



**GOVERNMENT OF ASSAM  
COMMISSIONERATE OF TAXES**

**e-Governance System for CoT, Assam  
Sign Up and Manage Profile**

**Quick Guide – Sign Up and Manage Profile**

**April 2021**

**Version 1.0**

## SIGN UP

The Assam web portal is designed to provide the users an online access to the application. This quick guide will help the users in sign-up process on the web portal after which they can use online web portal services which will ease their way of work.

- For sign up following steps required:
  1. Open Assam Tax Web Portal URL
  2. Open Sign Up form
  3. Provide all the details in proper format as per form requirement and submit form.
  4. Change first time default Password.

### Open Sign Up Form

- Dealer need to enter the **Web-Portal URL** in the browser.
- After entering URL dealer redirects to Web-Portal Login Page as below.

Commissionerate Of Taxes  
Government Of Assam, India

Home

WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM

COMMISSIONERATE OF TAXES, ASSAM

**E-SERVICE**  
Facilitating Services for e-Registration, e-Return Filing, e-Payment, e-CST Forms Issuance etc.

**TRACK YOUR STATUS**  
Provides facility to dealers to view the status of the respective e-Services applications submitted by the dealer.

**E-COMMUNICATION**  
E-communication shall allow messages exchange between CTD/Admin and the Registered Dealer.

**DOWNLOAD DOCUMENTS**  
Facility to download all the Notices, Receipts, Certificates or Orders issued by the department.

LOGIN

Login Id

2

Enter Captcha

Next →

New User? Sign Up

Forgot Password?

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Figure 1: New User? Sign Up Page

- Click on **New User? Sign Up** button to go to sign-up page.

### Sign Up Details

Existing Tax Payer\*  
 Yes  No

#### Business Details

PAN*	Legal Name As Per PAN*	Constitution*	Date of Birth/Date of Incorporation*
<input type="text" value="PAN"/>	<input type="text" value="LEGAL NAME"/> <small>Please enter your First Name, Middle Name and Last Name as per PAN</small>	<input type="text" value="Select"/>	<input type="text" value="dd/mm/yyyy"/> <small>As per PAN</small>

#### Applicant Details

Tax Payer Id*	First Name*	Middle Name
<input type="text" value="User Id"/> <small>PLEASE ENTER DESIRED USER ID (Enter Alphanumeric Characters Only)</small>	<input type="text" value="First Name"/>	<input type="text" value="Middle Name"/>
Last Name*	Father's Name*	Gender*
<input type="text" value="Last Name"/>	<input type="text" value="Father Name"/>	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other
Email*	Mobile Number*	
<input type="text" value="Email Address"/> <small>Please Enter valid Email ID as a Verification Link would be sent to above E-Mail and the same E-Mail would be used for sending all the communication</small>	<input type="text" value="Mobile Number"/> <small>Please Enter valid Mobile Number as an One Time Password (OTP) would be sent to above mobile number and the same number would be used for sending all the communication</small>	
Relationship of Applicant*	<input type="text" value="--Select--"/>	

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Figure 2: Sign Up Page

### Sign Up Process

There are two ways to sign up on the web portal.

- **New User:** This category of users does not possess any profile in legacy system and has to proceed with sign up process in the new system.
- **Existing User:** This category of users possess profile in legacy system and has to proceed with sign up process in the new system.

### For New User

- For New User, Select **No** in existing user radio button.
- \* Fields marked are mandatory fields.

- Enter a valid **Email ID** with which user want to sign up, a link will be sent to the entered email ID for verification after submit.
- Enter a valid **Mobile Number** with which user want to sign up, a code will be sent to the entered mobile number after submit.
- Provide all the details in proper format as per form requirement and Click on **Submit** button.

Commissionerate Of Taxes  
Government Of Assam, India

Home  
WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM

### Sign Up Details

**Success!** SignUp details submitted successfully.Verification Email has been sent to(assam@mail.com).Please complete Email & Mobile verification

Existing Tax Payer\*  
 Yes  No

**Business Details**

PAN\*

Legal Name As Per PAN\*  
  
Please enter your First Name, Middle Name and Last Name as per PAN

Constitution\*

Date of Birth/Date of Incorporation\*  
  
As per PAN

**Applicant Details**

Tax Payer Id\*  
  
PLEASE ENTER DESIRED USER ID (Enter Alphanumeric Characters Only)

First Name\*

Middle Name

Last Name\*

Father's Name\*

Gender\*  
 Male  Female  Other

Email\*  
  
Please Enter valid Email ID as a Verification Link would be sent to above E-Mail and the same E-Mail would be used for sending all the communication

Mobile Number\*  
  
Please Enter valid Mobile Number as an One Time Password (OTP) would be sent to above mobile number and the same number would be used for sending all the communication

