I am an existing taxpayer registered under Excise, Service Tax and State Tax Laws such as VAT, Entry Tax, Luxury Tax and Entertainment Tax. I received SMS/ E-Mail with Provisional ID and Password. What are next steps for me? How do I begin to enrol with the GST Common Portal with 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.
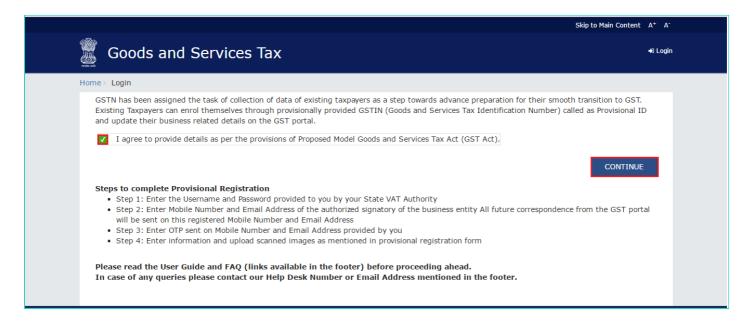It is assumed that all existing Central Excise taxpayers are already registered under State VAT Department. It covers both Central Excise and State VAT registration.

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.
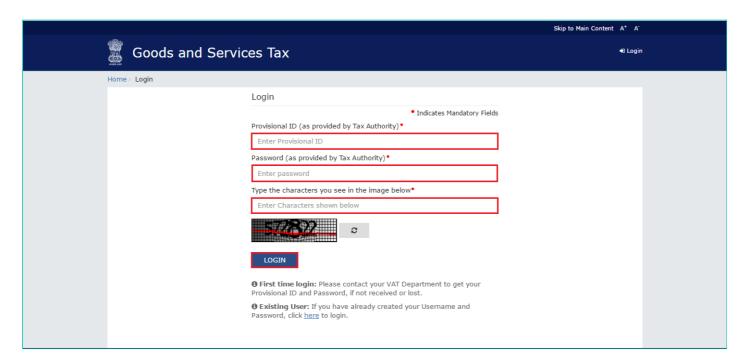2. Click the **NEW USER LOGIN** button.

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.

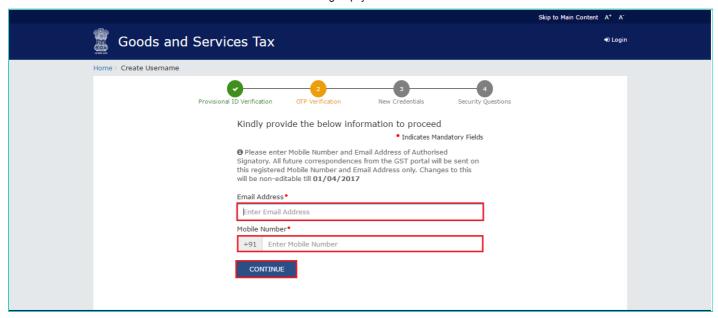9. In the **Mobile Number** field, enter your valid Indian mobile number.

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.

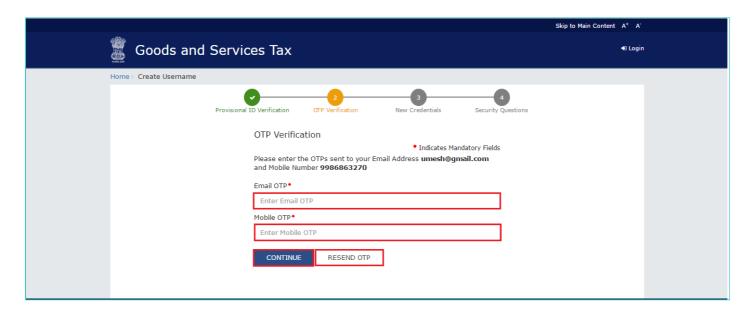10. Click the **CONTINUE** button.

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.

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.

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.

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.

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 you just created.
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 the click the **Dashboard > Provisional ID Enrolment** command to access the Enrolment Application.*

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.

Click the tab names to know more details:

- Business Details
- Promoter/ Partners
- Authorized Signatory
- Principal Place of Business
- Additional Places of Business
- Goods & Services
- Bank Accounts
- Verification

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.

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

- 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.

Details of Proprietor

Personal Information

• indicates mandatory field

First Name •

SUNIL

Middle Name

KUMAR

Last Name

BAJPAYEE

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 ⬤

Passport Number

Enter the Passport Number

Aadhaar Number

Enter Aadhaar Number

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

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

[BACK] [SHOW LIST] [ADD NEW] [**SAVE & CONTINUE**]

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.

