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*Handbook on
Sign Up Process
On Web Portal*

Sign-Up

EASY way to Sign-Up:

1. Go to the Link New Sign Up in the home page
2. Data Entry
3. Submit the Form

Go to the New Sign-Up:

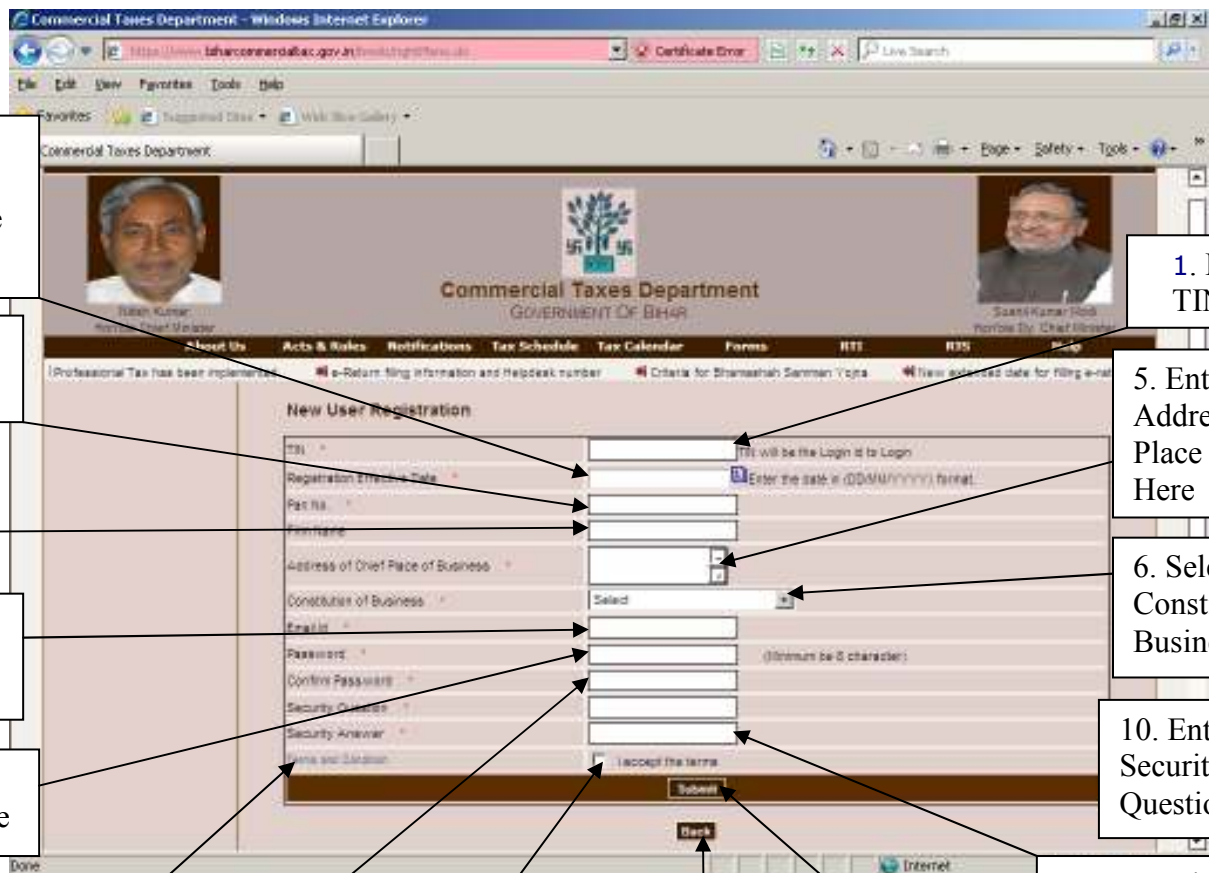
Go to the Bihar Commercial Tax Website i.e <http://www.biharcommercialtax.gov.in/>
As per shown below click on the New Sign Up which is in the center.



Screen-1

To get registered on the website click "New User? Sign-up".

A new screen (Screen-2) will open up. This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.



