VAT Amnesty Portal

USER MANUAL

Contents

1. Registration

The user must register in the portal before sign in. For registration, click "New User" as shown below;

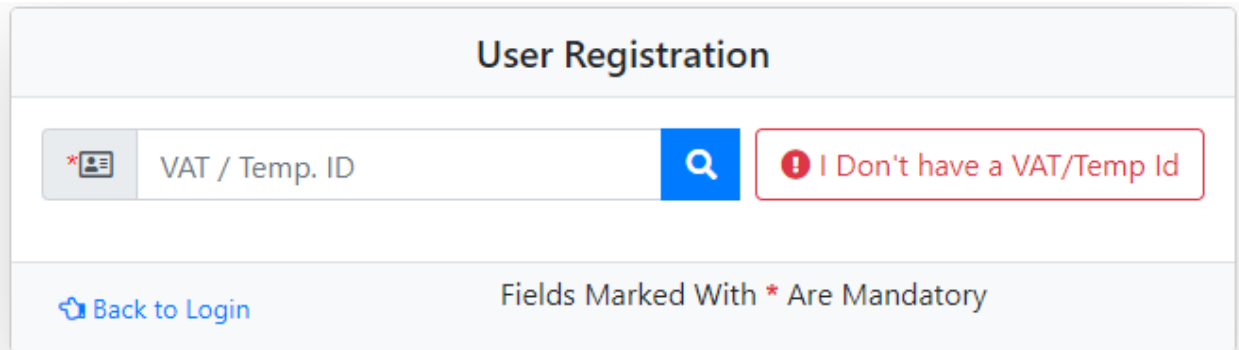There are two types of user registration.

One is for users having KVAT registration (either migrated to GST or not migrated) or users having temporary ID provided from the office and;

Second is for other users ie, not having VAT registration or Temporary ID.

Temporary ID is provided from the office for users having no KVAT registration and arrears of demand exist as per office records. The temporary ID provided for the users can be viewed by clicking the link **"Need help"** as shown below. Then click **"Know your Temp Id"**. The users can search and find out their Temporary ID from the list provided. In case of any doubt, the users can contact their jurisdictional officers for further assistance.
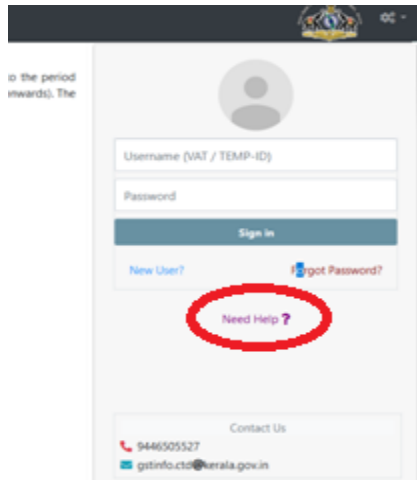
1.1 New user registration (for users having KVAT registration/Temporary ID)

The users having TIN or Temporary ID shall enter the same in the concerned field marked above. Then click the "Search symbol". The following window will be displayed.

For the users migrated to GST, Legal name, email id and phone number will be auto populated. In other cases, the users can edit/ enter the email id and phone number.

Then the users shall enter Password and confirm password by re entering the same in the respective fields as shown below.

