



NRLM
National Rural
Livelihood Mission



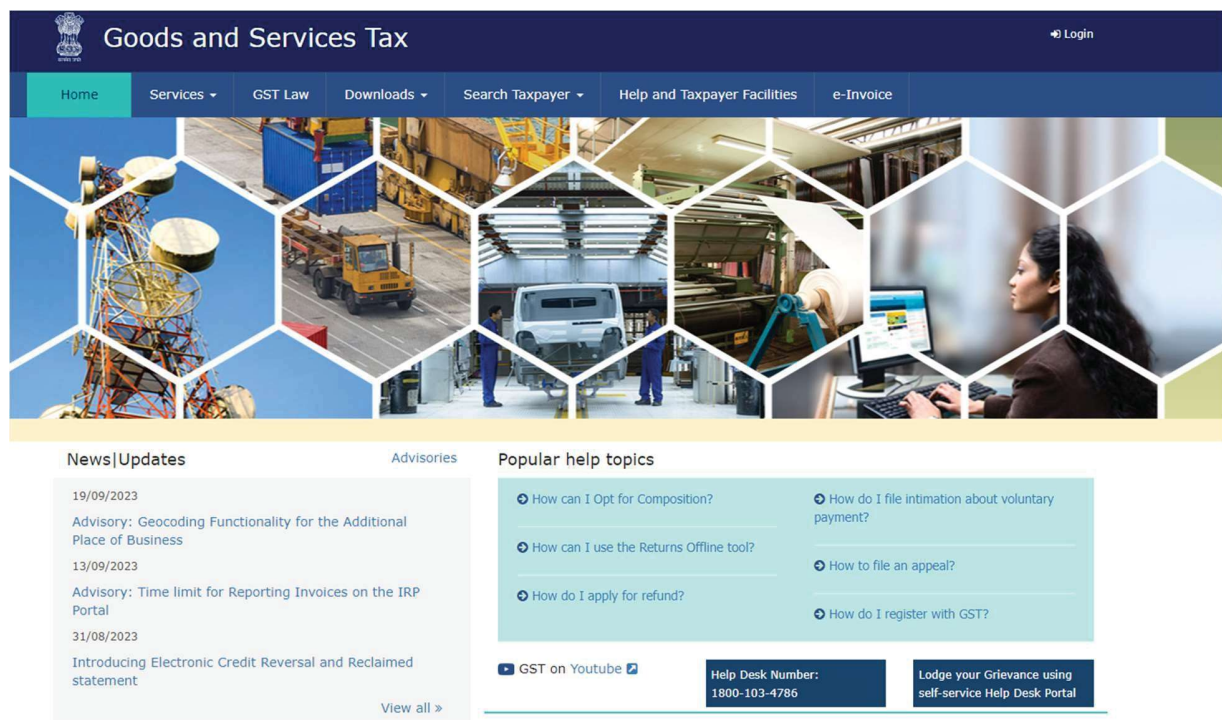
Steps to apply for Enrolment ID under GST (with screenshots)



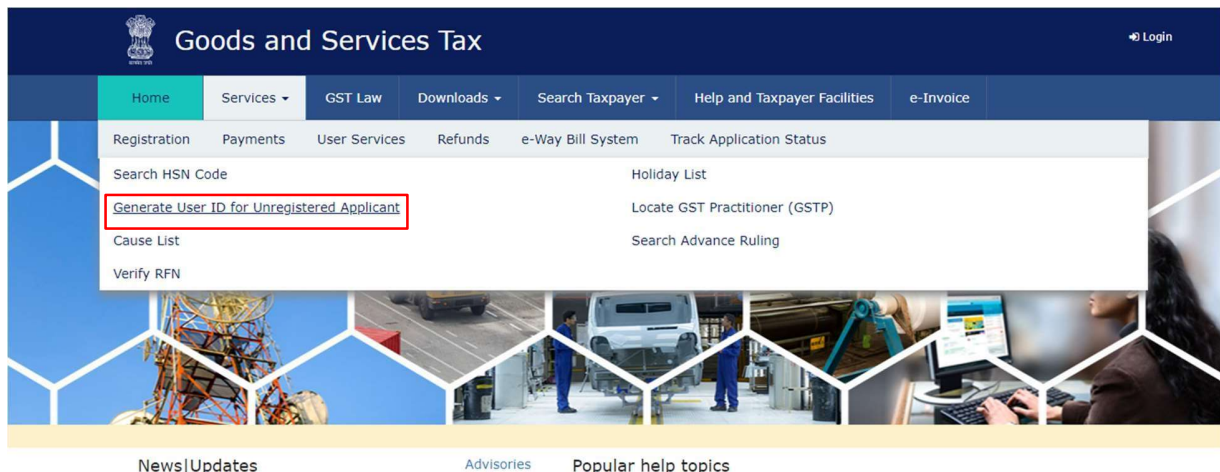
Steps to apply for Enrolment ID under GST (with screenshots)

