# Saras
AAJEEVIKA
Crafts by rural women

# 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:
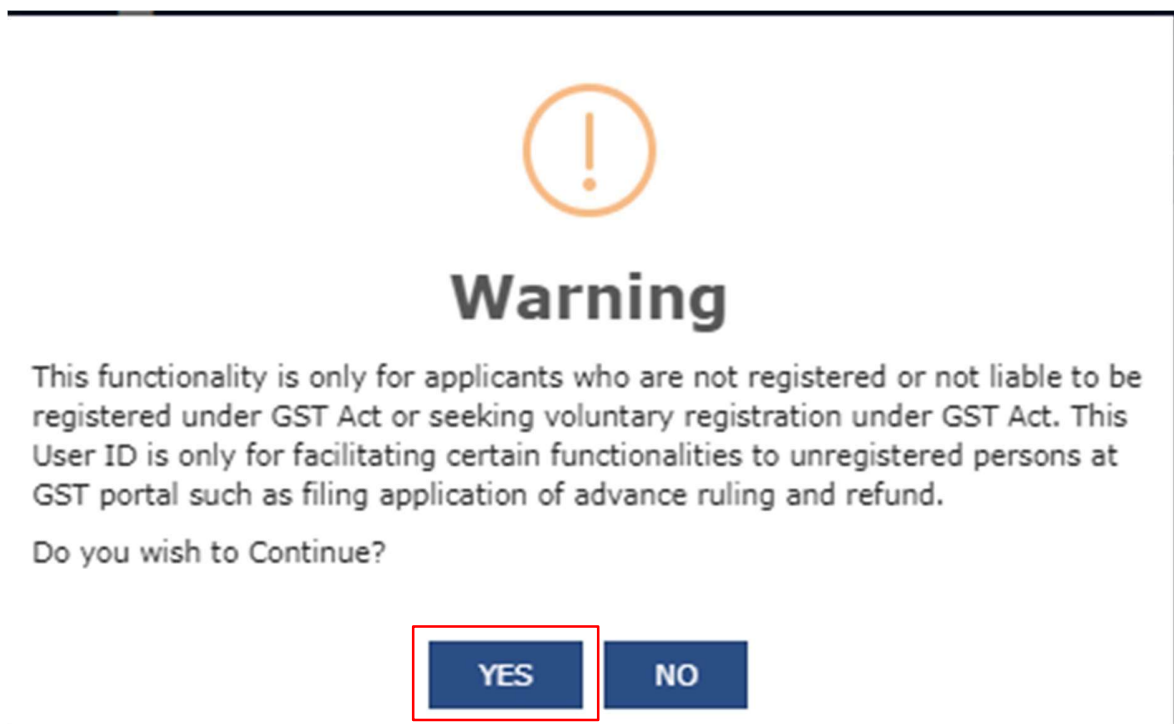
Step 1. Go to the web browser and open the URL www.gst.gov.in. As the web portal opens, the GST home page is displayed.
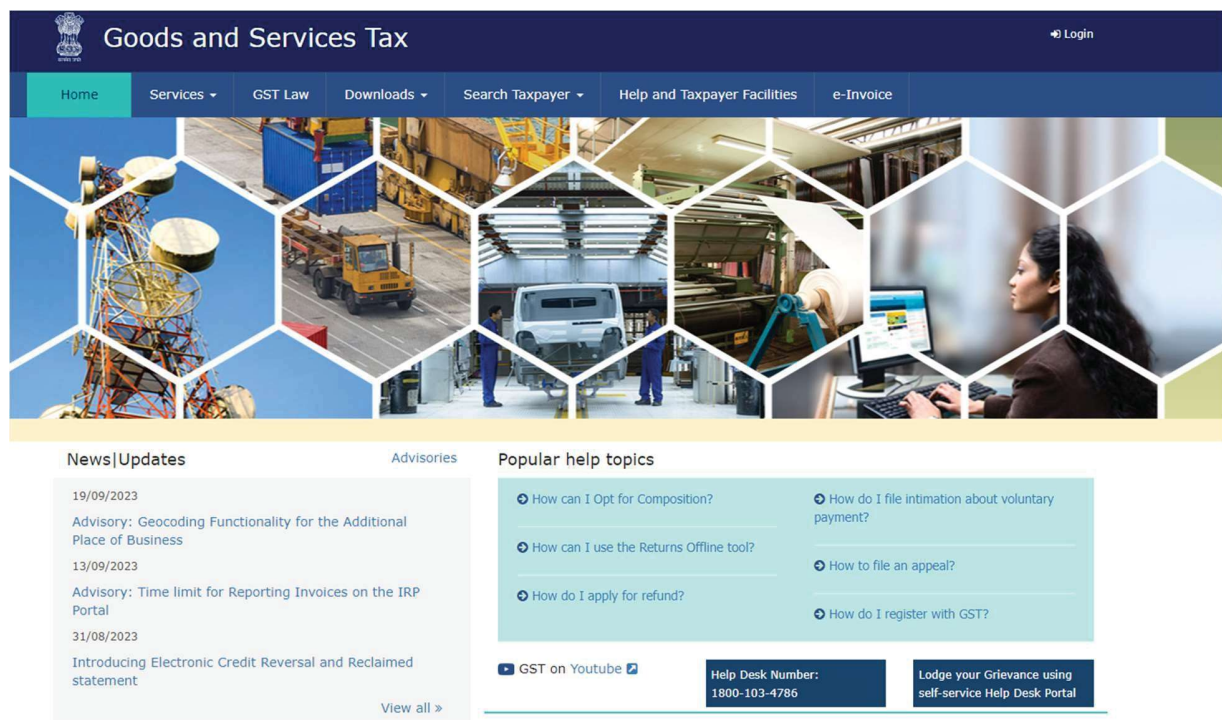
Step 2. The user then needs to click Services > User Services > Generate User ID as shown in the image below.
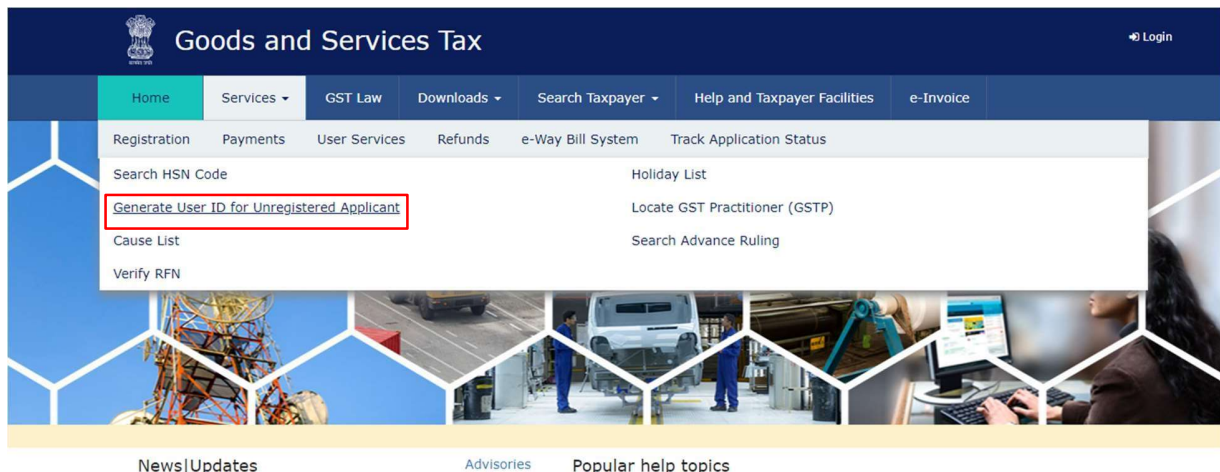
Step 3. The user then needs to go through the warning message and click 'Yes' as highlighted in red in the image below.

