A
Handbook on
Sign Up Process
On ETD Web Portal

Sign-Up

Sign-Up in 3 easy steps:

1. Go to the Link "New User? SignUp" on the home page.
2. Data Entry.
3. Submit the Form.

Go to the Excise and Taxation Department (Government of Himachal Pradesh) Website i.e.
https://hptax.gov.in/
Click on the link 'New User? SignUp' in left menu of homepage (Screen 1).

Screen: 1

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.
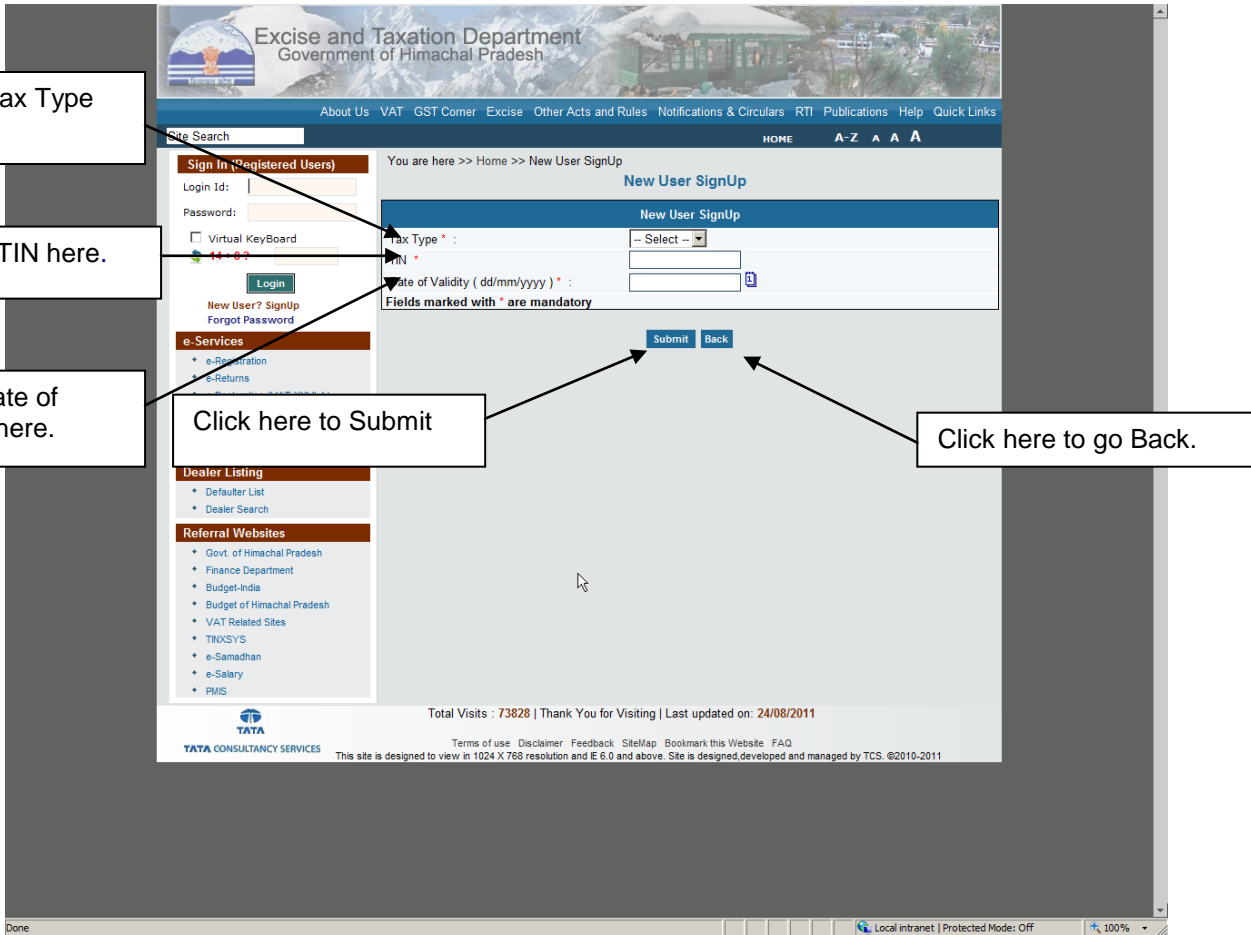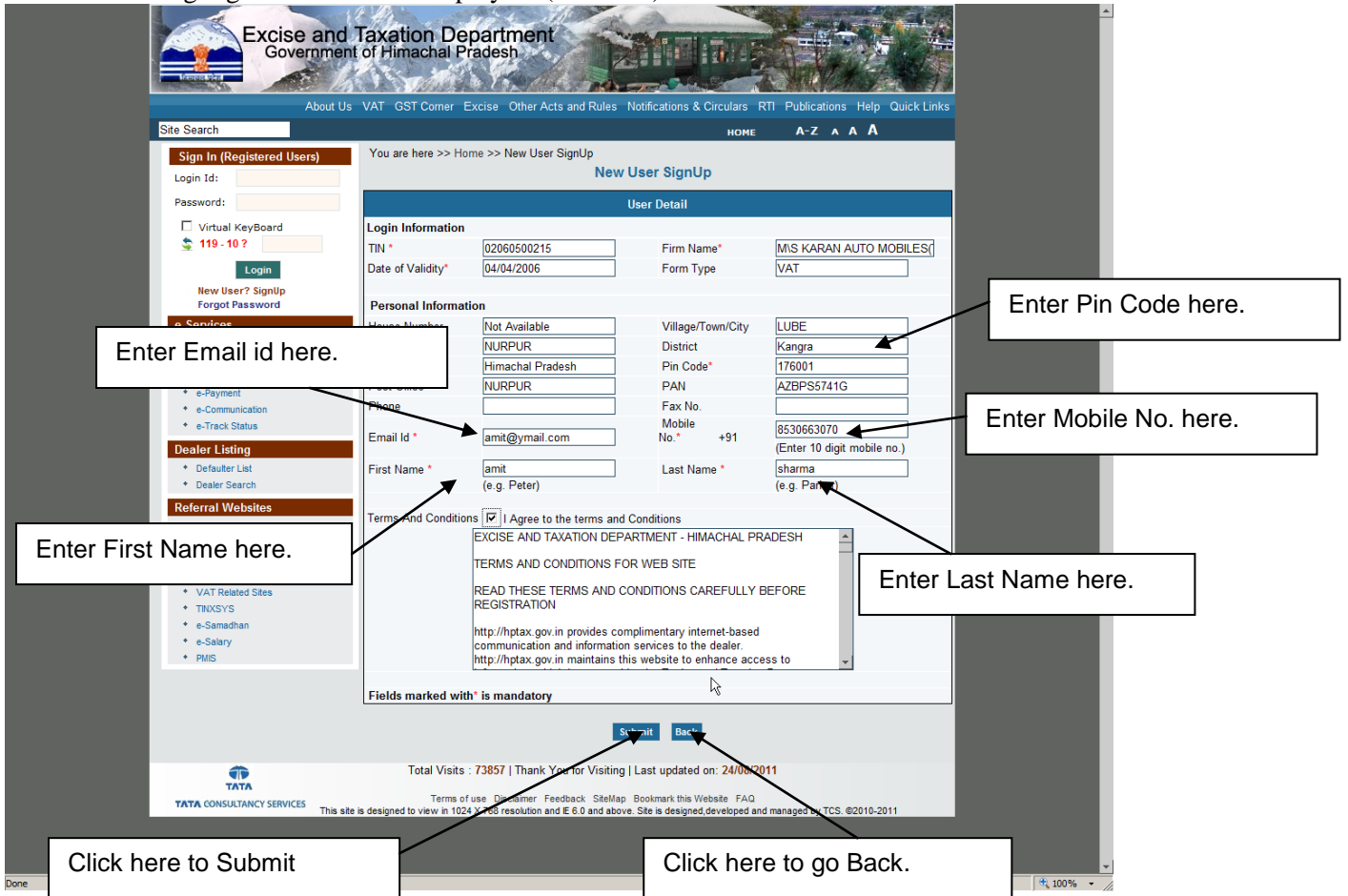

Screen: 2

Description of labels:

Sr. No.	Label Type	Data Type	Action to be performed
1.	Tax Type	Characters	Select from the dropdown list.
2.	TIN	Numeric	Enter your TIN.
3.	Date of Validity	Date	Enter your Date of Validity. (This date is mentioned in the registration certificate issued to you by the department.)

