

## Password Reset (સંપુર્ણ સ્વયં સંચાલિત પ્રક્રિયા)

ખાતા દ્વારા વેપારીશ્રીનો પાસવર્ડ રીસેટ કરવાની એક આધુનિક પધ્ધતિ (સંપુર્ણ ઓટોમેટીક) દાખલ કરવામાં આવેલ છે. જે મુજબ

**પ્રથમ ચરણ:-** વેપારીશ્રી એ વેબસાઈટ પર, પોતાના **Log-In માં Security Profile link** દ્વારા **Security profile Set** કરવાની રહેશે.

જેમા.

- સિક્યુરિટી પ્રશ્ન
- સિક્યુરિટી જવાબ
- રજીસ્ટર્ડ મોબાઇલ નંબર
- ઈ-મેઇલ આઈ ડી

ઉપરોક્ત વિગત ખાતા ની પરવાનગી વગર એક વખત આપવાની રહેશે. ત્યારબાદ તેમાં કોઈ પણ ફેરફાર કરવાની જરૂરિયાત ઉપસ્થિત થાય તો સંબંધિત ઘટક કચેરીના સહાયક વાણિજ્યિકવેરા કમિશનરશ્રીની પરવાનગીથી થઈ શકશે.

ઉપરોક્ત વિગતો પૂરી પાડી સીસ્ટમ દ્વારા વેપારીશ્રીને ૧૬ આંકડાનો Security Code આપવામાં આવશે. વેપારીશ્રીએ જેને સલામતી પૂર્વક સાચવી રાખવાનો રહેશે.

**દ્વિતીય ચરણ:-પાસવર્ડ Reset/Unlock કરવાના પગલાં:**

1. વેપારીશ્રી પાસવર્ડ રીસેટ/અનલોક કરવા વેબસાઈટ પર **Unlock account/ Forget Password** મેનુમાં ક્લિક કરશે.
2. ક્લિક કર્યા બાદ **Log-in id** નાખવાનો રહેશે, સીસ્ટમ સિક્યોરીટી પ્રશ્ન બતાવશે.તેનો જવાબ આપવાનો રહેશે. સીસ્ટમ ૧૬ **Digit Code** માંથી કોઈ પણ ત્રણ **Digit** પૂછશે. દા.ત. ૧૬ Digit Code માંથી ૪,૭ અને ૯ મા સ્થાન પરના અંક પૂછશે. વેપારીશ્રી એ સાચા આપવા જોઈશે.
3. ઉક્ત વિગત ની ચકાસણી થયે **SMS** દ્વારા વેપારીશ્રીને એક Code મોકલવામાં આવશે જે Code વેપારીશ્રી **Web-Portal** પર **Enter** કરવાનો રહેશે **Verify button** પર **click** કરશે. જેની ચકાસણી થયે **SMS** અને **e-mail** થી **One time password** રજીસ્ટર્ડ મોબાઇલ પર **SMS** થી **e-mail** થી મોકલવામાં આવશે.
4. વેપારી વેબસાઈટ પર **OTP** થી **Log-In** થશે. વેબ પોર્ટલ નવા પાસવર્ડ માટે પૂછશે અને નવો પાસવર્ડ એન્ટર કર્યા બાદ વેબસાઈટ પર નવા **Password** થી **Log-In** થઈ શકશે.  
(નવો પાસવર્ડ **Web Site** પર મૂકેલ સૂચના મુજબ નો **Reset** કરવાનો રહેશે.)

**સૂચના:** વેપારીશ્રીને **SMS** દ્વારા મોકલાયેલ **Code** વેપારીશ્રીની **Multiple Request** ના કિસ્સામાં જે છેલ્લો **Code** મોકલવામાં આવેલ હશે તે માન્ય રહેશે.

