Assign Functionality Rights to User (Multiuser Login)

To use this functionality, you need to create new user ids whom you want to assign the functionality to issue road permits. This ppt will cover three parts,

1) How to create New User Id
2) Assign functionality (generate Road permit) to this new id
3) Permit generation and view/ print.

Part One - New User Sign Up

Go to eseva.jharkhandcomtax.gov.in and click on ‘New User? Sign Up’
Provide your details with valid e-mail id and mobile no and click on submit

On successful submission you will get below screen
Go the e-mail account which you had provided during sign up and click on the verification link. In case you do not find this mail in your Inbox then please check on Spam folder. In case there is no hyper link then just copy paste the link and paste on browser (Google Chrome/ Mozilla/ IE) and press enter.

Below screen will appear on successful verification. Click on ok. Provide your e-mail, mobile and the mobile verification code sent to your mobile and click on 'Verify Code'
You will get following screen on successful verification of your code. A mail will be sent to your e-mail with the password. Please take the Dealer Password. Provide e-mail as Login and the Dealer Password as password to login. You need to change your password and after that provide your e-mail and changed password to complete the sign up. Following home page will appear.
Credentials for Account Created on Jharkhand Commercial Tax Web Portal

admin@jharkhandcomtax.gov.in
1:57 PM (5 minutes ago)

Dear Admin,

Your Jharkhand Commercial Tax Web Portal account has been activated.

Your login id and password are:

Login Id: premSingh1024@gmail.com
Dealer Password: 5K3F1L
Business Manager Password: FgJWen

Note related to Dealer and Business Manager Password:
1) Please use Dealer Password if you perform all Tax related activities yourself.
2) Please share Business Manager Password to the person(s) consistent in case he/she performs all the Tax related activities on behalf of you.

In both the above cases Login Id will remain same.

Use these credentials to log into Jharkhand Commercial Tax Web Portal and complete the new user sign-up process.

 Regards,

Department of Commercial Taxes
Government of Jharkhand

Note: This is a system generated mail. Please do NOT reply to it.

Welcome to the Department of Commercial Taxes, Jharkhand

(Note: 1) Transporter has to login with Email ID and his/ her Password
2) Consignor has to login with Permit No as his user ID)

Department of Commercial Taxes, Jharkhand is introducing e-Services

Existing User Sign Up:
- Login with TIN and Password.
- Forgotten your Password? Call helpdesk to receive a default Password.
- Upon successful Login, Complete your Profile. Ensure you give correct E Mail Id, Mobile Number and PAN. An E mail Verification link and a secret Verification Code will be sent to your E Mail and mobile.
- Ensure that you have not done any other (New User or Transporter) Sign Up process with the E Mail Id and Mobile Number with which you wish to update your Profile. Refer do's and don'ts of "Existing User Sign Up" process.
- Ensure that E Mail Id and Mobile Number you enter does not belong to an Individual in case of corporate or is not currently Changed or Updated in other cases.
- Upon successful completion of your Profile, you can only Log in with your E Mail Id.

New Dealer Sign Up:
- Already have a TIN and did not have a Web portal account – Please sign up with “Do you have TIN” as “Yes” and enter your TIN details on the New User Sign Up Page. This will directly map your E Mail Id with your existing TIN.
- Already have a TIN and had a Web portal account in Version-1 Web portal, please do not use “New User Sign Up”, instead directly Log in with your TIN and existing password.

Transporter Sign Up:
- Already have portal account in version-1, directly login with your version-1 credentials.
- Wish to Register as a Transporter? Use "Transporter Sign Up for Transit Pass" in the footer.

Sign in

Login ID: premSingh1024@gmail.com
Password: 5K3F1L

Please enter the result for 156 - 47 = 109

Login

New User? Sign Up
Forgot Password

NOTE:
- Please read the instructions on the left if you have login related issues.
- If you are Consignor, please click on Consignor to login with Permit No as his user ID and password as secret code.
- Please download latest CDTS templates as some changes are made.
Welcome Prem Singh (PREMSINGH1024GMAIL.COM) User Type: Dealer

Security Information

Old Password *

New Password *

Confirm New Password *

Security Question *
In which city were you born? [ ]

Security Answer *

Confirm Security Answer *

Field marked with * are mandatory

Submit

Password Policy

1. Minimum length of Password should be 8 characters. Maximum length should be 50 characters.
2. The Password should contain at least one Numeric value (0-9).
3. The Password should contain at least one Alphabet (a-z/A-Z).
4. The Password should contain at least one Special character out of the following values: - _ @ *, $ ! ( )
5. The Password should not contain any of the following values: + [] {} % ^ : / < > |'
6. Secret Question and Answer will be required and Verified in order to recover your Password in case you forget it. So please do remember the same.

