

User Guide for Enrolment on GSTN Portal (www.gst.gov.in)

(Migration to GST)

GST Migration starts from 30-November-2016 for West Bengal State. Once Dealer will login on West Bengal Commercial Tax Department Portal (www.wbcomtax.gov.in) using his Login Id (VAT TIN) and credentials. It will show pop-up window which will show details of **GSTN Provisional Id** and **Temporary password** on screen to enroll on GSTN Portal (www.gst.gov.in). Enrolment Process schedule for Dealer of West Bengal State is from **30-Nov- 2016** to **15-Dec-2016**. Refer <https://www.gst.gov.in/> for further details for GSTN related process/news/video/user guide etc.

The screenshot shows the website of the Directorate of Commercial Taxes, Government of West Bengal. The browser address bar shows www.wbcomtax.gov.in, which is circled in red. A yellow callout box labeled "Goto-" points to this address bar. The website header includes the Government of West Bengal logo and the text "Government of West Bengal Directorate of Commercial Taxes". A navigation menu contains links for Home, Citizens' Charter, About Us, Act & Rule, Circular / Notification, Schedules & Forms, Dealer / Form Search, e-Services, Users, and Feedback. The main content area features a quote by Rabindranath Tagore and a notice regarding the migration to GST. A yellow callout box labeled "Clickon-" points to the "Dealer Status" link in the "Other Services" menu. The notice states: "All the existing dealers under the WB VAT Act, 2003 are requested to update mobile no. and email id of their own through 'Dealers Profile' using the link (<https://egov.wbcomtax.gov.in/DealerProfile/>) by 10/11/2016 for the purpose of registration under the GST Act. This is in order to ensure security and confidentiality and avoid misuse of user id and password to be sent by GSTN to the dealers through SMS and emails." Below the notice, there is a red banner with the text: "Last date for uploading data for VAT, CST, ST, E.Tax Returns for Q.E. 30/09/2016 has been extended to 28/11/2016". A blue banner below that says "Help regarding migration to GST". At the bottom, there are four buttons: Noticeboard, General Informations, User Manuals, and e-Return. The footer includes the "What's New" section and logos for India.gov.in and BSNL.



Enter User ID & Password.
Click on Submit to login

Instruction for viewing Dealer's Profile :

1. Enter User id and Password and Click the "Submit" button .
2. Dealer's Profile will be shown for current financial year such as :
 - a) Electronic VAT Return
 - b) Electronic CST Return
 - c) Electronic CST Declaration Forms Issued (including dematerialized forms)
 - d) e-Waybill Issued (including dematerialized forms)
 - e) e-Payment Made
 - f) Application Status for CST DF and e-Waybills
 - g) Demand Notice
 - h) Assessed Dues
 - i) Return Filing Through VRP
 - j) STDS By Contractees During a month
 - k) Quarter Wise Mismatch
 - l) View and Download Registration Details at the time of Registration
 - m) Download VAT Return Certificate

User ID*

Password*

e-Gov version 3.1.1

[Forget Password](#)



Close

GST CREDENTIALS FOR DEALERS

N.B.:Please collect the following information and Register yourself through GSTN portal.

Please collect the information below

VAT TIN :	19661427687
PROVISIONAL ID :	19AAQCS6867C1ZQ
ACCESS TOKEN :	666086045a
GSTN URL :	https://www.gst.gov.in/

