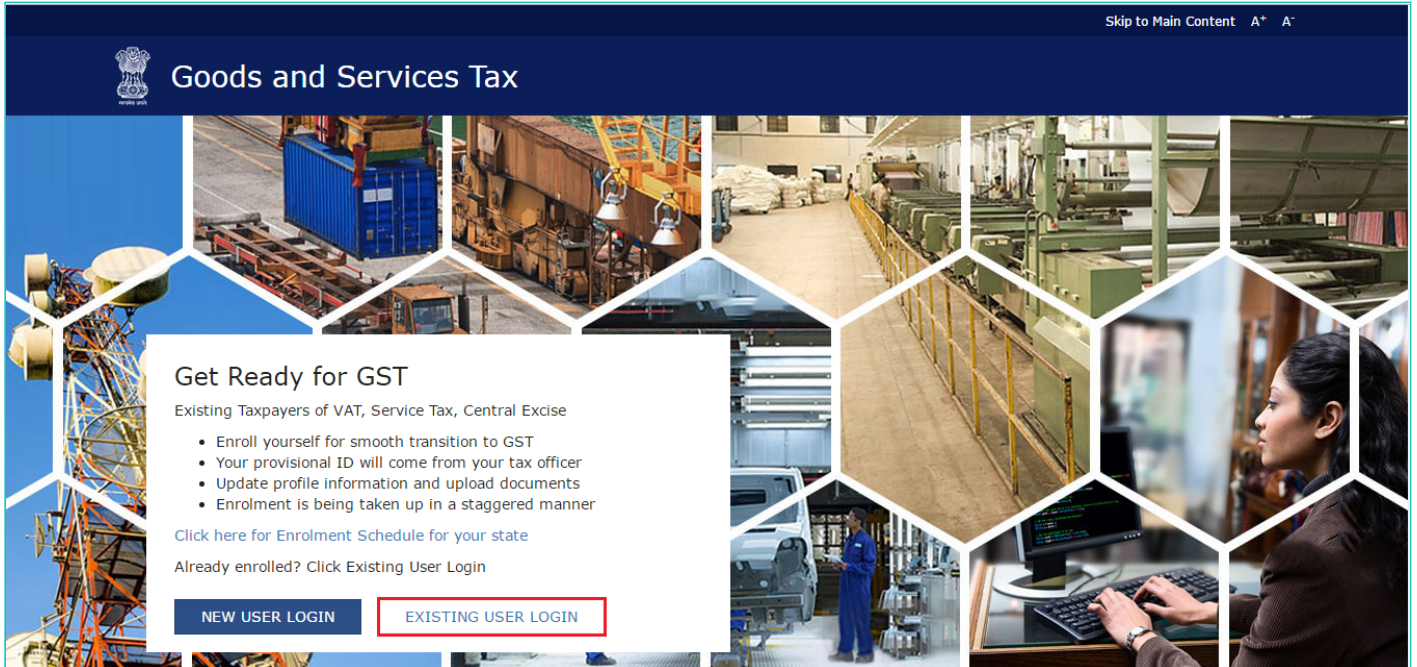


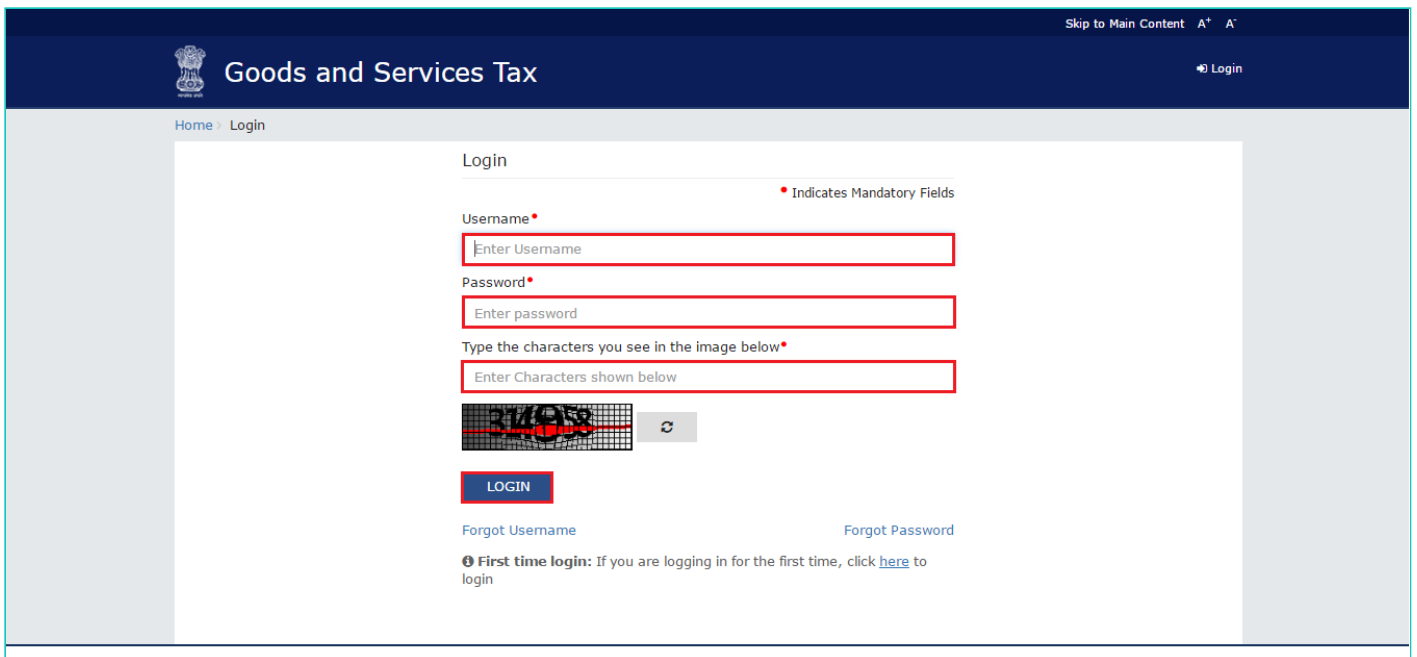
## How do I change my password?

