



# DIGITAL SIGNATURE CERTIFICATE (DSC)

## Registering & Signing in GST Portal

COMMISSIONERATE OF STATE TAX  
GOVERNMENT OF ASSAM

# 7

## Points CHECKLIST

1. COMPUTER : WINDOW - 7 with **service pack 1** or above Window
2. BROWSER : **INTERNET EXPLORER 11**
3. Installation of **EM-SIGNER**
4. Download **JAVA 1.6** or above
5. Configure Java Port : **<https://127.0.0.1:1585>**
6. Insert the **TOKEN** in Computer & **Login**
7. Login to "**GST Officers login**" at TIMS

# Checkpoint -1

## COMPUTER COMPATIBILITY

- WINDOWS- 7 Professional with **service pack 1** or above



# Checkpoint - 2

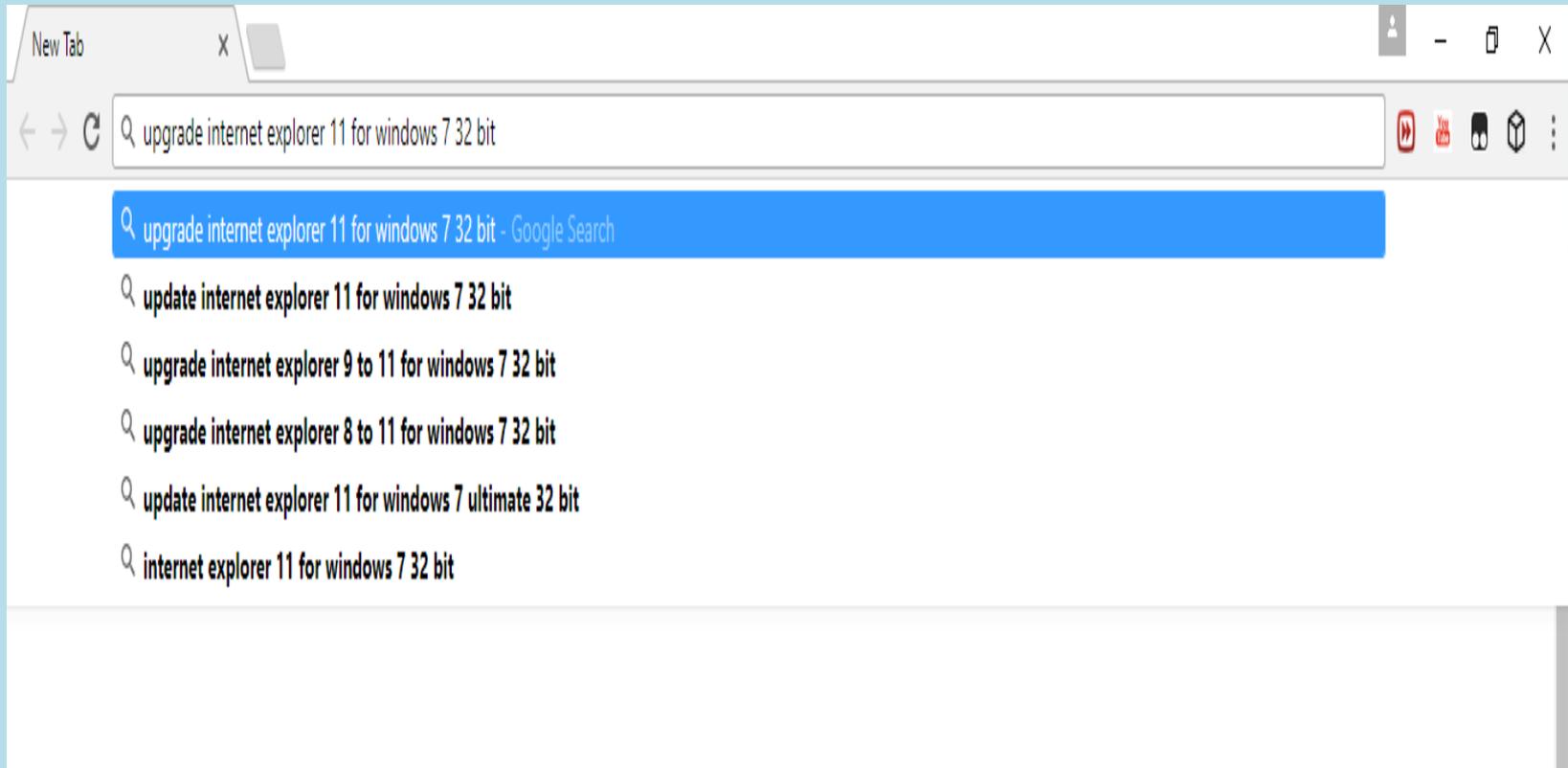
## Internet Explorer 11



# How to upgrade INTERNET EXPLORER to 11

- Go to **Google** & type :  
Free upgrade Internet Explorer 11  
Please select : **WINDOW - 7 & 32 Bit**

# Search in **Google** :



# Change the version as Window-7 & 32 Bit before download

Download Internet Expl × +

← → ↻ | [microsoft.com/en-us/download/Internet-Explorer-11-for-Windows-7-details.aspx](https://www.microsoft.com/en-us/download/Internet-Explorer-11-for-Windows-7-details.aspx) | ☆ | ≡ | ✎ | 🔔 | ⋮

## Internet Explorer 11 for Windows 7

For: **Windows 7 64-bit** [Change Systems ▾](#)

Select Language:

Internet Explorer 11 makes the web blazing fast on Windows 7. Now with Bing and MSN default search engines.

[Other Versions](#)

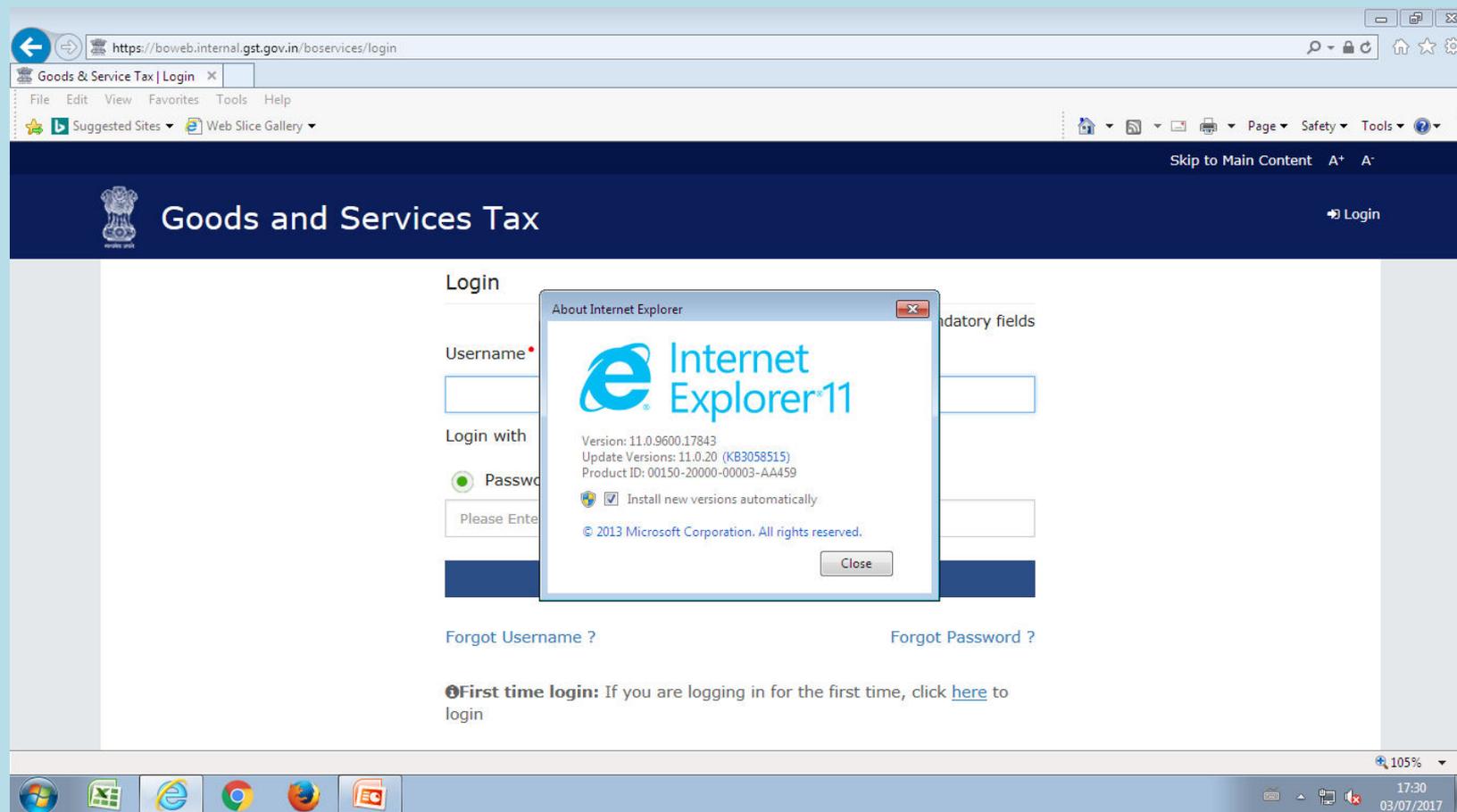
<https://www.microsoft.com/en-us/store/apps>

Windows taskbar: Search the web and Windows, File Explorer, Edge, Store, Chrome, Firefox, PowerPoint. System tray: Network, Volume, ENG, 9:07 PM 7/3/2017

# Verify the Internet Explorer version from your **dashboard**

The screenshot shows the Internet Explorer browser window displaying the login page for the Goods and Services Tax portal. The address bar shows the URL <https://boweb.internal.gst.gov.in/boservices/login>. The page title is "Goods & Service Tax | Login". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Tools" menu is open, showing options: "Internet Explorer Help", "What's new in Internet Explorer 11", "Online support", and "About Internet Explorer". The main content area of the page is titled "Goods and Services Tax" and contains a "Login" form. The form includes a "Username" field, a "Login with" section with radio buttons for "Password", "OTP", and "DSC", and a "Please Enter Password" field. A "LOGIN" button is at the bottom of the form. A red callout bubble points to the "About Internet Explorer" option in the "Tools" menu with the text "Click arrow at the right side & click 'About Internet Explorer'".