ProvisionalGSTLogi

ProvisionalGSTLoginPass

ClickonthislinktoreachGSTlogin

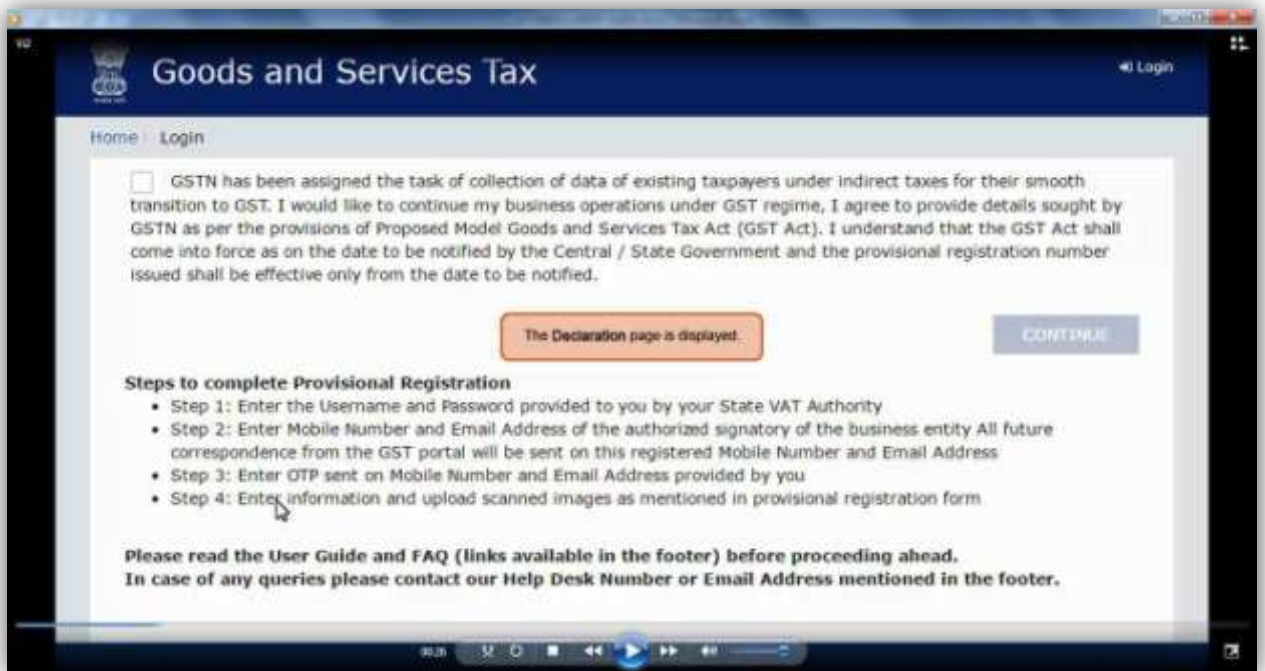
1) Dealer will now open GSTN Portal (www.gst.gov.in) for Further Enrolment Process



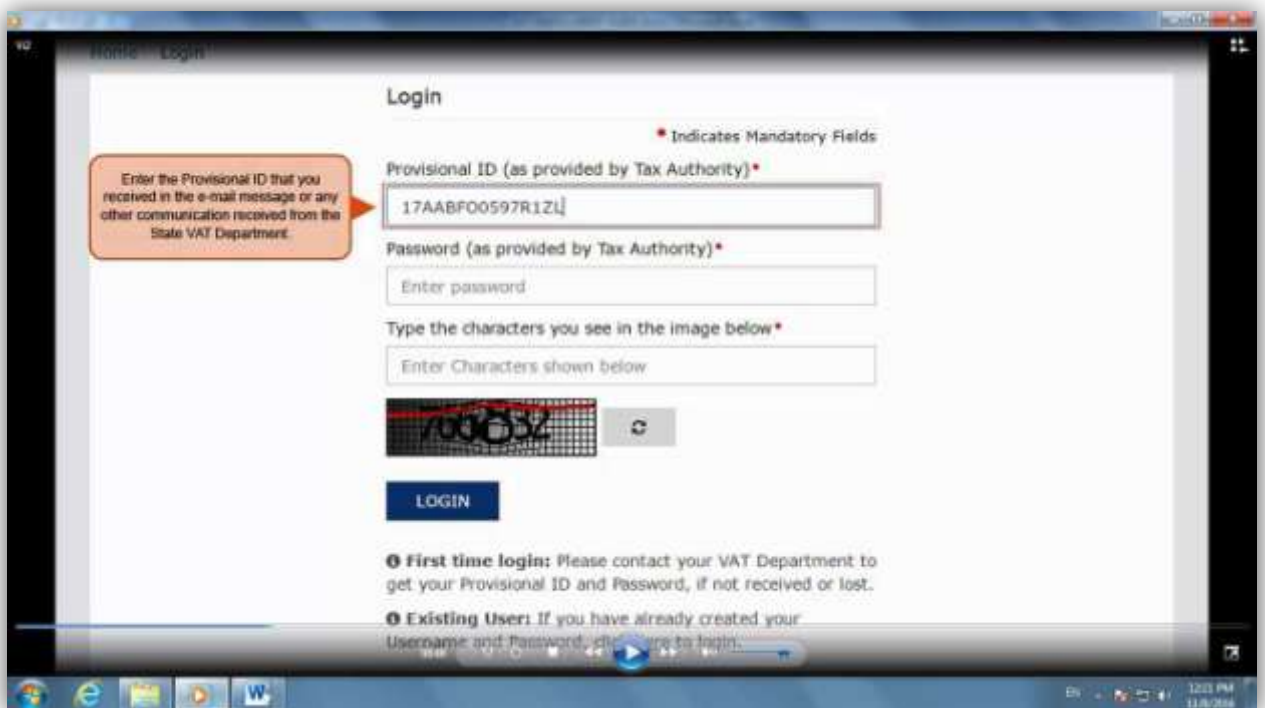
2) For first time log in, click the NEW USER LOGIN