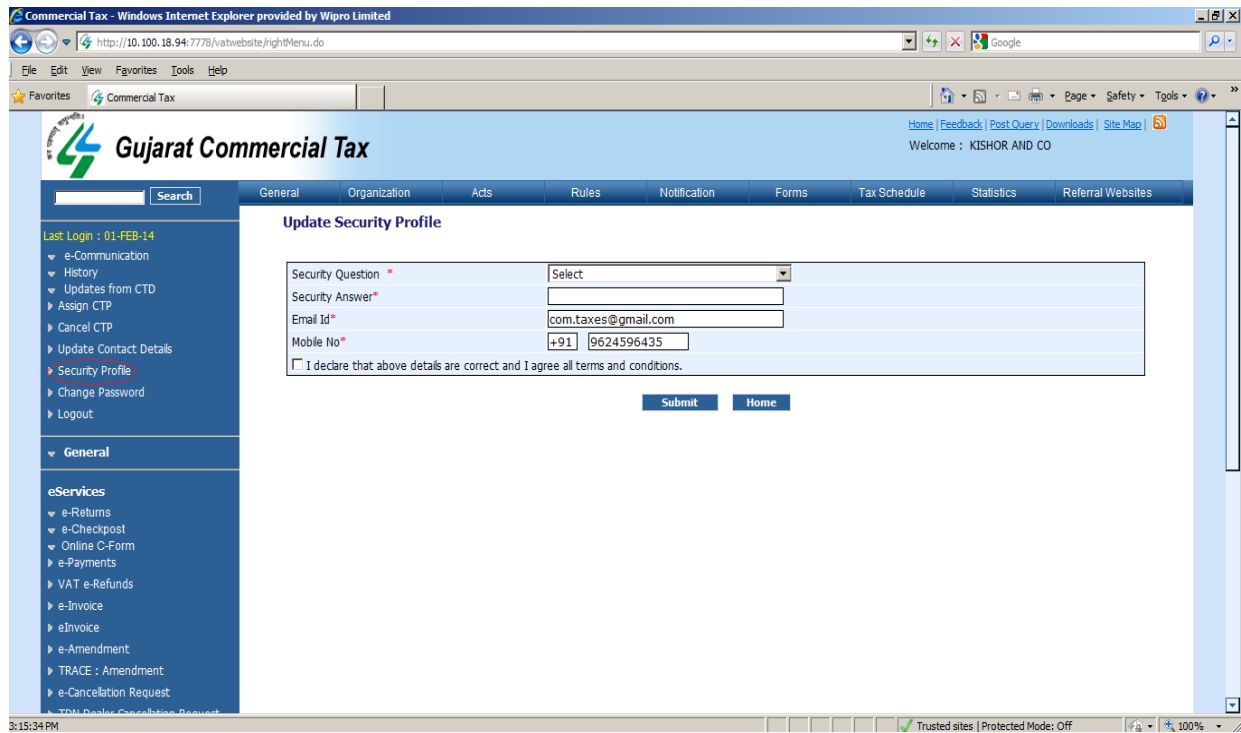
# Security Profile Manual

## • Dealer: Security profile and Password Reset/Unlock Account

### 1) Dealer Login

The screenshot shows the Gujarat Commercial Tax website interface. The browser title is "Commercial Tax - Windows Internet Explorer provided by Wipro Limited". The address bar shows "http://10.100.18.94:7778/vatwebsite/". The website header includes the logo and "Gujarat Commercial Tax" with navigation links: Home, Feedback, Post Query, Downloads, Site Map. A menu bar contains: General, Organization, Acts, Rules, Notification, Forms, Tax Schedule, Statistics, Referral Websites. The main content area features a login form on the left with fields for Login Id (24040703339), Password, Type (Dealer), and a CAPTCHA (84 + 8 ?). Below the form are "Login" and "Sign Up" buttons, and a link for "Unlock Account/ Forgot Password?". A central banner reads "Gujarat - The growth engine of India" with a quote from Mahatma Gandhi: "A customer is the most important visitor on our premises. He is not dependent on us. We are dependent on him. He is not an interruption on our work. He is the purpose of it. He is not an outsider on our business. He is a part of it. We are not doing him a favour by serving him. He is doing us a favour by giving us an opportunity to do so." Below this, there is a notice: "Dear Dealer, You have shown purchases/procurement against CST forms in your CST e>Returns. But some compliance towards Quarter Clearance, Return Filing, tax-payment etc is pending. Click here for details and comply (File size:25 MB)." and a link for "Click here for Complete Guide. Tax payers are required to approach concerned Joint Commissioner with soft copy of data for Amendments". At the bottom, there are three columns: "e-Services" (Online e-Registration: Tatkal, VAT e-Registration (Regular), CST e-Registration (Regular), Track Status of your Application, e-Return, Online Forms C/F/H, 402/403, VAT refund and Category Change), "Amendments" (Macro Based Templates, Notification about Amendment in VAT Rules, Circular about New Registration Scheme, 2009-2010 CHANGES, 2008-2009 CHANGES), and "What is New?" (Empanelment of Advocates, Dear Dealer, We will shortly). The footer shows the time "3:13:33 PM" and "Trusted sites | Protected Mode: Off".

