

GSTN Enrollment Process

1



**Taxpayer obtains
GSTN login id and
password from
aces.gov.in**



2



**Taxpayer completes
enrollment process on
gst.gov.in**

3




**Taxpayer obtains
provisional GSTIN on
appointed date**

Obtaining credentials

Step 1: Go to gst.gov.in and click on “New User Login”

Skip to Main Content A+ A-

 Goods and Services Tax

Get Ready for GST

Existing Taxpayers of VAT, Service Tax, Central Excise

- Enroll yourself for smooth transition to GST
- Your provisional ID will come from your tax officer
- Update profile information and upload documents
- Enrolment is being taken up in a staggered manner

[Click here for Enrolment Schedule for your state](#)

Already enrolled? [Click Existing User Login](#)

[NEW USER LOGIN](#) [EXISTING USER LOGIN](#)

Obtaining credentials

Step 2: Read, select checkbox and hit “Continue”

Goods and Services Tax [Login](#)

Home > Login

GSTN has been assigned the task of collection of data of existing taxpayers as a step towards advance preparation for their smooth transition to GST. Existing Taxpayers can enrol themselves through provisionally provided GSTIN (Goods and Services Tax Identification Number) called as Provisional ID and update their business related details on the GST portal.

I agree to provide details as per the provisions of Proposed Model Goods and Services Tax Act (GST Act).

CONTINUE

Steps to complete Provisional Registration


- Step 1: Enter the Username and Password provided to you by your State VAT Authority
- Step 2: Enter Mobile Number and Email Address of the authorized signatory of the business entity All future correspondence from the GST portal will be sent on this registered Mobile Number and Email Address
- Step 3: Enter OTP sent on Mobile Number and Email Address provided by you
- Step 4: Enter information and upload scanned images as mentioned in provisional registration form

Please read the [User Guide](#) and [FAQ](#) (links available in the footer) before proceeding ahead.
In case of any queries please contact our [Help Desk Number](#) or [Email Address](#) mentioned in the footer.

Obtaining credentials

Step 3: Enter Provisional ID and Password received in ACES website

Skip to Main Content A+ A-

 Goods and Services Tax Login

Home > Login


Login

• Indicates Mandatory Fields

Provisional ID (as provided by Tax Authority) •

Password (as provided by Tax Authority) •

Type the characters you see in the image below •

↻


First time login: Please contact your VAT Department to get your Provisional ID and Password, if not received or lost.

Existing User: If you have already created your Username and Password, click [here](#) to login.

Obtaining credentials

Step 4: Enter valid email address and mobile number

[Skip to Main Content](#) A+ A-

 **Goods and Services Tax** [Login](#)

[Home](#) > [Create Username](#)

1 Provisional ID Verification — 2 **OTP Verification** — 3 New Credentials — 4 Security Questions

Kindly provide the below information to proceed

• Indicates Mandatory Fields

i Please enter Mobile Number and Email Address of Authorised Signatory. All future correspondences from the GST portal will be sent on this registered Mobile Number and Email Address only. Changes to this will be non-editable till **01/04/2017**

Email Address •


Mobile Number •

CONTINUE

Obtaining credentials

Step 5: Verify email and mobile number using OTP

Skip to Main Content A+ A-

 Goods and Services Tax [Login](#)

Home > Create Username

Provisional ID Verification **2** OTP Verification New Credentials Security Questions

OTP Verification

• Indicates Mandatory Fields

Please enter the OTPs sent to your Email Address **umesh@gmail.com** and Mobile Number **9986863270**

Email OTP •


Mobile OTP •

CONTINUE **RESEND OTP**

Obtaining credentials

Step 6: Select Username and Password for subsequent Login

Skip to Main Content A+ A-

 **Goods and Services Tax** Login

Home > Create Username

Provisional ID Verification OTP Verification **3** New Credentials 4 Security Questions

Kindly provide the below information to proceed

• Indicates Mandatory Fields

New Username •

? You are required to choose a New Username. Username should be of 8 to 15 characters, which should start with an alphabet, should comprise of alphabets and can contain numbers, special character (dot (.), underscore (_) or hyphen (-))

