

# VAT Amnesty Portal

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USER MANUAL

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## 1. Registration

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

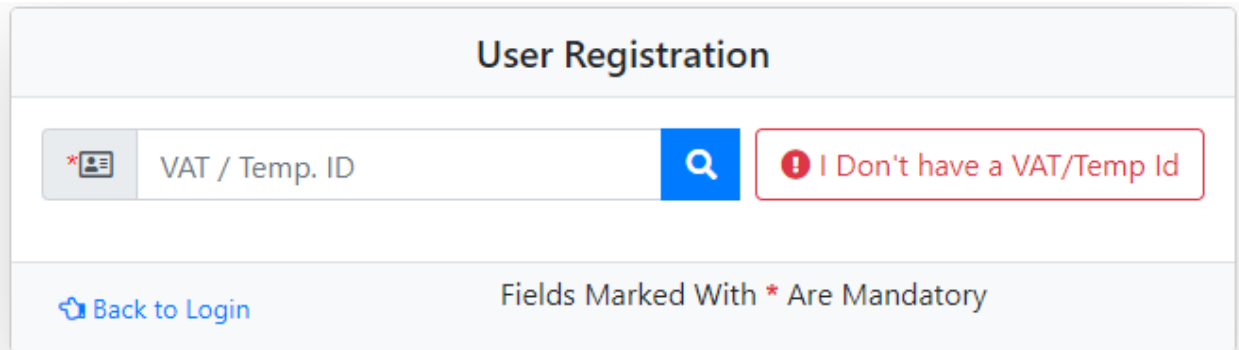


The screenshot shows the official website of the State Goods & Services Tax Department, Government of Kerala. The main heading is "Amnesty Scheme - 2020". Below this, there is a detailed announcement regarding the scheme, including a list of applicable tax acts and key highlights. On the right side, there is a user registration and sign-in form. The form includes fields for "Username (VAT / TEMP-ID)" and "Password", a "Sign in" button, and a "New User?" link which is circled in red. There are also links for "Forgot Password?" and "Need Help?". At the bottom of the form, there is a "Contact Us" section with a phone number (9446505527) and an email address (gstinfo.cis@kerala.gov.in).

There are two types of user registration.

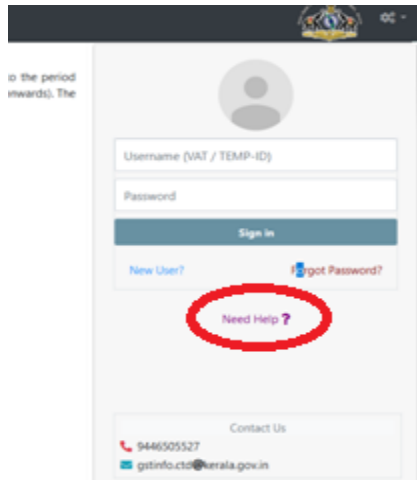
One is for users having KVAT registration (either migrated to GST or not migrated) or users having temporary ID provided from the office and;

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



The screenshot shows a "User Registration" form. The form has a header "User Registration" and a search bar for "VAT / Temp. ID". A red box highlights a warning message: "I Don't have a VAT/Temp Id". Below the search bar, there is a "Back to Login" link and a note: "Fields Marked With \* Are Mandatory".

**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)

 A screenshot of the "User Registration" form. The title "User Registration" is at the top. Below it is a search field containing the text "TEMP2003072". To the right of the search field is a blue "Search" button with a magnifying glass icon. Further right is a red-bordered box with a warning icon and the text "I Don't have a VAT/Temp Id". Below the search field is a "Back to Login" button and the text "Fields Marked With \* Are Mandatory".

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.

 A screenshot of the "User Registration" form after a search. The title "User Registration" is at the top. Below it is a search field containing "TEMP2004067" with a red "X" button on the right. Below the search field are several input fields: "Full Name / Company Name", "Email Id", "Mobile No", "Password", and "Repeat Password". Below these fields is a button labeled "Send Verification Codes to Email and Phone No.". At the bottom, there is a CAPTCHA field with the text "CAPTCHA" and a "Back to Login" button. The text "Fields Marked With \* Are Mandatory" is also present.

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.

The screenshot shows a 'User Registration' form with the following fields and elements:

- Company ID: TEMP2004067 (highlighted in yellow)
- Company Name: ABC TECHNOLOGIES
- Email: testuser1@gmail.com (highlighted in yellow)
- Mobile Number: 9556123654 (highlighted in yellow)
- Password: ..... (highlighted in yellow)
- Confirm Password: ..... (highlighted in yellow)
- Verification Button: Send Verification Codes to Email and Phone No. (highlighted with a red box)
- OTP Fields: Email OTP and Mobile OTP (both empty)
- Captcha: V T D 5 3 X (highlighted in yellow)
- Buttons: Back to Login, Fields Marked With \* Are Mandatory, Register (highlighted in green)

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.