Relationship of Applicant\*

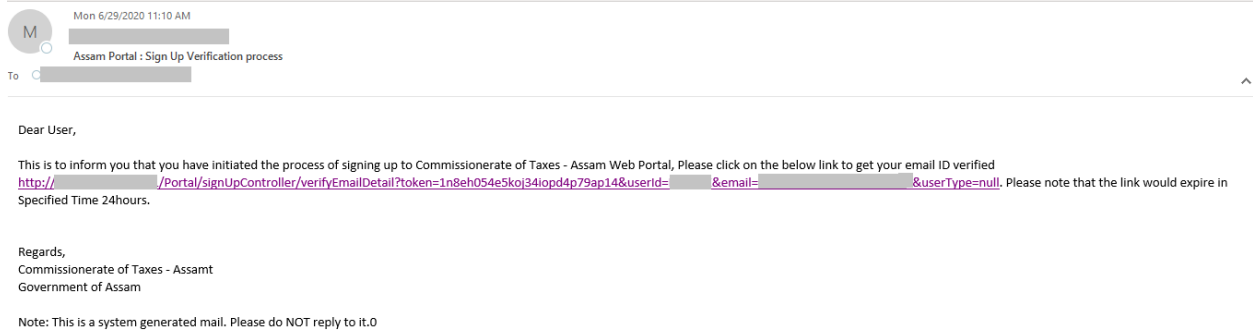
7EXK!p

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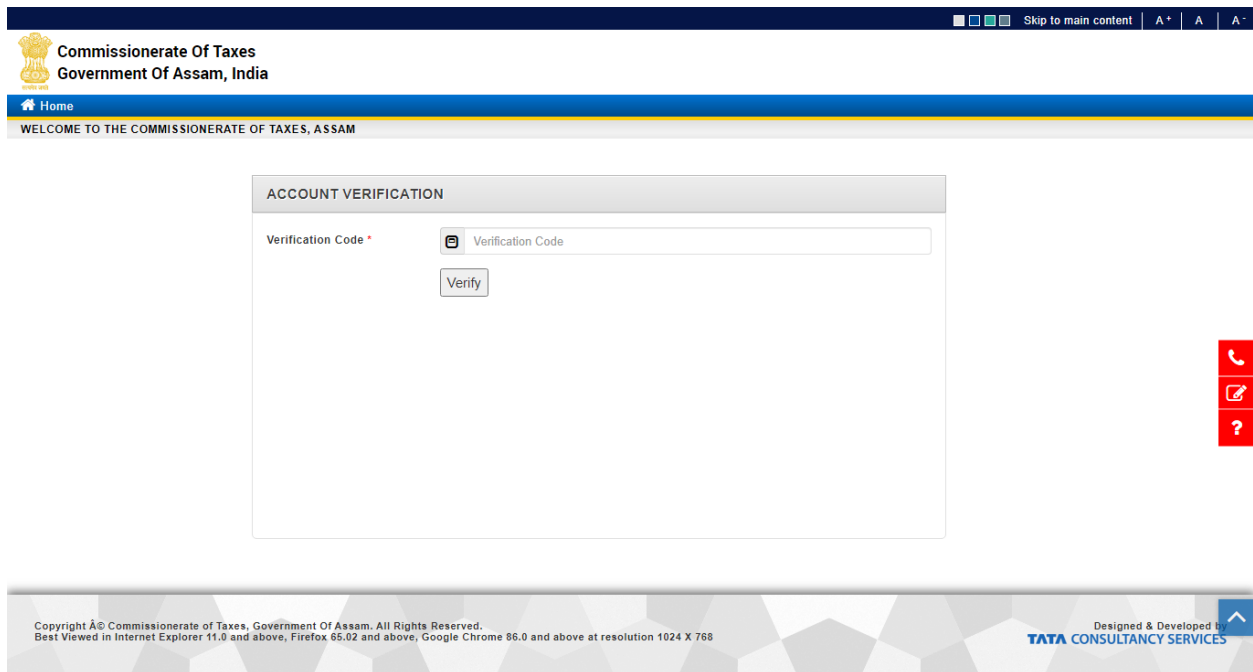
**Figure 3: Sign up Success**

- On successfully submission, **Verification Email** will be sent to the user on user specified email ID.



**Figure 4: Verification Email**

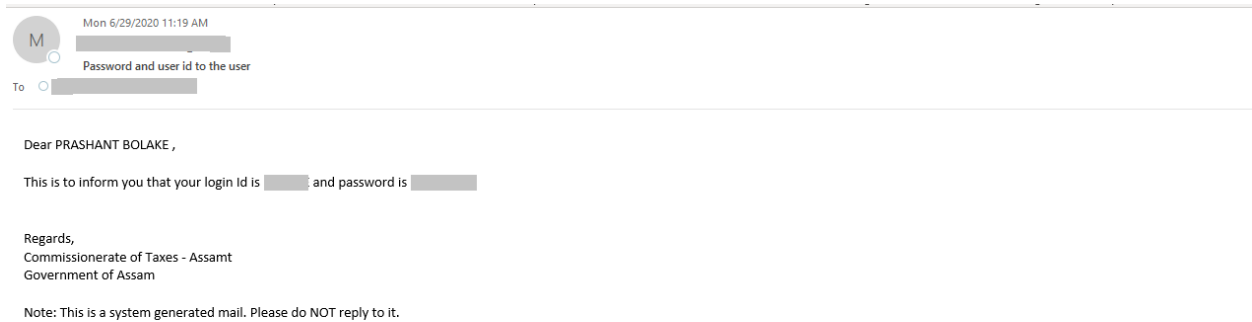
- On clicking **Verification Link**, user will be redirected as below.



**Figure 5: Verification Code**

- Enter **verification code** that has been send to the user specified mobile number and click on **Verify**.

- On successful verification, user receive confirmation mail on registered email id for Login ID and Password.



**Figure 6: Email Verified**

The user has received the credential and have sign up the portal successfully.

### ***Existing User***

This functionality of the service helps the user when it's an existing user registration which means the user had registered already in the legacy system. To view the functionality, follow the below steps:

- Select **Yes** in existing user radio button

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Government Of Assam, India

Home  
WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM

### Sign Up Details

Existing Tax Payer\*  
 Yes  No

Tax Payer Id\*

Password\*

Enter Captcha

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**Figure 7: Existing User**

- Enter the existing **User ID** and **Password** of the legacy system and click on Validate.
- On clicking validate, all the existing details of the user will get auto-populated.

Existing User Signup

We found multiple profile in old system, Please select profile you want to continue in new system.

Sr.No	Tax Type	TIN	Form Name	PAN	Legal Name
1	VAT		Value Added Tax (VAT Form 2)		

Sr.No	Tax Type	TIN	Form Name	PAN	Legal Name
1	VAT		Value Added Tax (VAT Form 2)		


User cannot select profile in read color

**Figure 8: List of Existing profile**

- User can select one of the profiles which is available for selection and click on login to redirect on next page.
  - After login, there may be a case where user has multiple profiles to select upon,

- a) If user selects another profile which is not same through which user has logged in, system will redirect the user towards the login page again. User has to provide the password for another profile. Once user provides the correct password, then system will redirect the user to Figure 10.
  - b) If user selects the same profile through which it has been logged in, system will redirect the user to Figure 10.
- If user has only one profile in migrated system then it will be redirected to signup page as in Figure 9.