2) Click on “**Security Profile**” on left menu to set security profile. Dealer will be able to set security profile once. Once security profile is set and then if he needs to change any of the details of security profile he needs to contact AC (Assistant Commissioner) of respective Unit office.



3) Dealer will select “**Security Question**” from predefined list and provide **Answer**; it is mandatory to enter valid **email id** and **mobile no** and tick the declaration. Dealer need to remember these details in order to reset password/Unlock account.

The screenshot shows a web browser window titled "Commercial Tax - Windows Internet Explorer provided by Wipro Limited". The address bar shows the URL "http://10.100.18.94:7778/vatwebsite/rightMenu.do". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "Commercial Tax". The main content area displays the "Gujarat Commercial Tax" logo and a navigation menu with tabs: "General", "Organization", "Acts", "Rules", "Notification", "Forms", "Tax Schedule", "Statistics", and "Referral Websites". The "Welcome" message reads "Welcome : KISHOR AND CO".

The "Update Security Profile" form is displayed with the following fields:

Security Question *	What is the maiden name of your mother?
Security Answer*	Patel
Email Id*	com.taxes@gmail.com
Mobile No*	+91 9999999999

Below the form, there is a checkbox labeled "I declare that above details are correct and I agree all terms and conditions." which is checked. At the bottom of the form are "Submit" and "Home" buttons.

The left sidebar contains a search bar and a list of navigation options under "Last Login : 01-FEB-14":

- ▼ e-Communication
- ▼ History
- ▼ Updates from CTD
- ▶ Assign CTP
- ▶ Cancel CTP
- ▶ Update Contact Details
- ▶ Security Profile
- ▶ Change Password
- ▶ Logout

Under "General":

