

e-Registration – User guideline

In order to apply for new registration electronically (e-registration) the applicant must access e-Registration of e-Services portal.

Access e-Registration

1. Click the e-Registration link as available in the e-Services portal home page.

The screenshot shows the Government of Orissa Commercial Taxes e-Services portal. At the top left is the Government of Orissa logo. The main header reads "GOVERNMENT OF ORISSA COMMERCIAL TAXES". On the right, there is a "Beta" indicator and a "Help" link. The central area features a map of Orissa with the text "e services" and "introducing tax filing in 3 easy steps...". On the right side of the map, there is a "Dealer Login" section with two input fields: "TIN / SRIN *" and "Password *", followed by "Log In" and "Reset" buttons. Below the login fields are links for "Forgot Password", "Enrollment Information", and "e-Filing Instructions". At the bottom, there is a navigation bar with icons and labels for "FAQ", "Downloads", "e-Registration", "e-Payment", "Useful Links", and "Contact Us". The "e-Registration" link is circled in red, and a callout box points to it with the text "Click for e-registration".

Initial Information

1. You will view the following screen. Please enter all the details for initiating e-registration process.

The image shows a 'New User Registration Form' with the following fields and callouts:

- Enter Email Id**: Points to the 'Email Id *' text input field.
- Enter PAN**: Points to the 'PAN *' text input field.
- Select Act**: Points to the 'Select Act *' dropdown menu, which includes checkboxes for VAT, CST, and ET.
- Select Security Question and Enter Answer**: Points to the 'Security Question *' dropdown menu and the 'Answer *' text input field.
- Enter Security Text**: Points to the 'Word Verification *' image showing the characters '0vjG' and the corresponding text input field below it.
- Click submit to proceed**: Points to the 'Submit' button.

Red circles highlight the 'Email Id *', 'PAN *', 'Security Question *', 'Answer *', 'Word Verification *' image, the text input for security text, and the 'Submit' button.

Enter valid email Id.

Enter valid PAN.

Select Act for which you want registration.

Select Security question and enter Answer for security question.

Enter Security Text as displayed in Security text.

Click on Submit button to proceed.

Following are case sensitive, so please enter accordingly.

1. PAN.
2. Answer to Security Question.
3. Security text.

If you are registering for multiple Act the select the multiple Acts.

E.g. If you are registering for VAT,CST and ET Act then select all VAT,CST and ET.

If you are registering for VAT, CST Act then select VAT and CST.

If you are registering for VAT, ET Act then select VAT and ET.

Important Notes: -


1. **E-Mail Id and PAN is very important. Please enter valid details otherwise you will not proceed for registration. In case wrong e-mail id you will not receive any communication and cannot proceed further to complete the e-registration process.**
2. **You cannot register for CST and ET Act unless you are registered under VAT Act. However you can apply for registration under all three Act. If you are already**

registered under VAT Act and wants registration under CST/ET then please follow next step.

3. For only ET registration without VAT registration, process is not implemented in e-Registration. You can do that in by visiting concerned circle.
4. If you are already applied for registration or registered in all Acts then you need to fill the above details. The system may show you error in case if you have already registered.
5. If you have already applied for registration under one/multiple Act(s) then please access Pending Registration for status. For accessing pending registration please follow below screen shot.



After accessing Pending Registration follow the step in Pending Registration section of this document.

6. In case you are not able to view the Security Text properly then click on Refresh Icon  to view new text. Then enter same text in the text box provide for Security Text. Please remember it's case sensitive.

Once all the details are entered then click on Submit button to proceed.



You will be redirected to e-Services home page with an alert for e-mail delivered. Click on “OK” button and check for mail in the mail id provided by you during registration.

2. Follow this step in case you are already registered under VAT Act and want to register for CST and/or ET Act(s).

Enter valid email Id.

Enter valid PAN.

Select Act (CST and / or ET). You will be displayed a field to enter TIN/SRIN.

Enter valid TIN / SRIN to proceed further with the e-registration process.

Select Security question and enter Answer for security question.

Enter Security Text as displayed in the image.

