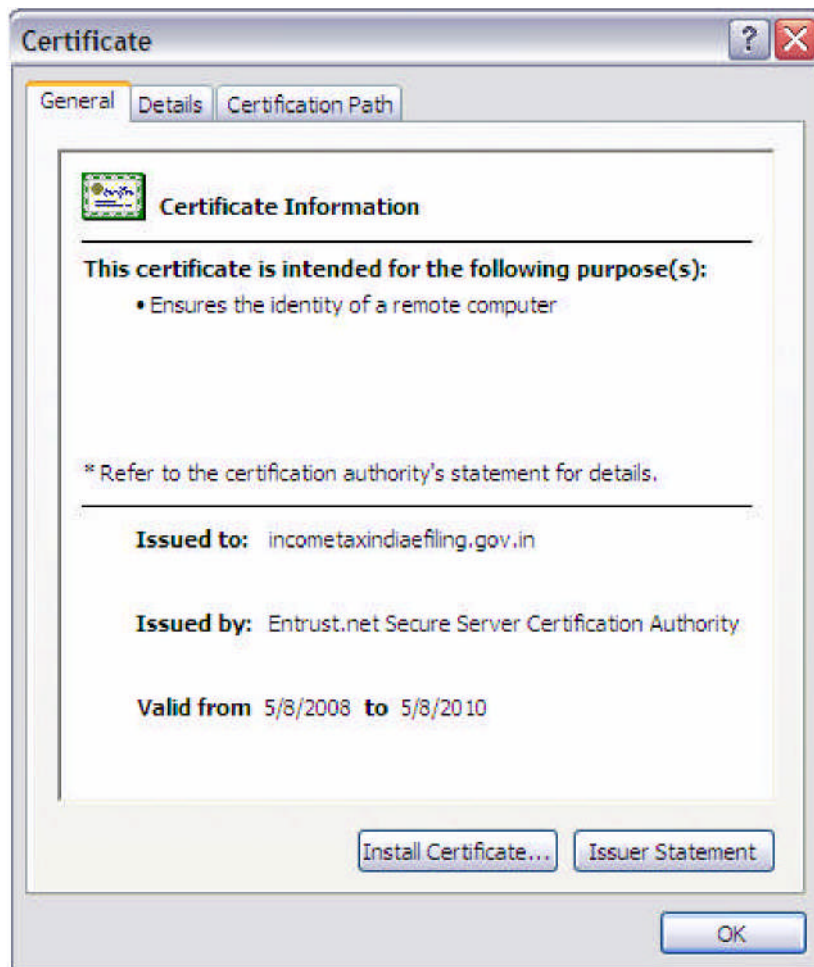


E-Filing cares about your security!!!

1>E-Filing website is now running on SSL.

SSL is an acronym for Secure Sockets Layer, a **global standard security technology** developed by Netscape in 1994. SSL is all about **encryption**. It creates an encrypted link between a web server and a web browser. The link ensures that all data passed between the web server and browser remains **private and secure** and is **recognized by millions of consumers** by a secure padlock which appears in their browser



This certificate ensures that you will not be sending sensitive data to a [hacker](#) or imposter site. The browser also makes sure the domain name matches the name on the CA, and that the CA has been generated by a trusted authority and bears a valid [digital signature](#).

2>Digital Certificate - Your identity in the Online world

E-file Web site cares for you and your sensitive data so that nobody else gets access to your private data. How?

E-File gives you the provision of digitally signing your IT Return XML.

But what is Digital signature?

A digital certificate authenticates electronic documents in a similar manner a handwritten signature authenticates printed documents. This signature cannot be forged and it asserts that a named person wrote or otherwise agreed to the document to which the signature is attached. The recipient of a digitally signed message can verify that the message originated from the person whose signature is attached to the document and that the message has not been altered either intentionally or accidentally since it was signed. Also, the signer of a document cannot later disown it by claiming that the signature was forged. In other words, digital signatures enable the "authentication" and "non-repudiation" of digital messages, assuring the recipient of a digital message of both the identity of the sender and the integrity of the message.