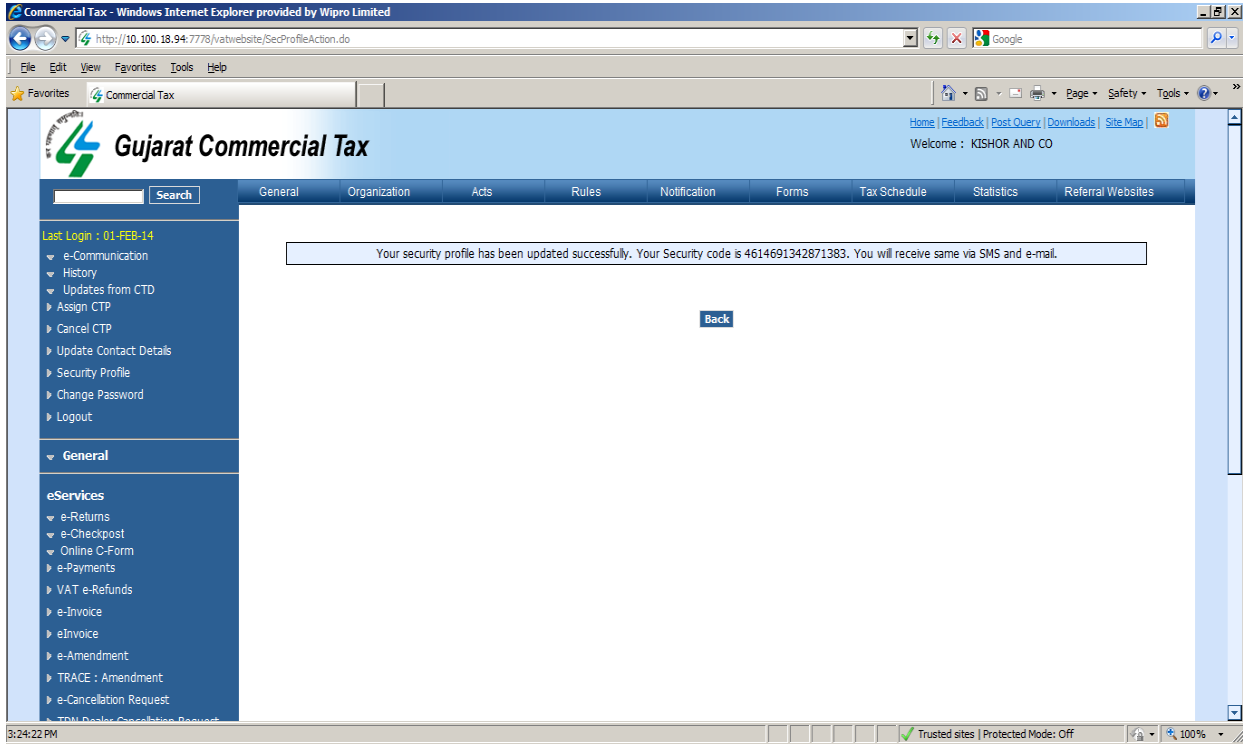
- ▼ General

Under "eServices":

- ▼ e>Returns
- ▼ e-Checkpost
- ▼ Online C-Form
- ▶ e-Payments
- ▶ VAT e-Refunds
- ▶ e-Invoice
- ▶ eInvoice
- ▶ e-Amendment
- ▶ TRACE : Amendment
- ▶ e-Cancellation Request
- ▶ TTM Dealer Cancellation Request

The status bar at the bottom shows the time "3:22:13 PM", "Trusted sites | Protected Mode: Off", and "100%" zoom.

4) On submit, System will show **16 Digit Security Code** and same will be sent via **Email** and **SMS**; Dealer is required to keep 16 Digit security code safely to reset password/Unlock account.



5) Dealer will click on “**Unlock Account / Forgot Password**” link on home page of website to reset password or unlock account.

**Commercial Tax - Windows Internet Explorer provided by Wipro Limited**

http://10.100.18.94:7778/vatwebsite/RightMenu.do

File Edit View Favorites Tools Help

Commercial Tax

Home Feedback Post Query Downloads Site Map

# Gujarat Commercial Tax

General Organization Ads Rules Notification Forms Tax Schedule Statistics Referral Websites

Search

Login Id   
Password   
Virtual Keyboard  
Type Dealer  
96 + 9 ?

**Unlock Account/ Forgot Password?**

**General**

- ▶ Dealer Search
- ▶ Cancelled Dealer
- ▶ Abinitio Cancelled Dealer
- ▶ Online C-Form
- ▶ Suspended Dealer
- ▶ Signup for Transit Pass
- ▶ TDII Registration
- ▶ Track TDN Status
- ▶ CTP Registration
- ▶ Checkpost Submission403
- ▶ Sign up for Application of Tatkal Registration
- ▶ Tribunal

**Gujarat - The growth engine of India**

A customer is the most important visitor on our premises. He is not dependent on us. We are dependent on him. He is not an interruption on our work. He is the purpose of it. He is not an outsider on our business. He is a part of it. We are not doing him a favour by serving him. He is doing us a favour by giving us an opportunity to do so.