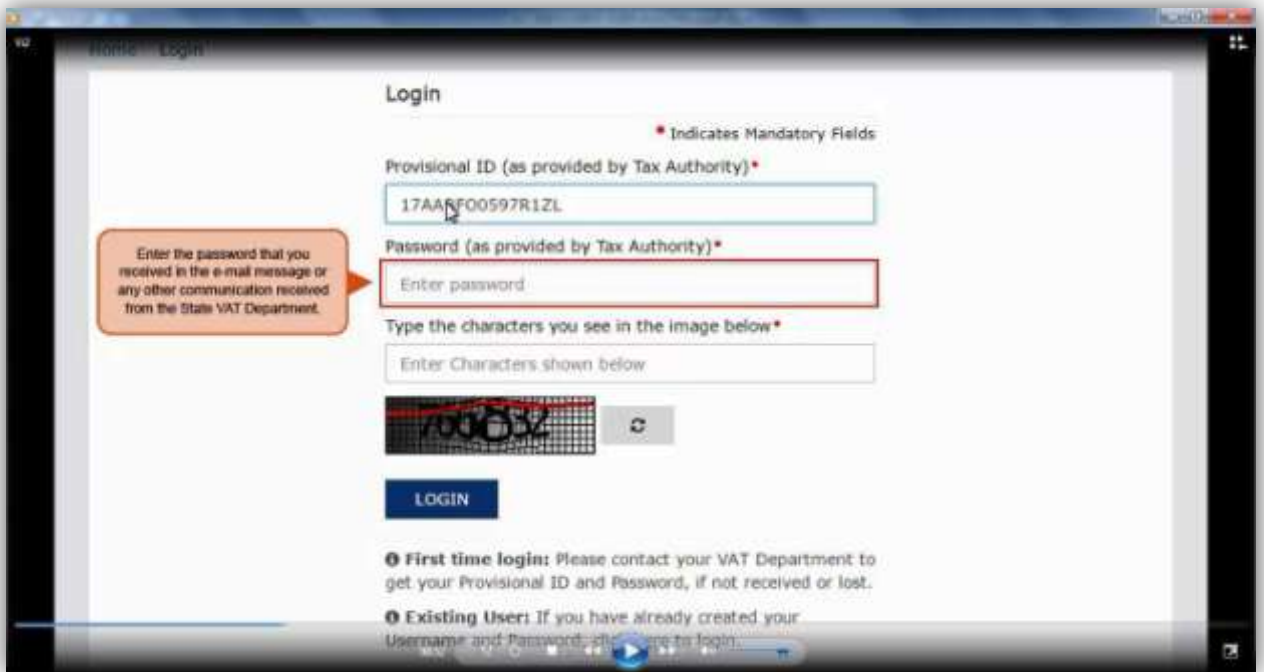
3) Tick on Declaration submit through continue button.