Description of Buttons:

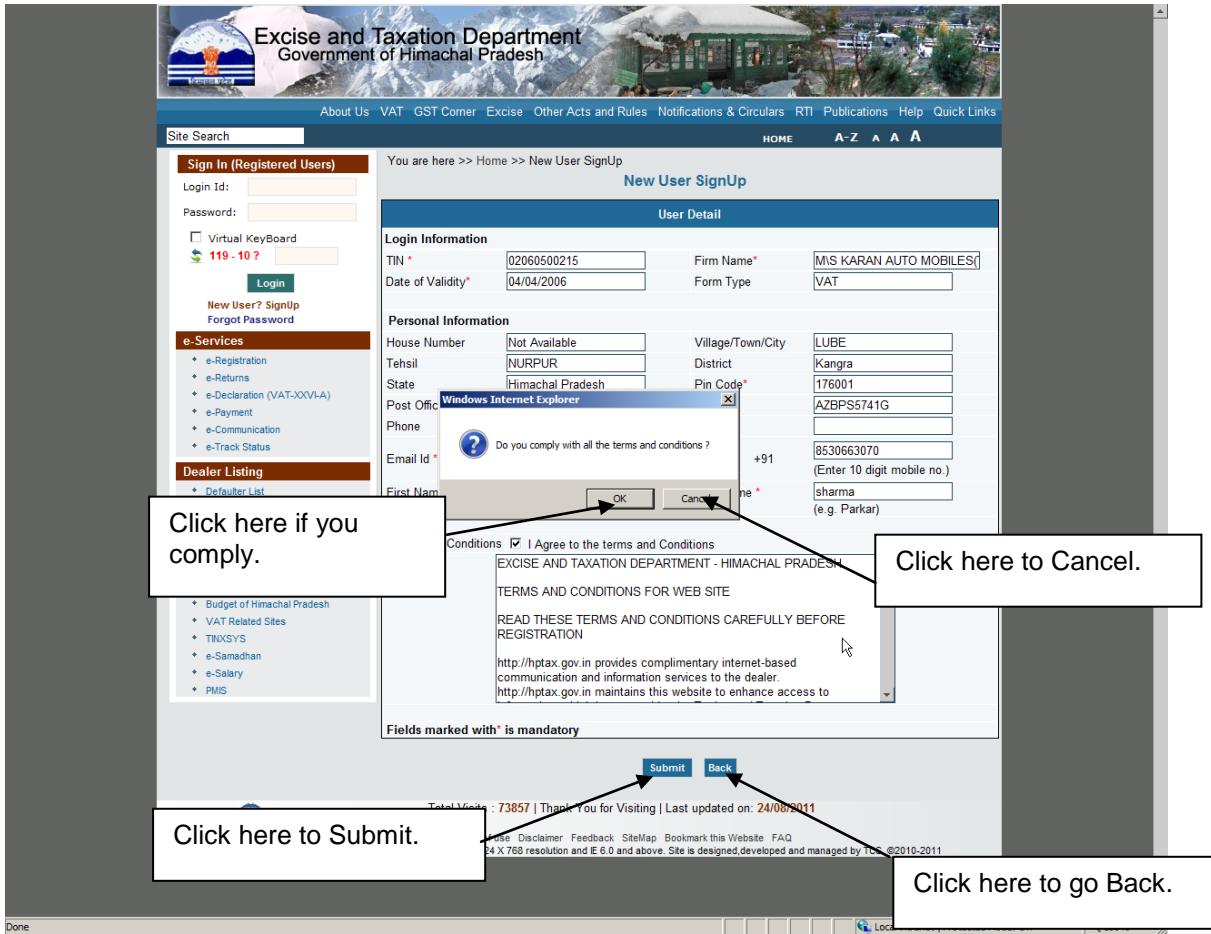| Sr. No.	Button	Description
1.	Submit	Submit the details.
2.	Back	Back from current page

After filling up the details as above, please click on Submit. A page containing all the details of the user filled during registration will be displayed. (Screen-3)