2. Enter Registration Effective Date Here

3. Enter Pan No. Here

4. Enter Firm Name

7. Enter Email ID Here

8. Enter Password Here

12. Click Here to Read Terms & Condition

9. Enter the Password Again Here

13. Click Here To Accept the Terms

14. Click On Back Button to go Back to Home Page

1. Enter TIN Here

5. Enter the Address of Chief Place of Business Here

6. Select Constitution of Business Here

10. Enter the Security Question Here

11. Enter the Security Answer Here

15. Click Here On Submit To Get Registered

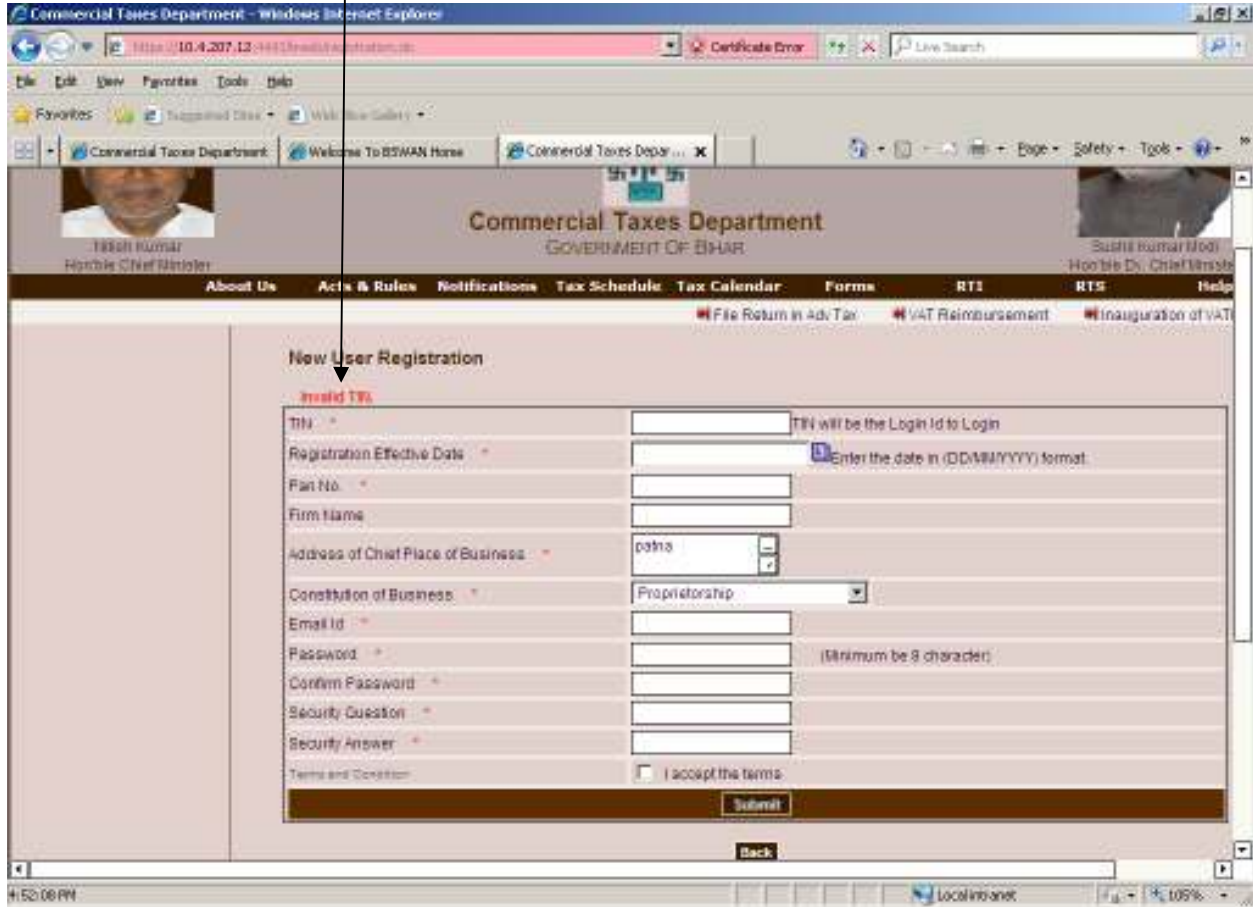
Please enter the details as below:-

Sr. No	Label	Data Type	Action to be performed
1.	TIN	Numeric	Enter your TIN.
2.	Effective Date of Registration	Date	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN No	Alphanumeric	Enter your PAN No. This is mandatory field.
4.	Firm Name	Alphanumeric	Enter your Firm Name.
5.	Address of Principal Place of Business	Alphanumeric	Enter your Principal place of business
6.	Constitution of Business	Combo Box	Select your business constitution
7.	E-mail Id	Alphanumeric	Enter your e-mail id
8.	Password	Alphanumeric	Enter your Password (should be more than or equal to 8 characters in length)
9.	Confirm Password	Alphanumeric	Enter the same Password
10.	Security Question	Characters	Enter the question for security purpose. (This will be required if you forget your password. So please remember it.)
11.	Security Answer	Characters	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
12.	Terms and Conditions	Hyperlink	Click on this link to read the terms and conditions.
13.	I accept the terms	Check box	Read the terms and tick the check box
14.	Back	Button	Click on this button to go back to home page.
15.	Submit	Button	The button would be disabled in the beginning. But when the check box for "I accept the terms" is checked, it becomes enabled. Click on submit to register on the web portal.