To change your password, you need to perform the following steps:

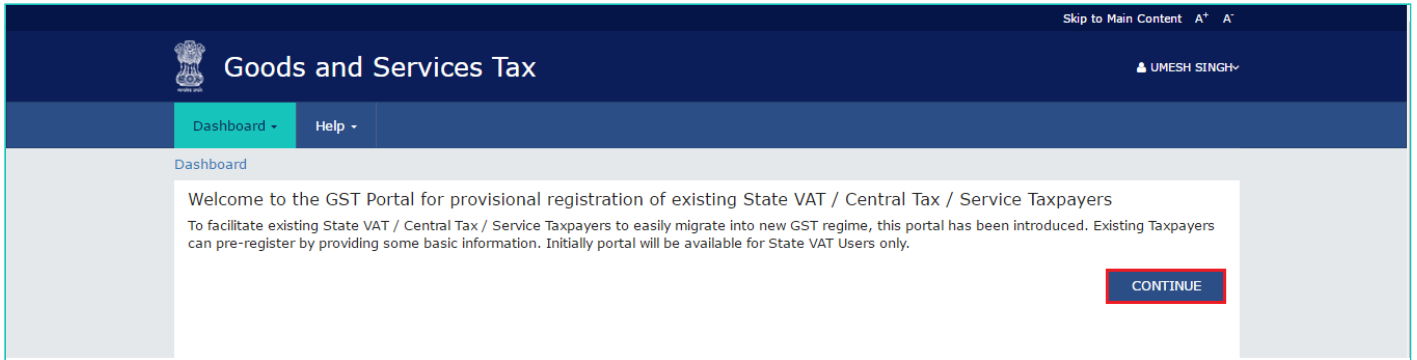
1. Access the [www.gst.gov.in](http://www.gst.gov.in) URL. The GST Home page is displayed.
2. Click the **EXISTING USER LOGIN** button.



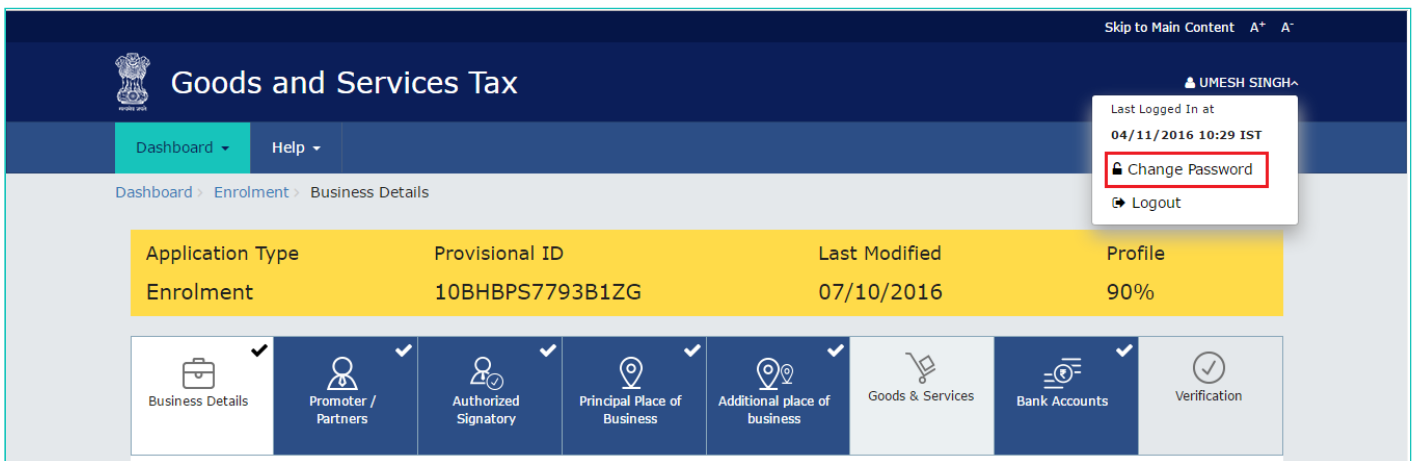
3. The Login page is displayed. In the **Username** field, type the username that you created.
4. In the **Password** field, type the password.
5. In the **Type the characters you see in the image below** field, type the captcha text as shown on the screen.
6. Click the **LOGIN** button.



7. The Welcome page is displayed. Click the **CONTINUE** button.



8. The Dashboard is displayed. Click the **Change Password** link, on the top right-hand corner of the page.



9. The Change Password page is displayed. In the **Old Password** field, enter the old password that you used to login.

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


**Note:**

Password should be of 8 to 15 characters (where the minimum length is 8 characters and maximum length is 15 characters) which should comprise of at least one number, special character and letters (at least one upper and one lower case).

11. In the **Re-confirm Password** field, reenter the password.

12. Click the **CHANGE PASSWORD** button.

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Dashboard

### Change Password

• Indicates Mandatory Fields

Old Password •

New Password •


Re-confirm Password •

**i** Password should be of 8 to 15 characters (where the minimum length is 8 characters and maximum length is 15 characters) which should comprise of at least one number, special character and letters( at least one upper and lower case)

**CHANGE PASSWORD**

The message “Password has been successfully changed” is displayed. You can login to the GST Common Portal using the new password from next time.

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Dashboard

Password has been successfully changed.