- Mahatma Gandhi

**Dear Taxpayers, You can also avail e-Services from alternate web-site Address : [www.ctgujarat.in](http://www.ctgujarat.in)**

**Dear Dealer, You have shown purchases/procurement against CST forms in your CST e>Returns. But some compliance towards Quarter Clearance, Return Filing, tax-payment etc is pending. Click here for details and comply(File size:25 MB).**

**Dear Tax Payer, Please click here to know about facility of e-payment, password and FAQ on cyber treasury portal.**

Dear Dealer, Now you are able to print Regular, Additional, Add-On, Cancelled and Amended C, F and H forms at your end.  
**Click here for Complete Guide. Tax payers are required to approach concerned Joint Commissioner with soft copy of data for Amendments**

e-Services	Amendments	What is New? *
<ul style="list-style-type: none"><li>• Online e-Registration: Tatkal</li><li>• VAT e-Registration (Regular)</li><li>• CST e-Registration (Regular)</li><li>• Track Status of your Application</li><li>• e-Return, Online Forms C/F/H, 402/403, VAT refund and Category Change</li></ul>	<ul style="list-style-type: none"><li>• Macro Based Templates</li><li>• Notification about Amendment in VAT Rules.</li><li>• Circular about New Registration Scheme</li><li>• 2009-2010 CHANGES</li><li>• 2008-2009 CHANGES</li></ul>	<p><b>Important : For all who have Applied for obtaining the Tax Deduction Number</b></p> <p>Dealer has to mandatorily</p>

3:28:49 PM Trusted sites | Protected Mode: Off 100%

## 6) Dealer will enter TIN in Login Id

The screenshot shows a web browser window titled "Commercial Tax - Windows Internet Explorer provided by Wipro Limited". The address bar shows the URL "http://10.100.18.94:7778/vatwebsite/rightMenu.do". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The "Favorites" bar shows "Commercial Tax". The main content area is the "Gujarat Commercial Tax" website. The header includes a search bar and navigation tabs: "General", "Organization", "Acts", "Rules", "Notification", "Forms", "Tax Schedule", "Statistics", and "Referral Websites". The left sidebar contains a "General" menu with items like "Dealer Search", "Cancelled Dealer", "Abinitio Cancelled Dealer", "Online C-Form", "Suspended Dealer", "Signup for Transit Pass", "TDN Registration", "Track TDN Status", "CTP Registration", "Checkpost Submission403", "Sign up for Application of Tatkal Registration", and "Tribunal". The main content area is titled "Unlock Account/ Forgot Password?". It contains a form with the following fields: "Login Id", "Password", "Virtual Keyboard" (checkbox), "Type" (dropdown menu set to "Dealer"), "78 - 17 ?" (input field with a dollar sign icon), "Login" button, "Sign Up" button, "Unlock Account/ Forgot Password?" link, "Security Question", "Security Answer\*", "Please enter the characters mentioned at following position of your 16-digit Security Code for your account.", "Position in Security Code" (input fields with values "1", "10", "14"), and "Enter characters\*" (input fields). Below the form are "Confirm" and "Home" buttons. The status bar at the bottom shows the time "3:38:02 PM" and "Trusted sites | Protected Mode: Off".

Commercial Tax - Windows Internet Explorer provided by Wipro Limited

http://10.100.18.94:7778/vatwebsite/rightMenu.do

File Edit View Favorites Tools Help

Commercial Tax

Home Feedback Post Query Downloads Site Map

**Gujarat Commercial Tax**

General Organization Acts Rules Notification Forms Tax Schedule Statistics Referral Websites

Search

Login Id

Password

Virtual Keyboard

Type Dealer

78 - 17 ?

Login Sign Up

Unlock Account/ Forgot Password?

General

- ▶ Dealer Search
- ▶ Cancelled Dealer
- ▶ Abinitio Cancelled Dealer
- ▼ Online C-Form
- ▶ Suspended Dealer
- ▶ Signup for Transit Pass
- ▶ TDN Registration
- ▶ Track TDN Status
- ▶ CTP Registration
- ▶ Checkpost Submission403
- ▶ Sign up for Application of Tatkal Registration
- ▼ Tribunal

**Unlock Account/ Forgot Password?**

Login Id

Security Question

Security Answer\*

Please enter the characters mentioned at following position of your 16-digit Security Code for your account.

Position in Security Code

Enter characters\*

Confirm Home

3:38:02 PM Trusted sites | Protected Mode: Off

7) It will show Security Question. Dealer will enter Security Answer and Digit at position in 16 digit security code and Click on “**Confirm**”. It will send 4 digit code to dealer via email and SMS.

