

Enrolment/ Registration of Existing Taxpayer at GST Portal with Provisional ID and Password

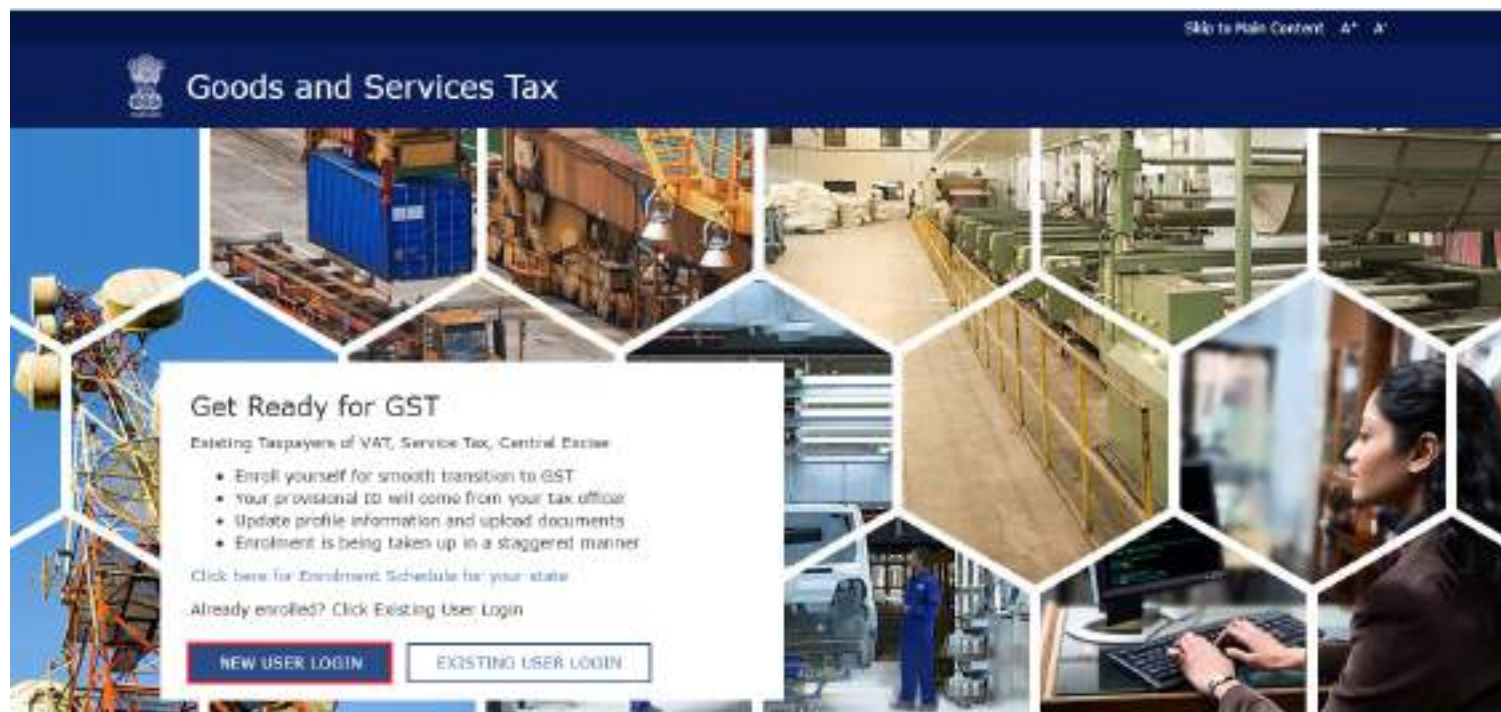
Steps for Existing taxpayers registered under Excise, Service Tax and State Tax Laws such as VAT, Entry Tax, Luxury Tax and Entertainment Tax, those who received SMS/ E-Mail with Provisional ID and Password, to enrol with the GST Common Portal using Provisional ID and Password:

All existing taxpayers and VAT dealers will be given a provisional ID and a password. You first need to create your username and password using this provisional ID and password at the GST Common Portal - www.gst.gov.in.

It is assumed that all existing Central Excise taxpayers are already registered under State VAT Department. It covers both Central Excise and State VAT registration.