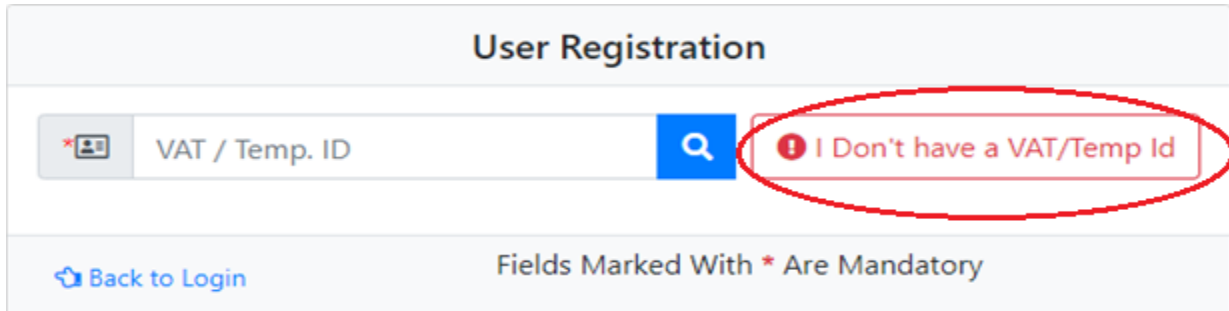
After getting the OTPs, enter Email OTP and Mobile OTP in the respective fields shown below and enter the Captcha. Then click “**Register**” button to complete registration.

The screenshot shows the 'User Registration' form after the verification step. The following fields and elements are highlighted:

- OTP Fields: Email OTP and Mobile OTP (both containing '.....', highlighted with a red box)
- Captcha: V T D 5 3 X (highlighted in yellow)
- Buttons: Back to Login, Fields Marked With \* Are Mandatory, Register (highlighted in green with a red circle)

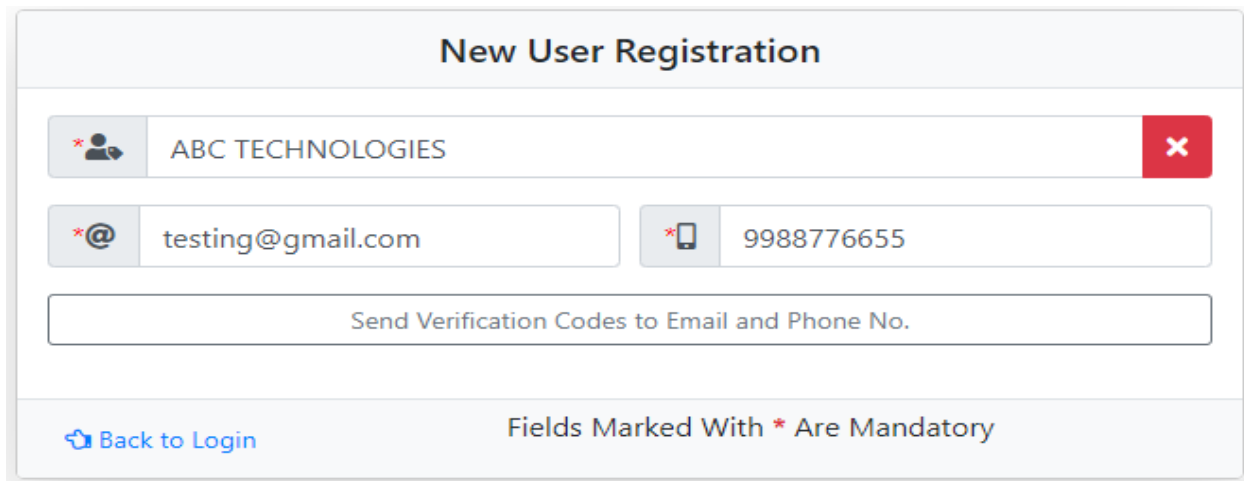
## **1.2 New user registration (Users having no KVAT registration and Temp ID).**

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 screenshot shows a web form titled "User Registration". It features a search bar with a magnifying glass icon and a button labeled "I Don't have a VAT/Temp Id" which is circled in red. Below the search bar, there is a "Back to Login" link and a note: "Fields Marked With \* Are Mandatory".

The following window will be displayed.