Commercial Tax - Windows Internet Explorer provided by Wipro Limited

http://10.100.18.94:7778/vatwebsite/rightMenu.do

File Edit View Favorites Tools Help

Commercial Tax

Home Feedback Post Query Downloads Site Map

### Gujarat Commercial Tax

Search

General Organization Acts Rules Notification Forms Tax Schedule Statistics Referral Websites

#### Unlock Account/ Forgot Password?

Login Id: 24040703339

Security Question: What is the maiden name of your mother?

Security Answer\*: Patel

Please enter the characters mentioned at following position of your 16-digit Security Code for your account.

Position in Security Code: 1 10 14

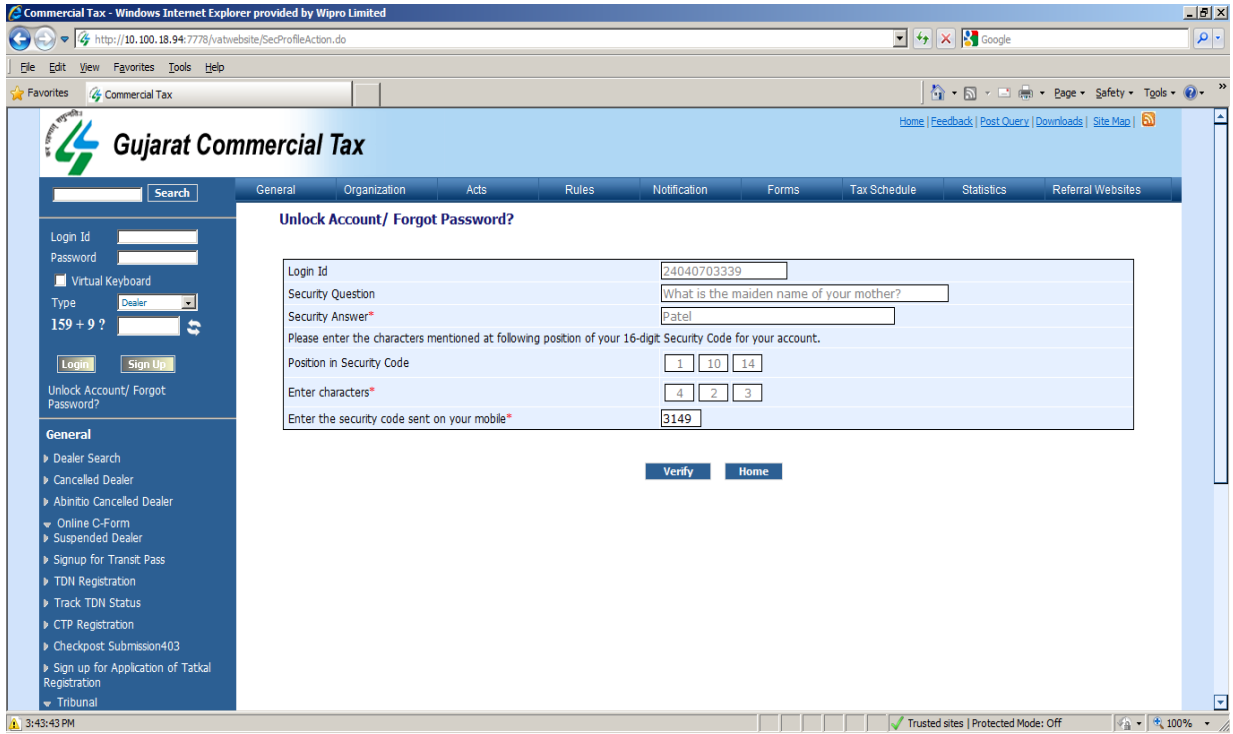
Enter characters\*: 4 2 3

Confirm Home

3:39:16 PM Trusted sites | Protected Mode: Off



8) Dealer will enter 4 digit security code and click on “Verify”.



9) On verify, **OTP (One Time Password)** will be sent to dealer via email and SMS. Dealer will login using OTP and system will ask to change OTP.