To enrol with the GST Common Portal, you need to perform the following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed.
2. Click the NEW USER LOGIN button.



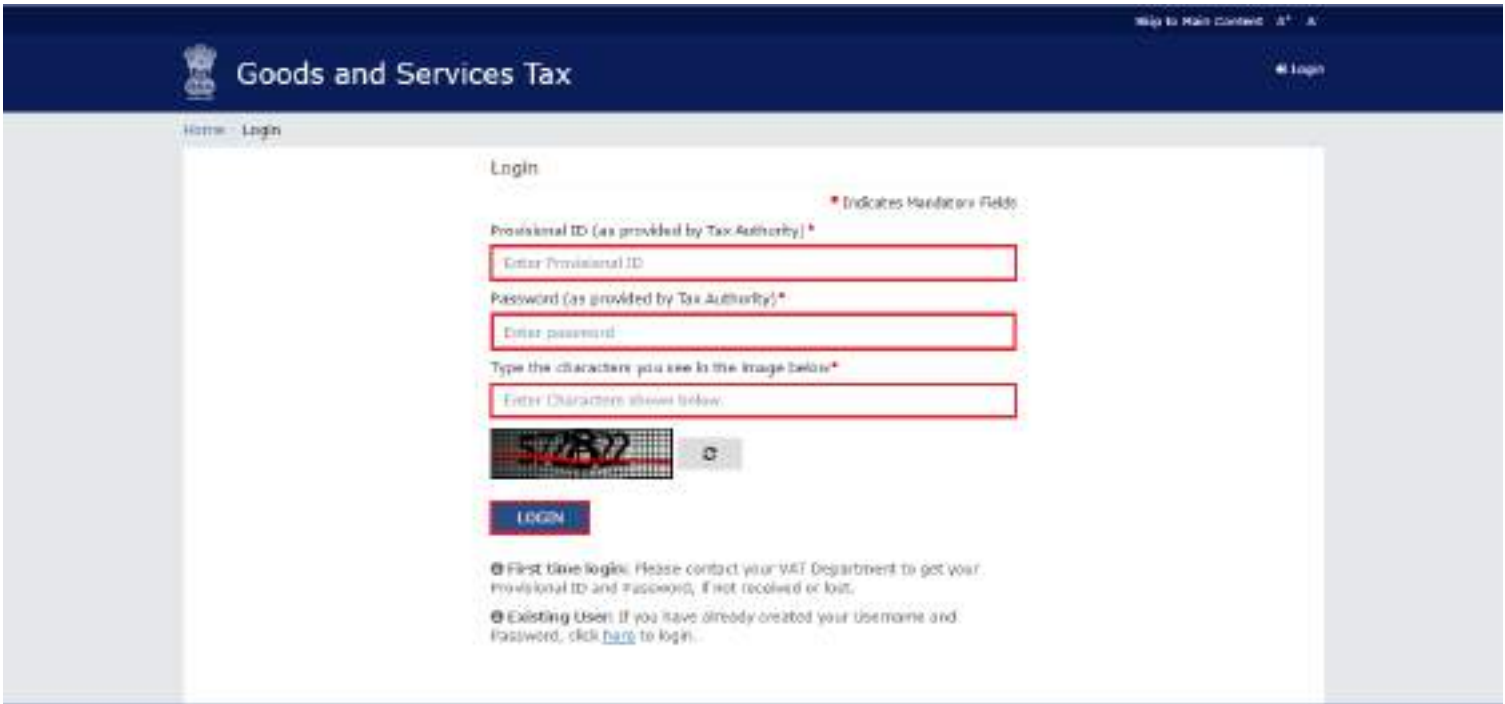
3. The Declaration page is displayed. Select the checkbox for declaration and click the CONTINUE button.



4. The Login page is displayed. In the Provisional ID field, type the username that you received in the e-mail, SMS or any other communication received from the State VAT Department.
5. In the Password field, type the password that you received in the e-mail, SMS or any other communication received from the State VAT Department.
6. In the Type the characters you see in the image below field, type the captcha text as shown in the screen.
7. Click the LOGIN button.

Note:

- In case you have not received or lost your Provisional ID and Password, contact your State VAT Department.
- In case you have already created your username, click the [here](#) link to login.