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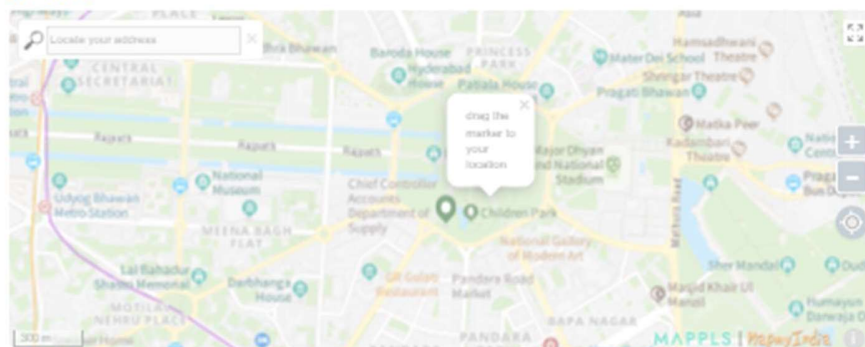
State in which you want to apply as e-commerce supplier *

> Select ⌄

Secondary Email Address

> Enter Email Address

Secondary Mobile Number

> +91 | Enter Mobile Number

✉ **Address**

Country *

> India ⌄

PIN Code *

> Enter PIN Code

State

District *

> Enter District Name

City / Town / Village *

> Enter City / Town / Locality / Villa

Locality/Sub Locality

> Enter Locality / Sub Loaclity

Road / Street *

> Enter Road / Street

Name of the Premises / Building

> Enter Name of Premises / Building

Building No. / Flat No. *

> Enter Building No. / Flat No.

