

Step-by-Step Guide



e-Filing *Anytime Anywhere*
Income Tax Department, Government of India

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Individual/HUF ▾

Company TM

Non-Company ▾

Tax Professionals & Others ▾

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Enter your User ID *

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Other ways to access your account

 Net Banking Mobile App

Know about your User ID



PAN (Permanent Account Number)

For individuals (Salaried employee, Senior citizen, freelancer, NRI)

For Other Than Individuals (Company, Trust, AOP, AJP, BOI, Firm, Local

Authority, Trust)



Aadhaar Number

For Individuals (Salaried employee, Senior citizen, freelancer, NRI)



External ID

For CA, Tax Deductor and Tax Collector, ERI admin and user, ITDREIN

ARCA (Authorized Representative Chartered Accountant) followed by 6 digit number

EXTA (External Agency) followed by 6 digit number

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Step 2: Click Others and select the Category as Tax Deductor and Collector.



Register and find all your tax data in a single secure platform!

* Indicates mandatory fields

Let's get started

Register as

Taxpayer

Others

Category *

Tax Deductor and Collector

TAN of Organization *

Validate

Continue >



Chartered Accountant / External Agency / Tax Deductor and Collector / e-return Intermediary/ TIN 2.0 Stakeholders



Step 3: Enter the TAN of the Organization and click Validate.

1

Get Started

2

Fill Details

3

Verify Details

4

Secure Your Account

Register and find all your tax data in a single secure platform!

* Indicates mandatory fields

Let's get started

Register as

☐ Taxpayer

☒ Others

Category *

Tax Deductor and Collector

TAN of Organization *

PNEP10008P

Validate

[Continue >](#)



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Step 4a: If TAN is available in the database, registered with TRACES and the registration request is not raised already and pending for approval:

- Click Continue to view the Basic Details page.
- The basic details are pre-filled. Click Continue.

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Get Started **Fill Details** Verify Details Secure Your Account

Registering as - Tax Deductor and Collector

* Indicates mandatory fields

Basic Details Person responsible for making payment/collecting Tax Contact Details

Basic Details

TAN of Organization PNEP10009P	Organization Name (as per TAN) RND Ltd	Date of Allotment of TAN 2020-09-22
PAN of Organization BURCB1111B	Organization Name (As per PAN) Pushpanandhini G	

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Step 4b: If TAN is available in the database, but not registered with TRACES and registration request is not raised already and pending for approval:

- Click Continue to view the TRACES page.
- Click Register with e-Filing on TRACES to view the Basic Details page.
- Enter the basic details as required and click Continue.

Note: You first have to first register on TRACES. From there, you will be taken to the e-Filing Registration page on clicking Register with e-Filing.

Step 4c: If TAN is available in the database, registration request is raised already and pending for approval:

- An error message is displayed and you can choose to withdraw the registration process.

Step 5: Enter the details of the person making payments or collecting tax and click Continue.



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Residential Status *

☒ Resident ☐ Non-resident

PAN *

JIOPP1007P

Last Name *

GARG

Middle Name

First Name

JHALK

Date of Birth *

01-Jan-2000



Gender *

☐ Male ☒ Female

Please Note

Please provide data as per PAN. On click of "Continue" details entered will be validated with PAN.

The Person responsible for making payment/collecting Tax must be registered with e-filing portal.

DSC for the PAN of Person responsible for making payment/collecting Tax must be registered with e-filing portal.

If you have a single Name, then you can enter only 'Last Name' field.

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Step 6: Provide the contact details including Primary Mobile Number, email ID and Postal Address. Click Continue.

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Postal Address details

Country *

INDIA

Flat/ Door/ Building *

11

Road/ Street/ Block/ Sector

Pincode *

122001

Post Office *

Arjun Nagar S.O

Area/ Locality *

Adampur(90)

Town/City/District *

GURGAON

State *

Haryana

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Step 7: Two separate OTPs are sent to your primary mobile number and email ID as entered in Step 6. Enter the separate 6-digit OTPs and click Continue.

Note:

- OTP will be valid for 15 minutes only
- You have 3 attempts to enter the correct OTP
- The OTP expiry countdown timer on screen tells you when the OTP will expire
- On clicking Resend OTP, a new OTP will be generated and sent

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Registering as - Tax Deductor and Collector

* Indicates mandatory fields

Enter OTP

We have sent a One Time Password (OTP) in a text message (SMS) to your Primary mobile number **+91 78xxxxxx99** and primary email id **JH**AK@INFY.COM**

Mobile OTP *

Email OTP *

Both OTP expires in 14m 53s 3 Attempts remaining

Resend OTP Available in 00m 03s



Note: You can go back and update your details if required.


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Step 8: On the Verify Details page, review the details provided, edit the details if necessary, then click Confirm.



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Person responsible for making payment/collecting Tax

[Edit](#)

PAN	Name	Date of Birth	Gender
JIOPP1007P	JHALAK GARG	2000-01-01	Female
Residential Status	Resident		

Contact Details


[Edit](#)

Details furnished here will be used for communication purposes

Primary Mobile Number	Primary Email ID	Landline	Postal Address
+91 7899999999 (Self)	JHALAK@INFY.COM (Self)	*	11 Adampur(90) Arjun Nagar S.O GURGAON Haryana India Pincode - 122001

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Step 9: On the Set Password page, enter your desired password in both the Set Password and Confirm Password textboxes, set your personalized message, and click Register.

Note:

Do not click Refresh or Back.

While entering your new password, be careful of the password policy:

- It should be at least 8 characters and at most 14 characters
- It should include both uppercase & lowercase letters
- It should contain a number
- It should have a special character (e.g. @#\$%)



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Warning : Password is moderate

Confirm Password *

Set your Personalized message *

hi all

Remaining characters : 19

Personalized message criteria:

- Don't use your personally identifiable information like full name, Aadhar number, PAN, DL number, bank account number, passport number and email address
- It should be something you can remember.

Some examples:

- I love my family
- My pet name is Tommy
- Bangalore is my birth place

Register

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A success message is displayed along with the transaction ID. Please keep a note of the Transaction ID for future reference. The registration process is complete upon receiving approval from the competent authority.



Registered successfully!

Thank you for registering with e-Filing.
Your Transaction ID : FOS000000185220

Your e-Filing portal User ID is JIOPP1007P.

A confirmation E-mail is sent to JHALAK@INFY.COM and an SMS to +91 7321455555.

With this registration, you will get the access to limited features. Please login and update your profile to get access to all the features provided by the department, like "Add Bank Account", "Link Aadhaar" ... etc.

[Proceed To Login](#)



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