How do I change my password?

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

- 1. Access the <u>www.gst.gov.in</u> 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.

	Skip to Main Content A ⁺
🦉 G	oods and Services Tax *Log
Home > Lo	gin
	Login
	 Indicates Mandatory Fields
	Username •
	Enter Username
	Password*
	Enter password
	Type the characters you see in the image below*
	Enter Characters shown below
	LOGIN
	Forgot Username Forgot Password
	O First time login: If you are logging in for the first time, click <u>here</u> to login

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.

			Skip to Main Content A ⁺ A		
🕱 Goods and Se	MESH SING				
Dashboard 👻 Help 👻			04/11/2016 10:29 IST		
	Change Password				
Dashboard > Enrolment > Business	🗭 Logout				
Application Type	Provisional ID	Last Modified	Profile		
Application Type		Last Mounted	Frome		
Enrolment	10BHBPS7793B1ZG	07/10/2016	90%		
	*				
Ruciness Datails Bromater //	Authorized Drincipal Place of	Additional place of Goods & Services	Bank Accounts Verification		
Partners	Signatory Business	business	Bank Accounts		

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.

🖉 Goods a	and Se	rvices Tax	L UMESH SINGH ~
Dashboard +	Help +		
Dashboard			
		Change Password	
		 Indicates Mandatory Fields 	
		Old Password •	
		Enter old Password	
		New Password •	
		Enter New Password	
		Re-confirm Password •	
		Re-enter New Password	
		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.

Goods a	and Se	ervices Tax	Skip to Main Content A ⁺ A ⁻ ▲ UMESH SINGH ~
Dashboard 🗸	Help +		
Dashboard			
		Password has been successfully changed.	