Click on Submit button to proceed

The screenshot shows the Government of Orissa Commercial Taxes e-services portal. At the top left is the Government of Orissa logo and the text 'GOVERNMENT OF ORISSA COMMERCIAL TAXES'. At the top right, there are links for 'Beta', a user icon, and 'Help'. The main content area features a map of Orissa with various cities labeled. Overlaid on the map is a 'Dealer Login' form with fields for 'TIN / SRIN *' and 'Password *', and buttons for 'Log In' and 'Reset'. Below the login form are links for 'Forgot Password', 'Enrollment Information', and 'e-Filing Instructions'. A 'Windows Internet Explorer' alert box is displayed in the center, with a yellow warning icon and the text: 'Your Registration Link has been send to your email account please click the link to activate account and for submitting pending registration .'. At the bottom of the page is a navigation bar with icons and links for 'FAQ', 'Downloads', 'e-Registration', 'e-Payment', 'Useful Links', and 'Contact Us'. A large green '3' is prominently displayed with the text 'Introducing tax filing in 3 easy steps...'.

You will be redirected to e-Services home page with an alert for e-mail delivered. Click on OK button and check for mail in the mail id provided by you during registration.

3. Once you will click on submit button you will receive following mail.

Dear Dealer,

[Click Here](#) to activate your Orissa CTD Portal Registration account.

OR

Copy paste the following link into your browser and navigate to Orissa CTD Portal to activate your Registration account.

<http://10.16.1.252:80/Portal/eRegistration/ActivateRegister.aspx?VATId=28007D205670FB5DC088B64B7CAE2424&CSTId=4A9E1D4D5E63527F0F5A8291357448CF&ETId=700340423C44857745>

Your Security Question is: What is your favourite holiday destination?
Your Security Question's answer is: GOA

Regards,
CTD Portal Administrator

This is an auto generated email, please don't reply to it.

Click to view the registration Form

Copy and Paste in new browser to view registration Form

Click on "Click Here" link to view Registration Form.

In case the "Click Here" link is not active then Copy the long text and paste in browser.

You will view the following registration Form to fill up registration details.

Registration Details

1. You will view the following registration form and follow the steps to fill up the registration Form.

Fields marked with * are mandatory

VAT CST ET

1-5 6-21 22-31 Documents

Registration For VAT

1. Name Of the Business * Dealer Type * --Select One--

Name of the Owner of Business Name of Father /Husband

2. Address of the Principal place or Place of business

Village/Holding No * Circle Office * --Select Office--

Locality/Ward * Town/City *

Post Office Police Station

District * Pin code

Phone No Fax No

Email

3. Occupancy Status of the Place of Business --Select One-- If Others Specify

4. Status of the Business --Select One-- If Others Specify

5. Nature of Business Activity

Agriculture
 Catering
 Combination of any two or more
 Execution of Works Contract/Import
 Export
 General Merchandise
 Horticulture

If Others Specify

Click to Save

Save Confirm Cancel

Enter all the detail although all the details are not mandatory.

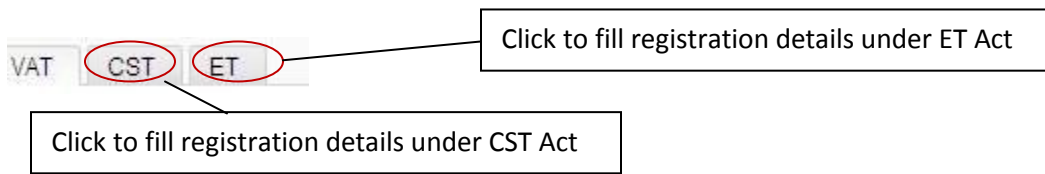
Click on Save to save the details.

You cannot proceed unless you enter the "Save" button to save the details of the first form.

After saving Click on 6-12 tab to proceed further.

Important Note:-

1. Please don't click on "Confirm" button unless until you have completely filled up the registration form. Once you click on "Confirm" button you will not be able to edit your registration details.
2. Always save the details by clicking "Save" button after entering data in each section (TAB) in order to avoid missing of any data in case of disconnection of internet or any website error.
3. If you are applying for registration under multiple Acts(s) then Tab at top will display multiple Acts. Click on each link to view and fill registration form for each Act.



Commodity

2. Fill the Commodity details under each Act for which you want registration. You have to enter at least one commodity details
Fill the Purchase/Sale details if any.

You have to enter and save the details of the first page of registration form in order to enter commodity or Sale/Purchase details.



Click on "Commodity" button to enter Commodity details

On clicking the "Commodity" button the following pop up will be displayed.

Note :- Please turn off the pop up blocker of your PC if it's in on mode.

