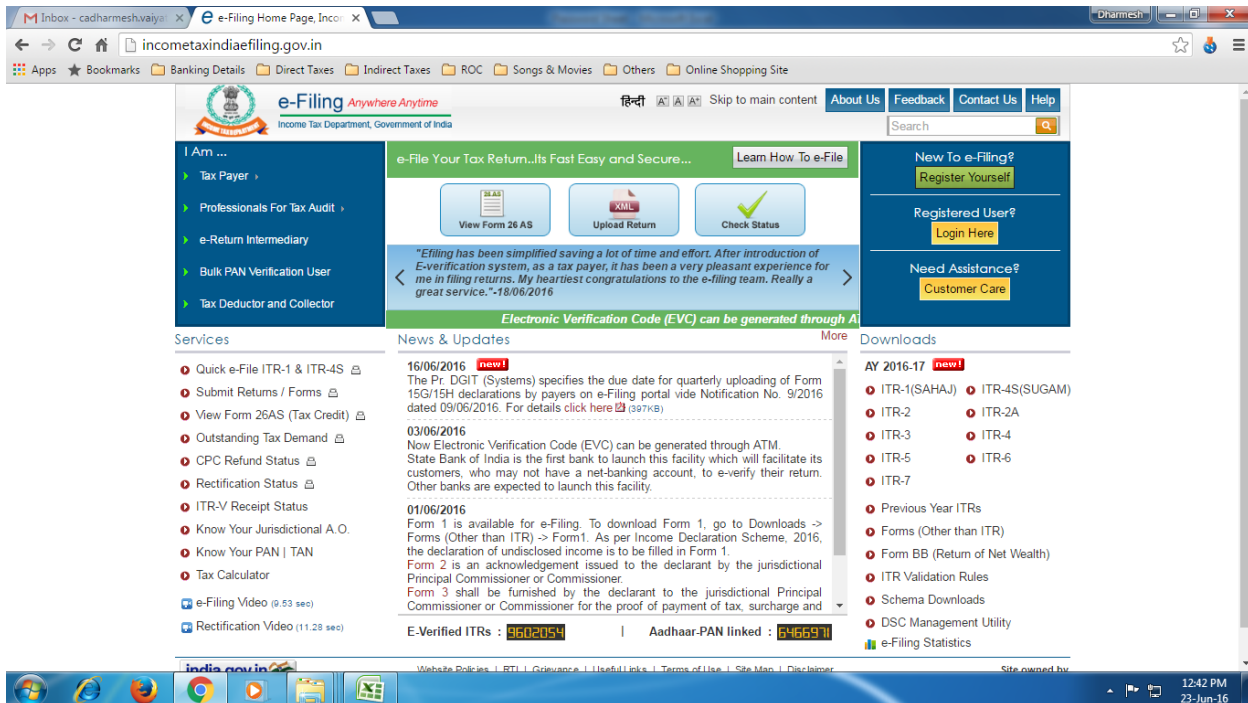


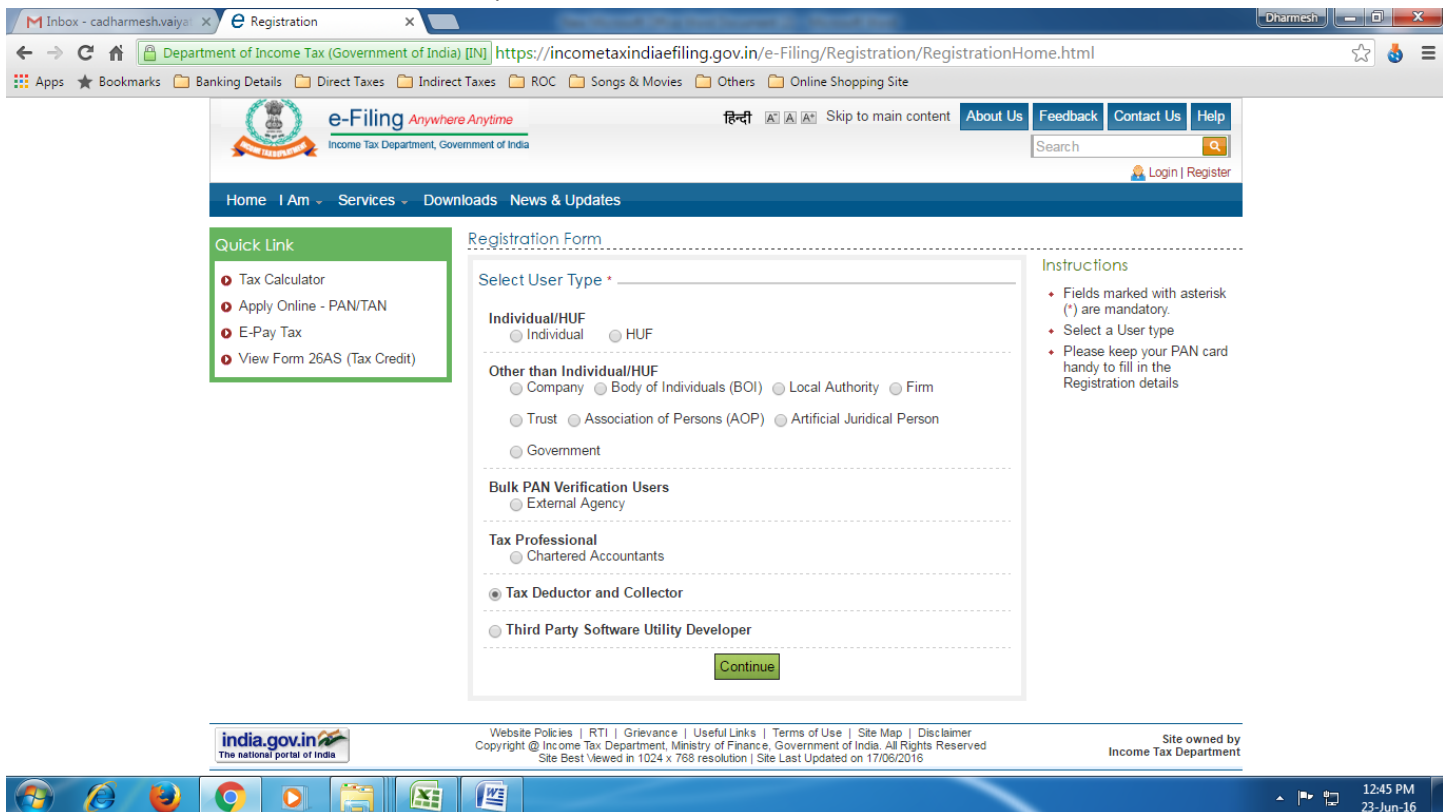
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1. Visit to www.incometaxindiaefiling.gov.in then Click on Register Yourself (Right Hand side top) (Green Color)



2. Click on Tax Deductor and Collector then press continue



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3. Enter TAN then press continue

The screenshot shows the e-Filing portal for the Income Tax Department of India. The browser address bar displays the URL: <https://incometaxindiaefiling.gov.in/e-Filing/Registration/RegistrationControl.html>. The page title is "Registration Form - Tax Deductor and Collector". The navigation bar includes links for Home, I Am, Services, Downloads, and News & Updates. A Quick Link sidebar on the left lists: Tax Calculator, Apply Online - PAN/TAN, E-Pay Tax, and View Form 26AS (Tax Credit). The main content area shows "Step 1: Enter Basic Details" with a form for TAN. A green "Continue" button is visible. To the right, instructions state: "Fields marked with asterisk(*) are mandatory. Please enter the TAN and Organization Name. All error messages will be displayed on the screen." The footer includes the India.gov.in logo, website policies, and copyright information for the Income Tax Department.

4. Click on Traces button with red highlight

The screenshot shows the e-Filing portal for the Income Tax Department of India. The browser address bar displays the URL: <https://incometaxindiaefiling.gov.in/e-Filing/Registration/RegistrationTDSValidation.html>. The page title is "Instructions for Tax Deductor and Collector Registration". The navigation bar includes links for Home, I Am, Services, Downloads, and News & Updates. A Quick Link sidebar on the left lists: Tax Calculator, Apply Online - PAN/TAN, E-Pay Tax, and View Form 26AS (Tax Credit). The main content area shows instructions for registration: "Register with TRACES. Login to TRACES. Post login use the option Register with eFiling". The footer includes the India.gov.in logo, website policies, and copyright information for the Income Tax Department.

