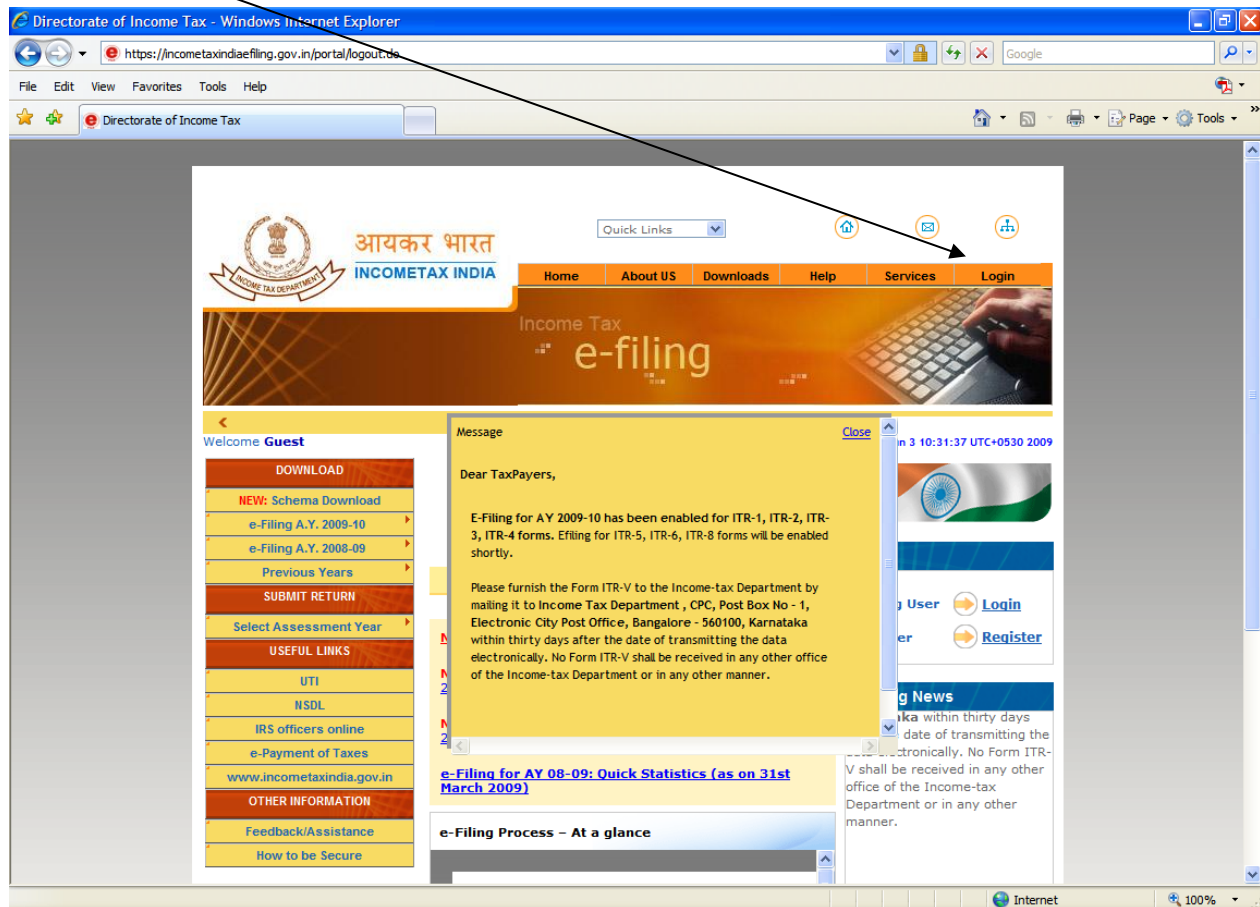
(n)Code Solutions CA

A DIVISION OF GUJARAT NARMADA VALLEY FERTILIZERS COMPANY LIMITED

**PROCEDURE FOR eFILING INCOME TAX RETURNS
WITH CERTIFICATE IN eTOKEN**

STEP 1:

Open Income Tax website - <https://incometaxindiaefiling.gov.in/portal/index.do> in Internet Explorer
Click on the “Login” tab to continue



STEP 2:

Registered Users should enter their **User ID** (usually PAN No.) and **password** and click **Login**



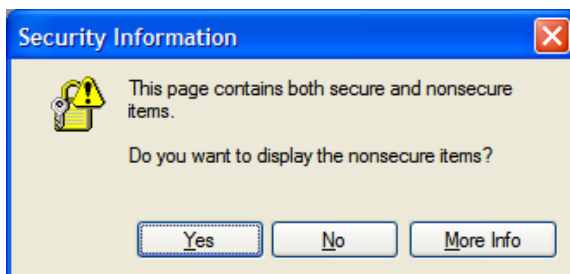
The screenshot displays the Income Tax e-filing portal. The header includes the Income Tax Department logo, 'आयकर भारत' (Income Tax India), and navigation links: Home, About US, Downloads, Help, Services, and Login. A 'Quick Links' dropdown is also present. The main banner reads 'Income Tax e-filing'. Below the banner, a welcome message for a 'Guest' user is shown along with the date and time: 'Wed Jun 3 10:31:58 UTC+0530 2009'. On the left, there is a sidebar with links for downloading schemas, e-filing returns, and submitting returns. The central 'Member Login' form contains the following fields and elements:

- Use your E-filing UserID**: A heading for the login section.
- User Id***: A text input field containing 'ABCDE1234F'.
- Password***: A password input field with masked characters '*****'.
- Login**: A red button with a right-pointing arrow.
- Forgot Password?** and **New User Registration**: Links for password recovery and new user creation.
- Important Message:**: A section with instructions for new and old users regarding email addresses.

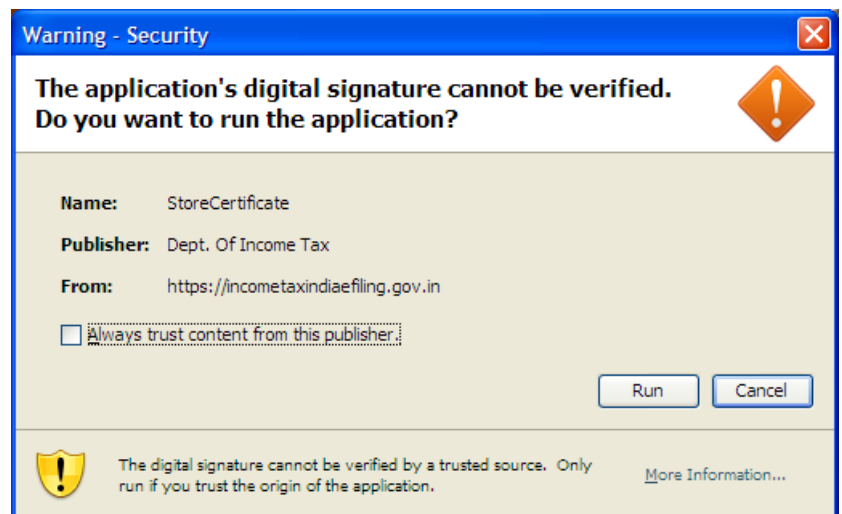
Arrows from the text 'User ID', 'password', and 'Login' point to their respective fields and the login button in the form.