Commodity Details Fields marked with * are mandatory

HSN Code : Commodity Description :

Commodity Description * : Required for * : --Select--
Taxability * : --Select Taxability--
Remarks :

Enter commodity and click Search button

Commodity Details

No Records Found

If the any commodity is available as per text entered in search criteria then following screen will be displayed otherwise “No Records Found” text will be displayed. Change the search text and search again.

Commodity Details Fields marked with * are mandatory

HSN Code : Commodity Description :

Click to select Commodity

	HSN ID	Commodity Description
Select	230220	Rice Bran
Select	100640	Broken rice
Select	130212	Vegetable saps and extracts of liquorice
Select	100620	Husked (brown) rice
Select	1006	Rice
Select	100610	Paddy (rice in husk)
Select	110230	Rice flours
Select	151542	Rice bran oil
Select	843350	Rice mill,Hauler parts and accesories
Select	100611	Flattened rice(Chuda)

1 2

Click on the “Select” link for the Commodity Description which you want to add. In case you are not finding commodity of your choice then you can select any equivalent commodity.

On clicking on the Select link the commodity details will be populated in the fields shown below

Selected Commodity

Commodity Description * Rice Bran

Required for * Purchase For Sale/Resale

Taxability * Taxable

Remarks

Click to Save

Save

Clear

Enter Remarks

Select Required For

Select Taxability

Select Required For.

Select Taxability.

Enter Remarks.

Click on Save button.

On saving the details an entry of the record will be displayed in tabular format as shown below.

Commodity Details

Commodity Description	Required for	Taxability	Edit	Delete
Rice Bran	Purchase For Sale/Resale	Taxable	Edit	Delete

Click to Delete commodity

Click to Edit commodity

To edit commodity details click on Edit and follow the above steps to update the commodity

To delete click on Delete link.

After completing the addition of Commodity please close the commodity popup.

Purchase Sale Details

3. Click on "Pur/sales Details" button to enter purchase/sale details if any. The following pop up will be displayed

Purchase Sale Details

Fields marked with * are mandatory

Purchase Sale Date (dd/mm/yyyy) *

Total Purchase *

Total Sale *

Click to Save


Save

Clear

Select Date

Enter Total purchase

Enter Total sale

Select Purchase Sale Date. To select date click on the icon () and select appropriate date.

Enter Total Purchase.

Enter Total Sale.

Click on “Save” button to save the entered details.

Continue same process if you have more than one entry for purchase and sale.

To delete or edit any entered details follow the same step as mentioned in commodity section.

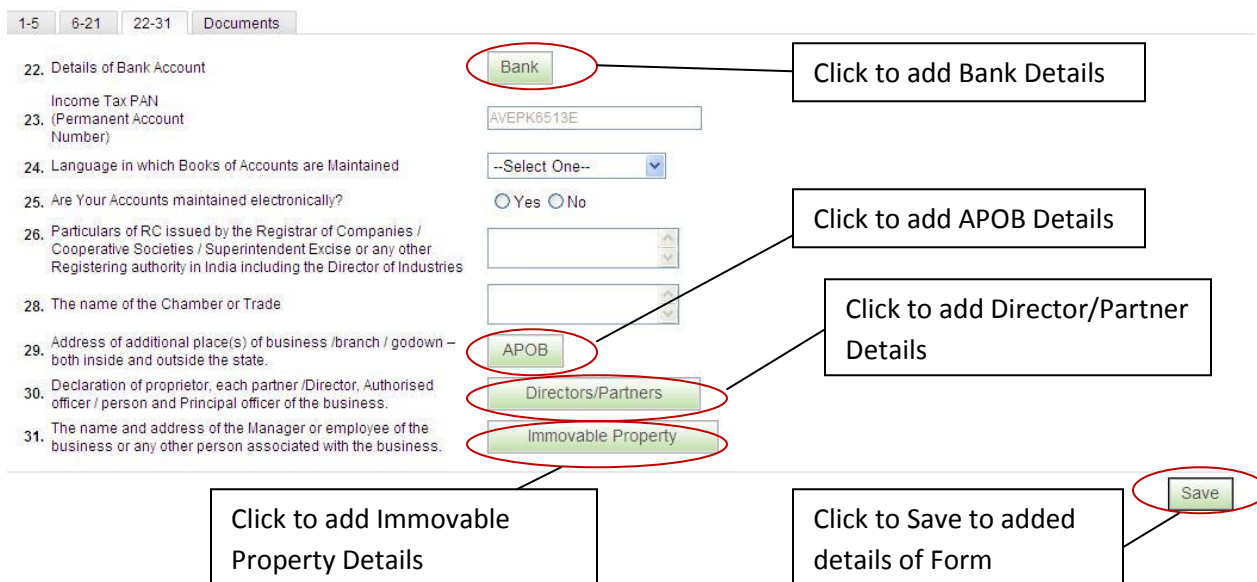
Close the Purchase Sale pop up after completing entry.

