

*A
Handbook on
Sign Up Process
On Web Portal*

Sign-Up

EASY way to Sign-Up:

1. Go to the Link New Sign Up in the home page
2. Data Entry
3. Submit the Form

Go to the New Sign-Up:

Go to the Rajasthan Commercial Tax Website i.e. <http://rajtax.gov.in>
As per shown below click on the New Sign Up which is in the center.

Home :: Feedback :: Mail Center :: Site Map :: Contact Us

Commercial Taxes Department
Government of Rajasthan
Official Website of Commercial Taxes Department - Rajasthan

Organization Act Rules Forms Tax Schedule Notification Schemes Help

Search this Website

Sign-In Registered Dealers

Login ID
Password
Type Dealer
Forgot Password
New User? Sign-up

Mission

"For the sake of welfare of the Subject, he (the king Dilip) received taxes from them just as the sun extracts water in order to render it back a thousand fold"

~Raghuvansha Mahakavyam

e-Services

- Templates For Filing E>Returns
- JRE Required For Using Digital Signature
- About Digital Certificate
- User Guides for all e-Services

View

- Budget 2008-09
- Budget 2007-08
- Tenders
- Advertisements
- VAT-FAQ
- VAT-Whitepaper

News and Updates

Jaipur Vat Dhan Laxmi Draw dated 17.11.08
VAT Dhan Laxmi Draw for Udaipur Zone
Tender: Cancellation of Tender for Tax Collection
More...

Dealer Accounting Tool

Tool for your VAT transactions.
Download DAT

General Information

- CTD Zones & Circles
- CTD Phone Nos.
- CTD IP Phone Nos.
- CTD Holiday List

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TATA CONSULTANCY SERVICES

Total Visits: 973752
Thank You for Visiting
Last Updated: 24/11/2008

Contact Official for Website Related Queries: Ramesh Sharma (Phone: 141-510 3043)
VAT Help Line Number: 141-2227141

1. Click on New Sign Up

Screen-1

To get registered on the website click "New User? Sign-up".

A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.

The screenshot shows the 'New User Registration' form on the Commercial Taxes Department website. The form includes the following fields and instructions:

- 1. Enter TIN here.
- 2. Enter Effective Date of Registration here.
- 3. Enter PAN No. here.
- 4. Enter Firm Name.
- 5. Enter Principal Place of Business Address.
- 6. Constitution of Business.
- 7. Enter LandLine Number.
- 8. Enter Cell Number 1.
- 9. Enter Cell Number 2.
- 10. Enter your email id.
- 11. Enter password here.
- 12. Enter your password again here.
- 13. Select the security question.
- 14. Enter the security Answer.
- 15. Click here to read the terms and conditions.
- 16. Click on "I accept the terms".
- 17. Click on back to go back to home page.
- 18. Click on submit to get registered.

The form also includes a 'Back' button and a 'Submit' button. The page is labeled 'Screen-2'.

Please enter the details as below: -

Sr. No	Label	Data Type	Action to be performed
1.	TIN	Numeric	Enter your TIN.
2.	Effective Date of Registration	Date	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN No	Alphanumeric	Enter your PAN No. This is mandatory field.
4.	Firm Name	Alphanumeric	Enter your Firm Name.
5.	Address of Principal Place of Business	Alphanumeric	Enter your Principal place of business
6.	Constitution of Business	Combo Box	Select your business constitution
7.	LandLine Number	Numeric	Enter the Land Line Number
8.	Cell Phone 1	Numeric	Enter the Cell Phone Number
9.	Cell Phone 2	Numeric	Enter the second Cell Phone Number
10.	E-mail Id	Alphanumeric	Enter your e-mail id
11.	Password	Alphanumeric	Enter your Password (should be more than or equal to 8 characters in length)
12.	Confirm Password	Alphanumeric	Enter the same Password
13.	Security Question	Characters	Select the question for security purpose. (This will be required if you forget your password. So please remember it.)
14.	Security Answer	Characters	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
15.	Terms and Conditions	Hyperlink	Click on this link to read the terms and conditions.
16.	I accept the terms	Check box	Read the terms and tick the check box
17.	Back	Button	Click on this button to go back to home page.
18.	Submit	Button	The button would be disabled in the beginning. But when the check box for "I accept the terms" is checked, it becomes enabled. Click on submit to register on the web portal.

After filling up the details as above, please click on submit .Details will be verified by the system and if they are found correct, system will give successful registration message immediately on the screen itself. This registration is one time requirement. Next time dealer has to login with the password adopted by dealer in this step. Dealer Login id is his 11 digit TIN.

- On invalid Entry of either TIN No. you will get the following page with the message "Invalid TIN":

Invalid TIN

The screenshot displays the 'New User Registration' page of the Commercial Taxes Department, Government of Rajasthan. The page header includes navigation links: Home, Feedback, Mail Center, Site Map, and Contact Us. The main navigation menu contains: Organization, Act, Rules, Forms, Tax Schedule, Notification, Schemes, and Help. A search bar is located on the left side. The registration form contains the following fields and labels:

- TIN ***: A text input field with an error message "Invalid TIN." above it. A note states "TIN will be the Login Id to Login".
- Registration Effective Date ***: A date picker field with a note "Enter the date in (DD/MM/YYYY) format."
- PAN ***: A text input field.
- Firm Name**: A text input field.
- Address of Chief Place of Business ***: A dropdown menu with "jaipur" selected.
- Constitution of Business ***: A dropdown menu with "Public Ltd. Company" selected.
- Landline Number**: A field with a "+91" prefix and a note "Do not enter 0 in the start of STD Code."
- Cell Phone1**: A field with a "+91" prefix and a note "Do not enter 0 in the start of Number."
- Cell Phone2**: A field with a "+91" prefix and a note "Do not enter 0 in the start of Number."
- Email Id ***: A text input field.
- Password ***: A text input field with a note "(Minimum be 8 character)".
- Confirm Password ***: A text input field.
- Security Question ***: A dropdown menu with "Select" as the current selection.
- Security Answer**: A text input field.
- Terms and Condition**: A checkbox labeled "I accept the terms".