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5. Visit to Traces website

The screenshot shows the TDS TRACES website homepage. The browser address bar displays 'contents.tdscpc.gov.in'. The page features the TDS logo and the TRACES title. A navigation bar includes links for Home, Deductor, Tax Payer, and PAO. A search bar is present. The main content area includes a login section with links for Login, Register as New User, Forgot Password, and Forgot User ID. A 'Quick Links' section lists various services like TDS CPC Communications, e-Tutorials, and Circulars. A central banner congratulates stakeholders. A 'Customer Care' section provides contact information. A 'New FAQ View All' link is also visible.

6. Login to trace web site

The screenshot shows the TDS TRACES website login page. The browser address bar displays 'https://www.tdscpc.gov.in/app/login.xhtml'. The page features the TDS logo and the TRACES title. A navigation bar includes links for Home, Deductor, Tax Payer, and PAO. A search bar is present. The main content area includes a login section with fields for User Id, Password, TAN for Deductor / PAN for Tax Payer / AIN for PAO, and Verification Code. A 'Login' button is present. A 'Register as New User' link is also visible. A 'Common Note' section provides information about cookies.

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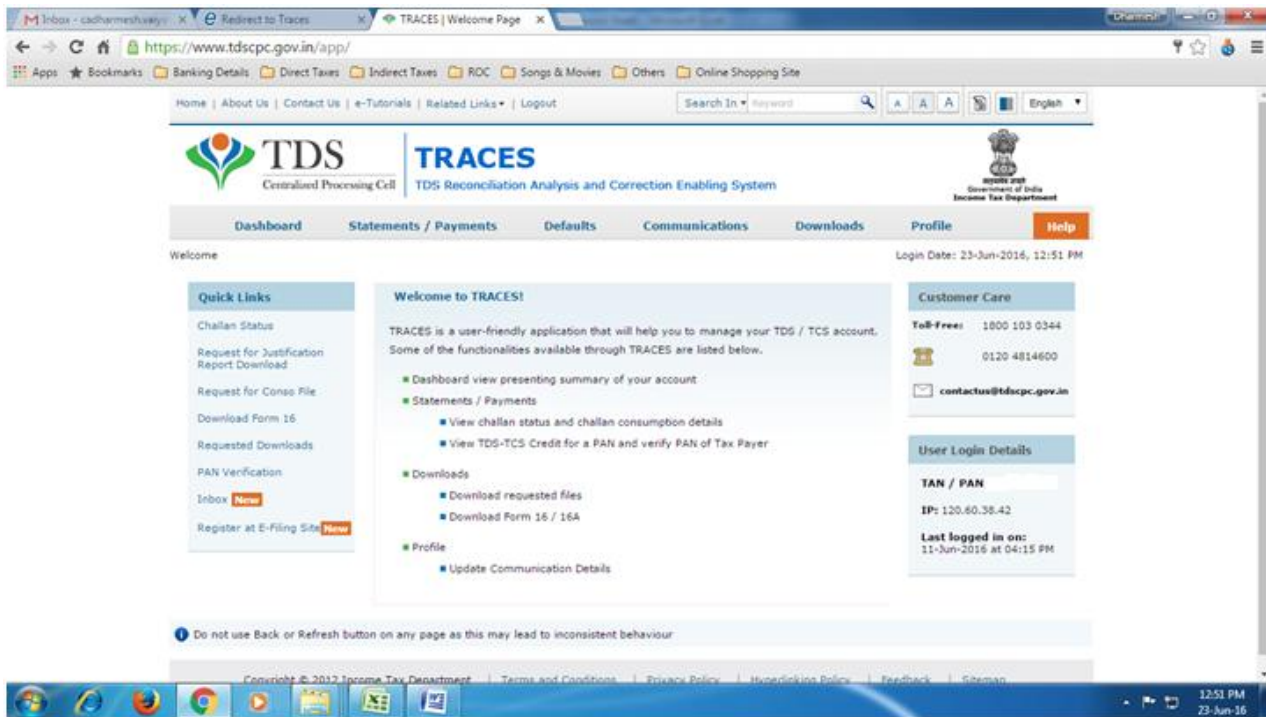
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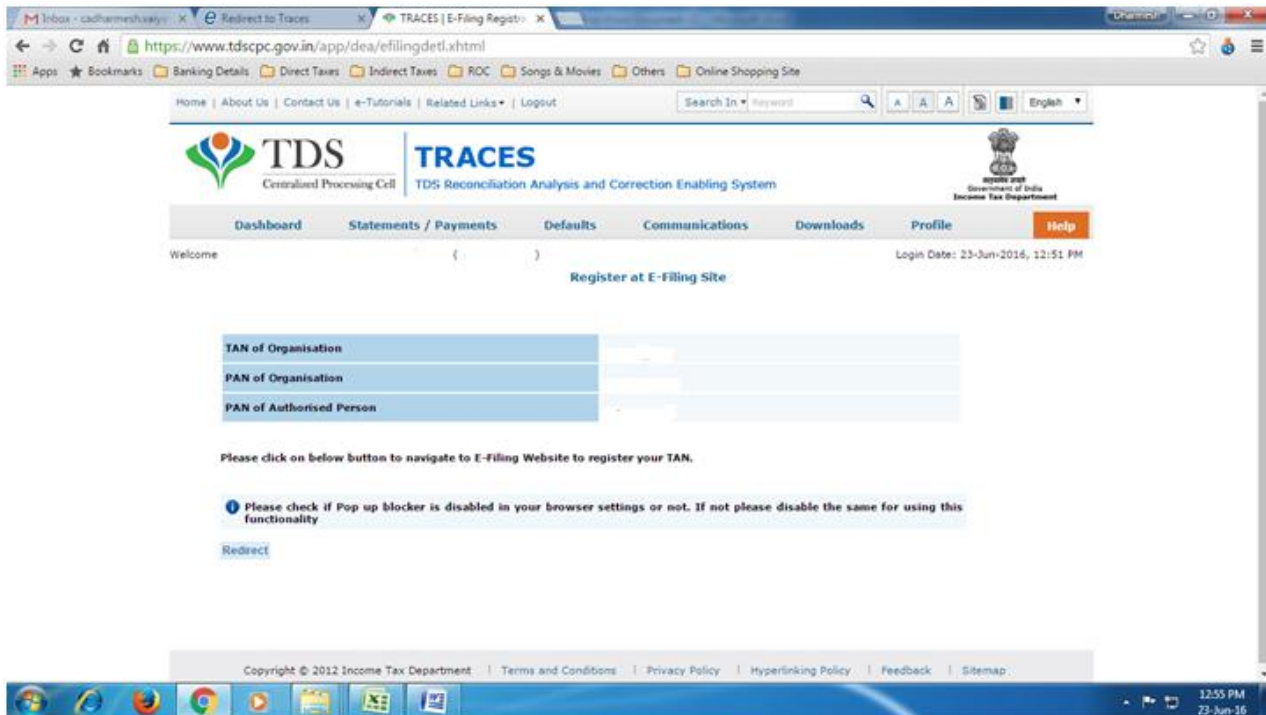
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7. After login you will find Register at e-filing site (New) (Left hand side bottom)



