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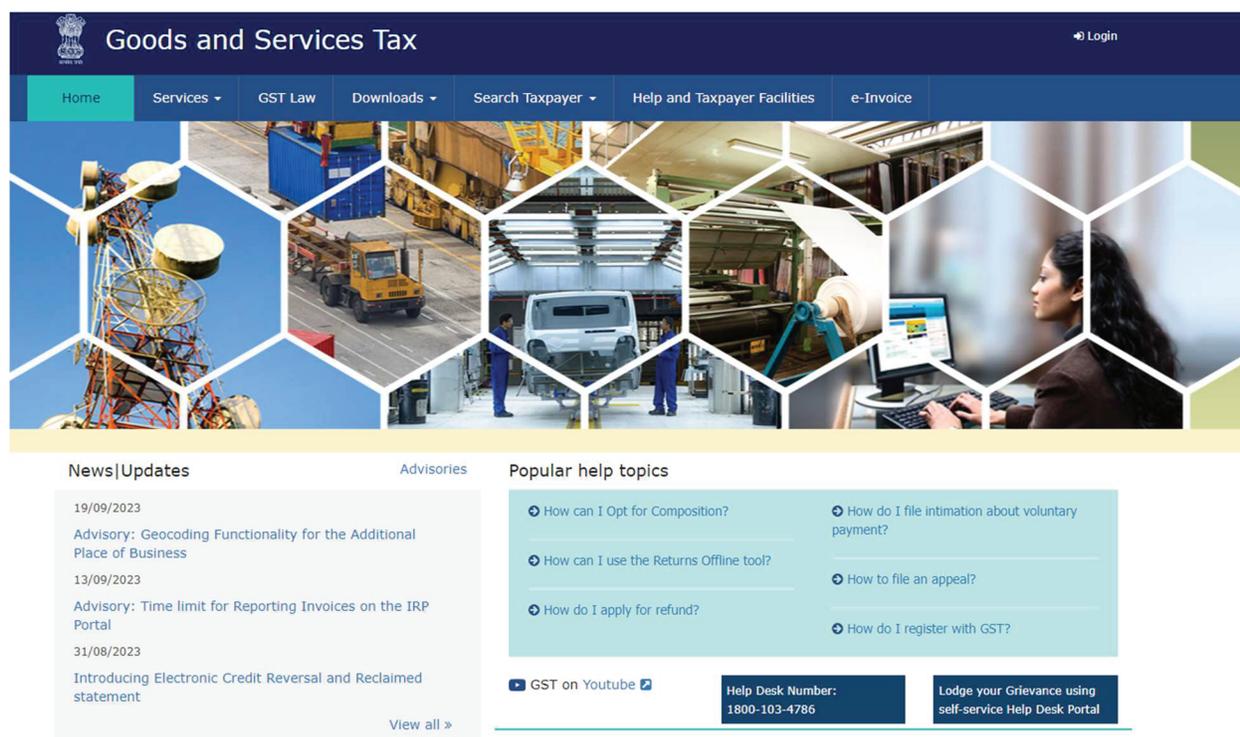
Steps to apply for Enrolment ID under GST (with screenshots)



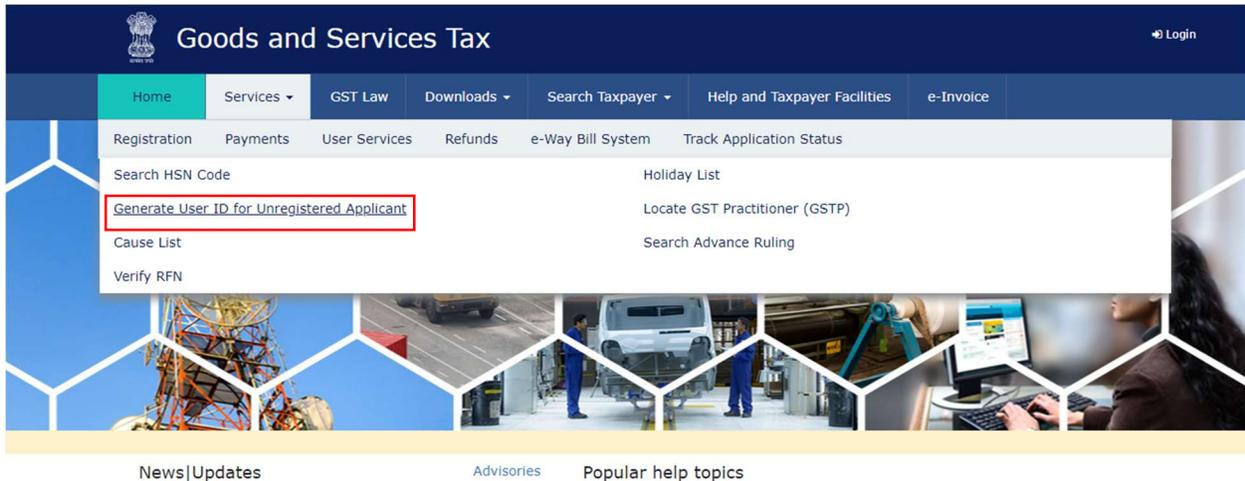
Steps to apply for Enrolment ID under GST (with screenshots)