After filling up the details as above, please click on submit .Details will be verified by the system and if they are found correct, system will give successful registration message immediately on the screen itself. This registration is one time requirement. Next time dealer has to login with the password adopted by dealer in this step. Dealer Login id is his 11 digit TIN.

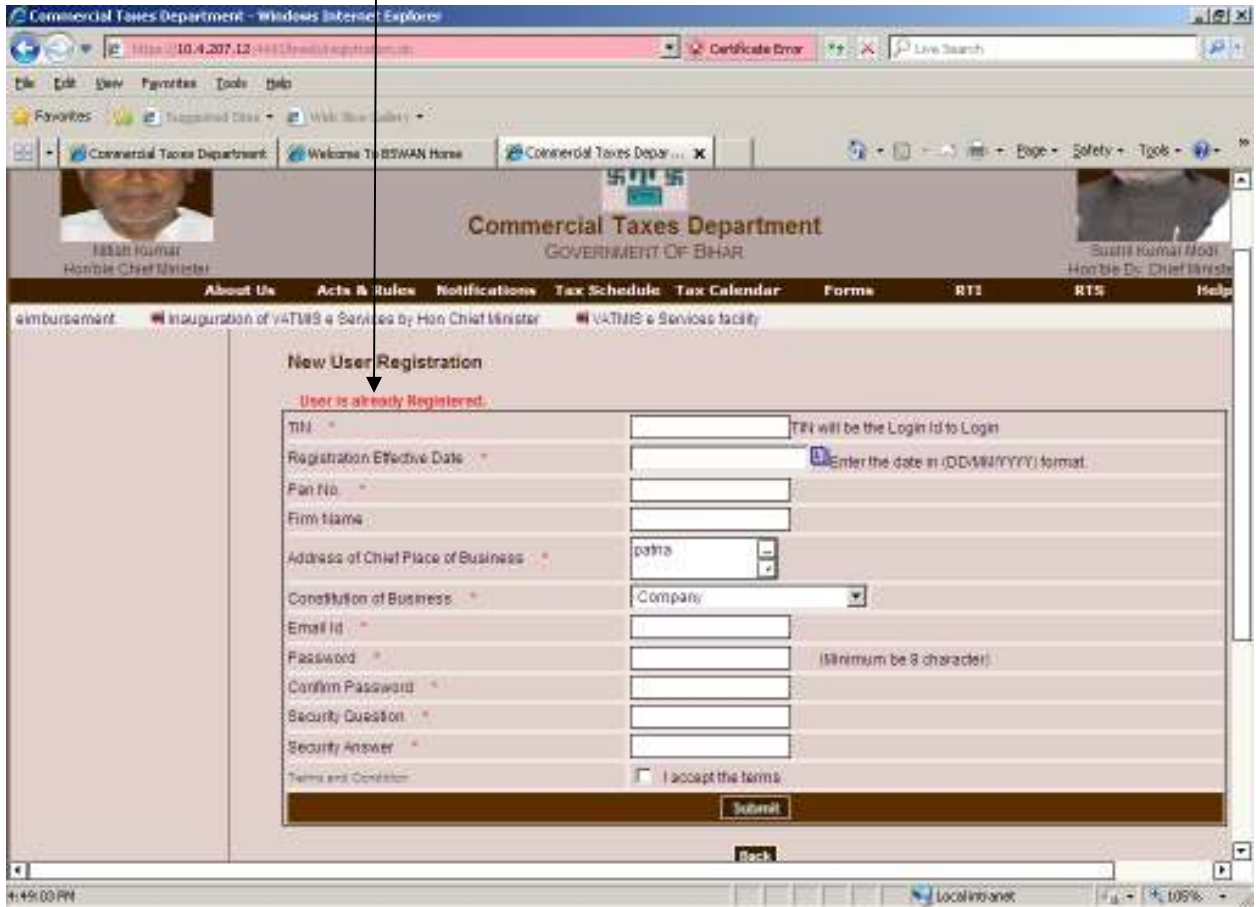
- ⌚ On invalid Entry of either TIN No. you will get the following page with the message "Invalid TIN":