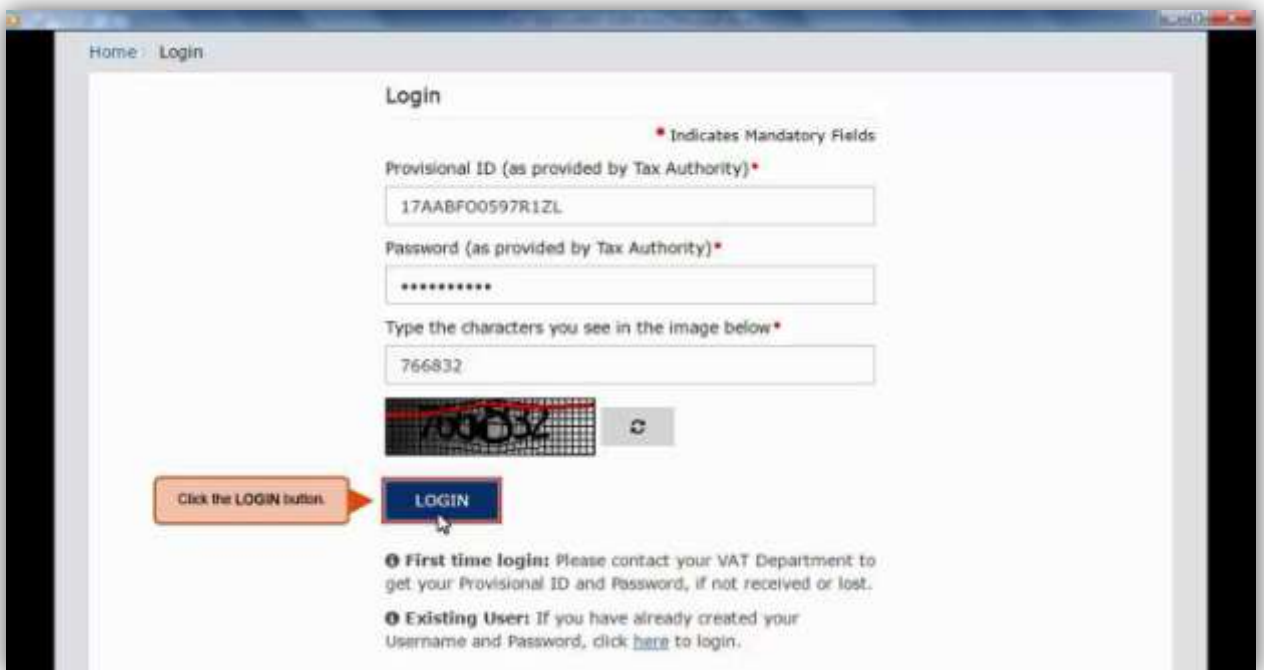
4) Enter provisional id provided by state authority.



5) Enterpassword providedbyState authority.