8. The Provisional ID Verification page is displayed. In the E-mail Address field, enter your e-mail address.
9. In the Mobile Number field, enter your valid Indian mobile number.

There are two One time Password (OTPs) which will be sent on your e-mail address and mobile number you just mentioned. Both OTPs are required for the verification.

Note:

- Enter your own e-mail address and mobile number if you are the Primary Authorized Signatory. All future correspondences from the GST Common Portal will be sent on this registered e-mail address and mobile number only.
- E-mail address and mobile number cannot be changed till 01/04/2017.
- Any change in the registered e-mail address and mobile number can be done through the amendment process after 01/04/2017 as specified in the GST Act.

10. Click the CONTINUE button.

Note:

You must have received two different OTPs. Do not share these OTPs with anyone. Check your e-mail address and note your e-mail OTP. Also check text message sent on your mobile phone and note your mobile OTP.

The screenshot shows the 'Goods and Services Tax' portal with a progress bar indicating four steps: 1. Provisional ID Verification (completed), 2. OTP Verification (current step), 3. New Credentials, and 4. Security Questions. The OTP Verification step prompts the user to provide their email address and mobile number. It includes a note: 'Please enter mobile number and Email Address of Authorised signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till 01/04/2017'. There are input fields for 'Email Address*' and 'Mobile Number*' (with a '+91' prefix), and a 'CONTINUE' button.

11. The OTP Verification page is displayed. In the Email OTP field, enter the OTP you received in your e-mail address.

12. In the Mobile OTP field, enter the OTP you received on your mobile phone.

Note:

In case you have not received the OTP, click the RESEND OTP button to resend the OTP to your e-mail address and mobile number. Both new OTPs have to be used for the verification. The validity period of OTP is 10 minutes.

13. Click the CONTINUE button.

The screenshot shows the 'Goods and Services Tax' portal with the same progress bar. The OTP Verification step now prompts the user to enter the OTPs received. It includes a note: 'Please enter the OTPs sent to your Email Address umesh@gmail.com and Mobile number 9988883270'. There are input fields for 'Email OTP*' and 'Mobile OTP*'. At the bottom, there are 'CONTINUE' and 'RESEND OTP' buttons.

14. The New Credentials page is displayed. In the New Username field, enter a username for yourself.

15. In the New Password field, enter a password of your choice that you will be using from next time onwards.

Note:

- Username should be of 8 to 15 characters, which should comprise of alphabets, numbers and can contain special character (dot (.), underscore (_) or hyphen (-)).
- Password should be of 8 to 15 characters, which should comprise at least one alphabet, one number, one upper case letter, one lower case letter and one special character.

16. In the Re-confirm Password field, reenter the password.

17. Click the CONTINUE button.

Goods and Services Tax

Home Create Username

Progress bar: Personal ID verification, OTP verification, New Credentials, Security questions

Kindly provide the below information to proceed

* Indicates Mandatory Fields

New Username*

Enter New Username

You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-)).

New Password*

Enter New Password

Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, one upper case letter, one lower case letter and one special character

Re-confirm Password*

Re-enter New Password

CONTINUE

Lower Case, Number, Upper Case, Symbol, Min Length, Valid Password

18. The Security Questions page is displayed. For each security question, enter the answers.

Note:

There are five questions on this page. It is mandatory to enter answers to all the security questions. Be careful when answering the security questions. In case you forget your password, you will be required to answer these security questions to retrieve your password.

19. Click the SUBMIT button.

Goods and Services Tax

Home Create Username

Progress bar: Personal ID verification, OTP verification, New Credentials, Security questions

Security Questions (To enable you to retrieve your password in case you forget it)

* Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship)? / Year of commencement of Business (Others)? *

