User Guide: Dealer Login

Andhra Pradesh Tax Information System
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Step 1: Login
Taxpayer/ Un-registered person who are already created their Username and Password, they could login under “taxpayer login”


- Click on “Taxpayer Login” under “GST Services”

If you are already registered taxpayer on the AP GST portal, then you may login with inputting information as given below to Log in to the system.

- Enter “Username”
- Enter “Password”
- Enter “Captcha”

Note: If you want to refresh Captcha number, you can refresh by clicking on the “Refresh” button.

- Click on “Login” button, you will be directed to the Home page i.e., Figure 8

Step 2: New User Login
Taxpayers who are registered with GSTIN/ARN/Aadhar based UIN but who is not yet created their Username and Password on the AP GST portal, should follow below instructions to create username and password for the first time.

If you are a new taxpayer or unregistered person, click on “Taxpayer Login” under “GST Services”.

On clicking of “Taxpayer Login”, you could see login window. Click on “Click Here” link which is below the login button.

Once you click on “Click here” link, you will be directed to the “New user Login” page.

After you logging in to the “New User Login” page:
Enter your “GSTIN/ARN/Aadhar based UIN”
Enter “Captcha”
Then click on “Generate OTP”
Validate your “OTP”

**Note:** Your OTP (one time password) will be sent to your registered mobile number through SMS.

Figure 2 New User Login

**Step 2.1: Create Username and Password**
Once you validated your “OTP”, you will be directed to the “Create Username and Password” page.

Enter the details in the following format as you wished;

- Enter “User name” (as your wish)
- Enter “Password” (as your wish)
- Confirm the “Password”
- Click on “Create” button

Once you click on “Create” button, you will be directed to the “Login” page i.e., step 1 where you can log in with inputting username and password which you have created in Figure 3

**Note:** Please save Username and Password for further use.
Step 3: Un-Registered Person

Un-Registered Persons who are willing to access in to the portal to generate e-Waybills, to file an application for Appeals and for Advance Ruling, they should register based on the Aadhar based UIN.

Un-Registered person, who has not yet created Username and Password should follow the instructions as discussed below

Click on “Un-Registered Person Registration” under “GST Services”

Once you click on, you will be directed to the window where you have to register yourself with following details

- Aadhar number
- PAN number
- Name
- Address
- e-mail
- Phone number
- Click on “Submit” button

Note: Please provide a valid “e-mail” and “phone No”.
Figure 4 Register with UID

After submitting application successfully, you could see UIN number on your window as shown below.

Once you get UIN number, click on the link which is provided below the UIN number.

On clicking of the Link, you will be directed to main page. Click on “Taxpayer Login” under “GST Services”.

Note: To log in to the portal with Aadhar based UIN follow the step 1 to step 2 instructions.

Figure 5 UIN Number
**Step 4: Forgot Username**
To retrieve the forgotten username, system facilitates the following process:

You can able to see “Forgot Username” on the Login page, click on “forgot user name” link. You will be directed to the forgot username window as follows

- Enter “GSTIN”
- Click on “Generate OTP” button
- OTP will be sent to your registered mobile number through SMS

**Figure 6 Forgot Username**

**Step 5: Forgot Password**
To retrieve the forgotten password, system facilitates the following process:

You can able to see “forgot password” on the login page, click on “forgot password” link. Then you will be directed to the forgot password window as follows

- Enter “GSTIN”
- Click on “Generate OTP” button
- OTP will be sent to your registered mobile number through SMS
Figure 7 Forgot Password

- On successfully log in, the user can access various e-services from the website page.

Figure 8 Home Page

Registered person:

To log in to the portal for the first time to access various AP GST e-Services such as e-Waybills, Appeals, Advance Ruling, etc, you should follow step 1 to step 2 instructions.

When you already created username and password, then follow step 1 instructions.

Un-Registered person:

Even unregistered person can access AP GST e-Services based on Aadhar based UIN. To log in to the portal follow from the step 3 instructions.
**Note:** Whether Registered or Un-Registered person should log in to the portal with username and password to generate e-Waybills, to file an application for Appeals and Advance Ruling.