# If upgraded this pop up will appear :



# Checkpoint- 3

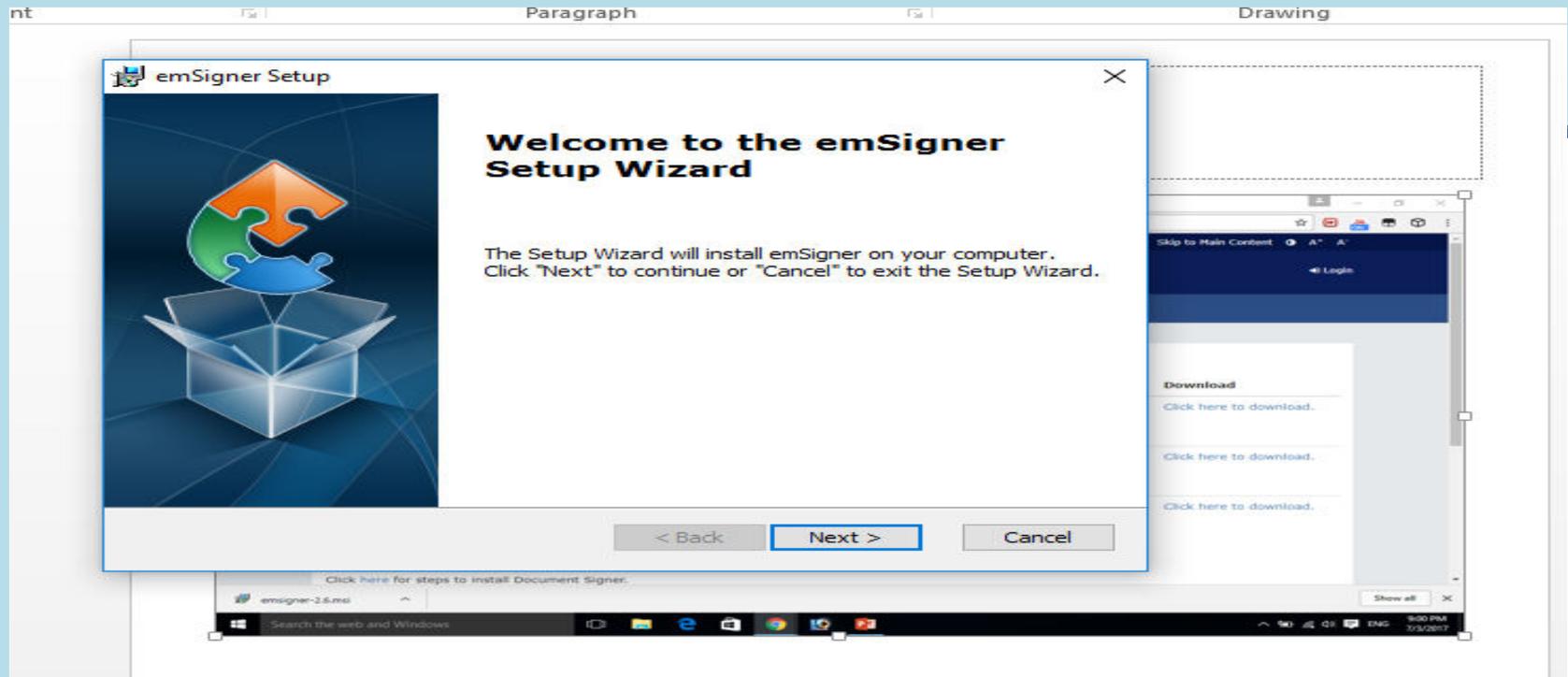
## EmSigner to be downloaded



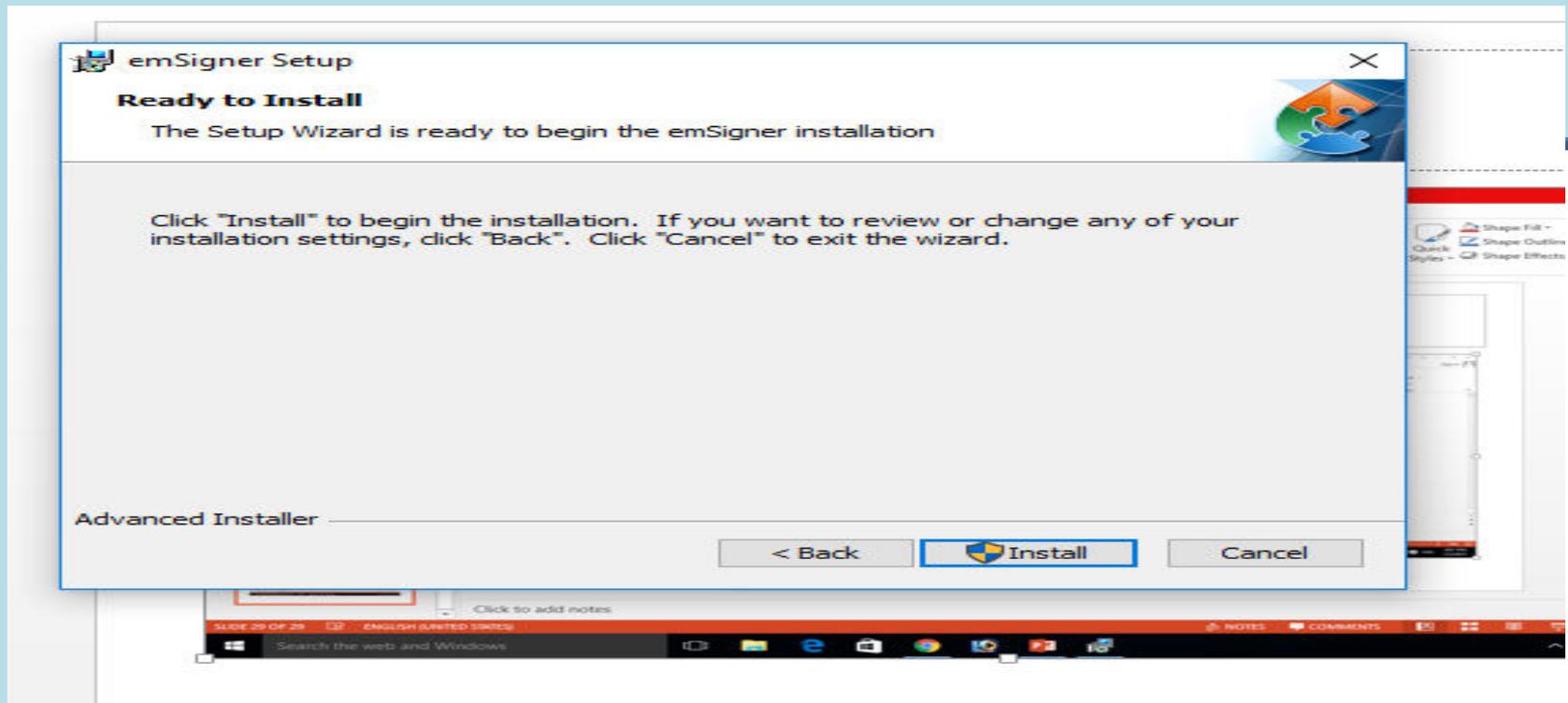
The Emsigner Utility set up is already emailed to all offices

Please check your TIMS web-mail  
Install the “emsigner set up”  
Follow the next steps :