Enter Security Answer

2. What is your mother's name (in case of Proprietorship)? / mother's name of Proprietary Authorized Signatory? *

Enter Security Answer

3. Name your main commodity / service *

Enter Security Answer

4. Name of the first employee *

Enter Security Answer

5. Personal Mobile Number of Proprietor / Authorized Signatory *

Enter Security Answer

SUBMIT

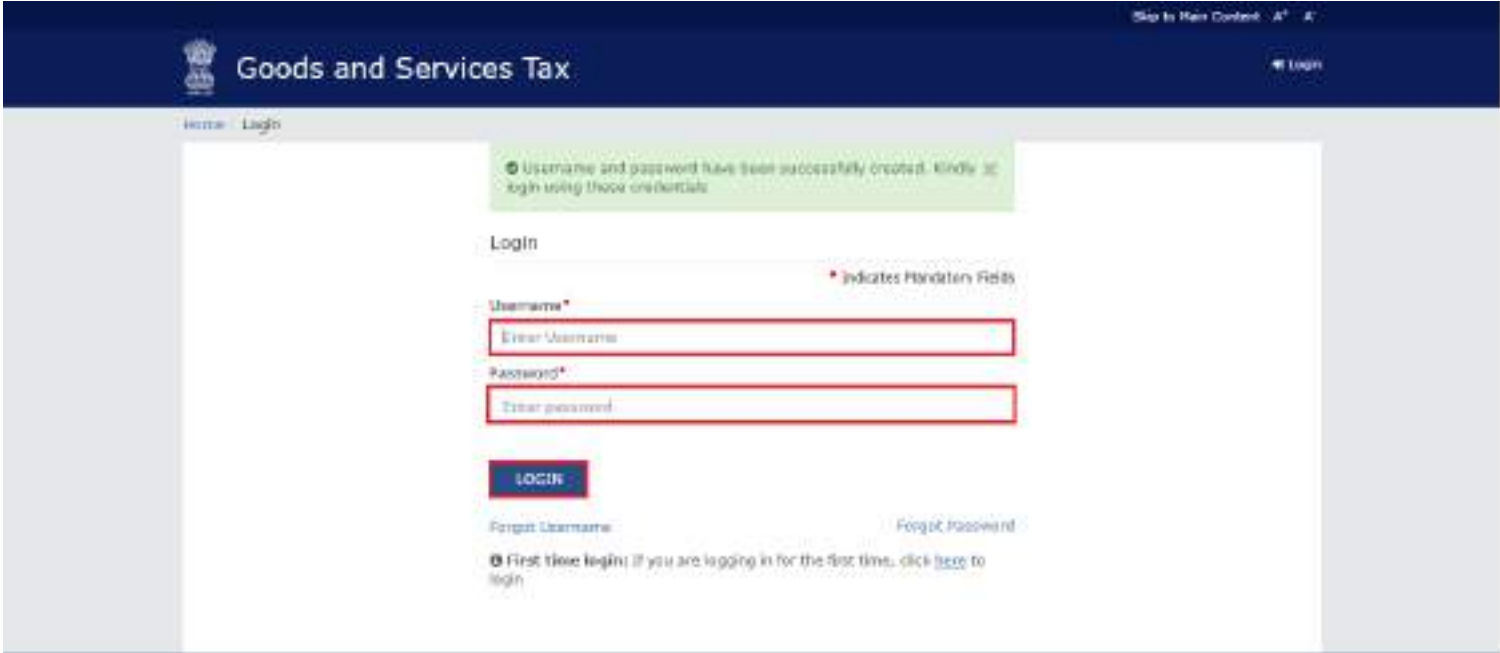
The message “Username and password have been successfully changed. Kindly login using these credentials” is displayed. You can now login to the GST Common Portal using the username and password you just created.

20. In the Username field, enter the username you just created.

21. In the Password field, enter the password.

22. In the Type the characters you see in the image below field, type the captcha text as shown on the screen.

23. Click the LOGIN button.



24. The Welcome page is displayed. Click the CONTINUE button.



Your Dashboard is displayed.

Note:

Enrolment application can be filled only in English language. You can save and retrieve the application later. All the fields marked with red dot are mandatory to be filled.

Alternatively, you can click the Dashboard > Provisional ID Enrolment command to access the Enrolment Application.

Goods and Services Tax

Umesh Singh

Dashboard

Help

Provisional ID Enrolment

My Saved application

Register/ Update DSC

Application Type

Provisional ID

Last Modified

Profile

Enrolment

10BHBPS7793B1ZG

07/10/2016

90%

Business Details

Promoter / Partners

Authorized Signatory

Principal Place of Business

Additional place of business

Goods & Services

Bank Accounts

Verification

On the top of the page, there are eight tabs as Business Details, Promoter/ Partners, Authorized Signatory, Principal Place of Business, Additional Place of Business, Goods & Services, Bank Accounts and Verification. Click each tab to enter the details.

