



Chhattisgarh Commercial Tax Department

e-Services

User Manual

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Introduction

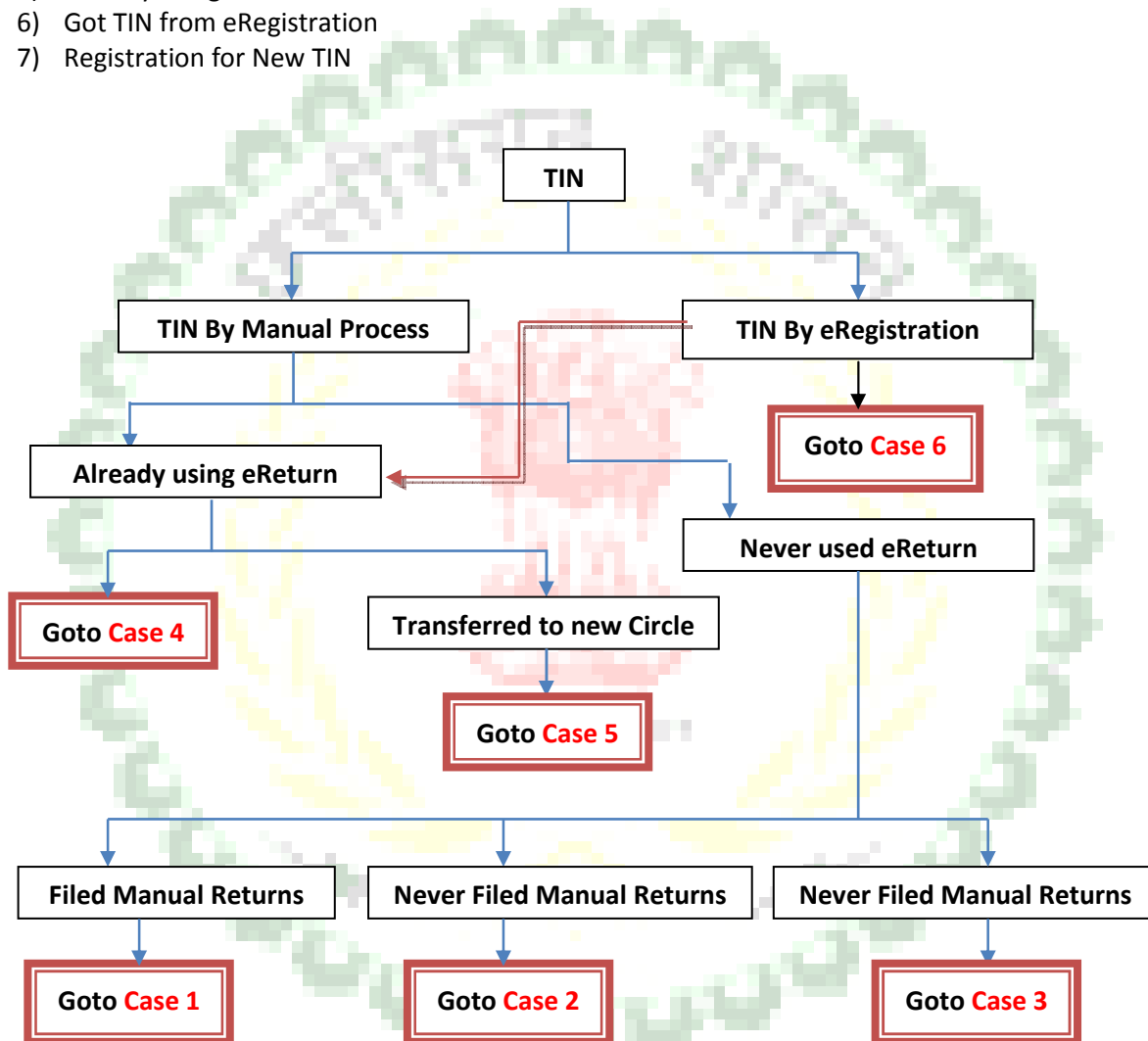
- 1> For all online service available for dealers of Chhattisgarh Commercial Tax Department, it was required that they should have a common login credentials to access their online services. So e-Services introduces for this purpose.
- 2> Users who were using e-Return from earlier need not to register in e-Services, they can use their e-Return Username, password here to login in eServices.
- 3> User, who has TIN but never used e-Return, needs to register in e-Services.
- 4> User who got TIN through e-Registration need to use given link "For e-Registration User" on login page. They need to request from there to use their e-Registration credentials to login in e-Services.