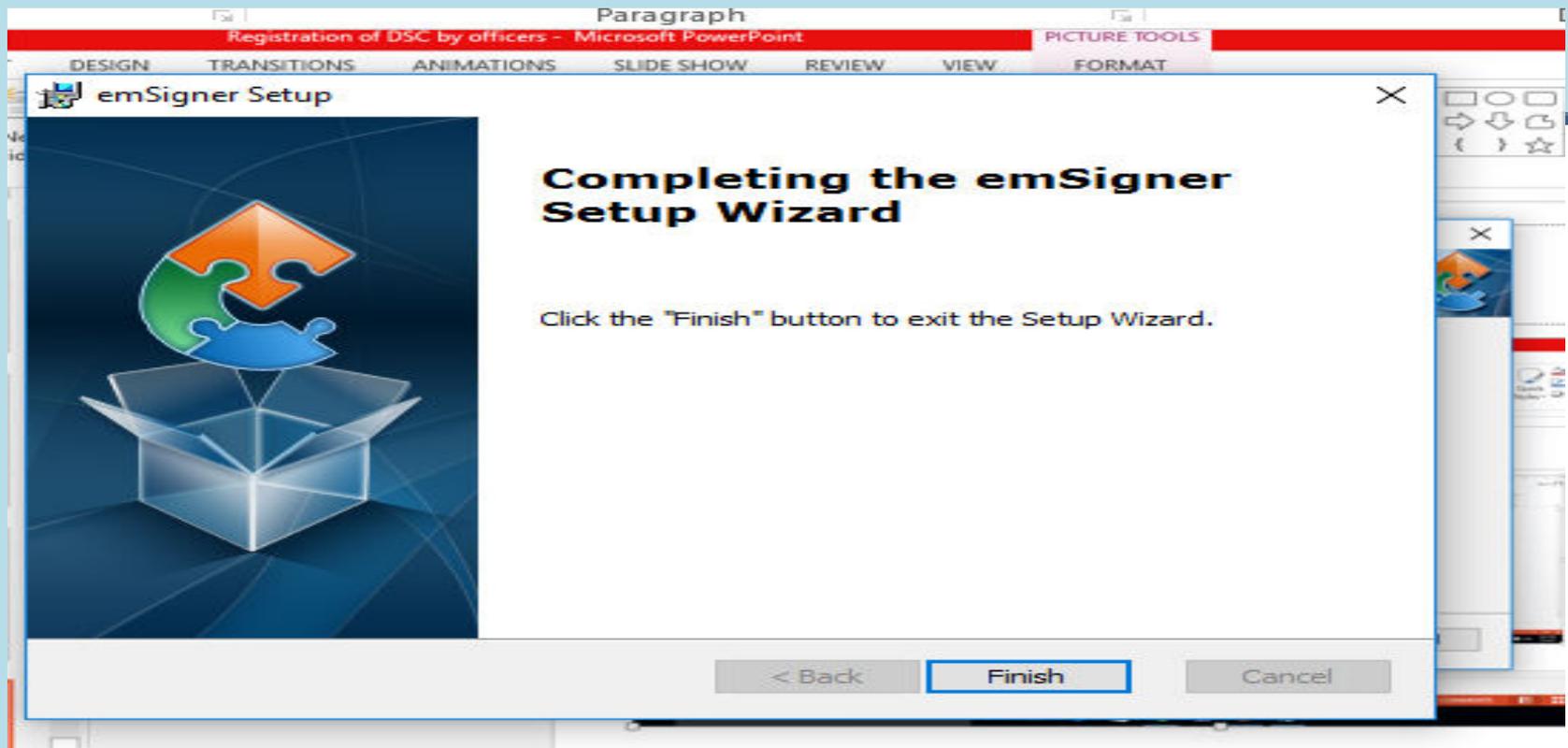
# Follow the steps as prompted



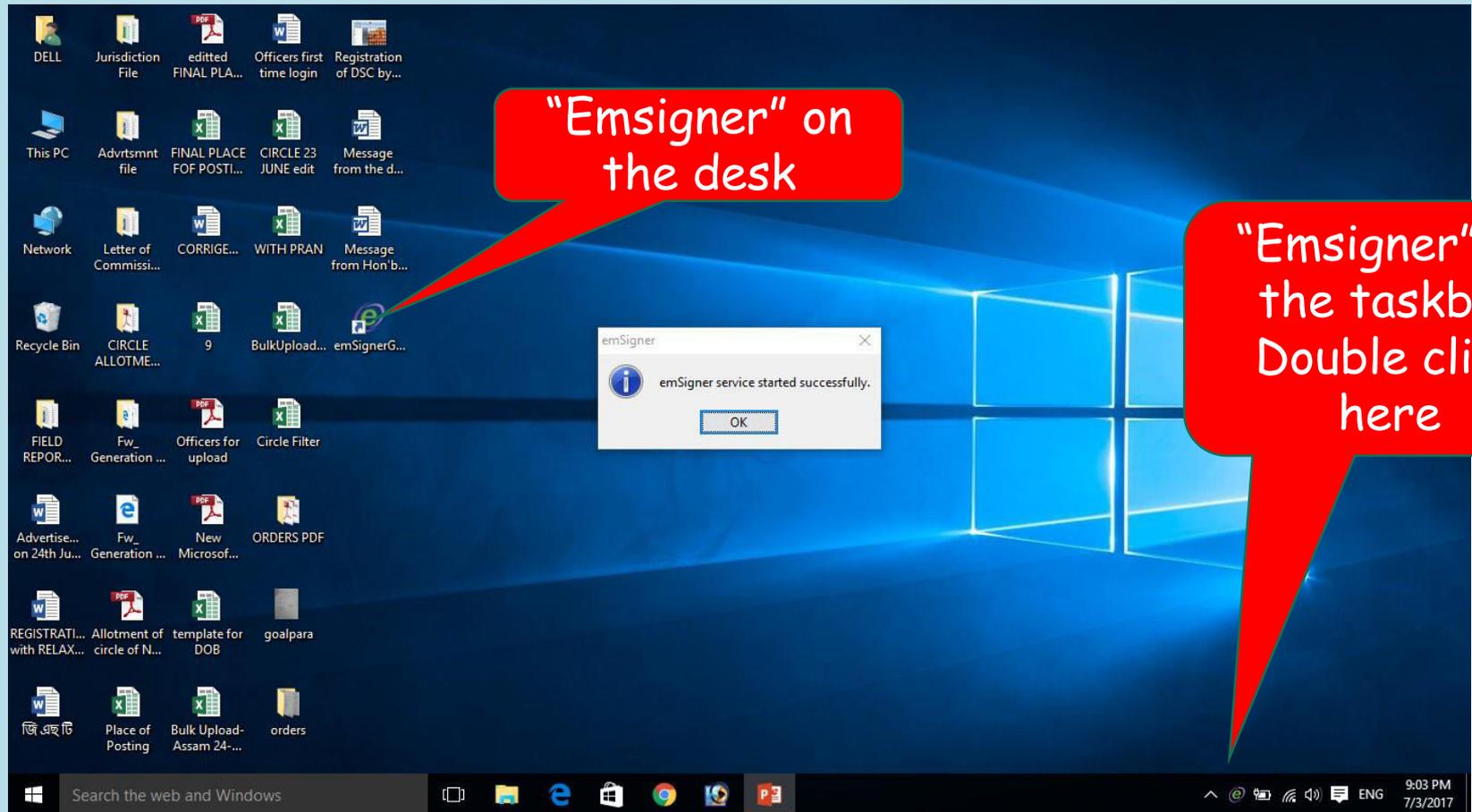
# Click : Install



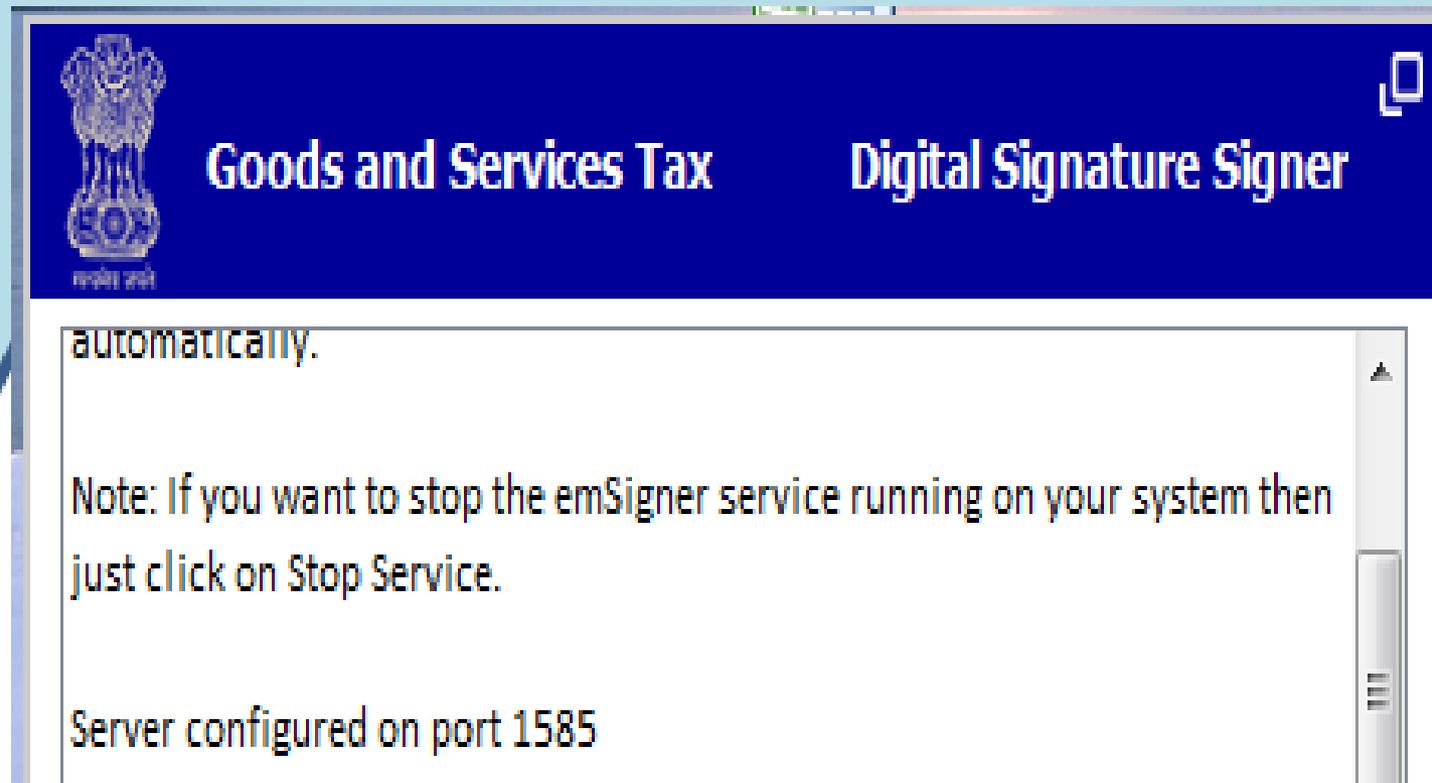
# Click : Finish



“EmSigner” shall appear on desk  
and right down taskbar



# After Double click this pop up appears



## Checkpoint - 4

Update Java to the following version from Internet

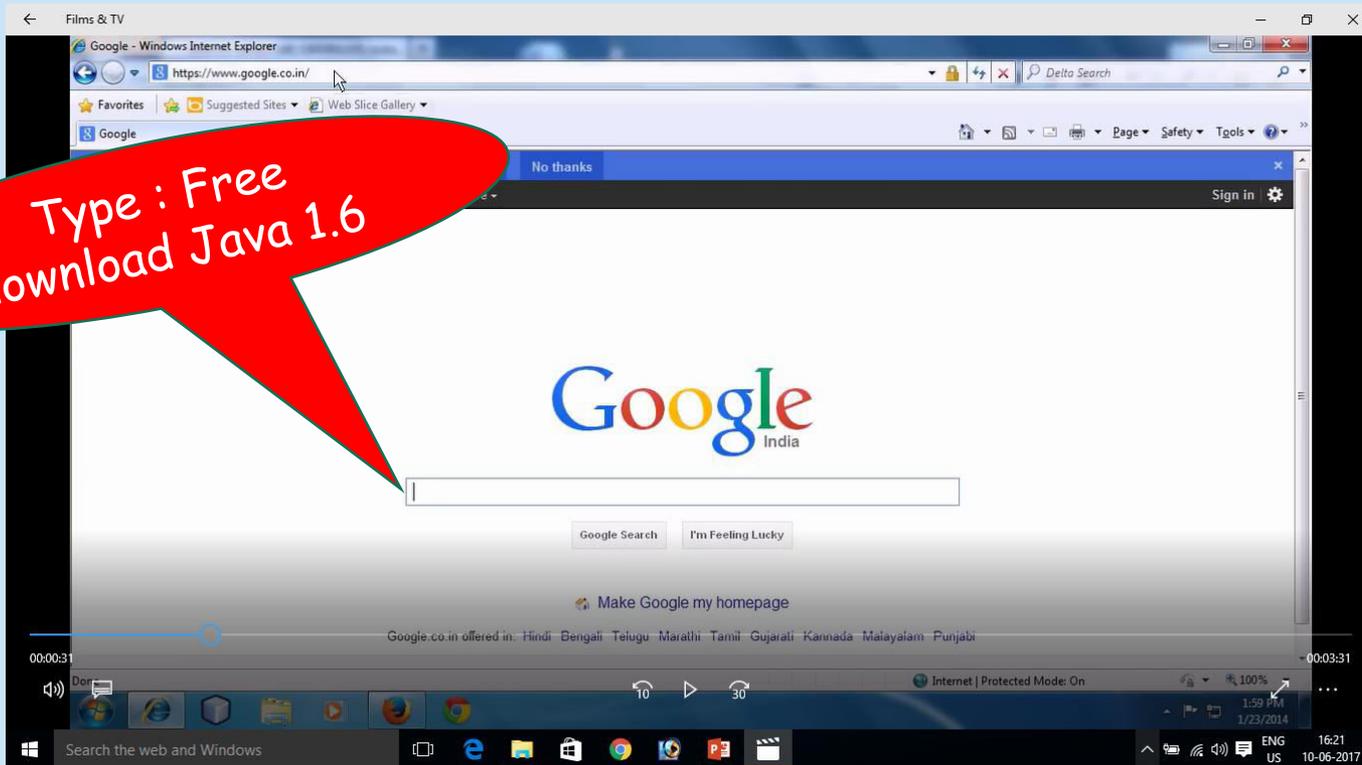


1.6 JRE 1.6.0\_38+,  
1.7 or 1.8  
Version

It needs strong & stable InterNet connection

only if Java is not pre installed

Type : Free  
download Java 1.6



This "pop up" will appear  
Click "Install"

only if Java is not pre installed

The screenshot shows the Oracle Java download page in a web browser. A "Java Setup - Welcome" dialog box is open, displaying the following text:

**Welcome to Java**

Java provides access to a world of amazing content. From business solutions to helpful utilities and entertainment, Java makes your internet experience come to life.