For applying for a Enrolment user ID, an unregistered user has to perform the steps mentioned below:

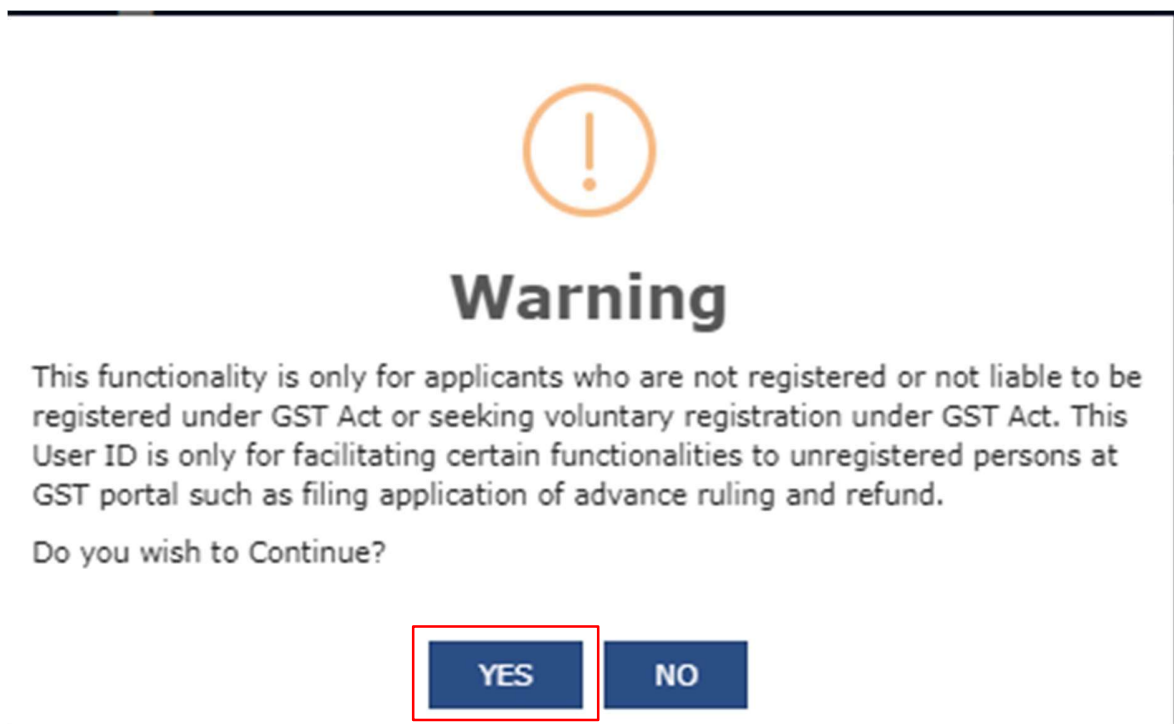
Step 1. Go to the web browser and open the URL www.gst.gov.in. As the web portal opens, the GST home page is displayed.