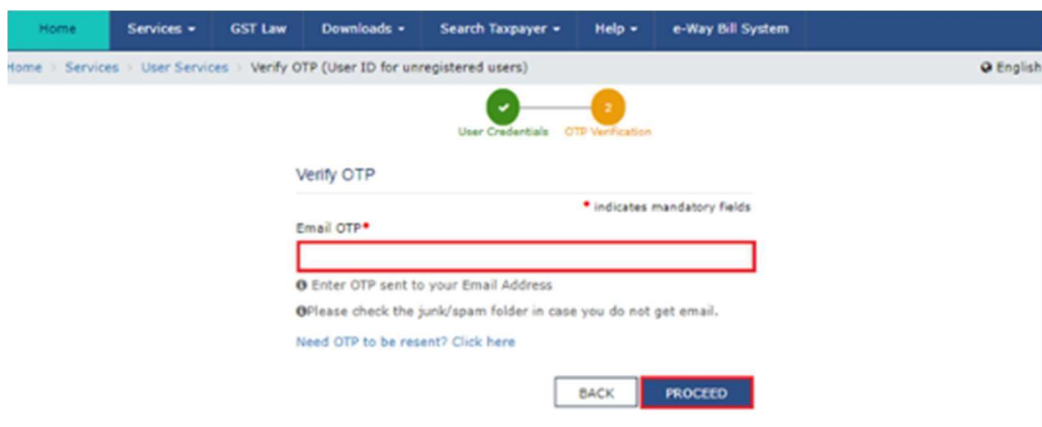Floor No.

> Enter Floor No.

Nearby Landmark

> Enter Nearby Landmark
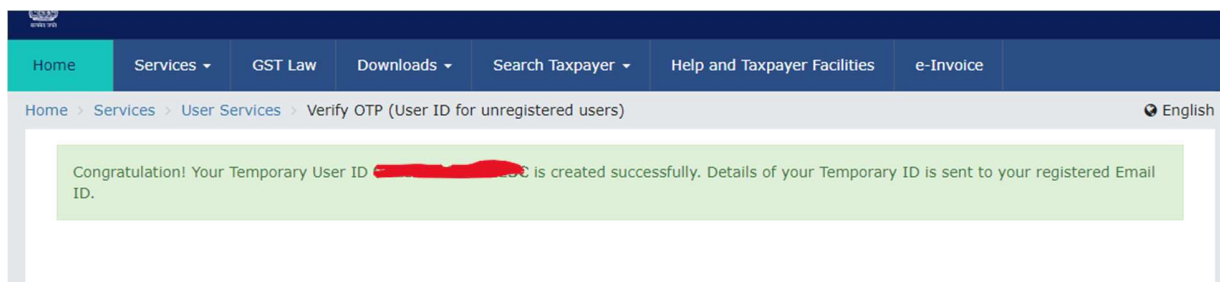
🔄 RESET ADDRESS

Goods and Services

Goods

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'.

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.

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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If you are not the intended recipient of this mail or information contained therein, please forthwith, contact the sender and delete the material completely from your computer/s and/or the device/s wherein the contents/information of this mail may have been stored.