Note: No personal information is gathered as part of our installation. [Click here](#) for more information on what we do collect.

Click Install to accept the [license agreement](#) and install Java now.

Change destination folder

Cancel Install >

When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.

[Installation Instructions](#)  
[System Requirements](#)

A blue hand icon with a red banner that says "Click Install" is pointing to the "Install >" button in the dialog box.

# Click " Agree and Start Free Download "

only if Java is not pre installed

The screenshot shows the Oracle Java download page for Windows. The browser address bar displays "Oracle Corporation [US] | java.com/en/download/win10.jsp". The page features the Java logo and navigation links for "Download" and "Help". A sidebar on the left contains "Help Resources" (What is Java?, Remove Older Versions, Disable Java, Error Messages, Troubleshoot Java, Other Help) and "Windows 64-bit Users" (FAQ about 64-bit Java for Windows). The main content area is titled "Download Java for Windows" and lists "Recommended Version 8 Update 131 (filesize: 721 KB)" with a release date of April 18, 2017. A yellow warning box states: "In Windows 10, the Edge browser does not support plug-ins and therefore does not support Java. Switch to a different browser (Internet Explorer, for example) to run the Java installer. For more information, see the More Actions option located at the top right of the Edge browser and the Java Help Center. [More info](#)". A red callout bubble with the text "Agree and Start Free Download" points to a red button with the same text. Below the button, a disclaimer reads: "By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)". At the bottom, a note says: "When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation." Links for "Installation Instructions" and "System Requirements" are also visible. The Windows taskbar at the bottom shows the date as 10-06-2017 and the time as 21:04.

# Click "NEXT"

only if Java is not pre installed

The screenshot shows the Oracle Java download page in a web browser. A 'Java Setup' dialog box is open, displaying the following text:

**Get the best of the web with Yahoo!**

**Recommended:** Set Yahoo! as your default browser and default search engine on Chrome and Internet Explorer. Select the new tab page on Chrome.

Do not update browser settings.

By clicking "Next" and accepting the recommended browser offerings, your use is subject to the Yahoo! [Terms of Service](#) and [Privacy Policy](#).

Buttons: Cancel, Next >

Below the dialog box, there is a note: "When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation." and links for "Installation Instructions" and "System Requirements".

WAIT a while  
Patience pays



only if Java is not pre installed

A screenshot of the Oracle Java download page. The browser address bar shows 'Download Java for...'. The page header features the Java logo and navigation links for 'Download' and 'Help'. A 'Java Setup - Progress' window is overlaid on the page, showing a green progress bar and the text 'Status: Installing Java'. Below the progress bar, a large graphic reads '3 Billion Devices Run Java' with the Java logo and 'ORACLE' branding. A yellow callout box on the right side of the progress window contains the text: '...not run Java. ...g-in. Select the ...pen with Internet'. At the bottom of the page, there is a note: 'When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.' Below this note are links for 'Installation Instructions' and 'System Requirements'. The Windows taskbar at the bottom shows the search bar, task view, and several application icons, along with system tray icons for network, volume, and language, and the date '10-06-2017'.

This "pop up" appears  
Click "CLOSE"

only if Java is not pre installed

The screenshot shows a web browser window at [java.com/en/download/win10.jsp](http://java.com/en/download/win10.jsp). A "Java Setup - Complete" dialog box is open in the foreground. The dialog box has a green checkmark and the text "You have successfully installed Java". Below this, it says "The sponsor offer will install shortly." and provides instructions on updates and browser restarts. A red arrow points to the "Close" button in the dialog box.

Help Resources

- > [What is Java?](#)
- > [Remove Older Versions](#)
- > [Disable Java](#)
- > [Error Messages](#)
- > [Troubleshoot Java](#)
- > [Other Help](#)

Windows 64-bit Users

Do you use both 32-bit and 64-bit browsers?

- > [FAQ about 64-bit Java](#)
- [Windows](#)

Offline Installation

Trouble downloading?

Try the [offline installer](#)

**Java Setup - Complete**

**You have successfully installed Java**

**The sponsor offer will install shortly.**

You will be prompted when Java updates are available. Always install updates to get the latest performance and security improvements.  
[More about update settings](#)

When you click close, your browser will be opened so you can verify that Java is working.

When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation.

- > [Installation Instructions](#)
- > [System Requirements](#)

# Click "verify Java version" on pop up

only if Java is not pre installed

The screenshot shows a web browser window displaying the 'Verify Java Version' page on the Java website. The page title is 'Verify Java Version' and the URL is 'https://java.com/'. The page content includes a search bar, the Java logo, and a 'Verify Java version' button. A red arrow points to this button with the text 'Verify Java version'. The page also contains a 'Help Resources' section with links like 'What is Java?', 'Remove Older Versions', 'Disable Java', 'Error Messages', 'Troubleshoot Java', and 'Other Help'. At the bottom, there are links for 'Installation Instructions' and 'System Requirements'. The Oracle logo is visible in the bottom right corner of the page content.

# Click " RUN "

only if Java is not pre installed

The screenshot shows the Java website's 'Verify Java Version' page. A security warning dialog box is displayed in the foreground, asking 'Do you want to run this application?'. The dialog provides details for 'Java Detection' by 'Oracle America, Inc.' from 'https://java.com'. It includes a warning that the application will run with unrestricted access and a checkbox to 'Do not show this again for apps from the publisher and location above'. A red arrow points to the 'Run' button in the dialog. The background page shows the Java logo, navigation links, and help resources.

# Java successfully installed

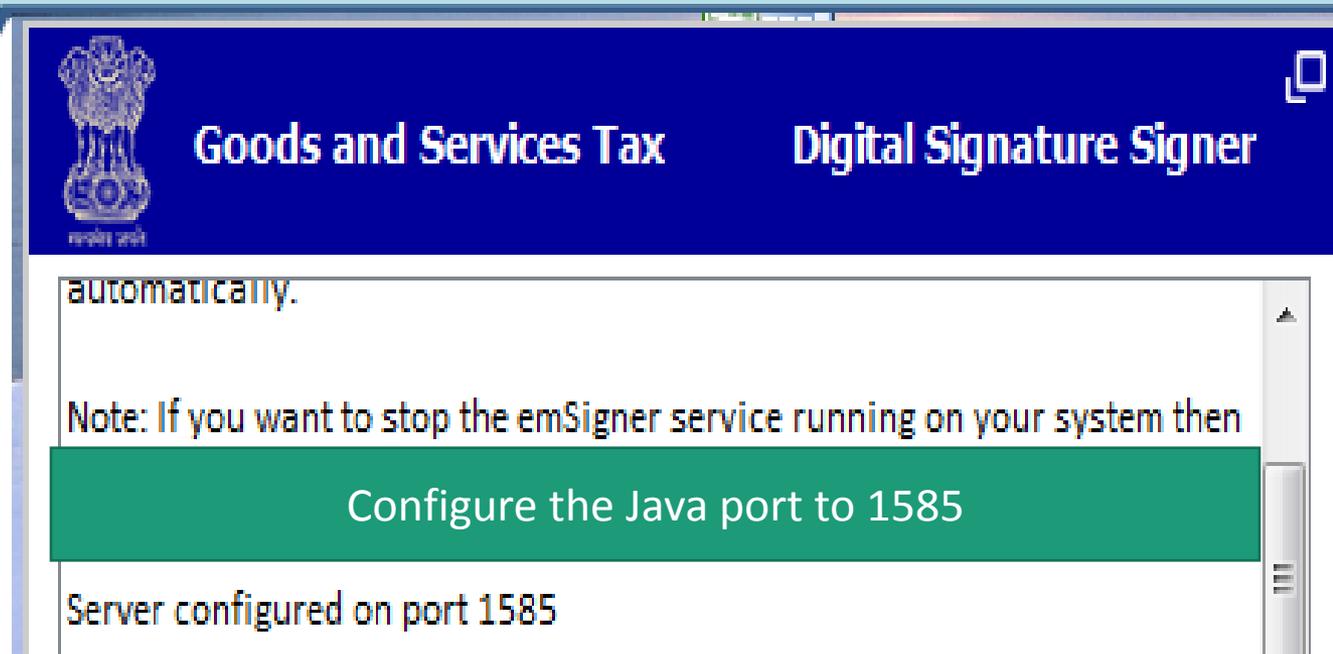
only if Java is not pre installed

The screenshot shows a web browser window displaying the Java website's 'Verify Java Version' page. The page has a dark red header with the Java logo and navigation links for 'Download' and 'Help'. A search bar is located in the top right of the header. Below the header, there is a sidebar with 'Help Resources' including links for 'What is Java?', 'Remove Older Versions', 'Disable Java', 'Error Messages', 'Troubleshoot Java', and 'Other Help'. The main content area features a green checkmark icon and the text 'Verified Java Version' followed by 'Congratulations! You have the recommended Java installed (Version 8 Update 131)'. At the bottom of the page, there are links for 'Installation Instructions' and 'System Requirements'. The Oracle logo is visible in the bottom right corner of the page content. The browser's address bar shows the URL 'https://java.com/'. The Windows taskbar is visible at the bottom of the screen, showing the time as 21:07 on 10-06-2017.