New Password •

? Password should be of 8 to 15 characters, should comprise of at least one alphabet, one number, once upper case letter, one lower case letter and one special character

Re-confirm Password •


CONTINUE

- ✗ Lower Case
- ✗ Number
- ✗ Upper Case
- ✗ Symbol
- ✗ Min Length
- ✗ Valid Password

Obtaining credentials

Step 7: Answer security questions to help with password reset

Skip to Main Content A+ A-

 Goods and Services Tax Login

Home > Create Username

Provisional ID Verification OTP Verification New Credentials Security Questions

Security Questions (To enable you to retrieve your password in case you forget it)


* Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)? *
2. What is your mother's name (in case of Proprietorship) / mother's name of Primary Authorized Signatory? *
3. Name your main commodity / service *
4. Name of the first employee *
5. Personal Mobile Number of Proprietor / Authorized Signatory *

Obtaining credentials

Step 8: Answer security questions to help with password reset

Skip to Main Content A+ A-

 Goods and Services Tax Login

Home > Create Username

Provisional ID Verification OTP Verification New Credentials Security Questions

Security Questions (To enable you to retrieve your password in case you forget it)


* Indicates Mandatory Fields

1. What is the date of birth of Proprietor (in case of Proprietorship) / Year of commencement of Business (Others)? *
2. What is your mother's name (in case of Proprietorship) / mother's name of Primary Authorized Signatory? *
3. Name your main commodity / service *
4. Name of the first employee *
5. Personal Mobile Number of Proprietor / Authorized Signatory *

Obtaining credentials

Step 9: Login using your newly created ID and Password

Skip to Main Content A+ A-

 Goods and Services Tax [Login](#)

Home > Login

✔ Username and password have been successfully created. Kindly ✕ login using these credentials

Login

• Indicates Mandatory Fields

Username •

Password •

LOGIN

[Forgot Username](#) [Forgot Password](#)

📘 **First time login:** If you are logging in for the first time, click [here](#) to login

Obtaining credentials

Step 10: Complete the enrollment form, upload documents

The screenshot displays the Goods and Services Tax (GST) portal interface. At the top right, there are links for "Skip to Main Content", "A+", and "A-". The header includes the Government of India logo and the text "Goods and Services Tax", along with the user name "UMESH SINGH". Below the header, there are navigation tabs: "Dashboard", "Help", "Provisional ID Enrolment" (highlighted with a red box), "My Saved application", and "Register/ Update DSC". A table shows the enrollment status:

Application Type	Provisional ID	Last Modified	Profile
Enrolment	10BHBPS7793B1ZG	07/10/2016	90%

Below the table, a progress bar shows the completion status of various steps:

- Business Details ✓
- Promoter / Partners ✓
- Authorized Signatory ✓
- Principal Place of Business ✓
- Additional place of business ✓
- Goods & Services
- Bank Accounts ✓
- Verification

Obtaining credentials

Step 11: Verify the form and submit

• indicates mandatory fields

Verification


I hereby solemnly affirm and declare that the information given herein above is true and correct to the best of my knowledge and belief and nothing has been concealed therefrom.

Authorized Signatory •

Place •

Designation

Date •

BACK

SUBMIT WITH DSC

SUBMIT WITH E-SIGNATURE

SUBMIT*

Note: In case of Companies and LLPs, form has to be digitally signed.
In other cases, form may be submitted through e-signature (OTP)

Obtaining credentials

**Upon successful submission, Application Reference Number (ARN)
is received through email and SMS**



The screenshot shows a web application interface. At the top, there is a dark blue navigation bar with 'Dashboard' and 'Help' menus. Below this is a breadcrumb trail: 'Dashboard > Enrolment > Acknowledgement'. The main content area displays a green checkmark icon followed by the word 'SUCCESS'. Below this, it says 'Thank you for submission.' and 'System will verify / validate the information submitted after which acknowledgement will be sent in next 15 minutes'.

GSTN Enrollment Process

1



**Taxpayer obtains
GSTN login id and
password from
aces.gov.in**

2



**Taxpayer completes
enrollment process on
gst.gov.in**

3



**Taxpayer obtains
provisional GSTIN on
appointed date**