Then click on **"Send Verification Codes to Email and Phone No**." button. The OTP will be sent to the registered mobile number as well as to the email id.
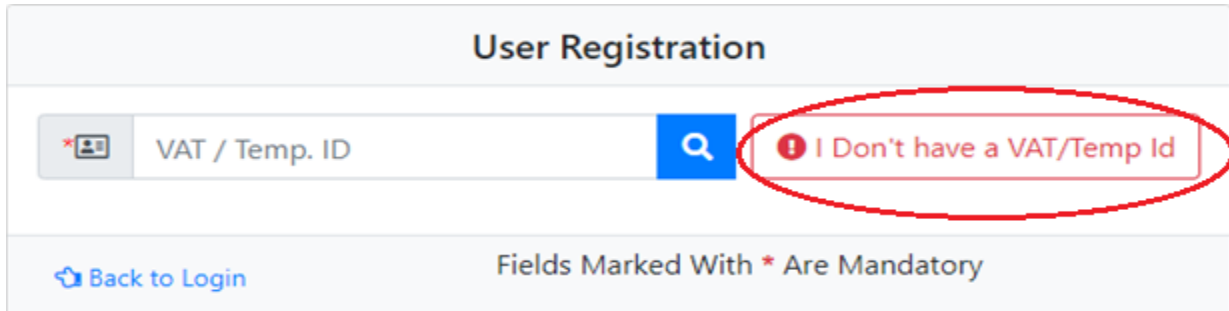
After getting the OTPs, enter Email OTP and Mobile OTP in the respective fields shown below and enter the Captcha. Then click "**Register**" button to complete registration.
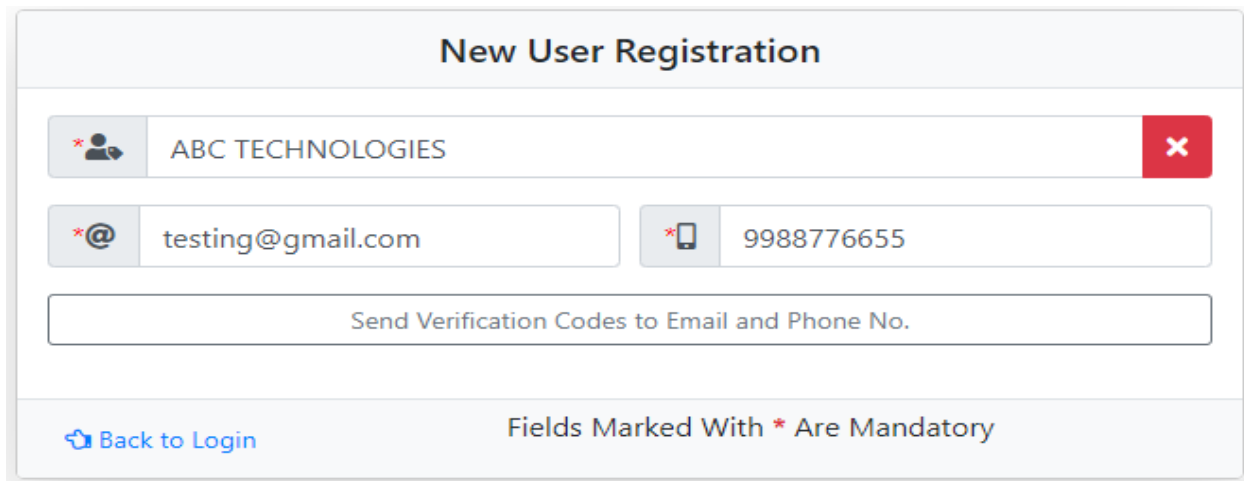
1.2 New user registration (Users having no KVAT registration and Temp ID).

Users having no KVAT registration and No Temporary ID provided from the office shall click on **"I Don't have a VAT/Temp Id"** button as shown below;

The following window will be displayed.

Here, the user has to enter the

- Full name/ company name
- Email ID
- Mobile number

All fields are mandatory.

After filling up the required fields. Click on the **"Send Verification Code to Email and Phone No"** button.

The user will get OTP in his registered mobile number as well as in the email id.

.After getting the OTP, fill the following fields.

- Email OTP

- Mobile OTP

- Password

- Repeat Password

- Registration Certificate/ ID proof (PAN/Aadhar/Voter ID)

- Demand Notice/Order

- District

- Office

After filling the above fields, enter the Captcha.

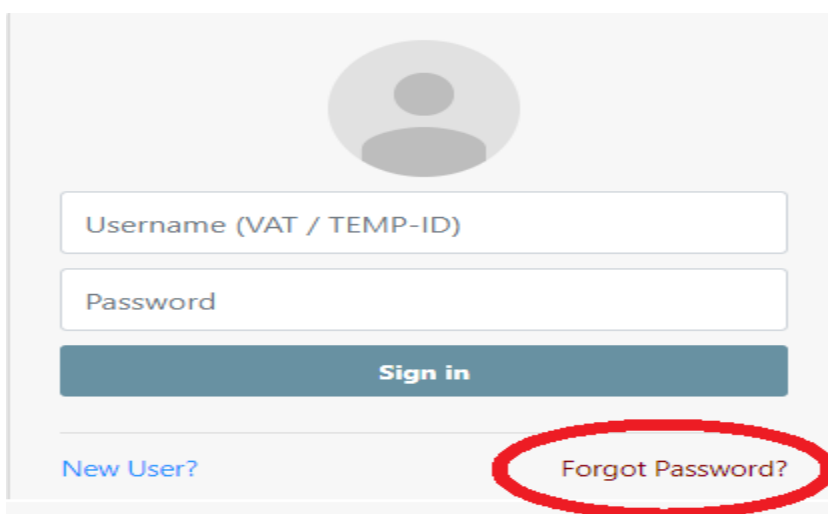Then click "**Register**" button to complete registration.

2. Login

After the registration, the user can login to the portal by entering **"User name – VAT/Temp id"** and **"Password"** created in the respective fields. Then click Sign in to proceed.

3. Forget password

User can retrieve the password, by clicking on **"Forgot Password"** button. The following window will be displayed.

Enter VAT/Temp Id and click "search symbol". OTP will be send to the registered mail id and mobile number.

Enter any one of the OTP in the concerned field. Then enter new password and confirm password. Enter captcha. Then click "**Reset password**".

The user can now login with new password.

_____