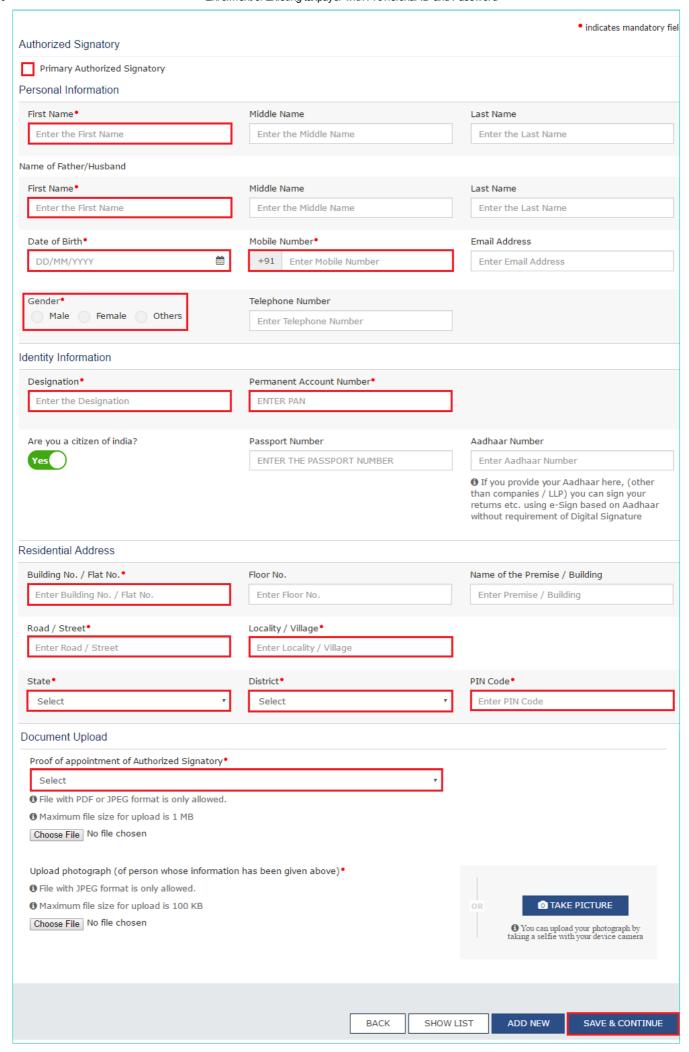To add more details of any other stakeholder, click the **ADD NEW** button.

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.

• indicates mandatory fiel

Authorized Signatory

☐ Primary Authorized Signatory

Personal Information

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

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
Enter Telephone Number

Identity Information

Designation•	Permanent Account Number•
Enter the Designation	ENTER PAN

Are you a citizen of india?
Yes ⬤

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.•	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

Proof of appointment of Authorized Signatory•
Select ▾

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

OR

📷 TAKE PICTURE

ⓘ 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.
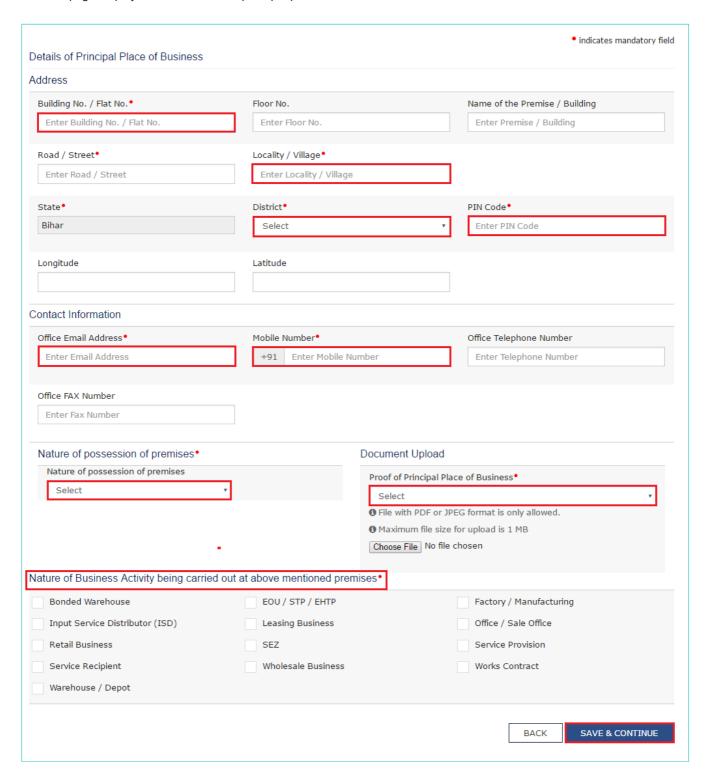
Click here to go back to tab names

Principal Place of Business:

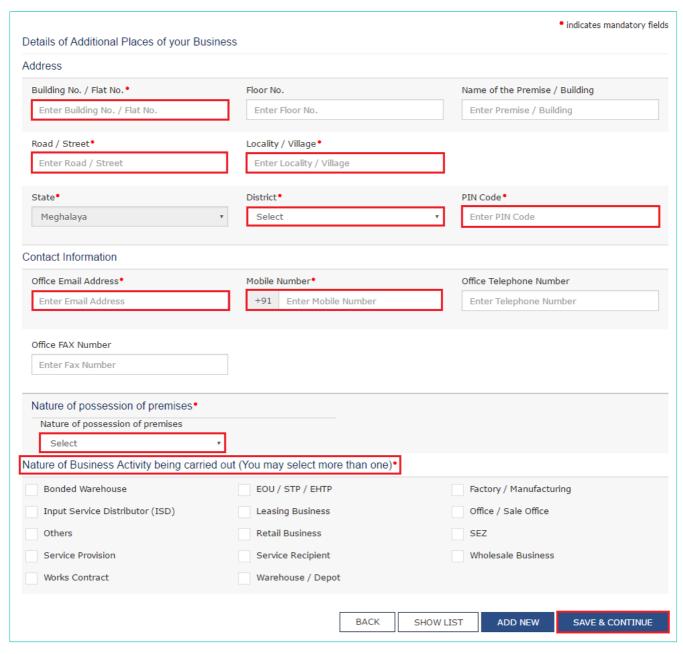This tab page displays the details of the principal place of business.

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.
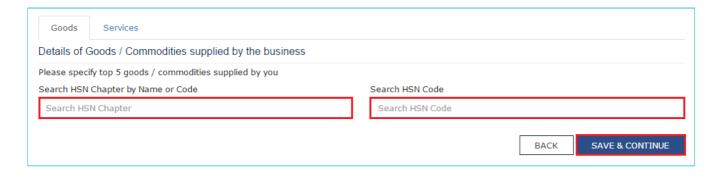
Additional Places of Business:

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.

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 Code

Search HSN Chapter	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.
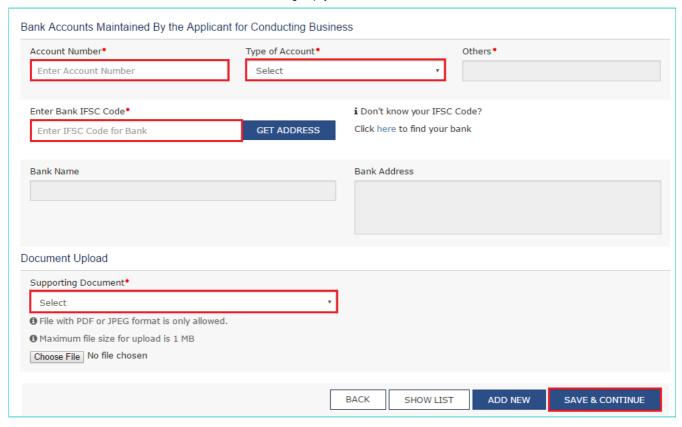b. Click the **SAVE & CONTINUE** button.

Bank Accounts:

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

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:

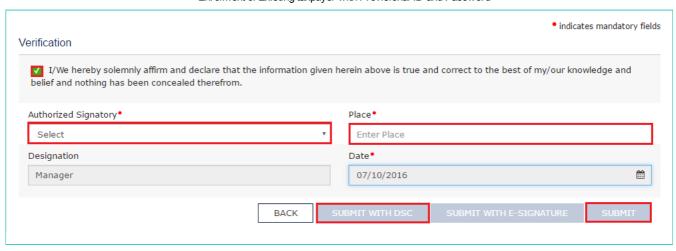In case you want to add details of more Bank accounts, click the **ADD NEW** button.

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.

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:

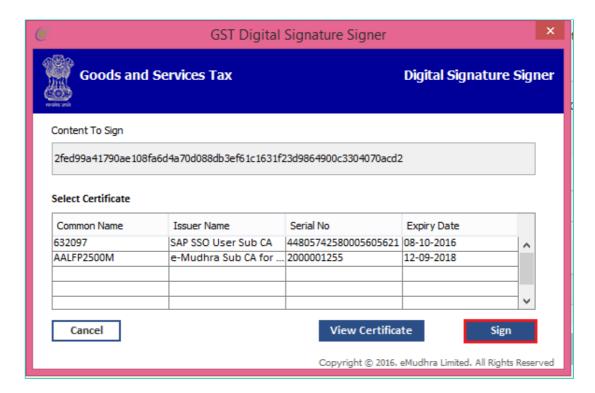In case, your DSC is not registered, you will need to register DSC.

Click here to know more about how 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.

f. Click the **PROCEED** button.

g. Select the certificate and click the **SIGN** button.

The success message is displayed. You will receive the acknowledgement in next 15 minutes on your registered e-mail address and mobile number. <u>Application Reference Number</u> (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.

<u>Click here to go back to tab names</u>