# Checkpoint - 5

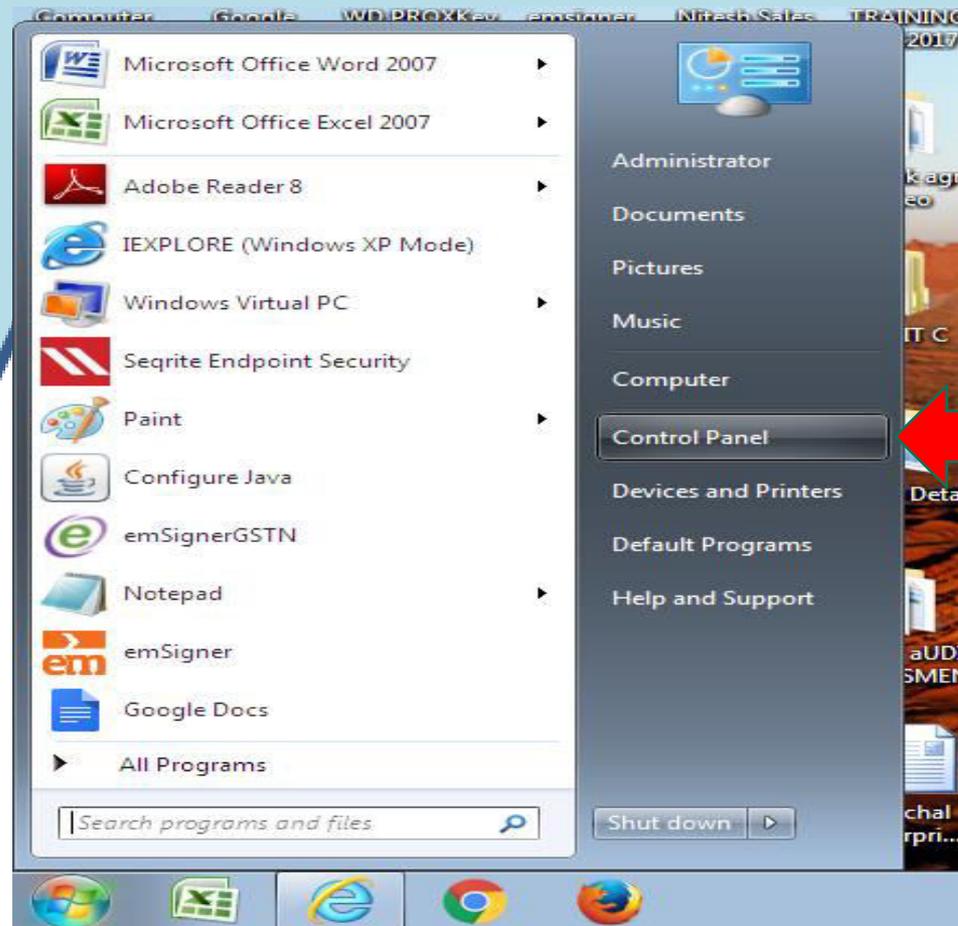
## Configure Java PORT

<https://127.0.0.1:1585>



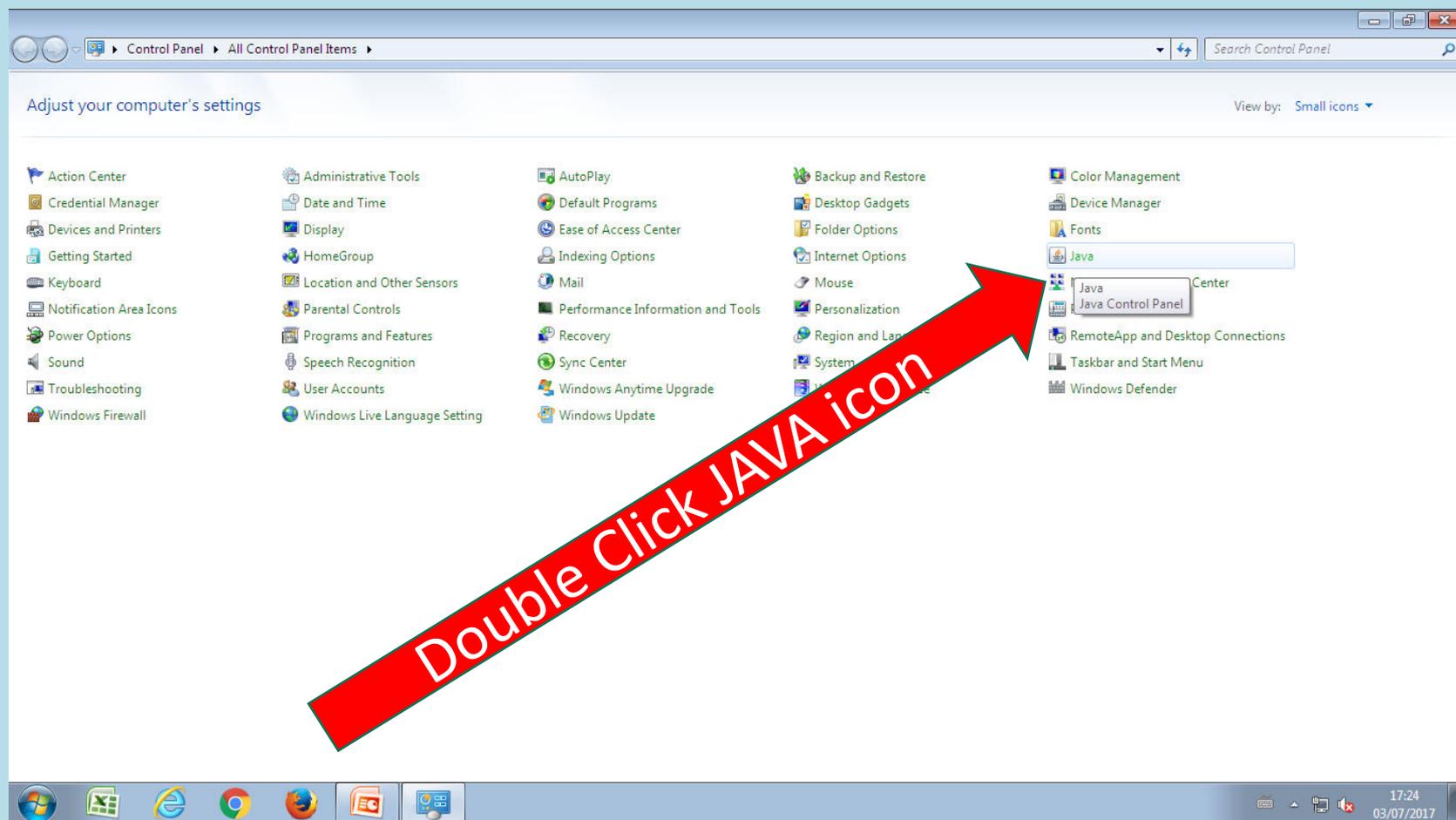
The screenshot shows the interface of the Goods and Services Tax Digital Signature Signer. The title bar includes the Government of India emblem, the text "Goods and Services Tax", and "Digital Signature Signer". The main content area displays the text "automatically." followed by a note: "Note: If you want to stop the emSigner service running on your system then". A prominent green banner in the center contains the instruction "Configure the Java port to 1585". Below this banner, the status "Server configured on port 1585" is shown. The interface also features a scroll bar on the right side.