For applying for a Enrolment user ID, an unregistered user has to perform the steps mentioned below:

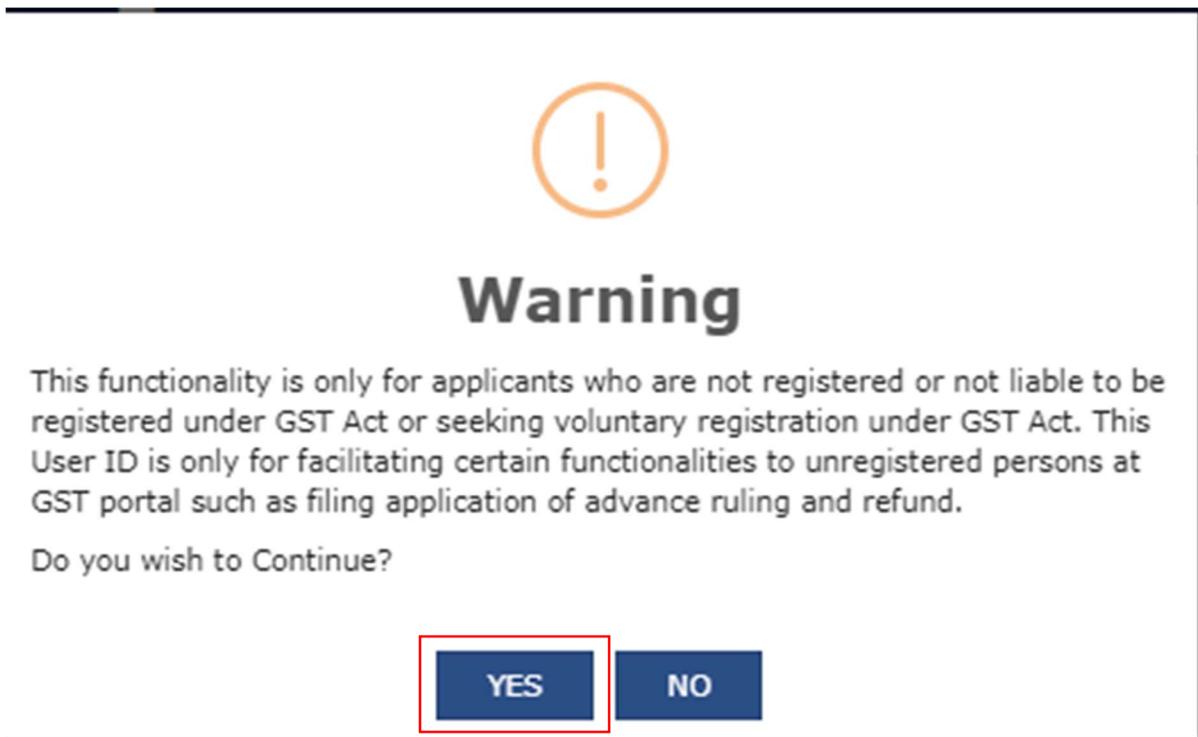
Step 1. Go to the web browser and open the URL www.gst.gov.in. As the web portal opens, the GST home page is displayed.



Step 2. The user then needs to click Services > User Services > Generate User ID as shown in the image below.



Step 3. The user then needs to go through the warning message and click 'Yes' as highlighted in red in the image below.



Step 4. Once the user clicks the 'Yes' button, the new registration for the unregistered applicant page appears. The user then needs to select option of "To Apply as a Supplier to e-Commerce Operators".