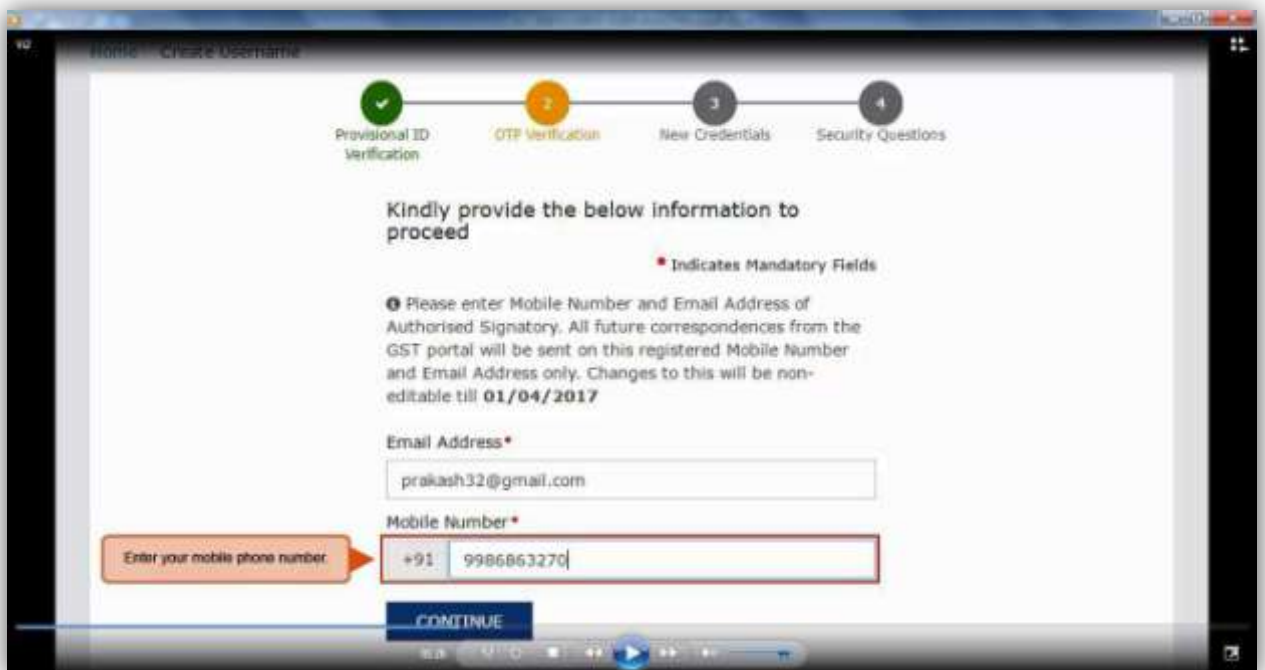
6) EnterCaptchavalue shown inimage.



7) Entervalidemailandmobile no.



8)



9) Enter separate OTP received on email and mobile.



10) Click on Resend OTP button in case OTP is expired.



11) Enter the New username and new password for the next time login and fill up other details.

Provisional ID Verification OTP Verification **New Credentials** Security Questions

Kindly provide the below information to proceed

• Indicates Mandatory Fields

New Username*

prakash_32

You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))

New Password*

Enter New Password

Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, once upper case letter, one lower case letter and one special character

Re-confirm Password*

Enter a Password that you will be using from next time onwards.

12) Enter security answers. This is required to reset password in case user forgets.

Provisional ID Verification OTP Verification New Credentials **Security Questions**

Security Questions (To enable you to retrieve your password in case you forget it)

• Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) /Year of commencement of Business? (Others) *

Enter Security Answer

2. What is the name of your mother (in case of Proprietorship) /Mother name of Primary Authorized Signatory? *

Enter Security Answer

3. Name your main commodity / service *

Enter Security Answer

4. Name of the first employer *

The Security Questions page is displayed. There are five questions on this page.

13)

100% Create Username

Provisional ID Verification OTP Verification New Credentials Security Questions

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.

Security Questions (To enable you to retrieve your password in case you forget it)

* Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) /Year of commencement of Business? (Others) *
Enter Security Answer
2. What is the name of your mother(in case of Proprietorship)/Mother name of Primary Authorized Signatory? *
Enter Security Answer
3. Name your main commodity / service *
Enter Security Answer
4. Name of the first employee *

14)

1. What is the date of birth of Proprietor (in case of Proprietorship) /Year of commencement of Business? (Others) *
1990