8. Click on Register at E-filing Site



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9. Click on Redirect

The screenshot shows the e-Filing portal for the Department of Income Tax, Government of India. The browser address bar displays the URL: <https://incometaxindiaefiling.gov.in/e-Filing/Services/TracesTdsSso.html>. The page title is "e-Filing Anywhere Anytime". The navigation bar includes links for Home, I Am, Services, Downloads, News & Updates, and a search bar. A "Quick Link" sidebar on the left lists: Tax Calculator, Apply Online - PAN/TAN, E-Pay Tax, and View Form 26AS (Tax Credit). The main content area is titled "Registration Form - Tax Deductor and Collector" and shows a progress bar with three steps: Step 1: Enter Basic Details, Step 2: Registration Form (current), and Step 3: Registration Successful. The form fields include: User ID, Password (marked with a red asterisk and "Zero Length" error), Confirm Password, Primary Secret Question (dropdown), Primary Secret Answer, Secondary Secret Question (dropdown), Secondary Secret Answer, Authorized person Details (PAN, Designation, Surname, Middle Name), and Name. Instructions on the right state: Fields marked with asterisk(*) are mandatory; All error messages will be displayed on the screen; Password is case-sensitive; A password needs to be between 8-14 characters, must contain at least one upper and lower case letter, one number, and one special character; Space is not allowed in a password; The Password and the Confirm Password should be the same; Never share the password; Select your Secret questions from the drop-down. This will be used in case you forget your password and want to reset.

Note :-

- “*” red mark compulsory to filled details
- Mobile Number & Email ID is necessary to processed further becz activation link provided on email id & one time password (OTP) provided on mobile number.
- After providing necessary details click on continue button

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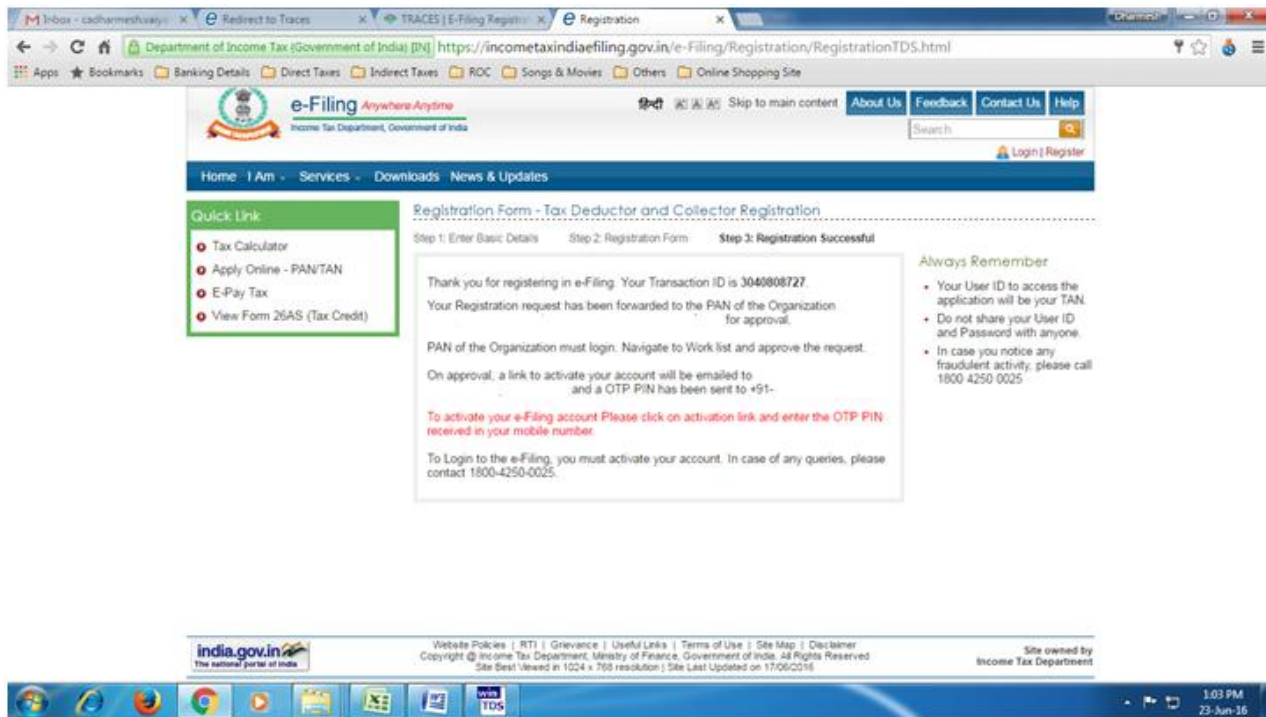
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10. Registration Successful



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11. For Approval of above details you need to login to income tax web site that is www.incometaxindiaefiling.com then click on login button with income tax account (For that you required following details PAN, DOB/DOI, Income tax login password)