# Go to Control Panel :

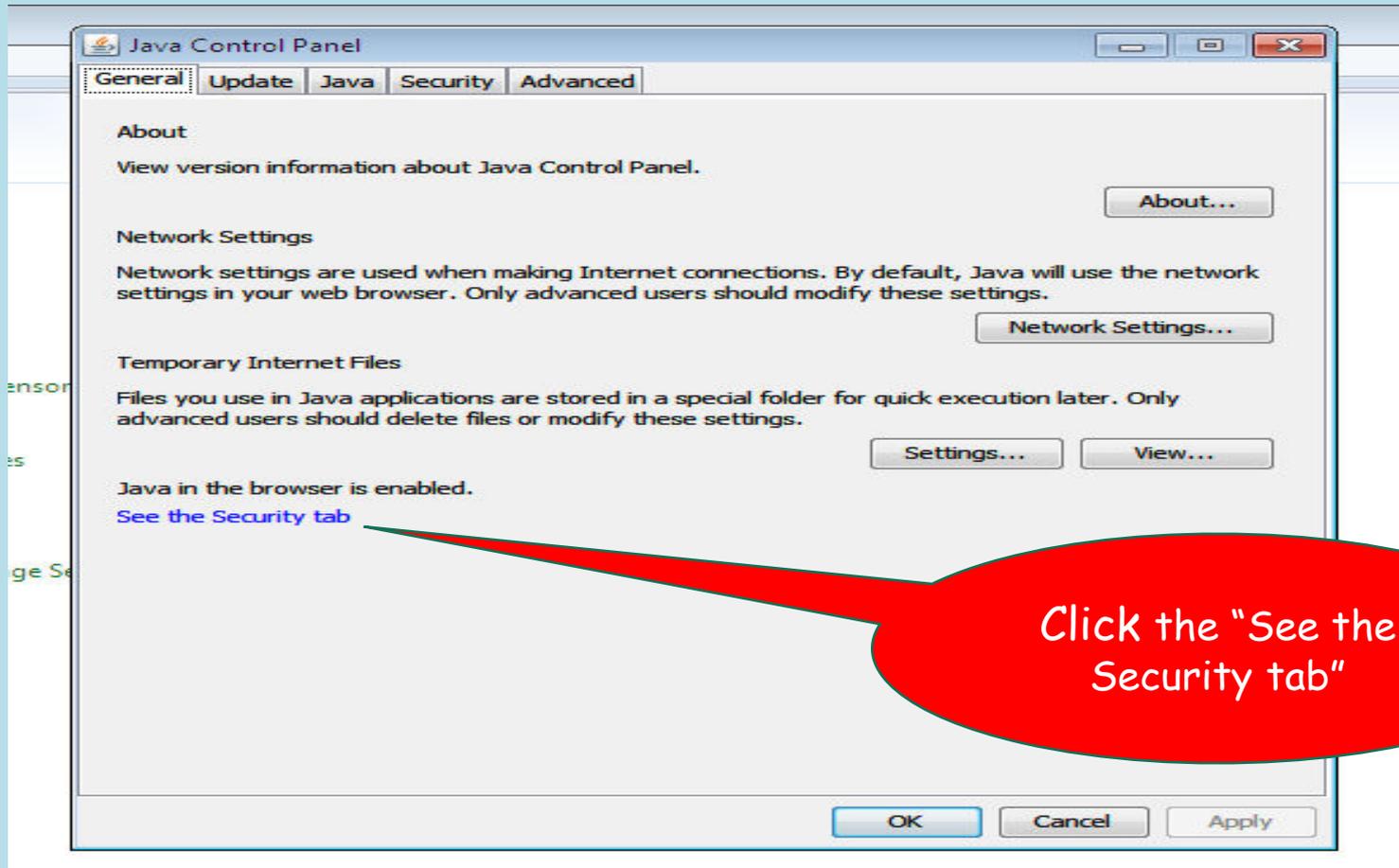


Control Panel

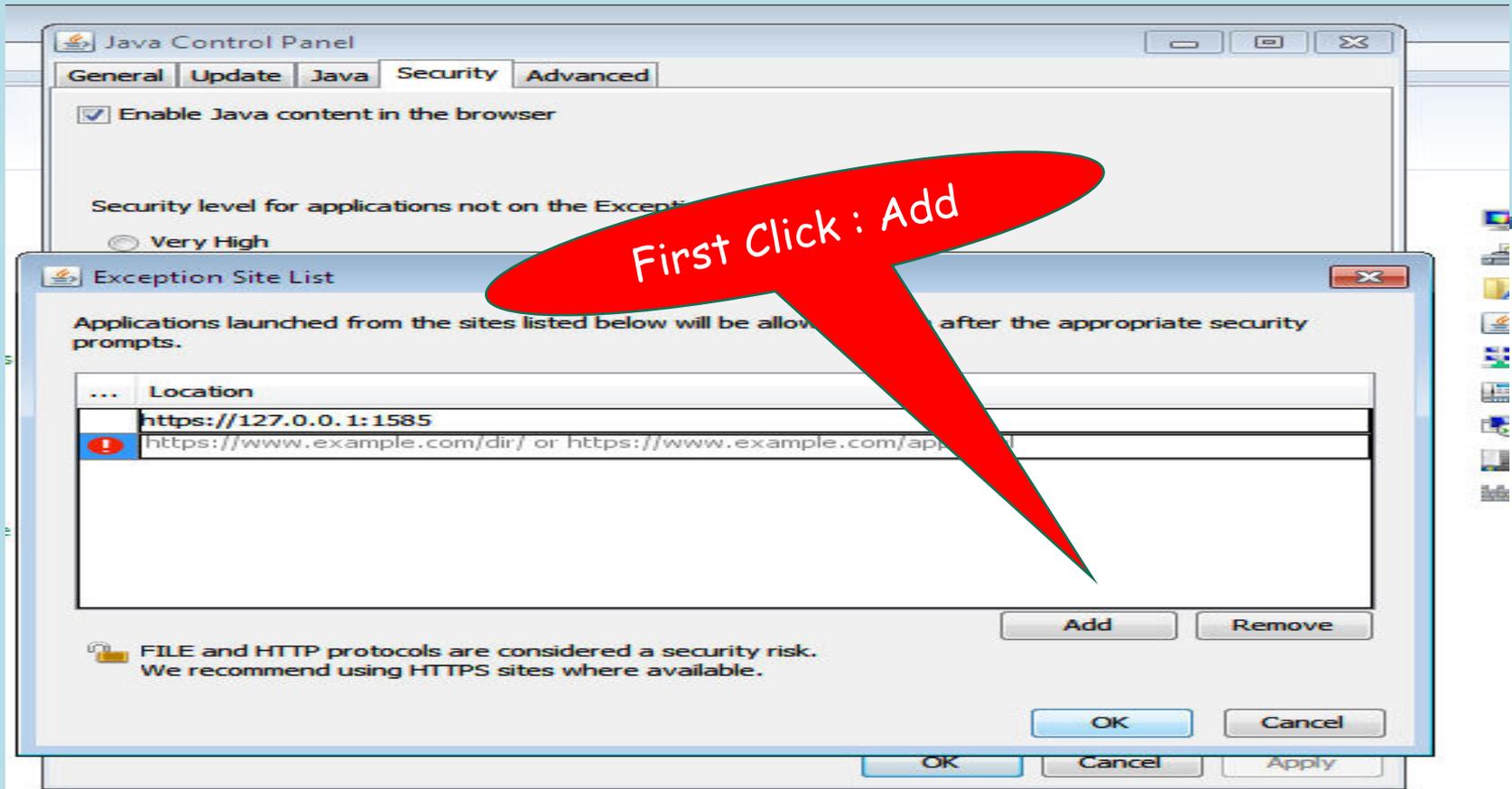
# Select “ JAVA” icon :



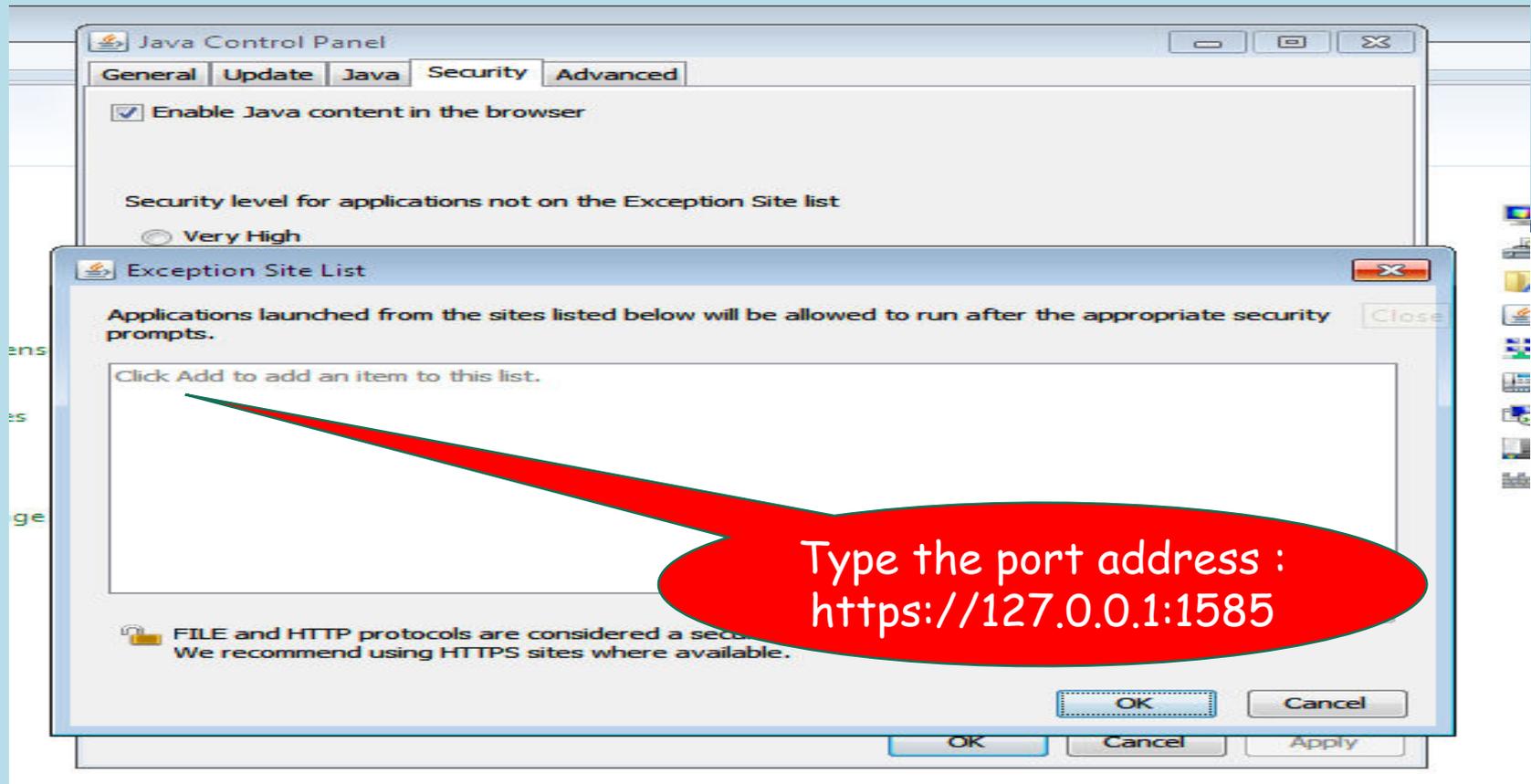
# This is very important :



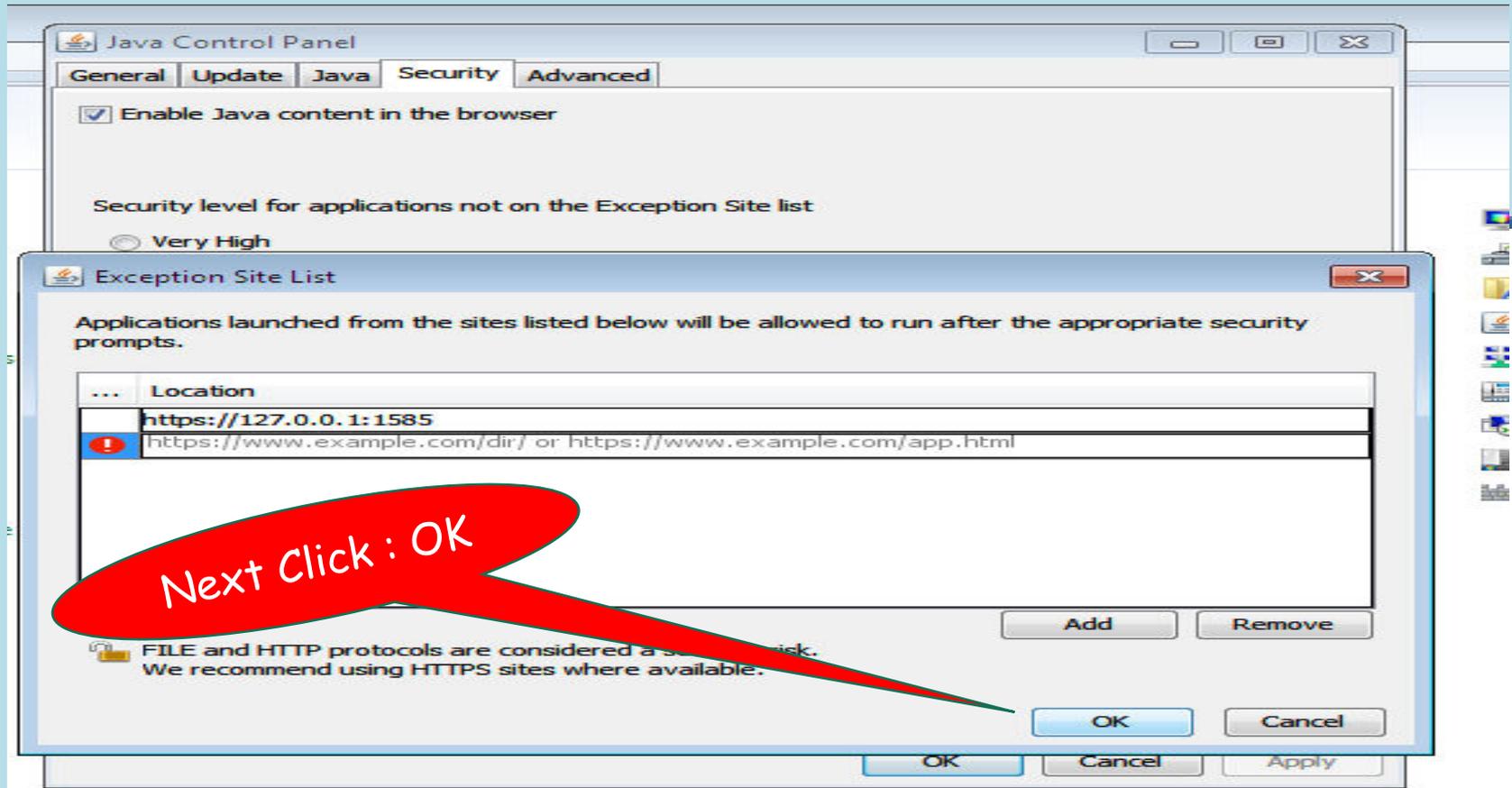
First Click "Add"  
Next click "OK"