Business Details:

The Business Details tab is selected by default. This tab displays the information to be filled for the business details required for enrolment.

indicates mandatory fields

Details of your Business

Legal Name of Business (as per PAN)

Legal Name of Business (as per current tax Act)

PAN of the Business

Prakash Agarwala

OM PRAKASH AGARWALA

AABFO0597R

Trade Name

Constitution of Business

Enter Trade Name

Select One Business Area

State

Ward/Circle/Sector

Ward/Circle/Sector No.

Meghalaya

circle

Select

Please indicate existing registration under VAT/Central Excise/Service Tax/Luxury Tax/Entertainment Tax etc. as applicable

Registration Type

Registration No.

Date of Registration

ADD

CANCEL

Select

DD/MM/YYYY

Document Upload

Proof of Constitution of Business

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File

No file chosen

BACK

SAVE & CONTINUE

Note:

Following details are auto-populated in the enrolment application based on your existing data in VAT system but you cannot edit these details:

1. 1.

- Legal Name of Business (as per PAN)
- Legal Name of Business (as per current tax Act)
- PAN of the Business
- State
- Ward/Circle/Sector

The Trade Name is pre-populated but you can edit the same.

- a. In the Trade Name field, enter the trade name of your business.
- b. In the Constitution of Business drop-down list, select the type of constitution of your business.
- c. In the Ward/Circle/Sector No. drop-down list, select the Ward/ Circle/ Sector number of your business.
- d. Under the Please indicate existing registration section, in the Registration Type drop-down list, select the appropriate registration type.
- e. In the Registration No. field, enter the registration number
- f. Select the Date of Registration using the calendar.
- g. Click the Add button.
- h. In the Document Upload section, in the Proof of Constitution of Business drop-down list, select the appropriate document to be uploaded.
- i. Click the Choose File button. Navigate and select the document.
- j. Click the SAVE & CONTINUE button.

Promoter/ Partners:

This tab page displays the details of the stakeholders chosen in the Constitution of Business detail.

Personal Information

First Name •	Middle Name	Last Name
SUNIL	KUMAR	BAJPAYEE

Name of Father/Husband

First Name •	Middle Name	Last Name
Enter the First Name	Enter the Middle Name	Enter the Last Name

Date of Birth •	Mobile Number •	Email Address
DD/MM/YYYY	+91 Enter Mobile Number	Enter Email Address

Gender •

☐ Male ☐ Female ☐ Others

Telephone Number

Identity Information

Designation •	Permanent Account Number •
Enter the Designation	ENTER PAN

Are you a citizen of india?

☒ Yes ☐ No

Passport Number	Aadhaar Number
Enter the Passport Number	Enter Aadhaar Number

Residential Address

Building No. / Flat No. •	Floor No.	Name of the Premise / Building
Enter Building No. / Flat No.	Enter Floor No.	Enter Premise / Building

Road / Street •	Locality / Village •
Enter Road / Street	Enter Locality / Village

State •	District •	PIN Code •
Select	Select	Enter PIN Code

Document Upload

Upload photograph (of person whose information has been given above) •

File with JPEG format is only allowed.

Maximum file size for upload is 100 KB

Choose File

No file chosen

OR

TAKE PICTURE

You can upload your photograph by taking a selfie with your device camera

Other Information

Also authorized Signatory

☒ No

- a. In the First Name field, enter the first name of the stakeholder.
- b. In the Middle Name field, enter the middle name of the stakeholder.
- c. In the Last Name field, enter the last name of the stakeholder.
- d. Under the Name of Father/Husband, in the First Name field, enter the first name of the father of the stakeholder.
- e. Under the Name of Father/Husband, in the Middle Name field, enter the middle name of the father of the stakeholder.
- f. Under the Name of Father/Husband, in the Last Name field, enter the last name of the father of the stakeholder.