2. What is the name of your mother(in case of Proprietorship)/Mother name of Primary Authorized Signatory? *
prabha

3. Name your main commodity / service *
paper

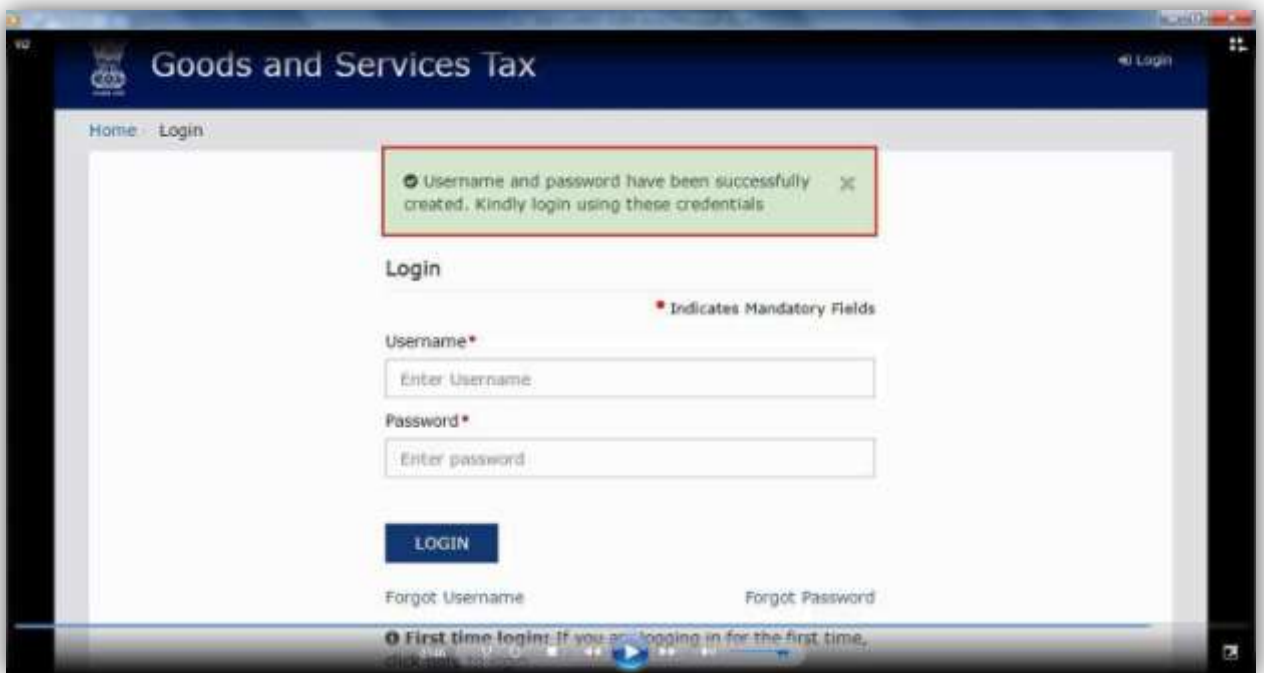
4. Name of the first employee *
abhilash

5. Personal Mobile Number of Proprietor / Authorized Signatory *
9986863270

For each security question, enter the answer.

SUBMIT

15) Now login with new username and password.



16)



17) Fill up details of business.

Business Details	Promoter / Partners	Authorized Signatory	Principal Place of Business	Add place of business	Goods & Services	Bank Accounts	Verification
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Notice the five fields are auto-populated: Legal Name of Business (as per PAN), Legal Name of Business (as per current tax Act), PAN of the Business, State and Zone/ District/ Ward/ Zone. * Indicates mandatory field

Details of your Business

Legal Name of Business (as per PAN) Prakash Agarwala	Legal Name of Business (as per current tax Act) OM PRAKASH AGARWALA	PAN of the Business AABF00597R
Trade Name Enter Trade Name	Constitution of Business * Select One Business Area	
State Meghalaya	Zone/ District/ Ward/ Zone circle	Zone/ District/ Ward/ Zone No * Select

Please Indicate All Existing Registrations

Registration Type * Select	Registration No. * 	Date of Registration * DD/MM/YYYY	ADD
Enter the details of your existing registration details like State VAT Registration, Central Excise, Service Tax Registration.			CANCEL

Document Upload

Proof of Constitution of Business *
Select

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 1 MB

Choose File No file chosen

BACK SAVE & CONTINUE

18) Enter details of promoter/partner details.