Goods and Services Tax

Home Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice

Home > Services > User Services > Generate User ID for Unregistered Applicant

Are you applying for Temporary ID as Unregistered Applicant for claiming refund or for Advance Ruling or as a Supplier to e-Commerce Operators. Kindly select one?

To claim Refund To apply for Advance Ruling

To Apply as a Supplier to e-Commerce Operators

PROCEED

Step -5 The user then needs to feed the details on this page which include

- Applicant's PAN name
- Applicant's PAN
- Email Address
- Mobile Number
- State or Union Territories for which user ID is required
- Address of the applicant
- Fill HSN details in goods supplier deals with.

New Registration for Unregistered Applicant

• Indicates mandatory fields

Name as per PAN*

Enter Legal Name of the Applicant (as mentioned in PAN)

Permanent Account Number (PAN) of Applicant*

Enter Permanent Account Number (PAN) of Applicant

• If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

Primary Email Address*

Enter Email Address

Primary Mobile Number*

+91 Enter Mobile Number

State in which you want to apply as e-commerce supplier*

Select

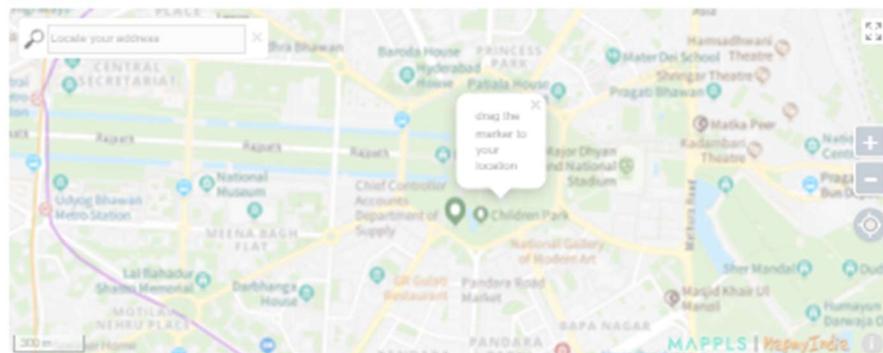
Secondary Email Address

Enter Email Address

Secondary Mobile Number

+91 Enter Mobile Number

Address



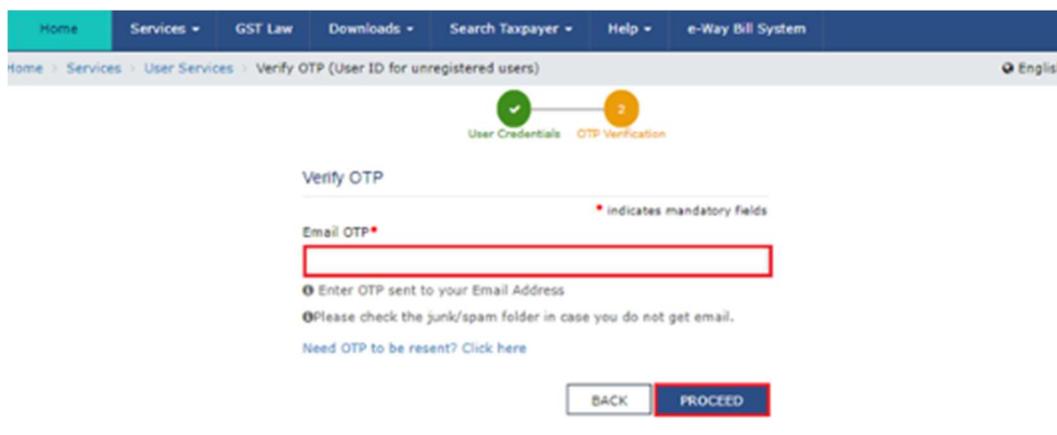
Country*	PIN Code*	State
India	Enter PIN Code	
District*	City / Town / Village*	Locality/Sub Locality
Enter District Name	Enter City / Town / Locality / Villa	Enter Locality / Sub Locality
Road / Street*	Name of the Premises / Building	Building No. / Flat No.*
Enter Road / Street	Enter Name of Premises / Building	Enter Building No. / Flat No.
Floor No.	Nearby Landmark	
Enter Floor No.	Enter Nearby Landmark	