The screenshot shows the login page of the Income Tax e-Filing portal. The browser address bar displays the URL: <https://incometaxindiaefiling.gov.in/e-Filing/UserLogin/LoginHome.html>. The page header includes the 'e-Filing Anywhere Anytime' logo and navigation links like 'About Us', 'Feedback', 'Contact Us', and 'Help'. A search bar is also present. The main content area features a 'Login' section with the following fields and instructions:

- User ID ***: A text input field. A red error message above it says 'Please enter the User ID.'.
- Password ***: A password input field. A red error message above it says 'Please enter a Password.'.
- Captcha Code**: A text input field.
- Image**: A small image of a grid with numbers.
- Enter the number as in above image ***: A text input field.
- Login**: A green button.
- Forgot Password?**: A link.

Below the login fields, there are links for 'New Users? Register Now' and 'Resend Activation Link'. At the bottom of the login section, there is a link for 'e-Filing Login Through NetBanking'.

To the right of the login section, there is a 'Trouble Logging In?' section with the following instructions:

- User ID for Tax Payee is PAN.
- Make sure there are no spaces in User ID or Password
- Passwords are case sensitive, make sure Caps Lock is not on

The footer of the page includes the 'india.gov.in' logo, website policies, RTI, Grievance, Useful Links, Terms of Use, Site Map, and Disclaimer. It also states 'Copyright @ Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved' and 'Site Best Viewed in 1024 x 768 resolution | Site Last Updated on 17/06/2016'. The bottom right corner shows the time '1:06 PM' and the date '23-Jun-16'.