Business Details **Promoter / Partners** Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

In the Promoter / Partners tab page, enter the details of your stakeholders including PAN details. • Indicates mandatory field

Details of Managing / Authorized Partners

Personal Information

First Name* Enter the First Name	Middle Name Enter the Middle Name	Last Name Enter the Last Name
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
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

Select the Also authorized Signatory option in case details entered here are of primary authorized signatory

BACK SHOW LIST ADD NEW SAVE & CONTINUE

19) Enter details of authorized signatory.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	27%

Business Details Promoter / Partners Authorized signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Authorized Signatory Remember to select the Primary Authorized Signatory option when you are entering the details of the primary authorized signatory. * indicates mandatory field

Primary Authorized Signatory

Personal Information

First Name* Middle Name Last Name

Name of Father/Husband

First Name* Middle Name Last Name

Date of Birth* Mobile Number* Email Address

Gender* Male Female Others Telephone Number

Residential Address in India

Building No. / Flat No.* Floor No. Name of the Premise / Building

Road / Street* Locality / Village*

State* District* PIN Code*

Document Upload

Proof of appointment of Authorized Signatory*

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

You can upload your photograph by taking a selfie with your device camera.

20) Enter details of principal place of business.

Business Details ✓ **Promoter / Partners** **Authorized Signatory** **Principal Place of Business** **Add place of business** **Goods & Services** **Bank Accounts** **Verification**

• Indicates mandatory field

Details of Principal Place of Business

Address

In the Principal Place of Business tab page, enter the details of the principal place of business.

Building No. / Flat No.* Floor No. Name of the Premise / Building

Road / Street* Locality / Village*

State* District* PIN Code*

Contact Information

Office Email Address* Mobile Number* Office Telephone Number

Office FAX Number Navigate and upload the relevant Proof of Principal Place of Business.

Nature of possession of premises*

Nature of possession of premises

Document Upload

Proof of Principal Place of Business*

File with PDF or JPEG format is only allowed.
Maximum file size for upload is 1 MB

No file chosen.

Nature of Business Activity being carried out (You may select more than one)*

<input type="checkbox"/> Bonded Warehouse	<input type="checkbox"/> EOU / STP / EHTP
<input checked="" type="checkbox"/> Factory / Manufacturing	<input type="checkbox"/> Input Service Distributor (ISD)
<input checked="" type="checkbox"/> Leasing Business	<input type="checkbox"/> Office / Sale Office
<input type="checkbox"/> Retail Business	<input type="checkbox"/> SEZ
<input type="checkbox"/> Service Provision	<input type="checkbox"/> Service Recipient
<input type="checkbox"/> Wholesale Business	<input type="checkbox"/> Works Contract
<input type="checkbox"/> Warehouse / Depot	

21) Enterdetailsof additionalplace of business.

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

• Indicates mandatory field

Details of Additional Places of your Business

Address

Building No. / Flat No. * Floor No. Name of the Premise / Building

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Goods Services

Details of Goods / Commodities supplied by the business

In the Goods and Services tab page, enter the HSN Code of the goods and commodities your business deals with.

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

Application Type	Provisional ID	Last Modified	Profile
Enrolment	17AABFO0597R1ZL	28/10/2016	32%

Business Details Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Goods Services

In case you are dealing with services, enter the SAC Code of the services offered by your business.

Details of Services offered by the business

Please specify top 5 services offered by your business

Search by Name or Code

Search SAC

BACK SAVE & CONTINUE

22) Enter details of bank accounts.

Business Details ✓ Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts Verification

Bank Accounts Maintained By the Applicant for Conducting Business

Account Number* Type of Account* Others*

Enter Bank IFSC Code* [GET ADDRESS](#) ⚠ Don't know your IFSC Code? Click here to find your bank

Bank Name Bank 📌 To search for IFSC Code of your bank, click the here link

Document Upload

Supporting Document*

📎 File with PDF or JPEG format is only allowed.
📎 Maximum file size for upload is 1 MB

No file chosen

Business Details ✓ Promoter / Partners Authorized Signatory Principal Place of Business Add place of business Goods & Services Bank Accounts **Verification**

* indicates mandatory field

Verification

I/We hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my/our knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory* Place*