RESET ADDRESS

Goods and Services

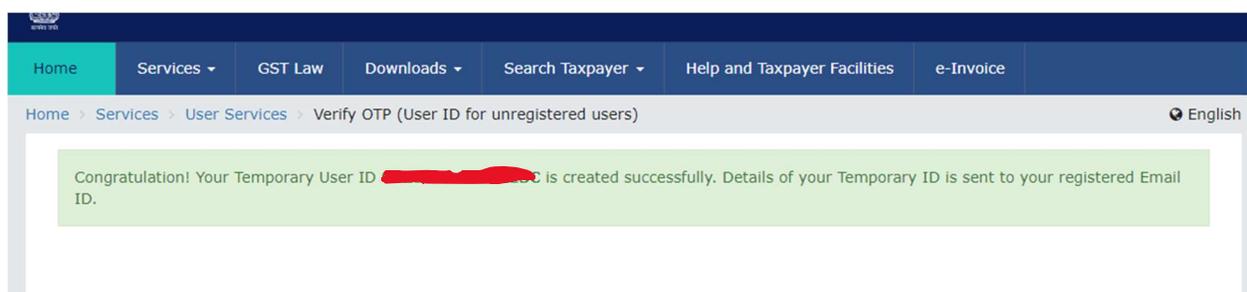
Step 6. Once the user has filled in the details, the user needs to enter the captcha text as provided and click the 'Proceed' button.

Step 7. The user would receive Email and Mobile OTP over the e-mail address and Mobile Number provided in the new registration for unregistered applicant page. The user has to enter the email OTP and Mobile OTP in the 'Verify OTP' page as shown in the image below and then click 'Proceed'.



The screenshot shows the 'Verify OTP' page for unregistered users. The page has a dark blue header with navigation links: Home, Services, GST Law, Downloads, Search Taxpayer, Help, and e-Way Bill System. Below the header, there is a breadcrumb trail: Home > Services > User Services > Verify OTP (User ID for unregistered users). A progress indicator shows two steps: 'User Credentials' (completed, green circle) and 'OTP Verification' (current step, orange circle). The main content area is titled 'Verify OTP' and includes a red asterisk indicating mandatory fields. There is a text input field for 'Email OTP' with a red border. Below the input field, there are instructions: 'Enter OTP sent to your Email Address' and 'Please check the junk/spam folder in case you do not get email.' A link 'Need OTP to be resent? Click here' is also present. At the bottom, there are two buttons: 'BACK' and 'PROCEED'.

Step 8. After successfully entering the OTP, the user would get a prompt as below that success that temporary user ID has been successfully created for the user and such details will be communicated on the user's registered e-mail ID.



The screenshot shows a success message on the 'Verify OTP' page. The message is displayed in a green box and reads: 'Congratulation! Your Temporary User ID [REDACTED] is created successfully. Details of your Temporary ID is sent to your registered Email ID.' The page header and breadcrumb trail are the same as in the previous screenshot.

Step 9. Once the temporary user ID is successfully created, the user would receive on the registered e-mail ID a temporary user ID and password for logging in to the GST portal.

Dear [REDACTED],

You have been allotted a Temporary User ID.

Your User ID is [REDACTED]
Your Password is [REDACTED]

Please login to GST portal using above User Id and Password and create your own User name and password for the first time.

Please be informed that this allotment of temporary User ID should be considered as registration under the Goods and Services Tax Act, 2017. This user ID is issued only to avail limited functionality at GST common portal. Any misuse of this ID may entail legal consequences.

This is a system generated mail.
Disclaimer:

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WARNING:

Step 10. Go to GST login Portal and select First time Login Option highlighted below in red rectangle. Login With details received by email.

Step 11. The user could also edit the profile details after logging into the GST portal. The user needs to navigate to the 'Edit Profile' button on the dashboard for editing and update the details about the address of the user.

The screenshot displays the GST Common Portal dashboard. At the top, there is a dark blue header with the Indian government emblem and the text "Goods and Services Tax". Below the header is a navigation menu with options: "Dashboard", "Services", "GST Law", "Downloads", "Search Taxpayer", "Help and Taxpayer Facilities", and "e-Invoice". The "Dashboard" option is highlighted in teal. Below the navigation menu, the page shows the user's login status: "Last logged in on 22/09/2023 14:15" and "Currently logged in from IP: 164.100.203.50". The main content area features a welcome message: "Welcome [redacted] to GST Common Portal". To the right of the welcome message, there is a "View Profile" link with a right-pointing arrow. Below the welcome message, there is a box containing the text: "You can navigate to your chosen page through navigation panel given below". At the bottom center of the dashboard, there is a prominent blue button labeled "EDIT PROFILE >".