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 F 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

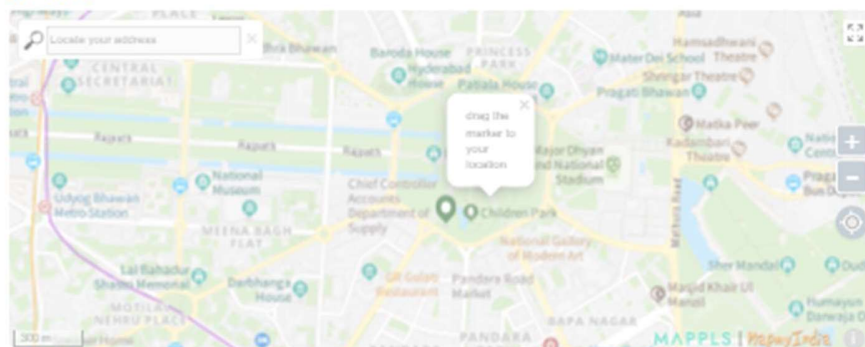
Secondary Email Address

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 Locality

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

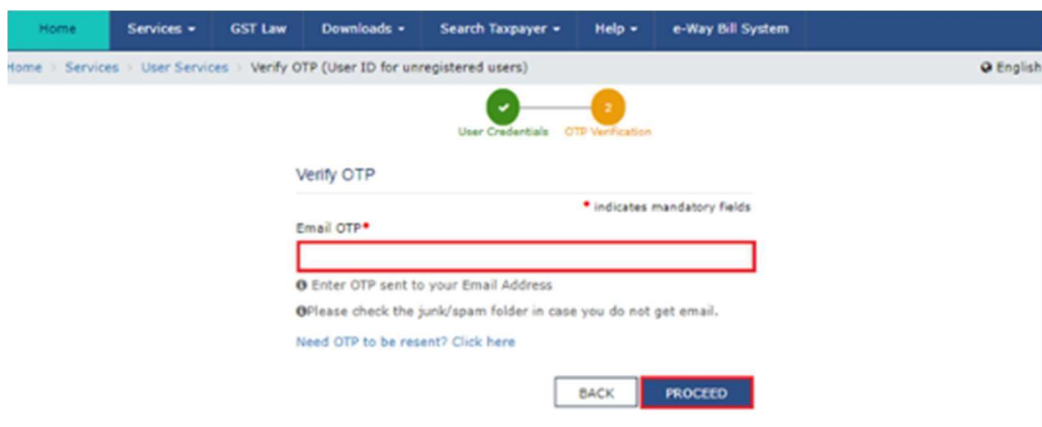
Enter Nearby Landmark

RESET ADDRESS

Goods and Services

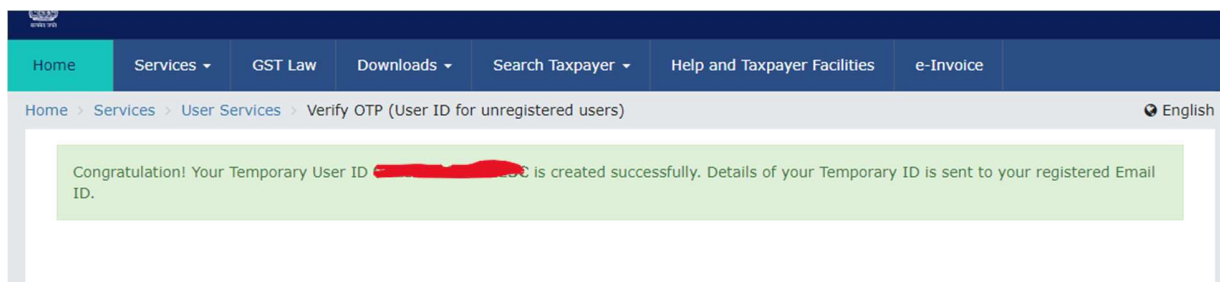
Step 6. Once the user has filled in the details, the user needs to enter the captcha text as provided and click the 'Proceed' button.

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'.



