

Enrolment - Guideline for Users

For availing various e-Services provided in the Commercial Tax Department's website, the dealer must needs to be registered under the Orissa VAT Act.

The dealer will require an initial password to log into the CT Department e-Services portal for the first time. This password can be obtained by sending request by email from the official email ID of the dealer to the CT Department head quarter (enrolment@orissatax.gov.in) furnishing the following:

- (i) Name of the dealer
- (ii) TIN / SRIN of the dealer
- (iii) Name of the Concerned Circle where the dealer is registered

Upon receipt of such request, an initial password will be generated by the CT Department and will be sent to the email ID of the dealer. Alternatively, the dealer may contact the respective Circle Office to obtain the initial password. This initial password would be used only once to complete the enrolment process of the dealer in CT Department's website. In order to complete the enrolment, the following steps are to be taken.

1. Go to the Commercial Tax Department's website – <https://orissatax.gov.in>
2. Click on the link "Portal" to go to the e-Services portal.
3. Once on the portal page, use your password received from the Department or from the concerned circle for the first time logging in to portal.
4. Use the TIN/SRIN as user id and password as provided by circle to log in to the portal.

If you are SRIN dealer then use your seven digits SRIN as provided by commercial taxes department as your log in Id. If you are TIN dealer then use your eleven digits TIN as provided by commercial taxes department as your log in Id.



5. After first log in, the following screen will be displayed. The dealer will have to change the initial password with a new secret password.

Click Here for Address			
Status	Address		
Central Sales Tax 1957 : Registered	Building No : GOPALPUR	Road No : GOPALPUR	
Orissa Value Added Tax 2004 : Registered	Town : GOPALPUR	Post Office : GOPALPUR	
	District : SUNDARGARH	State : Orissa	
	Pin No :	Circle Office : Sambalpur-III	

First time Change Password

Old Password	Enter Old Password
New Password	Enter New Password
Confirm New Password	Enter Confirm Password
Email ID	Enter Email Id
Mobile No.	Enter Phone no.
PAN No.	Enter PAN
Select your security question	Select Security Question
Answer	Enter Answer to Question
View Password Policy	Click to read Password Policy
I accept the terms and conditions	<input checked="" type="checkbox"/>
	Submit Cancel
	Click submit to proceed

The following information are required to be provided by the dealer to complete the registration:

- (i) Email ID
- (ii) Mobile Number
- (iii) Permanent Account Number (PAN), provided by Income Tax Department

The dealer will be required to fill up the form on the screen as shown above along with the following:

Enter Old Password.

Enter New Password.

Enter Confirm Password.

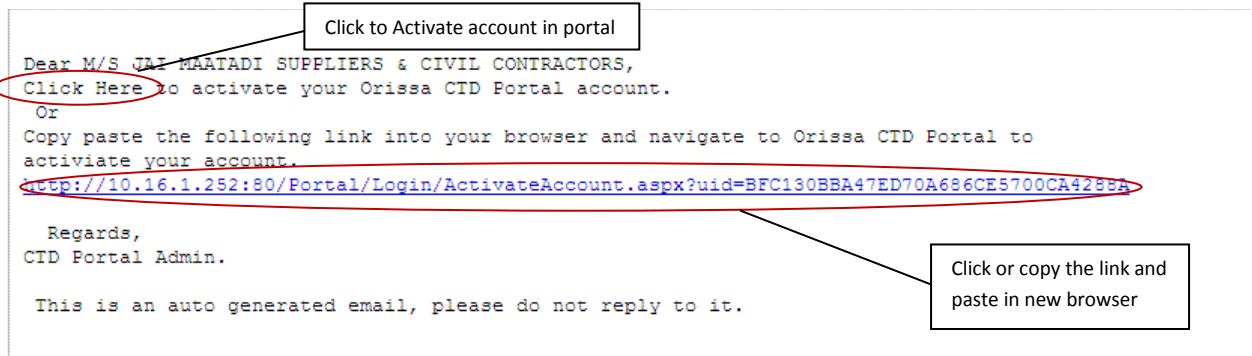
Enter Phone Number.

Enter valid e-Mail Id.

Click check box for Password policy.

Click submit button.

- An email will be sent to you for account activation, in the email id as provided by you in above step. You should be careful while entering the email id. In the email the following link will be available "Click here to Active your account in portal", as shown below.



Click the link to activate the portal account.

- On clicking the link you will be redirected to portal and your account will be activated. You will be asked to log in to enter into the portal. A message "Login successfully activated" will be displayed as shown below.



8. Enter your user id (TIN/SRIN) and new secret password to log in to portal. The user id (TIN/SRIN) and the password should be used for subsequent log in to portal.
9. Please ensure that the password provided by you is kept safely and sharing the password with others should be strictly avoided to prevent mis-utilisation.
10. In case, the password is lost or forgotten, the dealer is required to click on the link “Forgot Password” on the e-Services portal page.
11. The following page will be displayed and the dealer will be required to provide the following information:

Beta | [Orissa](#) | [Help](#)

 **GOVERNMENT OF ORISSA
COMMERCIAL TAXES**

[Home](#) > [Forgot Password](#)

Forgot Password

TIN / SRIN * :

Select your security question * : --Select your Security question--

Answer * :

[Useful Links](#) | [Privacy Statement](#) | [Disclaimer](#) | [Sitemap](#) | [Contact Us](#) Copyright © 2010 Commercial Tax Department, Orissa. All rights reserved. | Powered by [Mastek](#).

- (i) TIN / SRIN
 - (ii) Security Question (as provided during enrolment)
 - (iii) Answer (as provided during enrolment)
12. After entering the above information, click on “Submit”. Once the information are verified by the system, an email containing the dealer’s password will be automatically sent to the dealer’s email id. Hence, **it is absolutely necessary that the enrolment process is completed carefully by the dealer.**