- g. Select the Date of Birth of the stakeholder using the calendar.
- h. In the Mobile Number field, enter the valid Indian mobile number of the stakeholder.
- i. In the Email Address field, enter the valid e-mail address of the stakeholder.
- j. Select the Gender of the stakeholder.
- k. In the Designation field, enter the designation of the stakeholder.
- l. In the Permanent Account Number field, enter the Permanent Account Number (PAN) of the stakeholder.
- m. In the Aadhaar Number field, enter the Aadhaar Number of the stakeholder.
- n. In case you are a citizen of India, select Yes or else select No.
- i. In case of NO, in the Passport Number field, enter the passport number of the stakeholder.
- o. In the Building No. / Flat No. field, enter the building number and flat number of the residential address of the stakeholder.
- p. In the Floor No. field, enter the floor number of the residential address.
- q. In the Name of the Premise / Building field, enter the name of the building of the residential address.
- r. In the Road / Street field, enter the road name where the residential address is located.
- s. In the Locality / Village field, enter the locality or village name where the residential address is located.
- t. In the State drop-down list, select the State where the residential address is located.
- u. In the District drop-down list, select the city or district where the residential address is located.
- v. In the PIN Code field, enter the pin code of the place where the residential address is located.
- w. In the Document Upload section, click the Choose File button to add the photograph of the stakeholder. Navigate and select the document.
- x. Click the SAVE & CONTINUE button.

Note:

In case the stakeholder whose details are entered is also the authorized signatory, select the Also authorized Signatory option.

To add more details of any other stakeholder, click the ADD NEW button.

To view the list of all the stakeholders, click the SHOW LIST button.

Authorized Signatory:

This tab page displays the details of the authorized signatory.

Authorized Signatory

☐ Primary Authorized Signatory

Personal Information

First Name • Enter the First Name	Middle Name Enter the Middle Name	Last Name Enter the Last Name
---	---	---

Name of Father/Husband

First Name • Enter the First Name	Middle Name Enter the Middle Name	Last Name Enter the Last Name
---	---	---

Date of Birth • DD/MM/YYYY	Mobile Number • +91 Enter Mobile Number	Email Address Enter Email Address
--	--	---

Gender • ☐ Male ☐ Female ☐ Others	Telephone Number Enter Telephone Number
--	---

Identity Information

Designation • Enter the Designation	Permanent Account Number • ENTER PAN
---	--

Are you a citizen of india? ☒ Yes ☐ No	Passport Number ENTER THE PASSPORT NUMBER	Aadhaar Number Enter Aadhaar Number
--	---	---

ⓘ If you provide your Aadhaar here, (other than companies / LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature

Residential Address

Building No. / Flat No. • Enter Building No. / Flat No.	Floor No. Enter Floor No.	Name of the Premise / Building Enter Premise / Building
---	---	---

Road / Street • Enter Road / Street	Locality / Village • Enter Locality / Village
---	---

State • Select	District • Select	PIN Code • Enter PIN Code
--	---	---

Document Upload

Proof of appointment of Authorized Signatory •

ⓘ File with PDF or JPEG format is only allowed.
ⓘ Maximum file size for upload is 1 MB
 No file chosen

Upload photograph (of person whose information has been given above) •
ⓘ File with JPEG format is only allowed.
ⓘ Maximum file size for upload is 100 KB
 No file chosen

OR

ⓘ You can upload your photograph by taking a selfie with your device camera

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

- a. In case you are the primary Authorized Signatory, select the checkbox for Primary Authorized Signatory.
- b. In the First Name field, enter the first name of the authorized signatory.

c. Under the Name of Father/Husband, in the First Name field, enter the first name of the father of the authorized signatory.

d. Under the Name of Father/Husband, in the Middle Name field, enter the middle name of the father of the authorized signatory.

e. Under the Name of Father/Husband, in the Last Name field, enter the last name of the father of the authorized signatory.

f. Select the Date of Birth of the authorized signatory using the calendar.

g. In the Mobile Number field, enter the valid Indian mobile number of the authorized signatory.

h. In the Email Address field, enter the valid e-mail address of the authorized signatory.

i. Select the Gender of the authorized signatory.

j. In the Designation field, enter the designation of the authorized signatory.

k. In the Permanent Account Number field, enter the Permanent Account Number (PAN) of the authorized signatory.

l. In case you are a citizen of India, select Yes or else select No.

i. In case of NO, in the Passport Number field, enter the passport number of the authorized signatory.

m. In the Aadhaar Number field, enter the Aadhaar Number of the authorized signatory.