The screenshot shows a web form titled "New User Registration". It contains three input fields: "ABC TECHNOLOGIES" (with a red 'x' icon), "testing@gmail.com" (with an '@' icon), and "9988776655" (with a mobile phone icon). Below these fields is a button labeled "Send Verification Codes to Email and Phone No.". At the bottom, there is a "Back to Login" link and a note: "Fields Marked With \* Are Mandatory".

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

### New User Registration

Send Verification Codes to Email and Phone No.

OTP\*

Registration Certificate \*

Demand Notice / Order \*

**A M E N M 2**

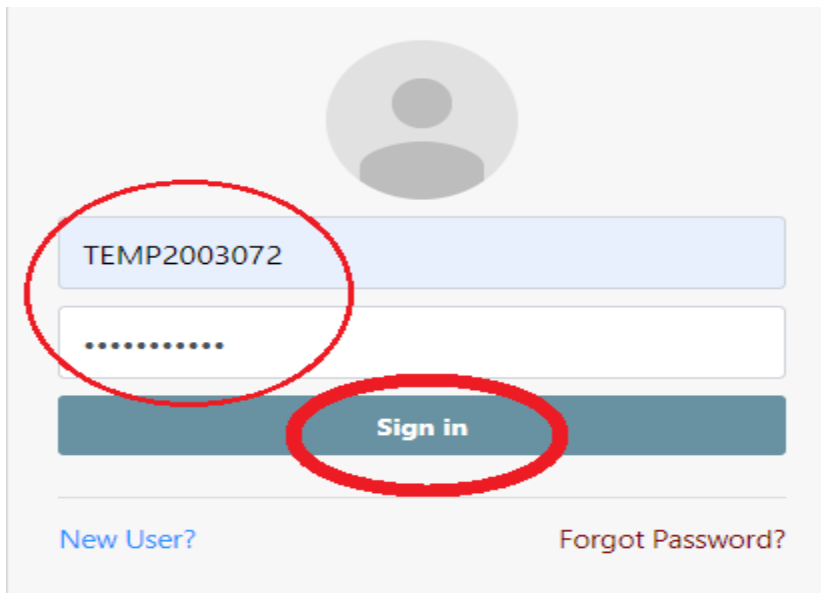
[Back to Login](#) Fields Marked With \* Are Mandatory

After filling the above fields, enter the Captcha.

Then click “**Register**” button to complete registration.

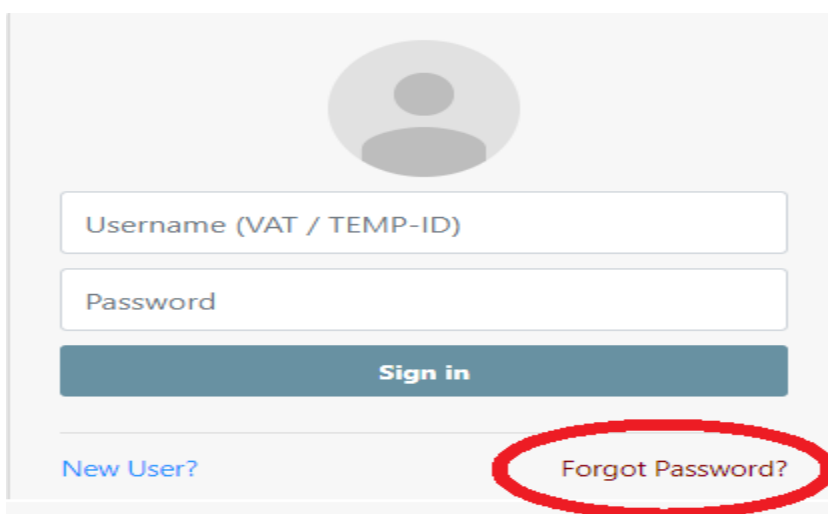
## 2. Login

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.



The screenshot shows a login form with a grey user icon at the top. Below it are two input fields: the first contains the text "TEMP2003072" and the second contains a masked password "\*\*\*\*\*". A dark blue "Sign in" button is positioned below the password field. At the bottom, there are two links: "New User?" on the left and "Forgot Password?" on the right. Red circles highlight the username field, the password field, and the "Sign in" button.

## 3. Forget password



The screenshot shows the same login form as above, but with the "Forgot Password?" link at the bottom right highlighted with a red circle. The "Sign in" button is no longer highlighted.

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



### Password Recovery

\*  🔍

[🏠 Back to Login](#)

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

### Password Recovery

\*  ✕

\*  🔄 Resend OTP

\*

\*

🔄

\*

[🏠 Back to Login](#)

✔️ Reset Password

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

### Password Recovery

\*  ✕

\*  🔄 Resend OTP

\*

\*

🔄

\*

[🏠 Back to Login](#)

✔️ Reset Password

The user can now login with new password.