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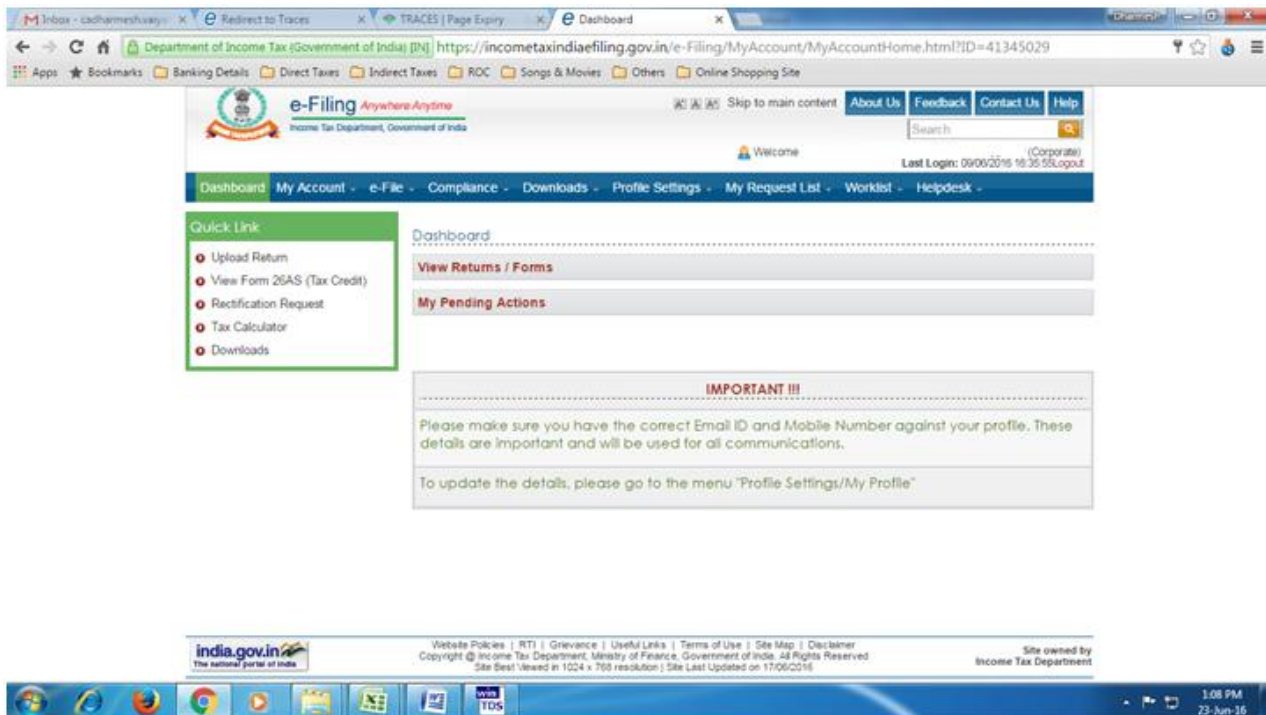
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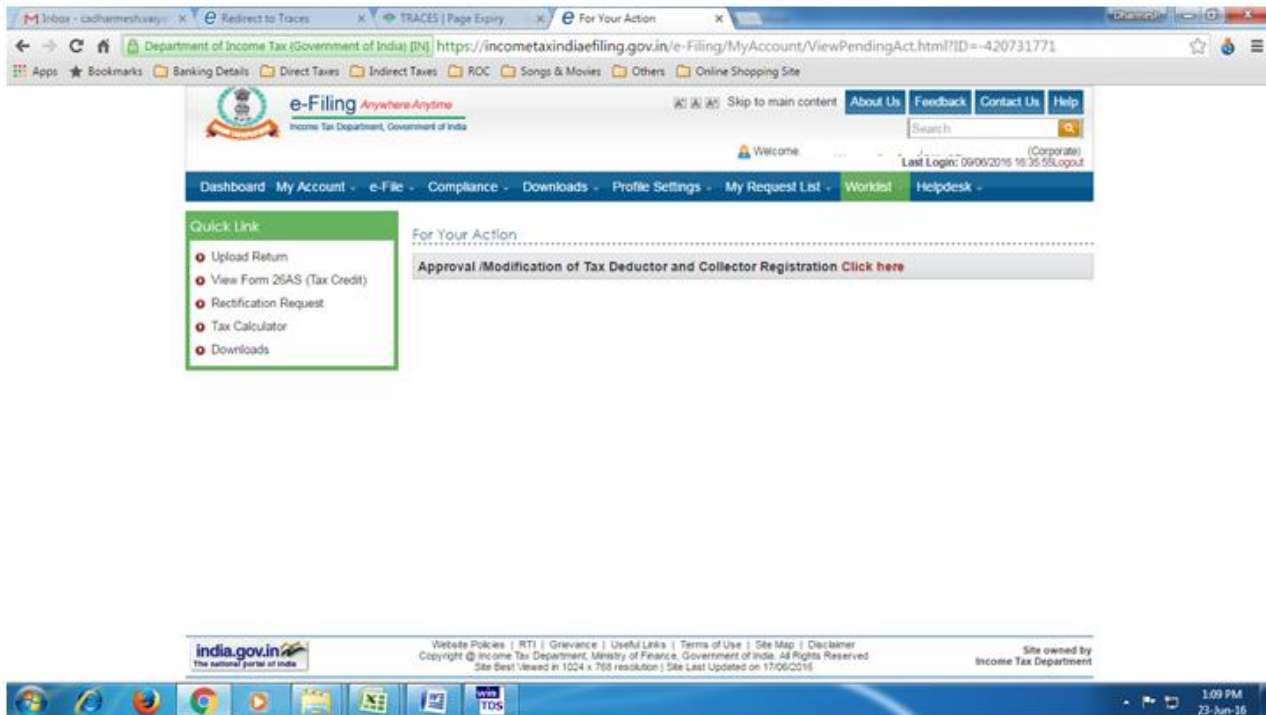
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12. Click on login button



13. Click on Worklist----->For your action



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14. Click on [click here](#)

The screenshot shows the e-Filing portal interface. The top navigation bar includes links for 'Dashboard', 'My Account', 'e-File', 'Compliance', 'Downloads', 'Profile Settings', 'My Request List', 'Worklist', and 'Helpdesk'. A 'Quick Link' sidebar on the left contains options like 'Upload Return', 'View Form 26AS (Tax Credit)', 'Rectification Request', 'Tax Calculator', and 'Downloads'. The main content area is titled 'Tax Deductor and Collector Registered Details' and displays a table with columns: 'Sl.No', 'TAN', 'TAN Organisation Name', 'PAN of the Authorized Officer', 'Name of the Authorized Officer', 'Registration Date', and 'Request Type'. A single entry is visible with 'Request Type' as 'New'. The footer includes the 'india.gov.in' logo, website policies, and copyright information.