***Before Begin for eServices

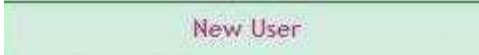
Choose what kind of dealer you are and then register for eServices...

- 1) Got TIN by manual process but never used eReturn and filed manual Returns
- 2) Got TIN by manual Process ,never used eReturn & didn't file any Return manually
- 3) Got TIN by manual Process , never used eReturn & filed only Composition Return manually
- 4) Already using eReturn
- 5) Already using eReturn and now transferred to new Circle
- 6) Got TIN from eRegistration
- 7) Registration for New TIN



Case1> Got TIN by manual process but never used eReturn and filed manual Return

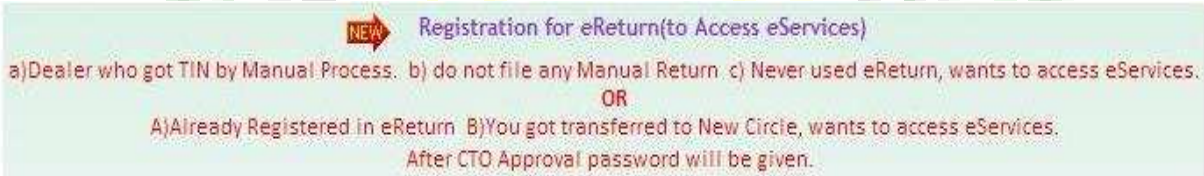
This kind of dealer need to register first for eServices form Login Page. Click the link “New User” as shown in figure below and then select “Apply for eServices”.



New User

Case2> Got TIN by manual process, never used eReturn & didn't file any Return manually

Dealer who got Tin by manual Process, never used eReturn & didn't file any Return manually can register here to access eServices. These kinds of dealers shall get password after CTO approval. Go to login page of eServices and apply from this link shown in figure below...

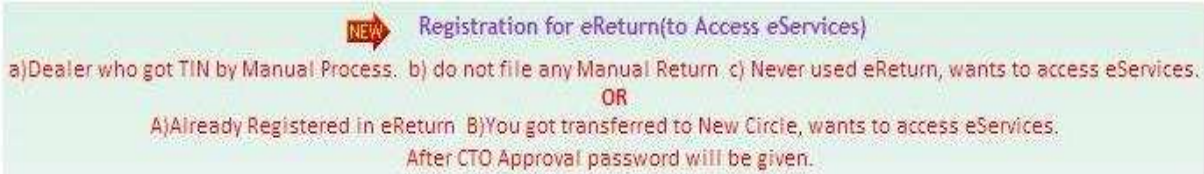


NEW Registration for eReturn(to Access eServices)

a)Dealer who got TIN by Manual Process. b) do not file any Manual Return. c) Never used eReturn, wants to access eServices.
OR
A)Already Registered in eReturn B)You got transferred to New Circle, wants to access eServices.
After CTO Approval password will be given.

Case3> Got TIN by manual process, never used eReturn & filed only Composition Returns Manually

Dealer who got TIN manually, never used eReturn and filed only Composition Returns by manual process can register here to access eServices. These kinds of dealers shall get password after CTO approval. Go to login page of eServices and apply from this link shown in figure below...



NEW Registration for eReturn(to Access eServices)

a)Dealer who got TIN by Manual Process. b) do not file any Manual Return. c) Never used eReturn, wants to access eServices.
OR
A)Already Registered in eReturn B)You got transferred to New Circle, wants to access eServices.
After CTO Approval password will be given.