At the bottom of the form is a "Submit" button. Below the form is a "Back" button. The left sidebar contains sections for "e-Services" (e>Returns, e-Payments, e-Communication, e-VAT 47A/49A), "Websites" (Govt. of Rajasthan, Finance, Budget, VAT Related Sites, Rajasthan Tax Board, Rajasthan High Court, TINXSYS), and footer information (Powered by: TATA CONSULTANCY SERVICES, Total Visits: 1004851, Thank You for Visiting, Last Updated: 17/11/2008).

Screen-3

- If you have already Signed Up you will get “User is already Registered” in the following way:

User is already registered

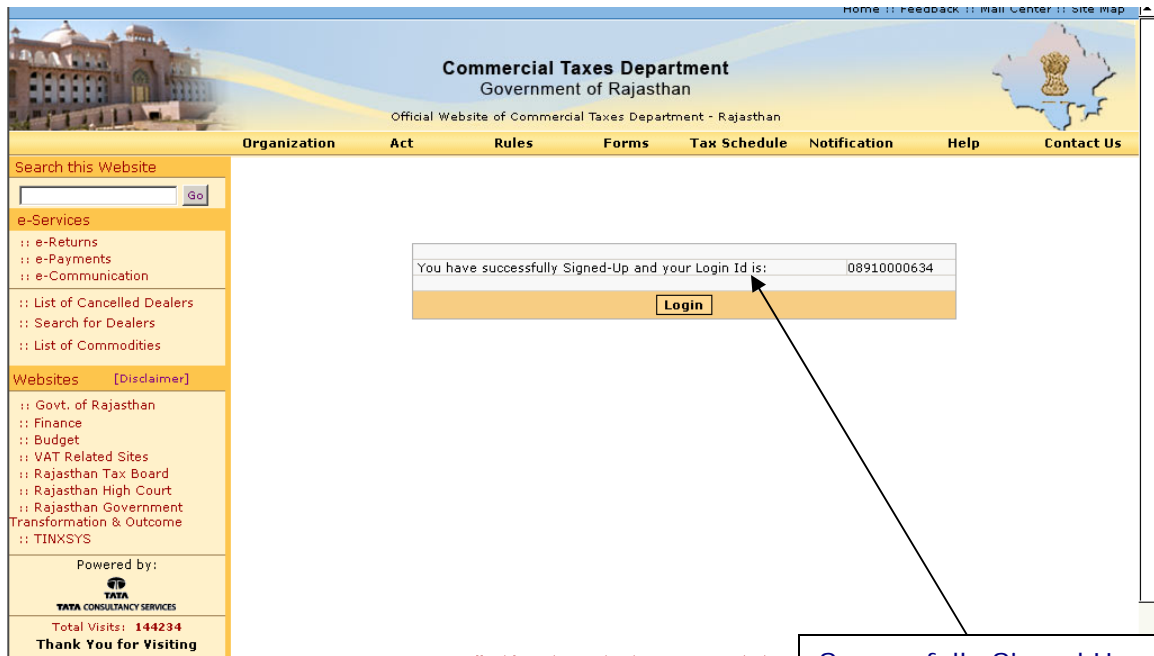
The screenshot displays the 'New User Registration' page on the Commercial Taxes Department website. A red error message, 'User is already Registered.', is prominently displayed at the top of the registration form. The form contains the following fields and options:

- TIN ***: Text input field. Note: TIN will be the Login Id to Login.
- Registration Effective Date ***: Text input field. Note: Enter the date in (DD/MM/YYYY) format.
- PAN ***: Text input field.
- Firm Name**: Text input field.
- Address of Chief Place of Business ***: Text input field with a dropdown menu, currently showing 'jaipur'.
- Constitution of Business ***: Dropdown menu showing 'Co-Operative Society'.
- Landline Number**: Text input field with a '+91' prefix and a note: 'Do not enter 0 in the start of STD Code.'
- Cell Phone1**: Text input field with a '+91' prefix and a note: 'Do not enter 0 in the start of Number.'
- Cell Phone2**: Text input field with a '+91' prefix and a note: 'Do not enter 0 in the start of Number.'
- Email Id ***: Text input field.
- Password ***: Text input field. Note: (Minimum be 8 character)
- Confirm Password ***: Text input field.
- Security Question ***: Dropdown menu with 'Select' as the current selection.
- Security Answer**: Text input field.
- Terms and Condition**: A checkbox labeled 'I accept the terms'.

At the bottom of the form is a 'Submit' button. Below the form is a 'Back' button. The left sidebar contains navigation links for e-Services, Websites, and a footer with contact information and a 'Thank You for Visiting' message.

Screen

- If you get “You have successfully Signed-Up and Your Login Id is : _ _ _ _ _” message than this shows that you are now the member of this website and you can login with your given login details.



Screen-5

Important Points to be kept in mind:

1. The fields having * are mandatory.
2. Before Signing Up the website you need to register yourself for VAT.
3. You need to accept Terms and Conditions by checking the form to submit your details for Sign Up.