The screenshot shows the 'Verify OTP' page for unregistered users. The page has a navigation bar with links: Home, Services, GST Law, Downloads, Search Taxpayer, Help, and e-Way Bill System. Below the navigation bar, there is a breadcrumb trail: Home > Services > User Services > Verify OTP (User ID for unregistered users). The page title is 'Verify OTP'. There is a progress indicator with two steps: 'User Credentials' (completed, green circle) and 'OTP Verification' (current step, orange circle). The main form area has a red border around the 'Email OTP' input field, which is marked as mandatory with a red asterisk. Below the input field, there are instructions: 'Enter OTP sent to your Email Address' and 'Please check the junk/spam folder in case you do not get email.' There is also a link: 'Need OTP to be resent? Click here'. At the bottom, there are two buttons: 'BACK' and '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.



The screenshot shows the success message for temporary user ID creation. The page has a navigation bar with links: Home, Services, GST Law, Downloads, Search Taxpayer, Help and Taxpayer Facilities, and e-Invoice. Below the navigation bar, there is a breadcrumb trail: Home > Services > User Services > Verify OTP (User ID for unregistered users). The page title is 'Verify OTP'. The main content area has a green background with a white border. It contains a message: 'Congratulation! Your Temporary User ID [redacted] is created successfully. Details of your Temporary ID is sent to your registered Email 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:

This is a system generated mail for general information purposes only and unless otherwise specifically mentioned therein should not be construed as an acknowledgement, authentication and/or approval of any kind about the correctness of the information/data successfully submitted by you.

Though all efforts have been made to keep the contents of this mail accurate, the same is not intended for and/or should not be construed as a statement of law or used for any legal purposes against GSTN.

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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.

Goods and Services Tax

Home Services GST Law Downloads Search Taxpayer Help and Taxpayer Facilities e-Invoice