Case4> Already using eReturn

Dealer who is already registered to eReturn NEED NOT to Register for eServices. They can login from their eReturn login id password to eServices.

Case5> Already using eReturn & now transferred to new Circle

Dealer who is using eReturn and now they got transferred to new Circle can register here to access eServices. These kinds of dealers shall get password after CTO approval. Go to login page of eServices and apply from this link shown in figure below...

NEW Registration for eReturn(to Access eServices)

a) Dealer who got TIN by Manual Process. b) do not file any Manual Return. c) Never used eReturn, wants to access eServices.
OR
A) Already Registered in eReturn B) You got transferred to New Circle, wants to access eServices.
After CTO Approval password will be given.

Case6> Got TIN from eRegistration

Need to apply first from link “For eRegistration User” on login page of eServices. See the figure below. After apply here within 7 days they shall receive a mail to use eServices with their eRegistration username Password.

IMP: This process will eliminate in future when eRegistration is also integrated with eServices.



Case7> Registration for new TIN (eRegistration)

eRegistration is not combined at present with eServices. So user applies for Tin or Get new TIN in same way as they are getting it in present. In future this process will also combine with eServices.

Go to <http://cg.nic.in/eRegistration/>

FAQ's(Frequently Asked Questions)

Q1 :- I'm a dealer have Valid TIN but never used any online service of department, how can I use e-Services?

A1 :- Go to e-Services. Click the link "New User". Then Select "Apply for new Service". A simple registration form need to fill, after submit you'll get username password on screen and also sent to your email id.

Q2 :- I'm a dealer using e-return Service of Department, how can I use e-Services?

A2 :- Go to e-Services. Use your existing e-Return Username password to login in e-Services.

Q3 :- I'm a dealer got Username & Password from e-Registration, but I'm not able to login in e-Services with my e-Registration username password?

A3 :- Go to e-Services. Click the link "For eRegistration User". Fill the request Form, mention here the info which you mentioned in e-registration and a valid email id, within 7 days you'll informed to use e-Services with your existing e-Registration username password.

Q4 :- I registered with eServices, but I didn't select any service there, now on login I cant see any service link, only text given "No service Requested"?

A4 :- Go to e-Services and login, see the link Edit services, check the service you want to use and submit.

New User Registration

On Click on Link New User, there are two options available

➔ Apply for new TIN

➔ Apply for new e-Service

1> Apply for new Tin--- Service is under construction and will come soon.

2> Apply for new e-Service--- Service is used by the dealers who have valid TIN but not using any online service of CG Commercial Tax Department.





eServices
Chhattisgarh Commercial Tax Department

Home About e-Services User Manual Downloads Support FeedBack Faq's

Registration for e-Services
-: Minimal Entry For e-Service Uses :-

TIN *
Dealer Name *
PAN *
Business Name *
Business Address 1 *
Business Address 2
Email *
Mobile No. *
Telephone No. :

-: Services Applied for :-

(1) e-Return :
Return Type(Composition)
(Tick only if you are a Composition Dealer) :

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The some of your information need to fill here , a small registration process, which take your some of the important details, including any one of your manual return information of last 5 years to validate registration.

After Submit all entries, your password will visible to you on screen and also sent to your email id mentioned in registration.

Please provide a valid email id at the time of registration, because all the future communication will entertain on this email id only.

Login Process

If you have a username and password then you can login to e-Services.

- 1> E-Return User will login with existing username password.
- 2> E-Services User when register to e-Services got a username password.
- 3> E-registration users need to request first to login by their existing username password of e-Registration to login to eService.