Note:

If you provide your Aadhaar here, (other than companies/ LLP) you can sign your returns etc. using e-Sign based on Aadhaar without requirement of Digital Signature.

n. In the Building No. / Flat No. field, enter the building number and flat number of the residential address of the authorized signatory.

o. In the Floor No. field, enter the floor number of the residential address.

p. In the Name of the Premise / Building field, enter the name of the building of the residential address.

q. In the Road / Street field, enter the road name where the residential address is located.

r. In the Locality / Village field, enter the locality or village name where the residential address is located.

s. In the State drop-down list, select the State where the residential address is located.

t. In the District drop-down list, select the city or district where the residential address is located.

u. In the PIN Code field, enter the pin code of the place where the residential address is located.

v. In the Document Upload section, in the Proof of appointment of Authorized signatory drop-down list and Upload photograph, select the appropriate document to be uploaded.

w. Click the Choose File button. Navigate and select the document.

x. In the Document Upload section, click the Choose File button to add the photograph of the stakeholder. Navigate and select the document.

y. Click the SAVE & CONTINUE button.

Note:

To add more details of any other authorized signatory, click the ADD NEW button.

To view the list of all the authorized signatories, click the SHOW LIST button.

Principal Place of Business:

This tab page displays the details of the principal place of business.

• indicates mandatory field

Details of Principal Place of Business

Address

Building No. / Flat No. •

Enter Building No. / Flat No.

Floor No.

Enter Floor No.

Name of the Premise / Building

Enter Premise / Building

Road / Street •

Enter Road / Street

Locality / Village •

Enter Locality / Village

State •

Bihar

District •

Select

PIN Code •

Enter PIN Code

Longitude

Latitude

Contact Information

Office Email Address •

Enter Email Address

Mobile Number •

+91

Enter Mobile Number

Office Telephone Number

Enter Telephone Number

Office FAX Number

Enter Fax Number

Nature of possession of premises •

Nature of possession of premises

Select

Document Upload

Proof of Principal Place of Business •

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File

No file chosen

Nature of Business Activity being carried out at above mentioned premises •

☐ Bonded Warehouse

☐ Input Service Distributor (ISD)

☐ Retail Business

☐ Service Recipient

☐ Warehouse / Depot

☐ EOU / STP / EHTP

☐ Leasing Business

☐ SEZ

☐ Wholesale Business

☐ Factory / Manufacturing

☐ Office / Sale Office

☐ Service Provision

☐ Works Contract

BACK

SAVE & CONTINUE

a. In the Building No. / Flat No. field, enter the building number and flat number of the principal place of your business.

b. In the Floor No. field, enter the floor number of the principal place of your business.

c. In the Name of the Premise / Building field, enter the name of the building of the principal place of your business.

d. In the Road / Street field, enter the road name where the principal place of your business is located.

e. In the Locality / Village field, enter the locality or village name where the principal place of your business is located.

- f. In the District drop-down list, select the city or district where the principal place of your business is located.
- g. In the PIN Code field, enter the pin code of the place where the principal place of your business is located.
- h. In the Office Email Address field, enter the official e-mail address used for business purpose.
- i. In the Mobile Number field, enter the official Indian mobile number used for business purpose.
- j. In the Office Telephone Number field, enter the official telephone number used for business purpose.
- k. In the Office FAX Number field, enter the official FAX number used for business purpose.
- l. In the Nature of possession of premises drop-down list, select the nature of possession of premises.
- m. In the Document Upload section, in the Proof of Principal Place of Business drop-down list, select the appropriate document to be uploaded.
- n. Select the checkbox for Nature of Business Activity being carried out at the premises whose details are entered here.
- o. Click the SAVE & CONTINUE button.

Additional Places of Business:

This tab page displays the details of the additional places of the business. Enter the details similarly like Principal Place of Business Details provided above.