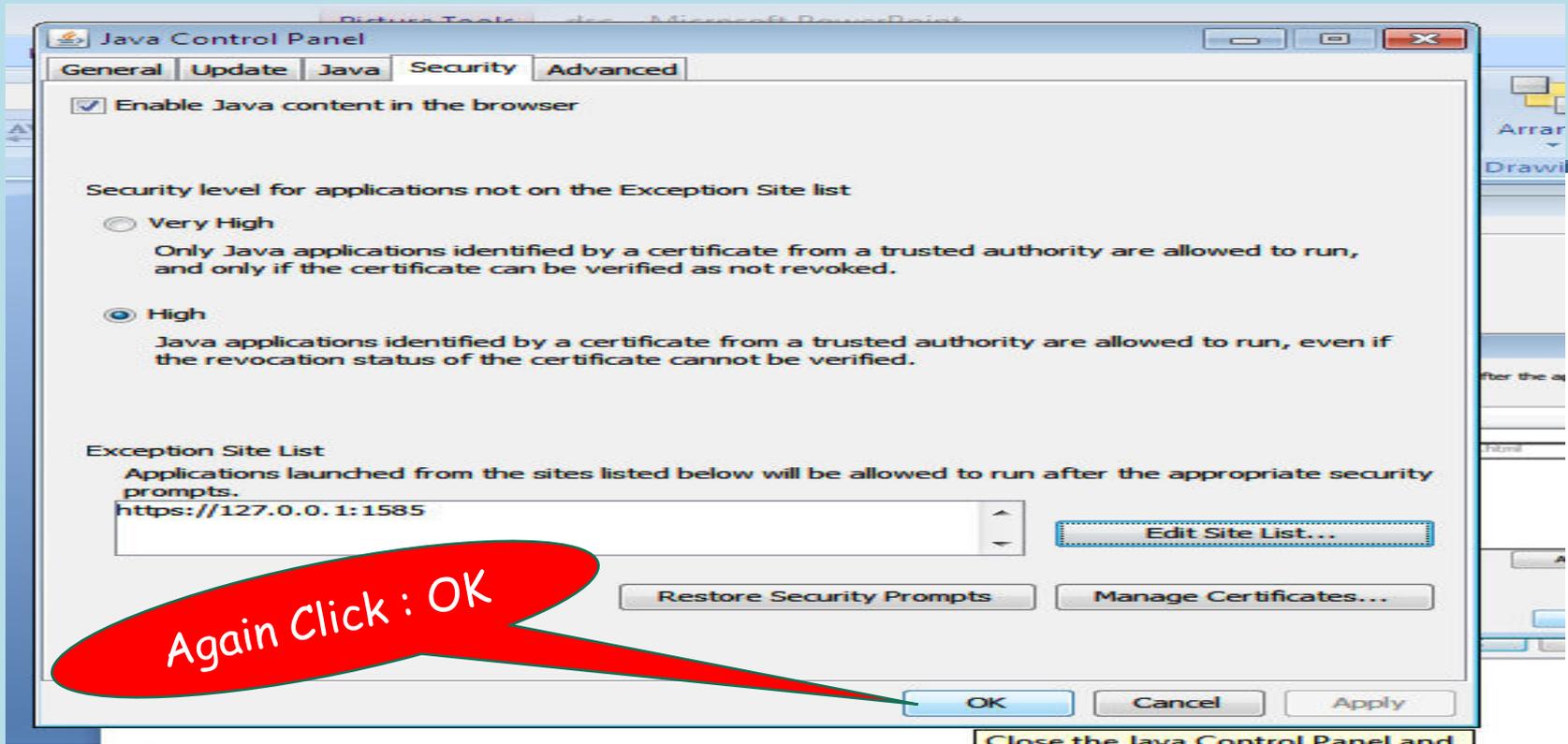


Type the Port address :  
**https://127.0.0.1:1585**



# Now click "OK"





# After Configuration :



The screenshot displays the 'Goods and Services Tax Digital Signature Signer' application window. The title bar includes the Government of India logo and the text 'Goods and Services Tax Digital Signature Signer'. The main content area shows a message: 'Note: If you want to stop the emSigner service running on your system then just click on Stop Service.' Below this, it states 'Server configured on port 1585' with a red arrow pointing to the text. A congratulatory message reads 'Congrats! emSigner service started successfully.' At the bottom right, there are two buttons: 'Hide Service' and 'Stop Service'. The version number 'V2.6' and copyright information 'Copyright © 2017 - 18. eMudhra Limited. All Rights Reserved' are visible at the bottom of the window.

Goods and Services Tax Digital Signature Signer

automatically.

Note: If you want to stop the emSigner service running on your system then just click on Stop Service.

Server configured on port 1585

Congrats! emSigner service started successfully.

Hide Service Stop Service

V2.6 Copyright © 2017 - 18. eMudhra Limited. All Rights Reserved

# Checkpoint - 6

## Insert your Token in Computer



# Insert the **TOKEN** Double click

Entersafe PKI Manager - ePass2003 - 160907

Certificate CN:  
Organization Name(O):  
Issuer(CN):  
Expired Date:  
SN:  
Key Usage:

Token List

- ePass2003

Field	Value
Token Name	ePass2003
Manufacturer	Feitian Technologies Co., Ltd
Model	ePass2003.Auto
Serial Number	222E15A70014002B
Total Memory	63488
Free Memory	41984

Login View Certificate  
Import Export  
Change User PIN Change Token Name  
Update Analysis Tool  
Delete Setting

New ePass Drivers Available! Click Update in Token Manager.

5 July 2017 21:44  
ENG US 10-06-2017



Click **login** button on **pop up**  
 Password : 12345678 **or** changed one



Click "login"

Entersafe PKI Manager - ePass2003 - 160907

Certificate CN:  
 Organization Name(O):  
 Issuer(CN):  
 Expired Date:  
 SN:  
 Key Usage:

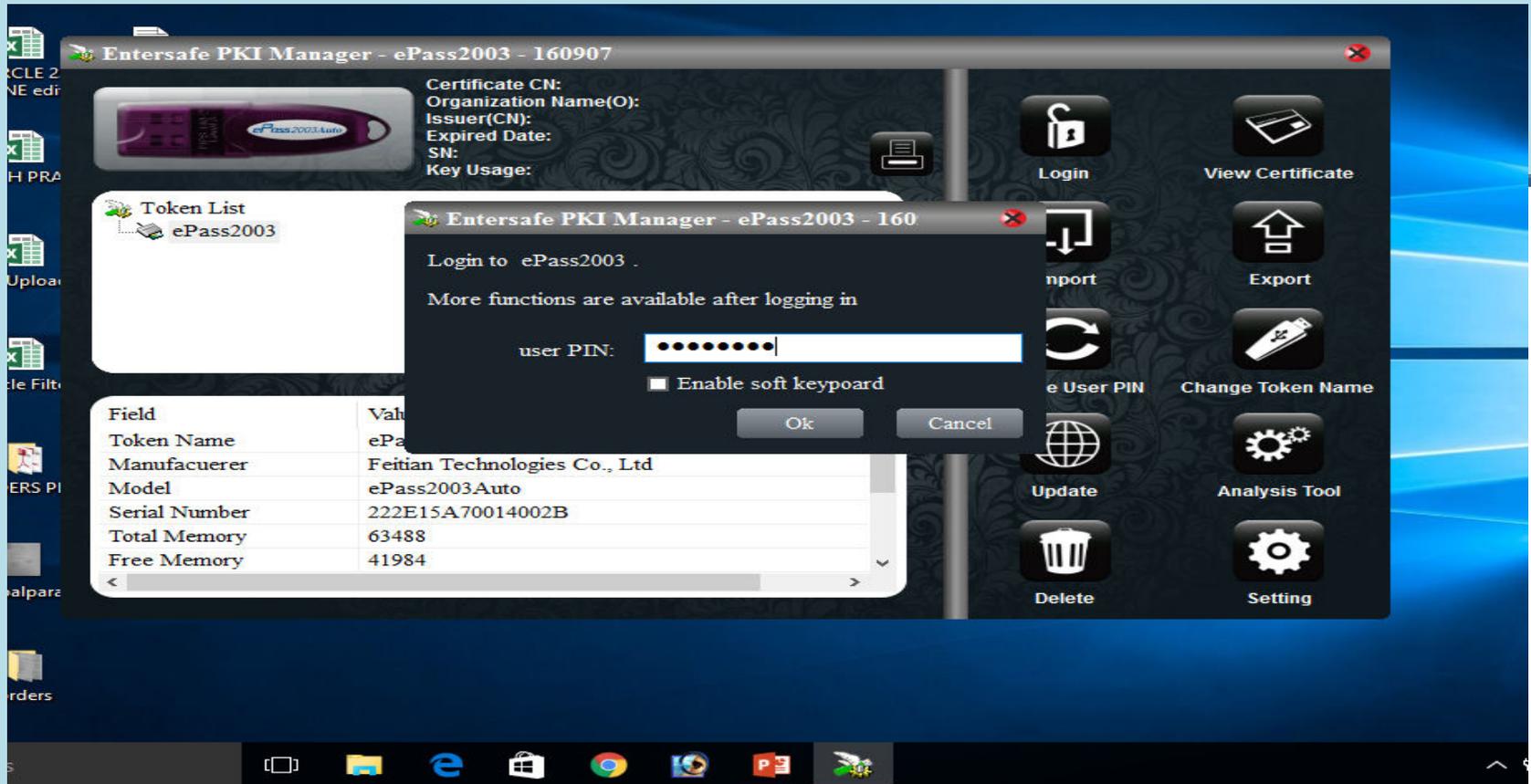
**Token List**

- ePass2003
  - User Certificates
    - BEDABRATA SAIKIA's e-Mudhra Sub CA for Class 2 Organisat
      - Public Key
      - Private Key