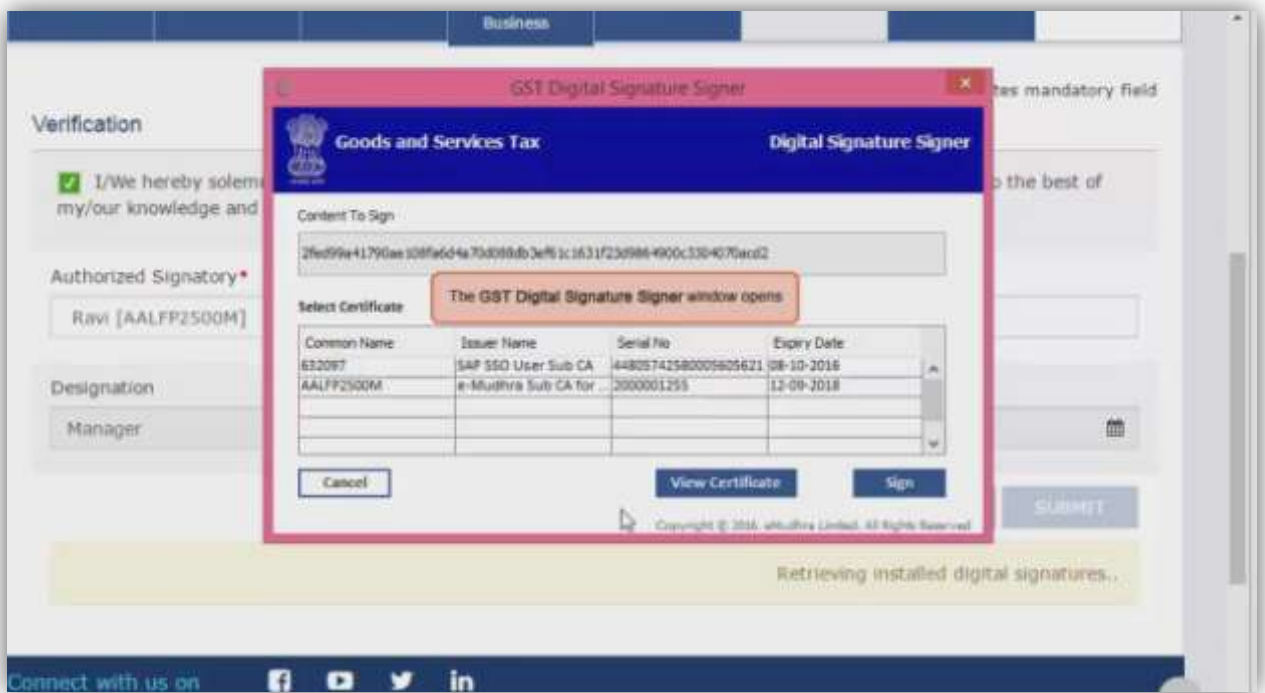
Designation Date*

23) Submit details with DSC/E-Signature.

The screenshot shows a web form titled "Verification" with a "Business" tab selected. A red asterisk indicates mandatory fields. The form contains a declaration checkbox, and input fields for "Authorized Signatory" (Ravi [AALFP2500M]), "Place" (Bangalore), "Designation" (Manager), and "Date" (07/10/2016). At the bottom, there are four buttons: "BACK", "SUBMIT WITH DSC" (highlighted with a red box), "SUBMIT WITH E-SIGNATURE", and "SUBMIT". A footer contains social media icons and the text "Connect with us on".

A warning dialog box is overlaid on the form. It features an orange warning icon (exclamation mark in a circle) and the heading "Warning". The text inside the dialog reads: "These informations are being collected under the Provisions of the Proposed Goods and Services Tax Act, 2016. Since All filled information along with annexure are subject to verification in the GST regime, therefore, in case of misleading / wrong / incorrect information with / without evidence shall attract provisions of cancellation as per the Provisions of Proposed Goods and Services Tax Act, 2016". At the bottom of the dialog are "CANCEL" and "PROCEED" buttons. The background form is dimmed, showing the "SUBMIT" button.

24) SelectDSCfrompopup windowand sign.



25) On successful submission it will show message on screen and you will receive notification with unique application reference number (ARN) on your registered email address and mobile phone number.