⏏ [Skip to main content](#) | [A+](#) | [A](#) | [A-](#)


**Commissionerate Of Taxes  
Government Of Assam, India**

[Home](#)  
 WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM

Sign Up Details

Existing Tax Payer\*  
 Yes  No

TIN/Registration No Mapped With Above User

SR NO.	TAX TYPE	TIN	FORM NAME	PAN	LEGAL NAME
1	VAT		Value Added Tax (VAT Form 2)		

**Business Details**

PAN\*      
 Legal Name As Per PAN\*   
Please enter your First Name, Middle Name and Last Name as per PAN

Constitution\*      
 Date of Birth/Date of Incorporation\*   
As per PAN

**Applicant Details**

Tax Payer Id\*      
 First Name\*      
 Middle Name   
PLEASE ENTER DESIRED USER ID (Enter Alphanumeric Characters Only)


Last Name\*      
 Father's Name\*      
 Gender\*  Male  Female  Other

Email\*      
 Mobile Number\*   
Please Enter valid Email ID as a Verification Link would be sent to above E-Mail and the same E-Mail would be used for sending all the communication     
Please Enter valid Mobile Number as an One Time Password (OTP) would be sent to above mobile number and the same number would be used for sending all the communication


Relationship of Applicant\*

**Attachment**

Upload Business PAN Copy \*  No file chosen     
Upload .jpg, .png or .jpeg file, Maximum allowed size per Document:1MB



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**Figure 9: Signup Page with Existing profile**



- Once all details are populated signup process is same as New User.
- If one of the registrations having PAN details in existing profile and other registrations details PAN is missing, then all the other registration details will be updated based on that PAN.
- If all PAN is blank in registration detail then user has to upload PAN copy and approval task will be created at back office Authority.

### First Time Login

This functionality of service helps the user when its first time login attempt. When the user login with provided password for the first time, it will ask to change the password for security reason. For this functionality, follow the below steps:

- Enter the provided password with which the user has login for the first time.

The screenshot displays the user interface for changing a password. At the top, the header includes the logo of the Government of Assam and the text 'Commissionerate Of Taxes, Government Of Assam, India'. Below the header, there is a navigation bar with 'Home' and a welcome message 'WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM'. A purple banner reads 'Please change your password for security reasons'. The main form contains three password input fields: 'Old Password \*' (with the value 'eH7\$8PP@'), 'New Password \*' (with a strength indicator showing 'STRONG'), and 'Confirm New Password \*'. There are also fields for 'n x G r p B' and 'nxGrpB'. A 'SUBMIT' button is located below the form. To the right of the form, there are three red icons: a telephone, a document, and a question mark. Below the form, a 'Password Policy' section lists seven rules for password creation. At the bottom, the footer contains copyright information and the logo for 'TATA CONSULTANCY SERVICES'.

Commissionerate Of Taxes  
Government Of Assam, India

Home  
WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM

Please change your password for security reasons

Old Password \* eH7\$8PP@

New Password \* ..... STRONG

Confirm New Password \* .....

n x G r p B nxGrpB

SUBMIT

Password Policy

1. Minimum length of Password should be 8 characters and Maximum length should be 50 characters.
2. The Password should contain atleast one Numeric value (0-9).
3. The Password should contain atleast one Alphabet (a-z/A-Z).
4. The Password should contain atleast one Special character out of the following values : - \_ @ \* , . & ! ( )
5. The Password should not contain any of the following values: + [ ] { } \ ' % ^ : / > < ' |
6. Password must not be similar to last 3 Passwords.
7. Password should contain atleast one Uppercase Alphabet (A-Z).

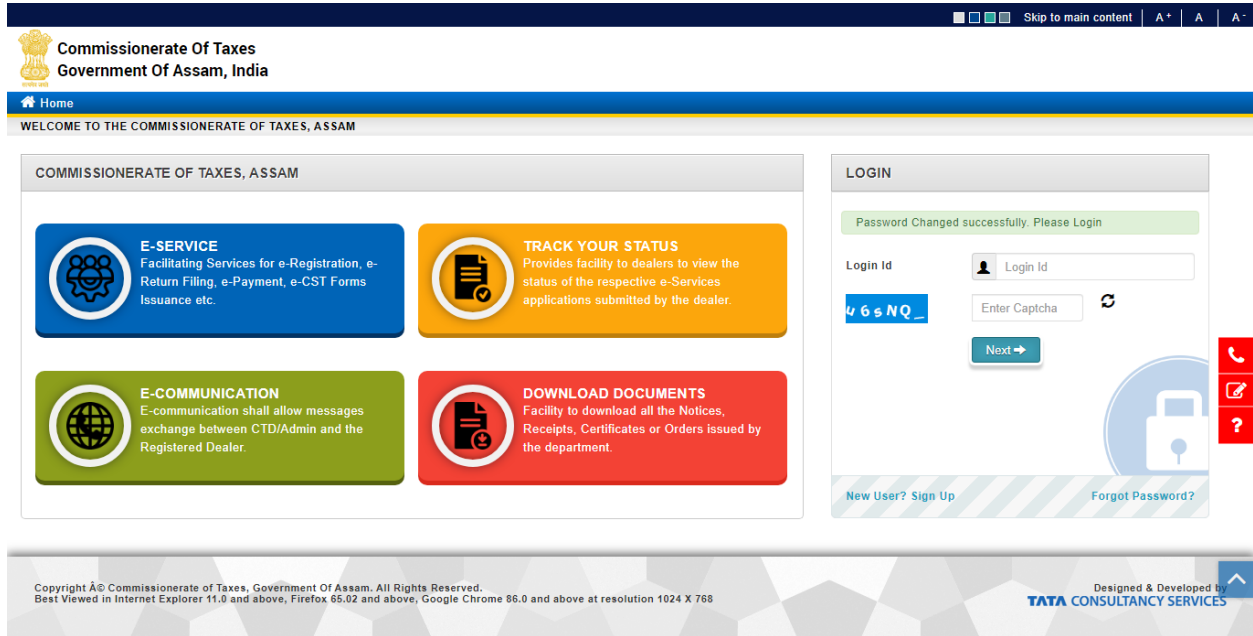
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Figure 10: First Time Password Details

- Read the **password policy** to set the password complexity accordingly
- Enter the **new password** with which user wants to login the portal

- Enter the **new password** again to confirm
- Select a **security question** from the list for security purpose
- Enter the **security answer**
- Enter the **security answer** again to confirm
- Enter the **captcha**
- Click on **Submit** button



**Figure 11: Password Changed**

The user has changed the password successfully. User can now login with new password.