Screen–3

Sr. No	Label	Data Type	Compulsory Fields	Action to be performed
1.	TIN	Numeric	Yes	Auto-Populated
2.	Registration Effective Date	Date	Yes	Auto-Populated
3.	Mobile No.	Numeric	Yes	Auto-Populated and editable
4.	Firm Name	Alphanumeric	Yes	Auto-Populated
5.	Address of Business Premises	Alphanumeric	Yes	Auto-Populated
6	Pin Code	Numeric	Yes	Auto-Populated and editable
7.	First Name	Alphabets	Yes	Enter your first Name
8.	Last Name	Alphabets	Yes	Enter your last Name
9.	E-mail Id	Alphanumeric	Yes	Auto-Populated and editable
10.	Terms and Conditions	Text Area	N/A	Auto-Populated
11.	I agree to the terms & Condition	Check box	Yes	Read the terms and tick the check box.
12.	Back	Button	N/A	Click on this button to go back to home page
13.	Submit	Button	N/A	After checking the terms & conditions, User would need to submit the request for Sign Up creation

Check all the details and tick on "I Agree to the terms and Conditions". On clicking on Submit a message appears "Do you comply with all the terms and conditions?"(Screen-4).

Screen: 1

Description of Buttons:

Sr. No.	Button	Description
1.	Submit	Submit the form.
2.	Back	Back from current page
3.	OK	Agreeing to the message.
4.	Cancel	Cancel the process.

When the dealer clicks on "OK" the user details are submitted and the following page appears (Screen-5). The dealer needs to take a print out of the form and fill the form with correct data and also put their signature and seal at the designated place. The completed hard copy needs to be taken to the ETD Office for Signup approval.

The ETD Office will then instruct the Admin of the portal to approve the user. If the user is approved then user will receive his/her login credentials on mail.

EXCISE AND TAXATION DEPARTMENT

Government of Himachal Pradesh

Application Form for Web Portal Signup

Click here to read the terms and conditions.

DEEPAK WOOD INDUSTRIES
TIN   02020200002
PAN   AARPG7454P
Email ID   rajveer.gupta@gmai

Click here to navigate to hptax website.

I have read all the terms and conditions of sign-up as available on https://hptax.gov.in and I fully agree to that. I am fully liable and responsible for all the information that I submit on the ETD HP web portal.

Name :   Date :
Signature & Seal :   Place :
Status :

Write Name of the dealer here.

Put Signature and Seal here.

Write Status here.

Write Date here.

Write Place here.

IMPORTANT : Please submit the system generated si... ...n Up Approval.

FOR ETD OFFICE USE ONLY

Application for ETD Web Portal Signup :   (Approved / Rejected)
Remarks of Assessing Authority :
Date of Intimation to Web Portal Administrator :

Please do not enter anything in this section. This is for ETD Office use only.

Click here to print.

Click here to go to previous page.

Print   Back

Screen: 2

Description of labels:

Sr. No.	Label Type	Data Type	Action to be performed
1.	Firm Name	Characters	Name of the Firm.
2.	TIN	Numeric	TIN of the firm.
3.	PAN	Alphanumeric	PAN No. of the dealer.
4.	Email ID	Alphanumeric	Registered e-mail id.
5.	Name	Characters	Write your name here on the printed copy.
6.	Signature & Seal	N/A	Put your signature and seal here on the printed copy.
7.	Status	Characters	Write your status here on the printed copy.
8.	Date	Numeric	Write the date here on the printed copy.
9.	Place	Characters	Enter the place of filing return here on the printed copy.
10.	FOR OFFICE USE ONLY	N/A	Please do not write anything under this column as this is for office use only.
11.	Terms and conditions	N/A	Click here to read the terms and conditions.
12.	https://hptax.gov.in	N/A	Click on this link to go to hptax website.

Description of Buttons:

Sr. No.	Button	Description
1.	Print	Sends the form to the printer for printing.
2.	Back	Back from current page

Important Points to be kept in mind:
- The fields having * are mandatory.
- Before Signing Up on the website you need to register yourself for VAT.
- You need to accept Terms and Conditions by checking the form to submit your details for Sign Up.