Invalid TIN

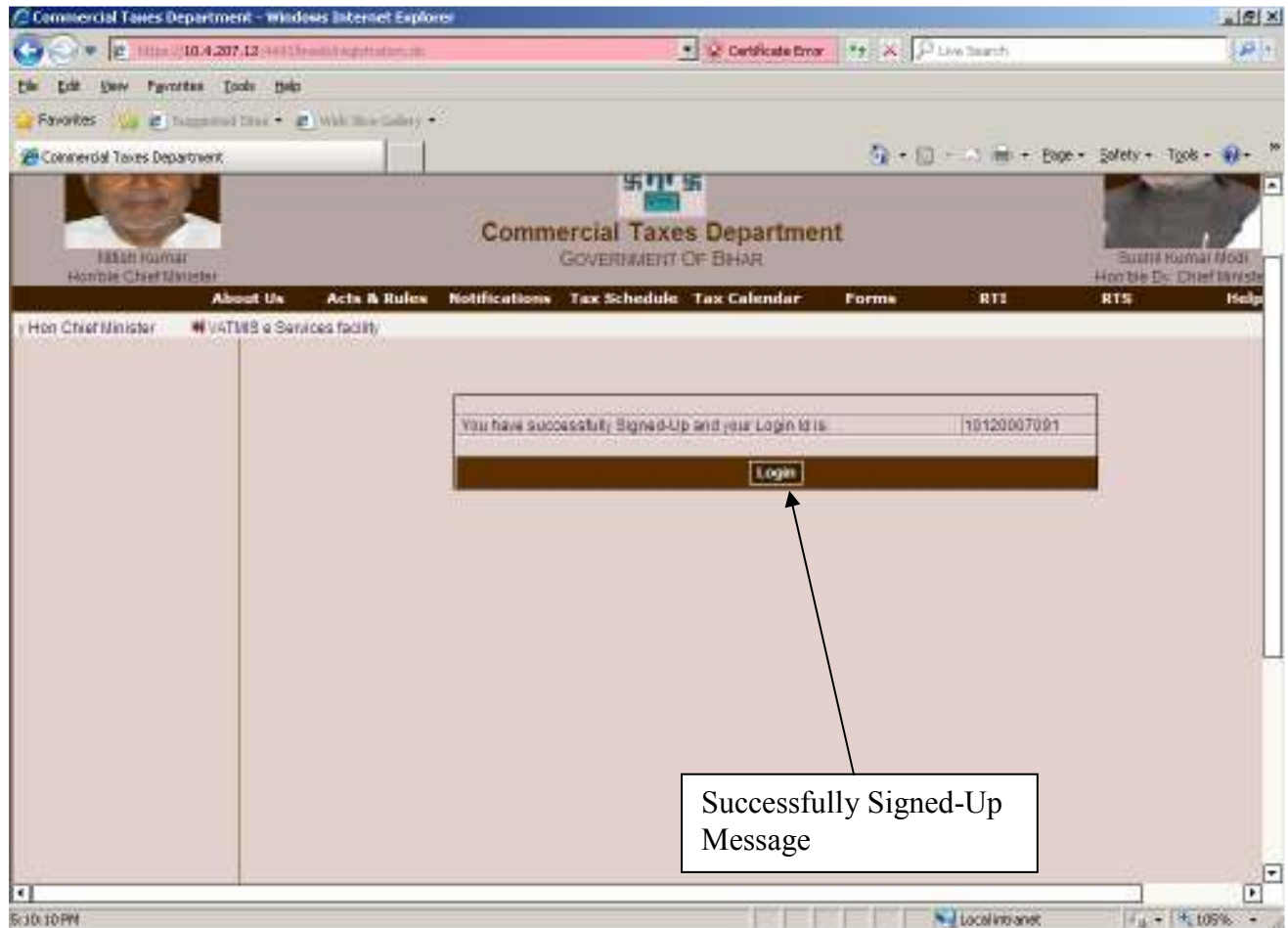


- ⌚ If you have already Signed Up you will get "User is already Registered" in the following way:

User is already Registered



- ☉ If you get "You have successfully Signed-Up and Your Login Id is : _ _ _ _ _" message than this shows that you are now the member of this website and you can login with your given login details.



Important Points to be kept in mind:

1. The fields having * are mandatory.
2. Before Signing Up the website you need to register yourself for VAT.
3. You need to accept Terms and Conditions by checking the form to submit your details for Sign Up.