## MANAGE PROFILE

User will perform sign-up process on the web portal after which they can use online web portal services such as registration, return filing, apply for refund, etc. which will ease their way of work. In old system, user can do registration without sign up in the system. But in new system, sign up is mandatory to registered with any tax type.

If registration already done in TIMS system but user do not have profile in TIMS system. then user can map that registration with user's profile after sign up, there would be a facility called "Manage Profile" where the user can map their registration of tax type with their profile.

- To manage profile, following steps are required:
  1. Login in to Portal Application

2. Open manage profile form.
3. Provide TIN/Registration number.
4. Upload PAN card (if required) and submit form.

### Login in to Portal Application

- Dealer need to enter the Web-Portal URL in the browser.
- After entering URL dealer redirects to Web-Portal Login Page.
- Dealer has to login to portal application with valid user id and password (provided at the time of signup) as per below screenshots.

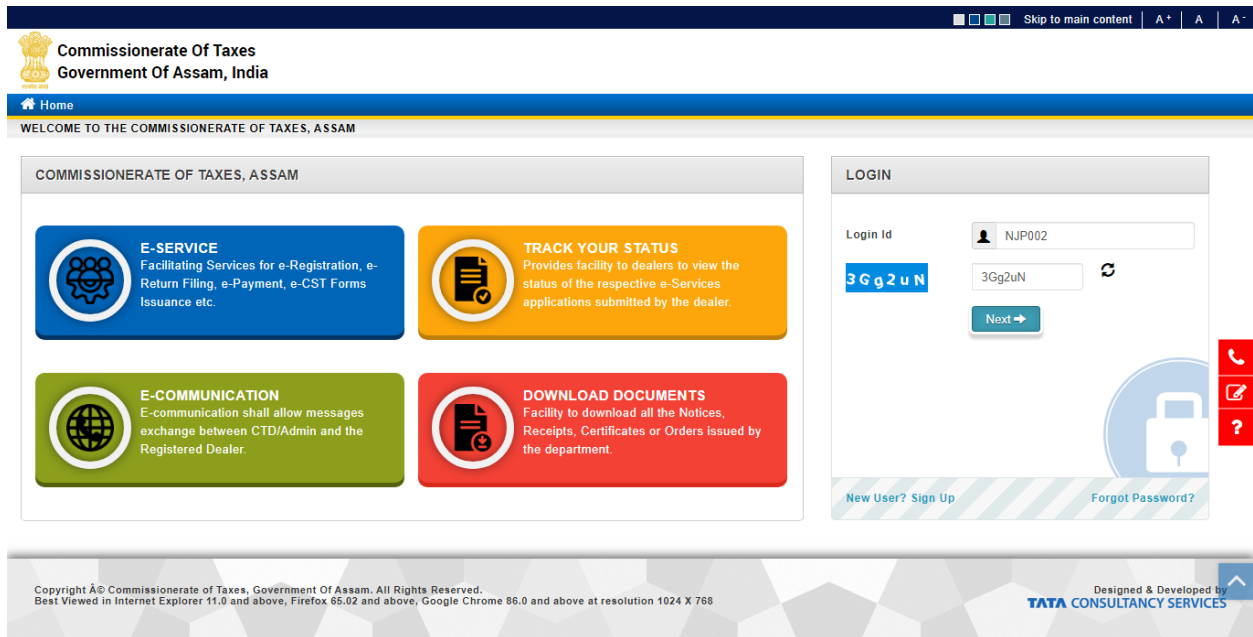


Figure 12: Login Screen – Login Id

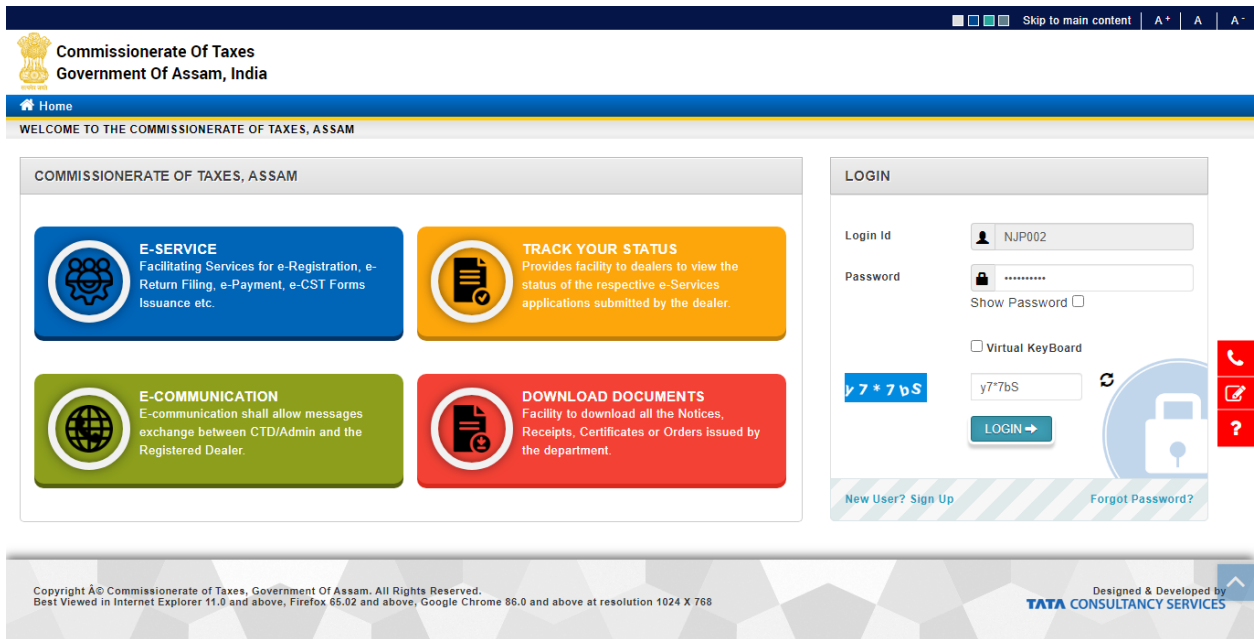


Figure 13: Login Screen - Password

### Open Manage Profile form

1. Using **e-Registration->Manage Profile** menu dealers can map registration with their profile.

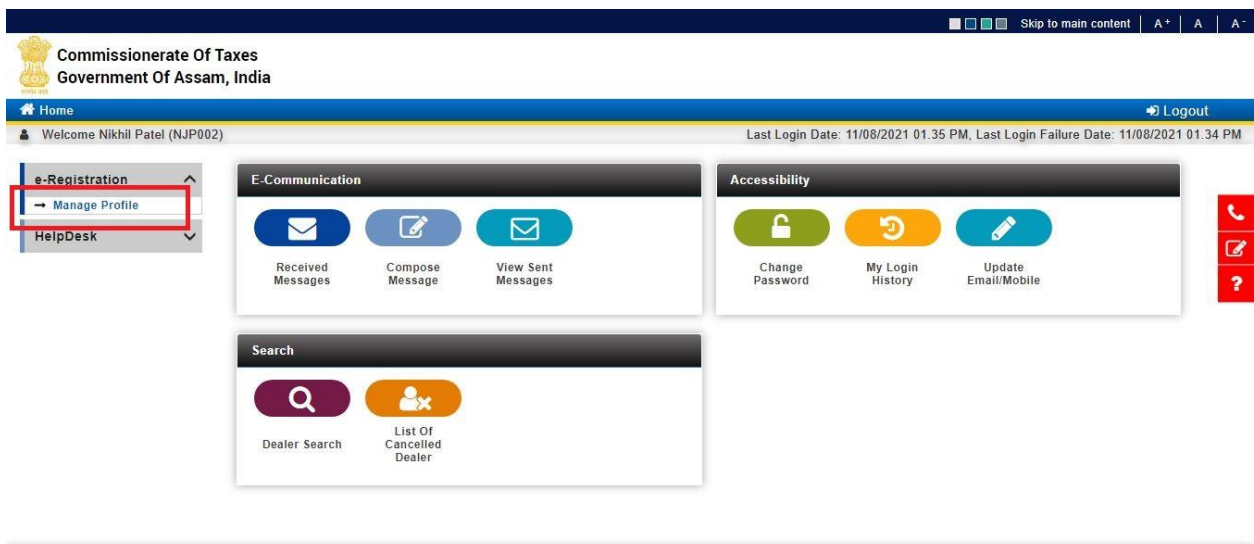


Figure 14: Registration Menu

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Government Of Assam, India

Home Logout

Welcome Nikhil Patel (NJP002) Last Login Date: 11/08/2021 12:38 PM, Last Login Failure Date: N/A

e-Registration  
→ Manage Profile  
HelpDesk

### Manage Profile

PAN As Per Profile \* BYOPP2527N Legal Name As Per PAN \* Nikhil Patel

1. Details Of Mapped Registration

SR.NO.	TIN/REGISTRATION NO.	TAX TYPE	FORM NAME	APPROVAL STATUS OF TIN/REG.NO. MAPPING	REGISTRATION STATUS

2. Add Details to Map Registration

TIN/Registration No.\*

Tax Type\*

PAN As Per Registration

Name As Per Registration\*

Form Name\*

Sr No.	Delete	Modify	Tax Type	Registration Number	PAN As Per Registration	Name As Per Registration	Form Name

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**Figure 15: Manage Profile Screen**

2. Provide TIN/Registration Number, based on that User data will populate.
3. \* Fields marked are mandatory fields.