Welcome to the Department of Commercial Taxes, Jharkhand

Your Password has been changed successfully.

Re-Login
Welcome to the Department of Commercial Taxes, Jharkhand

Department of Commercial Taxes, Jharkhand is introducing e-Services

Existing User Sign Up:
- Login with TIN and Password.
- Forgot your Password - Call helpdesk to receive a default Password.
- Upon successful Login, Complete your Profile. Ensure you give correct E Mail Id, Mobile Number and PAN, since an E mail Verification link and a secret Verification Code will be sent to your E Mail and your Mobile Number respectively.
- Ensure that you have not done any other (New User or Transporter) Sign up process with the E Mail Id and Mobile Number with which you wish to update your Profile, also refer do’s and don’ts of “Existing User Sign Up” process.
- Ensure that E Mail Id and Mobile Number you enter does not belong to an individual in case of corporate or is not frequently Changed or Updated in other cases.
- Upon Successful completion of Your Profile, You can only Login with your E Mail Id.

New Dealer Sign Up:
- Already have a TIN and did not have a Web portal account - Please sign up with “Do you have TIN” as “Yes” and enter your TIN details on the New User Sign Up Page, this will directly map your E Mail Id with your existing TIN.
- Already have a TIN and had a Web portal account in Version 1 Web portal, please do not use “New User Sign Up”, instead directly Login with your TIN and existing password.

Transporter Sign Up:
- Already have portal account in version-1, directly login with your version-1 credentials.
- Wish to Register as a Transporter? Use “Transporter SignUp for Transit Pass” in the footer.

Welcome Prem Singh (PREMSINGH1024@GMAIL.COM) User Type: Dealer

- Return to Homepage
- Add Registration Details
- View Profile
- LogOut

e-Services
- Make e-Payment
- Payment History
- e-Registration
- File e-Returns
- Preview and Submit Uploaded
- Return Forms
- e-Amendment
- View e-Returns
- e-Cancellation
- Update CST Profile
- Assign Functionality Rights to User (Multiuser Login)
- Download ODS Templates to generate XML
- Excess Payment Adjustment
- Dealer Category Change
- Application for Non-Deduction of Tax
- View Cess & Remittances

Sign In:
- Login id: PREMSINGH1024@GMAIL.COM
- Password: ************
- Virtual Keyboard
- Please enter result for 140+10=7
- Login

- New User? SignUp
- Forgot Password

NOTE:
- Please read the instructions on the left if you have login related issues.
- If you are Consignor, Please click on Consignor to login with Permit No as his user ID and Password as secret code.
- Please download latest ODS templates as some changes are made.
Part Two - Assign Functionality Rights to User (Multiuser Login)

Login with the Dealer who wants to assign functionality (generate road permit) to other users. Click on 'Assign Functionality Rights to User (Multiuser Login)' under e-Services.

Following screen will appear. Provide the ‘Login Id’ which already signed up in the system. Select ‘Module’ as Statutory Forms and select the ‘Form’ type (SUGAM Type) for which you want to provide the right to generate permit and click on ‘Submit’.
Following screen will appear with the confirmation. You can also see the details added from Assign Functionality Rights to User.
Part Three - Permit generation and view/ print

Now login with the id on which you have provided the rights to generate permit. Click on the ‘e-Road Permit(SUGAM)’ under ‘Forms of SUGAM & CST’. Select the TIN and ‘Form Type’ for which you want to generate the Permit and click on Submit. The rest of the procedure is same as generate a permit. User can also view and take print out of the permit generated from Status and View e-Road Permit(SUGAM). You can refer any SUGAM (G/ B/ P) manual available in Jharkhandcomtax.gov.in-Help to generate permit and view status/ print.