Click on “Save” as available in the below section of the form to save the details in order to avoid missing of entry.

After saving Click on 22-31 tab to proceed further.

Bank details, Additional Place of business details (APOB), Director/Partner details and Immovable property

4. Follow the same process for adding Bank details, Additional Place of business details (APOB), Director/Partner details and Immovable property details



The screenshot shows a web form with several sections. At the top, there are tabs for '1-5', '6-21', '22-31', and 'Documents'. The '22-31' tab is selected. The form contains the following sections:

- 22. Details of Bank Account:** A green button labeled 'Bank' is circled in red. A callout box points to it with the text 'Click to add Bank Details'.
- 23. Income Tax PAN (Permanent Account Number):** A text input field containing 'AVEPK6513E'.
- 24. Language in which Books of Accounts are Maintained:** A dropdown menu with '--Select One--' selected.
- 25. Are Your Accounts maintained electronically?:** Radio buttons for 'Yes' and 'No'.
- 26. Particulars of RC issued by the Registrar of Companies / Cooperative Societies / Superintendent Excise or any other Registering authority in India including the Director of Industries:** A dropdown menu.
- 28. The name of the Chamber or Trade:** A dropdown menu.
- 29. Address of additional place(s) of business /branch / godown – both inside and outside the state:** A green button labeled 'APOB' is circled in red. A callout box points to it with the text 'Click to add APOB Details'.
- 30. Declaration of proprietor, each partner /Director, Authorised officer / person and Principal officer of the business:** A green button labeled 'Directors/Partners' is circled in red. A callout box points to it with the text 'Click to add Director/Partner Details'.
- 31. The name and address of the Manager or employee of the business or any other person associated with the business:** A green button labeled 'Immovable Property' is circled in red. A callout box points to it with the text 'Click to add Immovable Property Details'.
- Save:** A green button labeled 'Save' is circled in red. A callout box points to it with the text 'Click to Save to added details of Form'.

Please save the form details by clicking “Save” button as available in below section of the form after entering Bank details, Additional Place of business details (APOB), Director/Partner details and Immovable property details

After saving Click on Document tab to proceed further.

Supporting Document

5. The following screen will be displayed for uploading support document for registration.

The screenshot shows a web form for uploading supporting documents. At the top, it says "Fields marked with * are mandatory". Below this are tabs for "VAT", "CST", and "ET". The main form area has a "Documents" section with a "Select Document Type" dropdown menu, which is circled in red and labeled "Select supporting document type". Below the dropdown is an "Upload Document:" field, also circled in red, with a "Browse..." button (circled in red and labeled "Click to browse file from local PC") and an "Upload" button (circled in red and labeled "Click to Upload selected file"). A note below the field states: "PS: Size of the document being uploaded should not exceed 1 MB and the file type must be PDF." Below the form is an "Uploaded Documents" section showing "No document is uploaded." At the bottom right are "Save", "Confirm", and "Cancel" buttons.

Select the document type from document type dropdown.

Click on "Browse" button to select the scanned and saved document from your PC.

Click on "Upload" button to upload the selected document.

You can upload required documents one by one.

E.g. You want to upload the scanned document of Rent Agreement.

For this select "Rent agreement" type from the drop down and upload the document in the required field. The agreement document should be single scanned document. Once the Rent Agreement document will be uploaded successfully then select another document type from the drop down e.g. "Identity Proof" and upload the same in the provided field.

Once the document is uploaded the document list will be available in section below above section displayed in above screen.

You can delete any of the uploaded document and then re-upload.

Click on "Save" button to save the details before confirmation.

Important Note:-

1. Upload document is not mandatory, you can skip this section.
2. All the multi pages documents should be comprised to single document e.g. If the Rent Agreement comprises of 4 or 5 pages then it should be scanned to single document. The document size should be maximum 1mb.
3. The upload document must be completed before clicking confirm button.

The above link will be available in lower section of screen.

Registration for Other Act(s)

8. To enter the details for other Act(s) click on Act name from the tab and follow the same steps as above. You will view Same details check box at the top of the screen for each Act.

Same Details as VAT

If you will uncheck the check box then you can edit the data for other Act.