4. Where dealer wants to add multiple profile then dealer need to click on **add** button.
5. If dealer wants to update/delete existing records, then click **modify/delete** button.

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Government Of Assam, India

Home | Logout

Welcome Nikhil Patel (NJP002) | Last Login Date: 11/08/2021 12:38 PM, Last Login Failure Date: N/A

**Manage Profile**

PAN As Per Profile \*  Legal Name As Per PAN \*

1. Details Of Mapped Registration

Sr.No.	TIN/REGISTRATION NO.	TAX TYPE	FORM NAME	APPROVAL STATUS OF TIN/REG.NO. MAPPING	REGISTRATION STATUS
1		AT	Value Added Tax (VAT Form 2)		

2. Add Details to Map Registration

TIN/Registration No.\*

PAN As Per Registration

Form Name\*

Tax Type\*

Name As Per Registration\*

Sr No.	Delete	Modify	Tax Type	Registration Number	PAN As Per Registration	Name As Per Registration	Form Name
1	<input type="button" value="Delete"/>	<input type="button" value="Modify"/>	AT	18790015473	HERPA5221A	Nikhil	Value Added Tax (VAT Form 2)

Upload Business PAN Copy \*  No file chosen Upload .jpg, .png or .jpeg file. Maximum allowed size per Document: 1MB

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**Figure 16: Screen with Multiple Records**

### *Different PAN Number*

- If PAN provide at the time registration of tax type and PAN provide at the time of sign up is **different** than User will have to upload PAN card.

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Home | Welcome Nikhil Patel (NJP002) | Last Login Date: 11/08/2021 12:38 PM, Last Login Failure Date: N/A | Logout

e-Registration  
→ Manage Profile  
HelpDesk

**Manage Profile**

PAN As Per Profile \*  Legal Name As Per PAN \*

**1. Details Of Mapped Registration**

SR.NO.	TIN/REGISTRATION NO.	TAX TYPE	FORM NAME	APPROVAL STATUS OF TIN/REG.NO. MAPPING	REGISTRATION STATUS

**2. Add Details to Map Registration**

TIN/Registration No.\*  Tax Type\*

PAN As Per Registration  Name As Per Registration\*

Form Name\*

Sr No.	Delete	Modify	Tax Type	Registration Number	PAN As Per Registration	Name As Per Registration	Form Name

Upload Business PAN Copy \*  No file chosen Upload .jpg, .png or .jpeg file,Maximum allowed size per Document.1MB

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**Figure 17: Different PAN Number**

- After uploading PAN, user will click on **Submit**. On clicking submit Profile Manage request will submit with authority. User will check status of their Profile Manage.