A digital certificate is issued by a Certification Authority (CA) and is signed with the CA's private key. A digital certificate typically contains the: Owner's public key, the Owner's name, Expiration date of the public key, the Name of the issuer (the CA that issued the Digital ID), Serial number of the digital certificate, and the digital signature of the issuer. After availing the digital certificate from a CA, the user can use it to electronically sign any document and the same is true for E-filing returns too.

Digital certificate deploy the Public Key Infrastructure (PKI) technology.

If you file electronically using digital certificate you do not have to submit a physical copy of the return. E-filing is possible even without digital certificate but the assessee shall furnish the Form ITR-V to the Income-tax Department by mailing it to **"Income Tax Department – CPC, Post Bag No - 1, Electronic City Post Office, Bangalore - 560100, Karnataka"** within thirty days after the date of transmitting the data electronically. The Post Bag shall deliver all the Form ITR-V to the Centralized Processing Centre (CPC) of the Income-tax Department in Bangalore. Upon receipt of the Form ITR-V, the CPC shall send an e-mail acknowledging the receipt of Form ITR-V. The e-mail shall be sent in due course to the e-mail address furnished by the tax-payers in his return. **No Form ITR-V shall be received in any other office of the Income-tax Department or in any other manner.**

In case, Form ITR-V, is furnished after the above mentioned period, it will be deemed that the return in respect of which the Form ITR-V has been filed was never furnished and it shall be incumbent on the assessee to electronically re-transmit the data and follow it up by submitting the new Form ITR-V within thirty days.

It is now mandatory for the User to register / update the digital certificate incase if the user wants to use the digital certificate for e-filing the returns.

Provision is available in the portal to register the digital certificate at the time of user registration or update of the Digital certificate after login from My Account services.

For more information on Digital Signature you can visit https://incometaxindiaefiling.gov.in/portal/faq_signature.do

3 > **Your password is the gateway to your e-File Private data.**

You must not disclose your password to anybody since the password is the key to your IT Return data. E-Filing site now emphasizes on stronger password and asks you to provide a better and more secure password which is hard to decode by a third person. The following guidelines have been established to help you choose a strong password and the password strength indicator displays the strength of your password and do not allow you to set a weak password.

Enter New Password * Strong

Confirm Password * Confirmed

For strong password use a combination of upper and lower case alphabets, numeric and special characters !, @, \$, %, ^, ~, #, *

☐ **A Password should be:**

- **At least be 8 characters in length. The longer the password, more the security.**
- **Must contain alpha numeric values**
- **Significantly different from previous passwords**
- **Certain special characters like _ , \$, ! , # can be used**
- **Should contain combination of Upper & Lower case letters**

☐ **A Password should not:**

- **Be same as your User ID**

more secure.

- ☐ Be easy to guess passwords like blank or 'password'
- ☐ Be user's first/last/middle name
- ☐ The key to a successful password is to create a phrase that is easy for you to remember, but no one else will ever think about attributing it to you.

For Example:-

o Type 1:

- ☐ **Personal phrase:** "Four score and seven years ago our fathers brought..."
- ☐ **Password:** 4scanse...
- ☐ **Method:** Chose first two letters from each word until a total of eight characters resulted.

o Type2

- ☐ **Personal phrase:** "It was a dark and stormy night".
- Password:** iWadsn7 **method:** Chose first letter from each word, followed by the age of nephew.

o Type3

- ☐ **Personal phrase:** My Brother's Birthday Is April (4) Twenty Two
N i n e t e e n S i x t y t h r e e (3)
P a s s w o r d : m b b i 4 t t 1 9 s 3
Method: Chose the first letter from most words, and substituted numbers for letters.

So go ahead and make your password strong and be secured.

4> Secret Question and Answer- Assistance to your forgotten password

You will now be asked to select your Secret Question and Answer to make you safer and

When you register, we ask you for your secret question and answer or if you are already registered, we will ask you to enter the secret question and answer when you login. This will be useful incase you forget your password and need to reset the same. You don't need to panic because you can change your password easily now if you remember your Secret Question and Answer.

5> **e-File cares for your ITRV Privacy** – ITR-V / ITR-Acknowledgement is now password protected so that nobody else can open the document and see your IT Return. The steps on how to open your ITRV PDF will come along with your ITRV in zip file format.

more secure.