Field	Value
Token Name	ePass2003
Manufacturer	Feitian Technologies Co., Ltd
Model	ePass2003.Auto
Serial Number	222E15A70014002B
Total Memory	63488
Free Memory	41984

- Logout
- View Certificate
- Import
- Export
- Change User PIN
- Change Token Name
- Update
- Analysis Tool
- Delete
- Setting

# Enter your PIN(Password)



# Checkpoint - 7

Go to TIMS site  
Click " GST Officers Login"

TIMS  
Taxation Information Management System

**GOVERNMENT OF ASSAM**  
Assam

User ID: \*  
Password: \*  
Location Name: \*  
Please Select

Login Help

[GST Officers Login](#)  
[Cot Website](#)  
[HelpDesk \(Old\)](#)  
[HelpDesk \(New\)](#)  
[Tinxsys](#)  
[E-TIMS](#)  
[E-Mail login](#)

10.79.1.5

Click here

# Login with your credentials

## Login

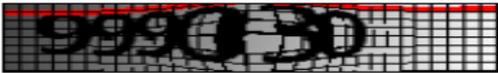
• indicates mandatory fields

**Username** •

**Login with**

Password •       OTP •       DSC

**Type the characters you see in the image below** •



**LOGIN**

# Process the application

Goods & Service Tax (GST) ... X

File Edit View Favorites Tools Help

Suggested Sites Web Slice Gallery

Skip to Main Content A+ A-

Goods and Services Tax

JAYANTA KUMAR HALOI  
Commercial Tax Officer(Supdt. Of Taxes) GUWAHATI-C - 5, Assam

6 2

Dashboard Services Help

Dashboard English

1  
registration Registration

1 Registration Application

0 Amendment Applications

0 Surrender Applications

0 Cancellation Proceedings

0 Opt in Composition Scheme

Alerts

Approved New Registration Application  
1 day ago

Application has been auto-approved because of no action from the tax authority/authorities  
1 day ago

Approved New Registration Application  
1 day ago

https://boweb.internal.gst.gov.in/boservices/%7B%7Bservers[mitem.server]%7D%7D%7B%7Bmitem.url%7D%7D

105%

17:38  
03/07/2017

# The rest as taught in training

The screenshot shows the dashboard of the Goods & Service Tax (GST) portal. The main navigation menu includes: Registration Application (1), Amendment Applications (0), Surrender Applications (0), Cancellation Proceedings (0), Opt in Composition Scheme (0), Opt out of Composition Scheme (0), and Application for Revocation of Cancellation (0). A notification on the right states: "Application has been auto-approved because of no action from the tax authority/authorities 1 day ago" and "Approved New Registration Application 1 day ago". Below the navigation menu, there is a "Registration Application" section with a filter for "Close by" (Today: 0, Tomorrow: 0, Day after Tomorrow: 0). A table lists the registration application details:

ARN Number	Business Name	Due Date	Status	Queries Raised
<a href="#">AA180717001430K</a>	Geetanjali Art	06/07/2017	Pending for action	0

Quick Links include: Pending Proceedings (For Short Filers, For Non Filers), Payments (Create Payment Challan, View Payment Challan). The system clock shows 17:38 on 03/07/2017.

# Make "Queries" if required

017      29/06/2017      No

Queries : Document Upload ✕

Choose the field ▾      Choose the query ▾      **ADD QUERY**

Please Specify(Maximum 500 Words)

State Queries      Center Queries

Field Name	Query Description	Action
Others (Please specify)	Document not uploaded.	 

**OK**

at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

Click " **GENERATE SCN**" if queries are made  
otherwise  
Click " **APPROVE**"

The screenshot displays the 'Remarks & Notings' section of the GST BO Services portal. The address bar shows the URL: <https://boweb.internal.gst.gov.in/boservices/auth/newregistration/process>. The page title is 'GST - BOServices'. The main content area includes a text input field with the placeholder text 'Make the rectification and resubmit'. Below the input field is a 'Browse...' button and a note: 'File with PDF format is only allowed. Maximum file size for upload is 100 KB.' At the bottom of the page, there are three buttons: 'BACK', 'GENERATE SCN', and 'APPROVE'. A 'Submit with DSC' button is also visible below the 'GENERATE SCN' button. Three red callout boxes are overlaid on the image: one pointing to the text input field with the text 'Add remark', one pointing to the 'GENERATE SCN' button with the text 'Click: "/>

This pop up will appear  
First select your name  
Next : Click "Sign"

Remarks & Notings

Make necessary rectification and

Browse..

File with PDF format is only allowed  
Maximum file size for upload is 10

1. Select your name

2. Click : "Sign"

Cancel View Certificate Sign

ADD REMARKS

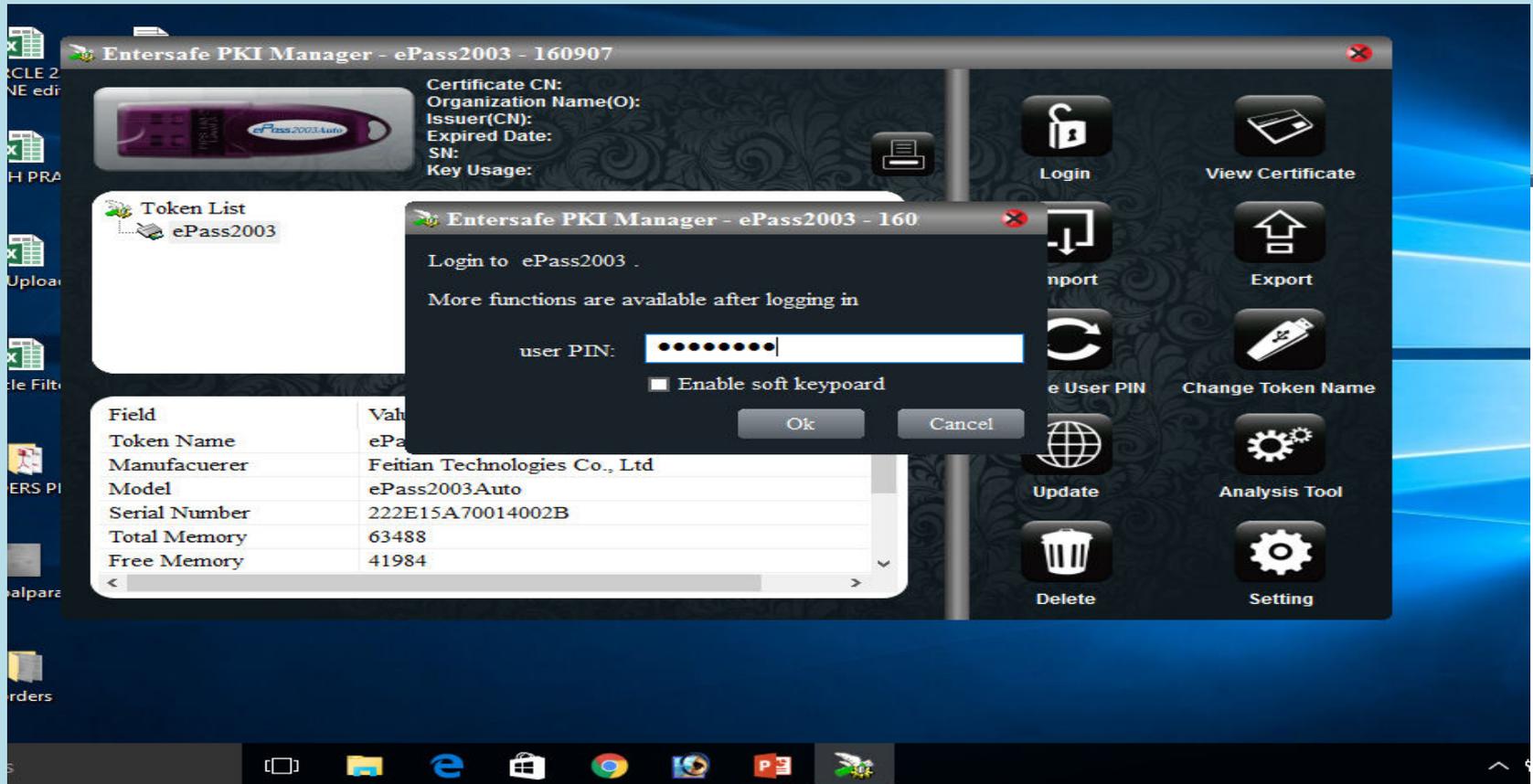
BACK GENERATE SCN APPROVE

Retrieving installed digital signatures..

Copyright © 2017 - 18, eMudhra Limited. All Rights Reserved

Common Name	Issuer Name	Serial No	Expiry Date
JAYANTA KUMAR HALOI	e-Mudhra Sub CA for ...	14098447	12-06-2019

# Enter your PIN(Password)



# You have successfully performed your task

The screenshot shows a web application interface with a dark blue header and a light blue background. A white dialog box with a close button (X) is centered on the screen. The dialog box contains the following text:

**Success**

Show Cause Notice has been generated

Click on ok to redirect to dashboard

**OK**

The background interface includes a breadcrumb trail: Dashboard > Processing of New Register. Below this, there is a yellow-green box containing the text: ARN AA180717001430K. At the bottom, there is a dark blue navigation bar with several menu items, each with a checkmark icon: Business Details, Promoter / Partners, Authorized Signatory, Authorized Representative, Principal Place of Business, Additional Place of Business, Goods and Services, Bank Accounts, and State Specific Information.

# See -Check- Seek- Sign



# ALL THE BEST WISHES