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Government Of Assam, India

Home | Welcome Nikhil Patel (NJP002) | Last Login Date: 11/08/2021 12:38 PM, Last Login Failure Date: N/A | Logout

e-Registration  
→ Manage Profile  
HelpDesk

**Manage Profile**

PAN As Per Profile \*       Legal Name As Per PAN \*

**1. Details Of Mapped Registration**

Sr.No.	TIN/REGISTRATION NO.	TAX TYPE	FORM NAME	APPROVAL STATUS OF TIN/REG.NO. MAPPING	REGISTRATION STATUS
1	18790015473	VAT	Value Added Tax (VAT Form 2)	Pending	Registered

**2. Add Details to Map Registration**

Request to Map TIN/Registration No. submitted Successfully. ×

TIN/Registration No.\*       Tax Type\*

PAN As Per Registration       Name As Per Registration\*

Form Name\*

Sr No.	Delete	Modify	Tax Type	Registration Number	PAN As Per Registration	Name As Per Registration	Form Name
<input type="button" value="SUBMIT"/>							

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**Figure 18: Request submitted Successfully**

**Same PAN Number**

- If PAN provide at the time registration of tax type and PAN provide at the time of sign up is **same** than PAN card upload is not required.



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Home | Welcome Nikhil Patel (NJP002) | Last Login Date: 11/08/2021 12:38 PM, Last Login Failure Date: N/A | Logout

e-Registration  
→ Manage Profile  
HelpDesk

**Manage Profile**

PAN As Per Profile \*  Legal Name As Per PAN \*

**1. Details Of Mapped Registration**

SR.NO.	TIN/REGISTRATION NO.	TAX TYPE	FORM NAME	APPROVAL STATUS OF TIN/REG.NO. MAPPING	REGISTRATION STATUS

**2. Add Details to Map Registration**

TIN/Registration No.\*

PAN As Per Registration

Form Name\*

Tax Type\*

Name As Per Registration\*

Sr No.	Delete	Modify	Tax Type	Registration Number	PAN As Per Registration	Name As Per Registration	Form Name

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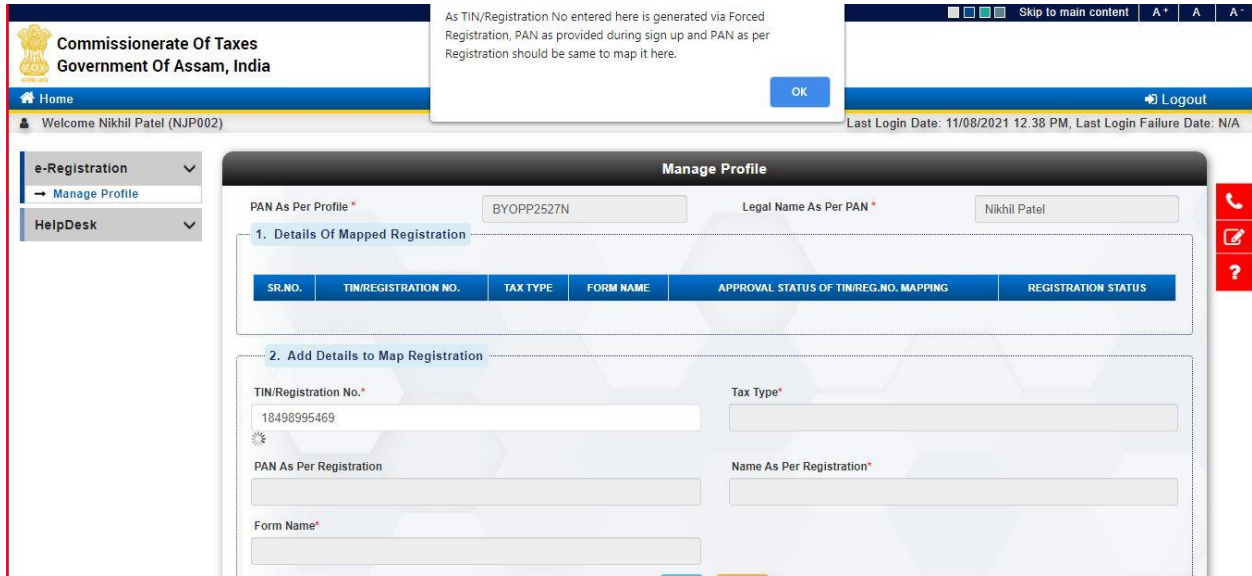
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**Figure 19: Same PAN number**

9. If PAN is same then on clicking Submit, Profile Manage request approved directly.

### ***Different PAN Number in Force Registration Case***

10. If user registered with Force Registration, in that case if PAN provide at the time registration and PAN provide at the time of sign up is different than user can't map their profile with that registration. **PAN must be same in Force Registration and Sign Up** to map profile.

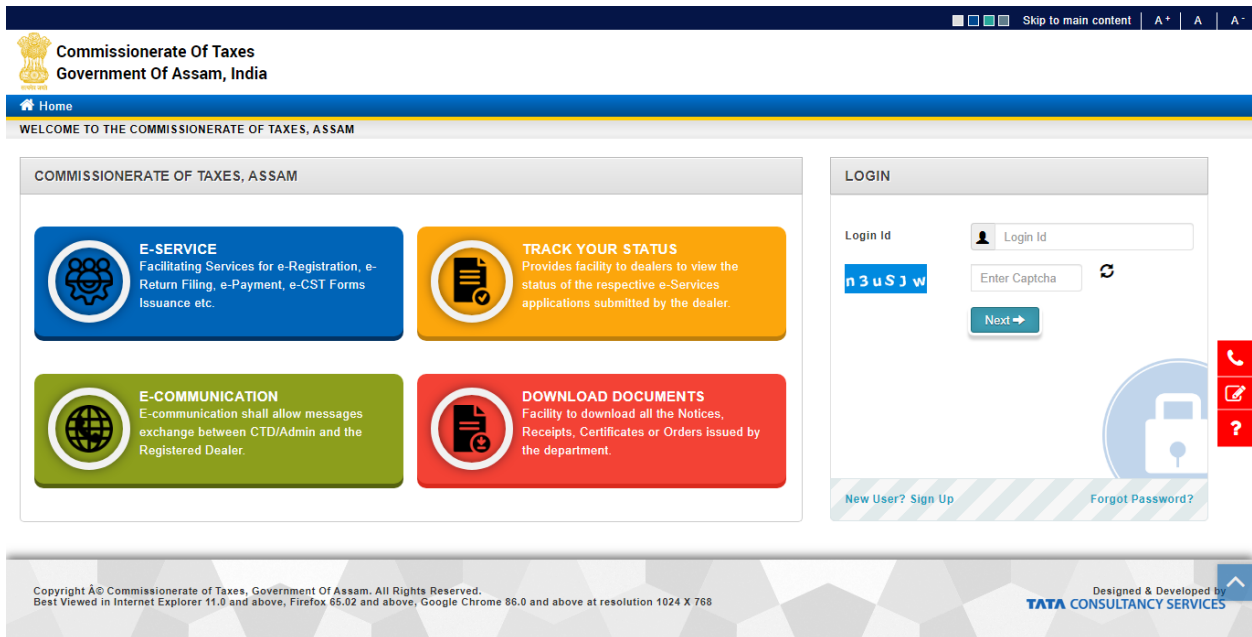


**Figure 20: Different PAN in Force Registration & Sign Up**

### Forgot Password

This functionality of password management service helps the user when the password has been forgotten. User can reset the password with the help of following steps.