Home > Login

Login

• indicates mandatory fields

Username •
Enter Username

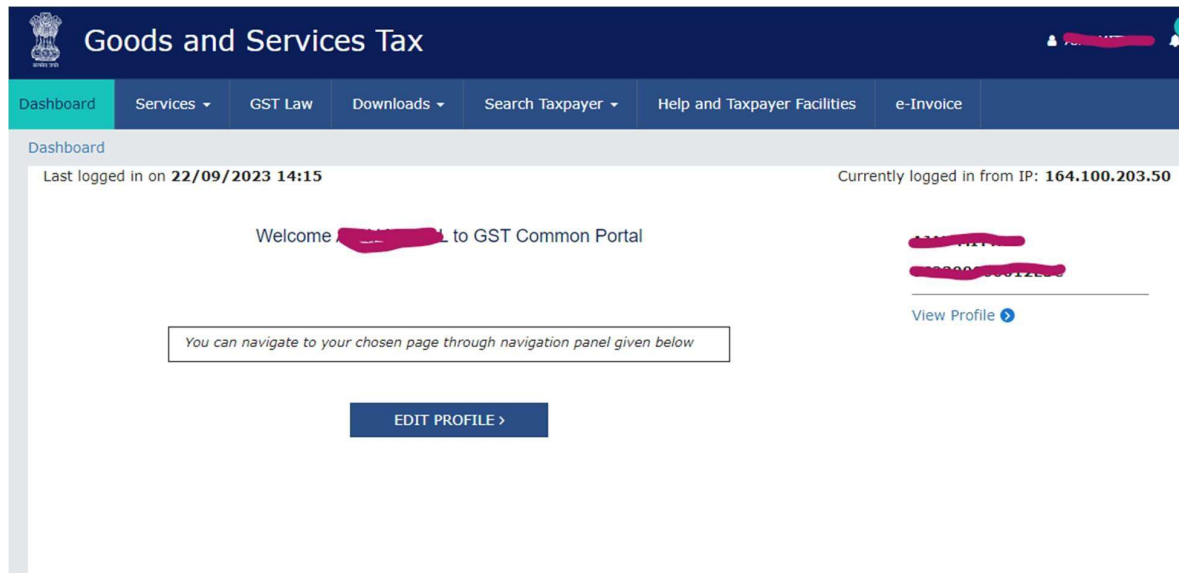
Password •
Enter Password

LOGIN

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

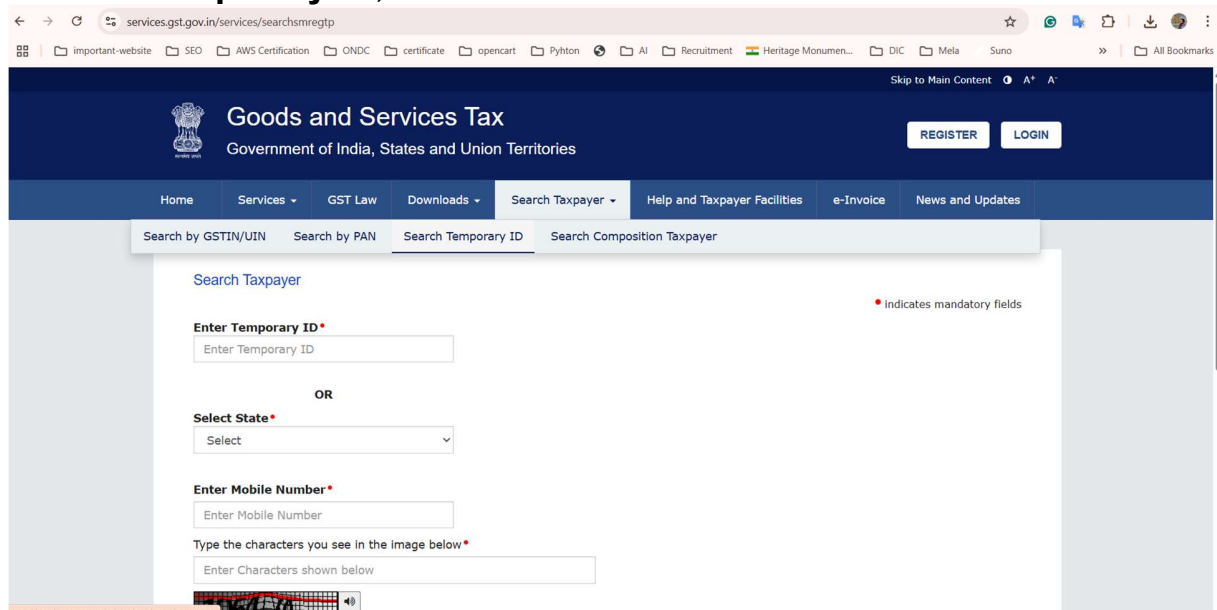
First time login: If you are logging in for the first time, click [here](#) to log in.

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.

Home > Search Temporary ID

Search Taxpayer

Enter Temporary ID*
092500084000ESI

OR

Select State*
Select

Enter Mobile Number*
Enter Mobile Number

Type the characters you see in the image below*

272656

Enter the code as mentioned in the image

SEARCH

Next Click on Search button

* indicates mandatory fields

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.

SEARCH

Search Result based on Temporary ID: 092500084879

Temporary ID	Form	Module	Created By	Date of Creation
092500084879	ARA-01	Supplier through E-Commerce Operator	VINIGH	01-08-2025

Click here for more details

Click here to download

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.

The screenshot shows a web browser window with the URL `services.gst.gov.in/services/searchsmregtp`. The browser's address bar and tabs are visible at the top. The main content area displays a registration form with the following fields and values:

Date of birth	
Father's Name	NA
Address of the person*	
Building No. / Flat No.	NA
Floor No.	NA
Name of the Premises / Building	NA
Road / Street	NA
City / Town / Locality/Village	NA
District	NA
State	Odisha
PIN Code	NA
PAN of the person	E*****D
Mobile Number	9*****7
Email Address	s*****m

At the bottom of the form, there is a blue button labeled "RESEND SMS/EMAIL". To the right of the form, there is a yellow box containing the text "Click here to download" with an arrow pointing to a blue button labeled "DOWNLOAD".

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

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