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What's new in e-Services :-

Points to be Noticed:

- 1> This site is compatible with Microsoft Internet Explorer 6 and above. Best viewed in 1024 x 768 resolution.
- 2> Please Clear your Browser History, cookies and Temporary internet files in 2-3 days for better Performance.
- 3> This service is to provide a common login for all departmental e-Services (like e-Return, C-Form or any up coming service in future) provided for dealers..
- 4> e-Return Users need not to register here, they can login from the same password. if they want to use C-form, login from here and goto Edit Service and enable C-Form.
- 5> User who is not using e-Return need to register here to use any of the departmental e-Service (like e-Return, C-Form or any up coming service in future) provided for dealers.
- 6> After Registration Process, Password will visible to your screen and also send to e-mail id. So n0-wait for Password!!!

Note:- This site is compatible with *Microsoft Internet Explorer 6* and above. Best viewed in 1024 x 768 resolution.

Welcome to e-Services

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e-Services Login

TIN :

Password :

Sign In

Forgot Password

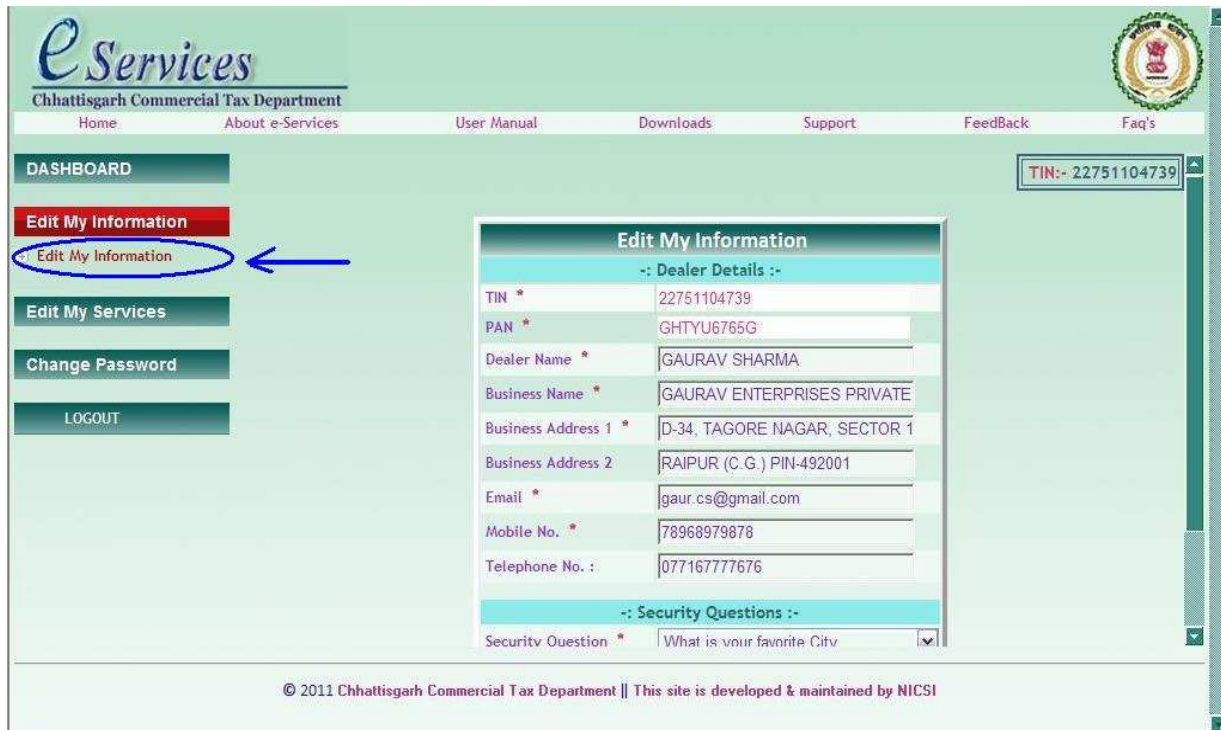
New User

BookMark This Website

For eRegistration User
(To access eServices with existing eRegistration login credentials)

Edit My information

If you have a username and password, after login click link shown in blue circle to edit your Information. After make the changes submit the form.