15. Approved the given transaction click on Approve button

The screenshot shows the 'ViewTDSApproval.html' page. It contains a form for approving a transaction. The form fields include: 'Designation' (Partner), 'Mobile Number', 'Secondary Mobile Number', 'E-mail ID', 'Secondary E-mail ID', 'Details of Organization' (Organization Name, Date of TAN Allotment, Landline Number, Fax number, Postal Address of Organization), and 'Comments *'. The 'Comments' field contains the text 'Approved'. At the bottom of the form, there are three buttons: 'Approve', 'Reject', and 'Back'. The footer includes the 'india.gov.in' logo, website policies, and copyright information.

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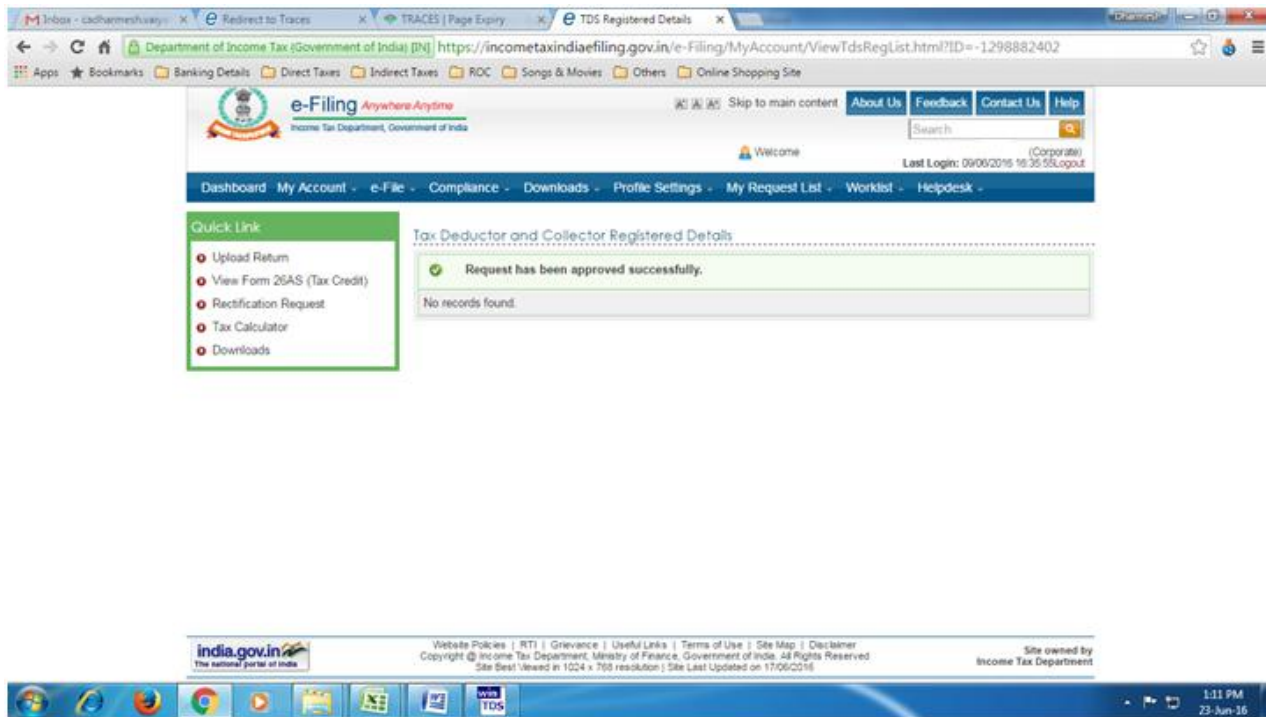
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16. Request approved successfully



17. Activation link provided on registered email id as provided above click on activation link & OTP on mobile number.

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