STEP 3:

On the Login Page, click on **My Account** and select **Update Digital Certificate**



Click **YES** and **RUN** on the following prompts:



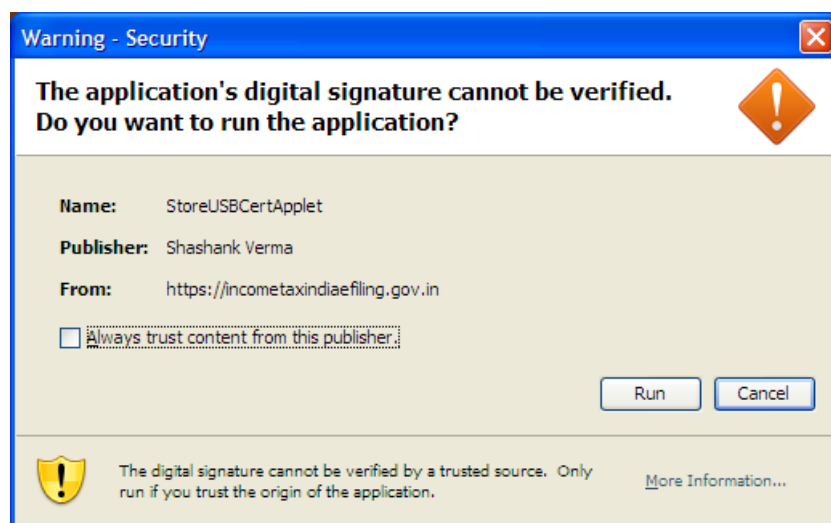
STEP 3:

Choose the option “**Upload your USB token**” and click on **Select your USB TOKEN Certificate** button



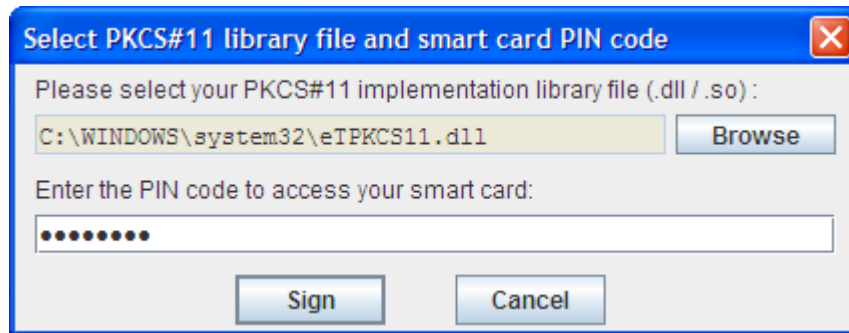
The screenshot shows the Income Tax e-filing portal. The left sidebar contains links for downloading forms, submitting returns, and useful links. The main content area is titled 'Register Your Digital Certificate'. It asks the user to select the type of digital certificate they want to register with the DIT. Two options are available: 'Upload your .pfx file' and 'Upload your USB token'. The 'Upload your USB token' option is selected. Below the options, there is a button labeled 'Select Your USB TOKEN Certificate' and a 'Register' button. A callout box from the text above points to the 'Select Your USB TOKEN Certificate' button.

Click **RUN** on the following prompt:

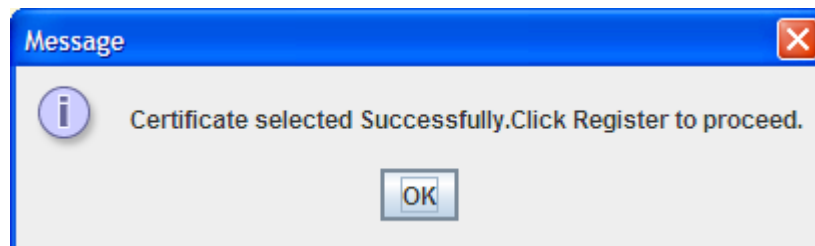


STEP 4:

Click on **Browse** button and locate the file “C:\WINDOWS\system32\eTPKCS11.dll” from your PC and then enter **eToken password** and click **Sign**



Following message will appear.



Press OK and proceed for further registration by clicking the **Register** button

NOTE:

- ❖ New users should first get themselves register at Income Tax site, update their Digital Certificate as per steps given above and then file their returns.
- ❖ Users having their Digital Certificates in (.PFX file format) should choose the option “Upload your .pfx file” and register (ensure to locate the correct PFX file for Certificate and it must be password protected)