- Click on **forgot password** in bottom right of the window



**Figure 21: Login Page**

### FORGOT PASSWORD

Login Id

Email OTP

s W G r q ! ↻

GENERATE OTP   VERIFY OTP

q T s t v \_ ↻

SUBMIT

Figure 22: Forgot Password Details

- Enter the login id, click on **Generate OTP** button, OTP will be sent on registered Email ID and registered mobile No.
- Enter the generated Email OTP and mobile OTP and click on **Verify OTP** button.
- Once the OTP got verified, enter the captcha and click on **Submit** button.

### Reset Password

New Password \*  STRONG

Confirm New Password \*

Field marked with \* are mandatory

Password Policy

Sr. No.	Details
1	Minimum length of Password should be 8 characters and Maximum length should be 50 characters.
2	The Password should contain atleast one Numeric value (0-9).
3	The Password should contain atleast one Alphabet (a-z/A-Z).
4	The Password should contain atleast one Special character out of the following values : - _ @ * , . & ! ( )
5	The Password should not contain any of the following values: + [ ] \ % ^ : / > < `
6	Password must not be similar to last 3 Passwords.
7	Password should contain atleast one Uppercase Alphabet (A-Z).

Figure 23: Reset New Password

- Read the **password policy** to set the password complexity accordingly
- Enter the **new password**
- Enter the **new password** again to confirm
- Enter the **Captcha**
- Click on **Submit** button

The screenshot displays the Assam Tax Web Portal interface. At the top, the header includes the Government of Assam logo and the text 'Commissionerate Of Taxes, Government Of Assam, India'. Below the header, a navigation bar contains a 'Home' link and the text 'WELCOME TO THE COMMISSIONERATE OF TAXES, ASSAM'. The main content area is divided into two sections. On the left, under the heading 'COMMISSIONERATE OF TAXES, ASSAM', there are four service tiles: 'E-SERVICE' (Facilitating Services for e-Registration, e-Return Filing, e-Payment, e-CST Forms Issuance etc.), 'TRACK YOUR STATUS' (Provides facility to dealers to view the status of the respective e-Services applications submitted by the dealer), 'E-COMMUNICATION' (E-communication shall allow messages exchange between CTD/Admin and the Registered Dealer), and 'DOWNLOAD DOCUMENTS' (Facility to download all the Notices, Receipts, Certificates or Orders issued by the department). On the right, the 'LOGIN' section features a green message box stating 'Password Changed successfully. Please Login'. Below this, there is a login form with fields for 'Login Id' (containing 'a g f 8 q \*') and 'Enter Captcha', along with a 'Next' button. At the bottom of the login section, there are links for 'New User? Sign Up' and 'Forgot Password?'. The footer contains copyright information and the text 'Designed & Developed by TATA CONSULTANCY SERVICES'.

**Figure 24: Password Reset Success**

The user has reset the password successfully. The user can now login with new password .

### **Change Password**

This functionality of password management service helps the user to change the password in case if the user is using old password. For security purpose, user needs to change the password at regular intervals. User can change password with help of following steps:

- Open the web browser and enter the Assam Tax Web Portal URL
- Click on Login button in upper right corner of the window
- Enter the Login ID and click on Next button
- Enter the current password and captcha. Click on Login button
- Click on **Change Password** in Accessibility section.

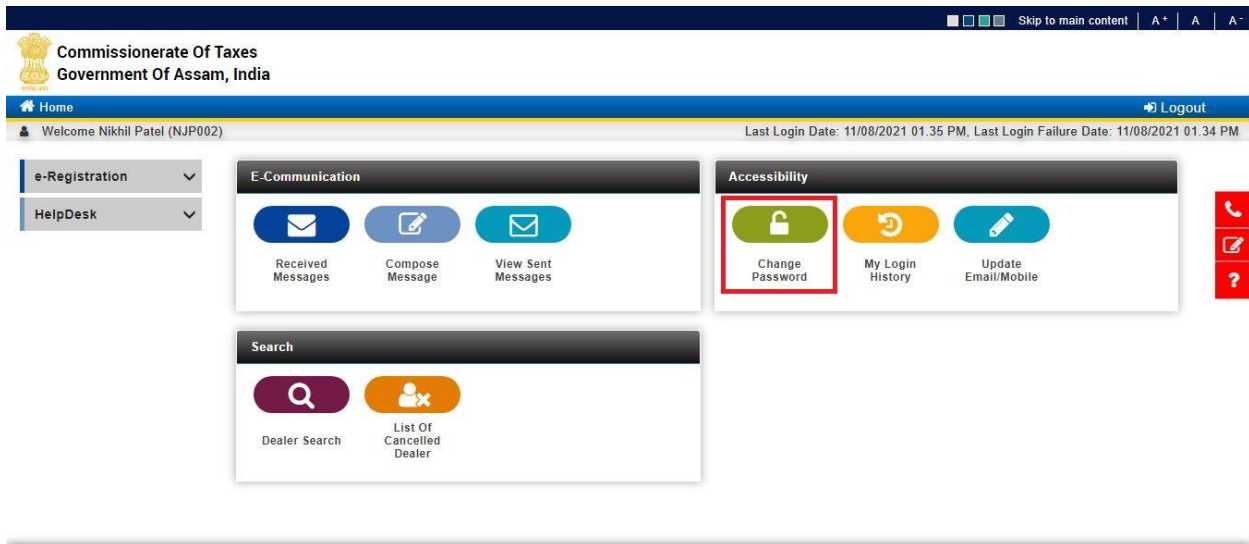


Figure 25: User Home Page

- Read the password policy which is mandatory where the requirements need to be fulfilled.