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.
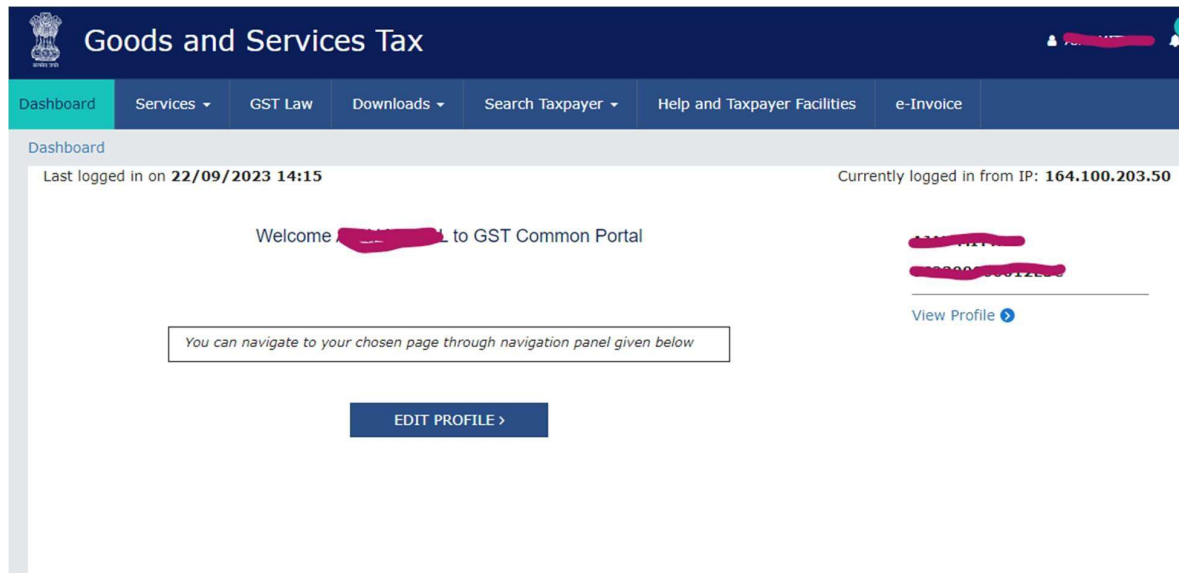
How to download the Enrolment ID Details?

Step 12: Go to https://www.gst.gov.in/, then select **Search Taxpayer** → **Search Temporary ID**, as shown below.
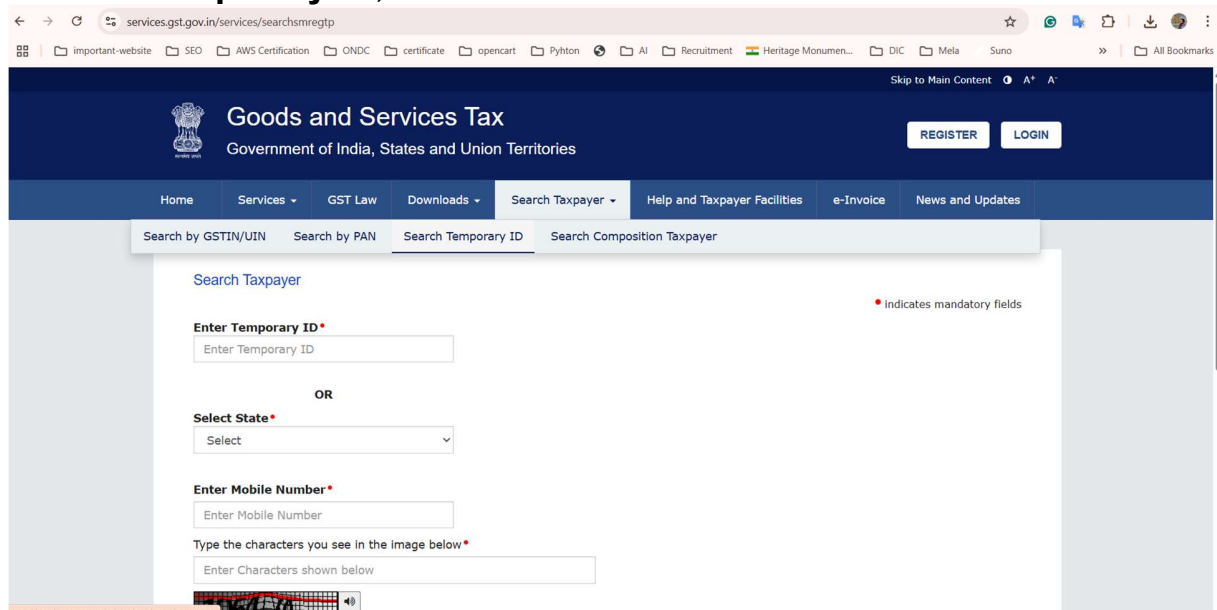
Step 13: Enter the allotted Enrolment ID received via email, then enter the characters/code as shown in the image. After that, click on the **Search** button, as illustrated below.

Step 14: After clicking the **Search** button, scroll down as shown in the image below. You will see the details. Then click on **"Click here for more details"** to view the documents.

Step 15: A pop-up will appear when you click on the above link. A download button will be shown at the bottom. The user can download the document/certificate from there.

Note: The downloaded document may be required to be uploaded during registration on eSaras as a seller.

---------------------------Thank You! --------------------------------