Details of Additional Places of your Business

Address

Building No. / Flat No. • Enter Building No. / Flat No.	Floor No. Enter Floor No.	Name of the Premise / Building Enter Premise / Building
Road / Street • Enter Road / Street	Locality / Village • Enter Locality / Village	
State • Meghalaya	District • Select	PIN Code • Enter PIN Code

Contact Information

Office Email Address • Enter Email Address	Mobile Number • +91 Enter Mobile Number	Office Telephone Number Enter Telephone Number
Office FAX Number Enter Fax Number		

Nature of possession of premises •

Nature of possession of premises

Select

Nature of Business Activity being carried out (You may select more than one) •

☐ Bonded Warehouse	☐ EOU / STP / EHTP	☐ Factory / Manufacturing
☐ Input Service Distributor (ISD)	☐ Leasing Business	☐ Office / Sale Office
☐ Others	☐ Retail Business	☐ SEZ
☐ Service Provision	☐ Service Recipient	☐ Wholesale Business
☐ Works Contract	☐ Warehouse / Depot	

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

Goods & Services:

This tab page displays the details of the goods and services supplied by the business.

Goods

Services

Details of Goods / Commodities supplied by the business

Please specify top 5 goods / commodities supplied by you

Search HSN Chapter by Name or Code

Search HSN Chapter

Search HSN Code

Search HSN Code

BACK

SAVE & CONTINUE

In case of Goods

a. In the Search HSN Chapter by Name or Code field, enter the name or the HSN Code of the goods supplied by the business.

Alternatively, you can also enter the HSN Code in the Search HSN Code field.

b. Click the SAVE & CONTINUE button.

In case of Services

a. In the Search by Name or Code field, enter the name or the SAC Code of the services supplied by the business.

b. Click the SAVE & CONTINUE button.

Bank Accounts:

This tab page displays the details of the bank accounts maintained for conducting business.

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number*

Enter Account Number

Type of Account*

Select

Others*

Enter Bank IFSC Code*

Enter IFSC Code for Bank

GET ADDRESS

Don't know your IFSC Code?

Click [here](#) to find your bank

Bank Name

Bank Address

Document Upload

Supporting Document*

Select

File with PDF or JPEG format is only allowed.

Maximum file size for upload is 1 MB

Choose File No file chosen

BACK

SHOW LIST

ADD NEW

SAVE & CONTINUE

a. In the Account Number field, enter the account number of the Bank.

b. In the Type of Account drop-down list, select the type of account.

c. In the Enter Bank IFSC Code field, enter the IFSC code of the Bank.

Note:

In case you don't know the IFSC code, click the [here](#) link to know the IFSC code.

Alternatively, you can also find the IFSC code in the cheque book or the cheque leaflet of your Bank.

d. In the Document Upload section, in the Supporting Document drop-down list, select the appropriate document to be uploaded.

e. Click the SAVE & CONTINUE button.

Note:

In case you want to add details of more Bank accounts, click the ADD NEW button.

To view the list of all the stakeholders, click the SHOW LIST button.

Verification:

This tab page displays the details of the verification for authentication of the details submitted in the form.

Verification

☒ I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory•

Select

Place•

Enter Place

Designation

Manager

Date•

07/10/2016

BACK

SUBMIT WITH DSC

SUBMIT WITH E-SIGNATURE

SUBMIT

- a. Select the Verification checkbox.
- b. In the Authorized Signatory drop-down list, select the name of the authorized signatory.
- c. In the Place field, enter the place of your principal place of business.
- d. After filling the enrolment application, you need to digitally sign the application using Digital Signature Certificate (DSC) or E-Signature.

Note:

In case, your DSC is not registered, you will need to register DSC.

- e. Click the SUBMIT WITH DSC button.

Note:

To save the Enrolment Application, click the SUBMIT button.

[Click here to know more about how to access saved Enrolment Application and edit it.](#)



Goods and Services Tax

Digital Signature Signer

Content To Sign

2fed99a41790ae108fa6d4a70d088db3ef61c1631f23d9864900c3304070acd2

Select Certificate

Common Name	Issuer Name	Serial No	Expiry Date
632097	SAP SSO User Sub CA	44805742580005605621	08-10-2016
AALFP2500M	e-Mudhra Sub CA for ...	2000001255	12-09-2018

Cancel

View Certificate

Sign

Copyright © 2016. eMudhra Limited. All Rights Reserved

- f. Click the PROCEED button.
- g. Select the certificate and click the SIGN button.

Dashboard ▾

Help ▾

Dashboard ▾ Acknowledgement

▢

SUCCESS

Thank you for submission.

System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes

⏮

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile number. Application Reference Number (ARN) receipt is sent on your e-mail address and mobile number.

Submission of application with the details is NOT completed unless DSC is affixed.