The screenshot displays the Chhattisgarh Commercial Tax Department e-Services portal. The header includes the logo and navigation links: Home, About e-Services, User Manual, Downloads, Support, FeedBack, and Faq's. A TIN number (22751104739) is displayed in the top right corner. The main content area is divided into a left sidebar and a central form.

Left Sidebar:

- DASHBOARD
- Edit My Information** (highlighted with a blue circle and arrow)
- Edit My Information
- Edit My Services
- Change Password
- LOGOUT

Central Form: Edit My Information

-: Dealer Details :-

TIN *	22751104739
PAN *	GHTYU6765G
Dealer Name *	GAURAV SHARMA
Business Name *	GAURAV ENTERPRISES PRIVATE
Business Address 1 *	D-34, TAGORE NAGAR, SECTOR 1
Business Address 2	RAIPUR (C. G.) PIN-492001
Email *	gaur.cs@gmail.com
Mobile No. *	78968979878
Telephone No. :	077167777676

-: Security Questions :-

Security Question *	What is your favorite City
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Edit My Services

Click link Edit My Services to edit services...

Check against the service checkboxes you want to use.

Never try to misuse this service because we have history of all the services used by you...

eServices
Chhattisgarh Commercial Tax Department

Home About e-Services User Manual Downloads Support FeedBack Faq's

TIN:- 22751104739

DASHBOARD

Edit My Information

Edit My Services

Edit My Services

Change Password

LOGOUT

Edit My Services

-: Services in Use :-
(Please check the check box which service you want to use)

TIN * 22751104739

(1) e-Return :

Return Type(Composition)
(Tick only if you are a Composition Dealer) :

(2) C-Form :

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Change Password

Use Change password link to change password, enter your old password, new password and confirm password.

Password should be of 8-16 character length.

Password must be alphanumeric.

The screenshot displays the eServices portal for the Chhattisgarh Commercial Tax Department. The header includes the 'eServices' logo, the department name, and a navigation menu with links for Home, About e-Services, User Manual, Downloads, Support, FeedBack, and Faq's. A TIN number of 22751104739 is shown in the top right. On the left sidebar, there are buttons for DASHBOARD, Edit My Information, Edit My Services, Change Password (highlighted in red), Change Password (circled in blue with an arrow pointing to the main form), and LOGOUT. The main content area features a 'Change Password Service' form with fields for Old Password, New Password, and Confirm New Password, along with 'Clear' and 'Change Password' buttons. The footer contains the copyright notice: © 2011 Chhattisgarh Commercial Tax Department || This site is developed & maintained by NICS1.

Forgot Password

If you forgot your password, enter your tin, email id and PAN as you entered at the time of registration.

Password will available to next screen and also sent to your email id.

The screenshot shows the 'eServices' login page for the Chhattisgarh Commercial Tax Department. The page features a navigation menu with links for Home, About e-Services, User Manual, Downloads, Support, FeedBack, and Faq's. A 'What's new in e-Services :-' section lists several points to be noticed, including browser compatibility and registration instructions. On the right side, there is a login form with fields for TIN and Password, a 'Sign In' button, and a 'Forgot Password' link circled in blue with an arrow pointing to it. Below the login form are buttons for 'New User', 'BookMark This Website', and 'For eRegistration User'. A 'Welcome to e-Services' message is displayed at the bottom left, and a copyright notice is at the bottom center.

The screenshot shows the 'Forgot Password Service' form. The form is titled '--: Forgot Password Service :-' and contains three input fields: 'TIN :', 'e-Mail :', and 'PAN :'. Below these fields are two buttons: 'BACK' and 'Submit Request'. An 'Important Note' is displayed below the form, stating: 'Please mention here your e-Mail Id and PAN as you mentioned at the time of Registration.' The page header and navigation menu are identical to the previous screenshot.

For e-Registration User

e-Registration user first request through this link shown

Request from here after filling up details asked , within 7 days you get a message on email u entered here to access e-Services with your e-Registration username Password.