If you will check the check box then you cannot edit the data for the Act and same details will be saved on clicking "Save" button. Remember you need to click "Save" button before confirmation.

Receipt and print for filled format will be generated for each Act for which you are applying for registration.

Important Note:-

The enquiry and scrutiny for registration will be carried out in same manual way as it currently happens in the department. Once the registration will be authorized you have to collect Registration Certificate (RC) and initial password to log in to portal from concerned circle.

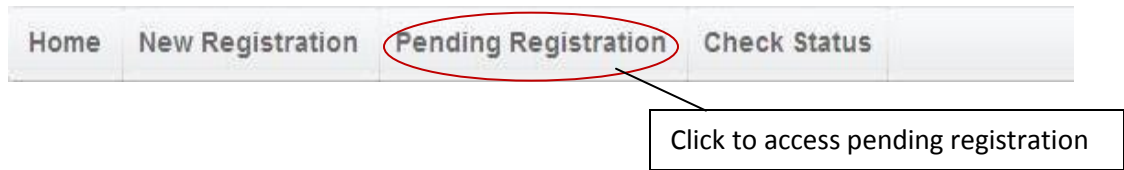
Pending Registration

Pending Registration section is required if you have not confirmed the online registration form of e-services. You can access partially/completely filled registration form through pending registration and confirm to proceed further. You can edit the filled details if you have not confirmed the same.

If you have already confirmed the registration details then you can view the confirmed details but cannot edit it. You can print the filled registration format for each Act in case you have confirmed the details for the Act.

Following are the steps to access saved and confirmed details for each Act through pending registration.

1. Click on Pending Registration after accessing e-Registration of e-services portal.



Click the Pending Registration link from the top menu the following screen will be displayed

2. Enter the required details that you have furnished at the beginning of registration process in the pending registration screen and click on submit.

The 'Pending Registration' form is displayed below the navigation menu. It contains the following fields and buttons, each with a callout box:

- Enter Email Id:** Points to the 'Email *' input field.
- Enter PAN:** Points to the 'PAN *' input field.
- Select Security Question:** Points to the 'Security Question *' dropdown menu.
- Enter Answer:** Points to the 'Answer *' input field.
- Click Submit to proceed:** Points to the 'Submit' button.

The 'Submit' and 'Cancel' buttons are located at the bottom of the form.

Enter Email Id.

Enter PAN.

Select Security question and Enter Answer for same.

Click on submit button to proceed further.

The above details should be same as you have provided at the beginning of registration process that mentioned in Initial Information section of this document.

Important Note:-

1. You must have furnished initial information at the beginning of e-registration and confirmed email id by clicking link provided in mail.
2. You must have saved/confirmed the registration details in online registration form.

If you have confirmed the registration details for one/all Act(s) for which you want registration then on clicking the submit button the following (point no.3) screen will be displayed

If you have not confirmed and only saved the registration details for one/all Act(s) for which you want registration then on clicking the submit button the screen will be displayed as mentioned in point 4 below of this section in this document.

3. In this case you cannot edit the details as you have already confirmed the registration details. However you can print the filled registration format by clicking the link as provided in this screen.

The screenshot shows a web-based VAT registration form. At the top, there are tabs for 'VAT', 'CST', and 'ET'. Below that, there are sub-tabs for '1-5', '6-21', '22-31', and 'Documents'. The main heading is 'Registration For VAT'. The form is divided into several sections:

- 1. Name Of the Business ***: 'New Test' (text input), 'Name of the Owner of Business' (text input), 'Dealer Type *': 'Regular' (dropdown), 'Name of Father /Husband' (text input).
- 2. Address of the Principal place or Place of business**: 'Village/Holding No *': 'a' (text input), 'Locality/Ward *': 'a' (text input), 'Post Office' (text input), 'District *': 'a' (text input), 'Phone No' (text input), 'Email': 'mastek@ctd.ori.in' (text input), 'Circle Office *': 'Jharsuguda' (dropdown), 'Town/City *': 'a' (text input), 'Police Station' (text input), 'Pin code' (text input), 'Fax No' (text input).
- 3. Occupancy Status of the Place of Business**: 'Owned' (dropdown), 'If Others Specify' (text input).
- 4. Status of the Business**: 'Proprietorship' (dropdown), 'If Others Specify' (text input).
- 5. Nature of Business Activity**: A list of checkboxes: Agriculture, Catering, Combination of any two or more, Execution of Works Contract/Import, Export, General Merchandise, Horticulture.