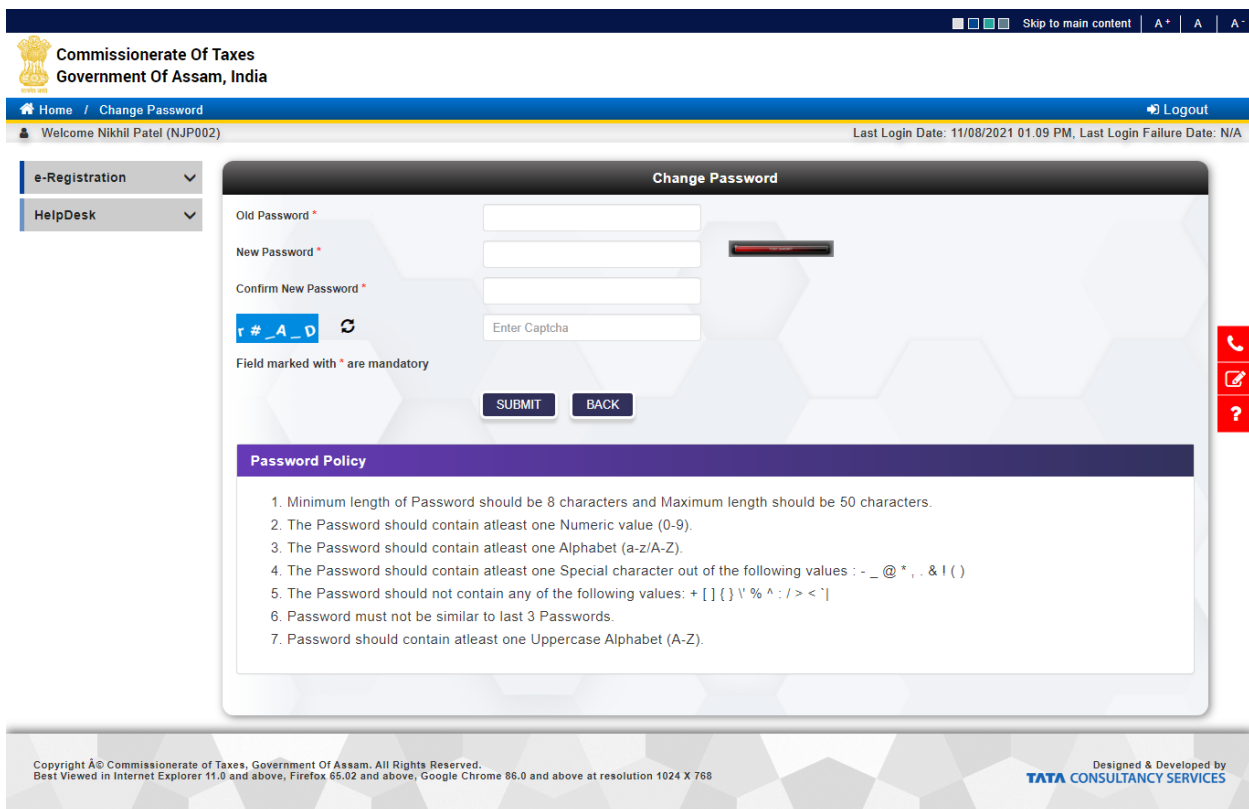
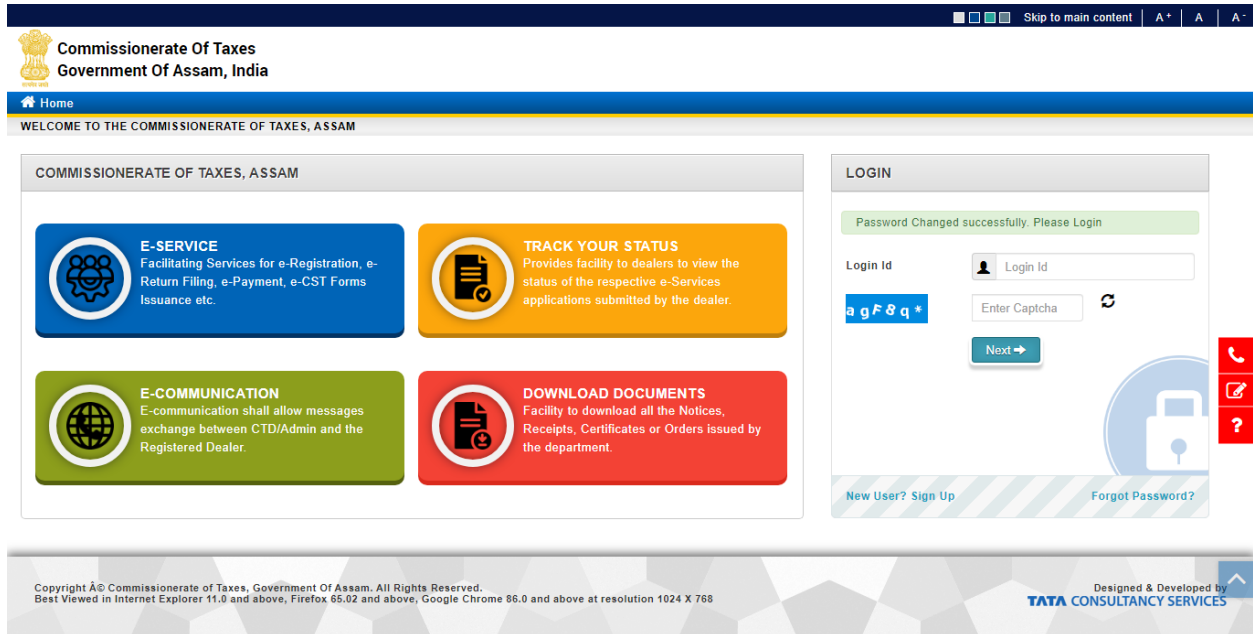


Figure 26: Change Password Details

- Enter the Old Password

- Enter the new password.
- Enter the new password again to confirm.
- Enter the captcha and click on Submit button.



**Figure 27: Password Change Success**

The password has changed successfully.