Please take a printout of the VAT registration form and submit the signed copy along with supporting documents, acknowledgement receipt and required court fee in Jharsuguda circle. Click [here](#) to print the VAT Form

Click to print filled format

You cannot edit but only view the above details as you have confirmed the details already during the registration process.

Click the link as shown above to print the filled registration format in case you require.

Important Note:-

1. You must have confirmed the registration details in online registration form.

To edit the saved registration details please follow the next step.

4. In this case you can view and edit the saved details as you have not confirmed the registration details

VAT CST ET

1-3 4-10 11-17 Documents

Registration For CST.

Name Of the Business * : New Test Dealer Type : Regular

Applicant's Name : Parents Name :

State : Under Section : --Select--

1 Name of the person deemed to be the manager in relation to the business of the dealer in the said state. :

2 Status or Relationship of the person who makes this application (e.g., manager, partner, proprietor, director, office-in-charge of the Government Business). : Proprietorship

3 Name of the principal place of business in the said state and address thereof.

Building No * : a Circle Office * : Jharsuguda

Mahalla/Road * : a Village/Town * : a

Post Office : Police Station :

District * : a Pin code :

Phone No : Fax No. :

Save Confirm

Edit the details and click on Save button to save the registration details.

Click on Confirm button to confirm the registration details.

The process is same as mentioned in Registration Details section of this document. Please follow the steps mentioned in the Registration Details section to edit and confirm the registration details.

Important Note:-

1. You must have saved the registration details in online registration form.

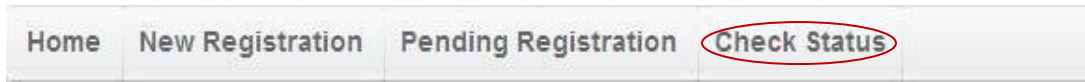
Once the registration details is confirmed then you can check the status of your registration. Follow the steps below to check the status of registration.

Check Status

To check status you must have completed the above mentioned steps, otherwise no data will be displayed.

Following are the steps to access Check Status.

1. Click on Check Status after accessing e-Registration of e-services portal.



Click to access check status

Click on the Check status link in the top menu (as shown above) to access the status check section. The following screen will be displayed.

2. Fill in the required details and click on Submit button to check status.

A screenshot of the 'Check Status' web form. The form has a title bar 'Check Status' and a navigation menu with 'Home', 'New Registration', 'Pending Registration', and 'Check Status'. Below the menu, there are two main input sections. The first section has fields for 'Email *', 'PAN *', 'Security Question', and 'Answer'. The second section has a field for 'Receipt No *'. There are 'Submit' and 'Cancel' buttons at the bottom. Callout boxes with arrows point to each of these fields: 'Enter Email Id' points to the Email field, 'Select Security Question' points to the Security Question dropdown, 'Enter PAN' points to the PAN field, 'Enter Answer' points to the Answer field, and 'Enter Receipt no.' points to the Receipt No field. A callout box 'Click Submit to proceed' points to the Submit button. The input fields and the Submit button are circled in red.

You can check status by using initial information provided at the beginning of registration process or by acknowledgement receipt no generated after confirming registration details.

If you want to check status using initial information provided at the beginning of registration process then

Enter Email Id.

Enter PAN.

Select Security question and Enter Answer for same.

Click on submit button to view status of your registration.

If you want to check status by providing acknowledgement receipt no generated after confirming registration details then

Enter Receipt No and click on submit button to view status of your registration.

Important Note:-

1. You must have confirmed the registration details for one/all Act(s) for which you want registration.
2. You must have generated receipt after confirmation of registration details for one/all Act(s) for which you want registration.

On clicking the submit button the following screen will be displayed.

4. You can view status of your registration for each Act for which you have confirmed registration details and also can print the acknowledgement receipt for same.

Check Status

Email * : mastele@ctd.ori.in

PAN * : AVEPK6513E

Security Question * : What is your favourite holiday destination?

Answer * : GOA

Or

Receipt No * :

Submit Cancel

Status Details

Value Added Tax (VAT) Pending

Generate Receipt

Registration Status

Click to view and print receipt

Click on Generate Receipt link to generate receipt again.

Initially the registration status will be pending. The status will be updated as and when the department makes changes to your registration application.

You can view status of all Act for which you want registration only after confirmation.

The above screen shots contain test data only belongs to VAT Act. The e-registration process is same for all the Acts.