



**External Agency User
Registration and Services**

External Agency User Registration and Services

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External Agency User Registration and Services

External Agency (Bulk PAN Verification User) Registration

For Registering in the e-Filing application, an **External Agency** must have

- A Valid PAN.
- For Non-Government Agency, DSC is mandatory.

Registration Process

- Type in the URL of e-Filing application (<https://incometaxindiaefiling.gov.in>). Click on the '**Register Yourself**' tab available on Homepage.
- Select **External Agency** against the radio button found under "**Bulk PAN Verification Users**". Click on "**Continue**" button.

The screenshot shows a web form titled "Registration Form". At the top, it says "Select User Type *". Below this, there are several categories of user types, each with radio buttons. The "Bulk PAN Verification Users" category is highlighted with a red box, and the "External Agency" option within it is selected. Other categories include "Individual/HUF", "Other than Individual/HUF", "Tax Professional", "Tax Deductor and Collector", "Income Tax Department Employee", and "Helpdesk". A "Continue" button is also highlighted with a red box at the bottom right of the form.

- Complete the Registration Form.

A. Password Details

- ❖ **User ID** – This will be generated by the system (Eg: EXTA100100) and will be sent to the user by an email along with an activation link.
- ❖ **Password** – Mandatory field can be between 8 – 14 characters, alphanumeric and should contain at least one special character.
- ❖ **Confirm Password** – Mandatory field. The user has to enter the same password as entered in the 'Password' field above.
- ❖ **Primary Secret Question** – Mandatory field. The user needs to select any one question from the drop down list.
- ❖ **Primary Secret Answer** – Mandatory field.
- ❖ **Secondary Secret Question** – Mandatory field. The user needs to select any one question from the drop down list.
- ❖ **Secondary Secret Answer** – Mandatory field.

External Agency User Registration and Services

Registration Form - External Agency

Step 1: Enter Basic Details

Step 2: Registration Form

Step 3: Registration Successful

Password Details	
User ID	To be e-mailed to you after successful submission of form.
Password * Strong
Confirm Password * Confirmed
Primary Secret Question *	What is your first school name? ▾
Primary Secret Answer *	StAnns
Secondary Secret Question *	What is your favorite time pass? ▾
Secondary Secret Answer *	Playing

B. Organization Details


- ❖ **Select External type of agency** – Mandatory field.
- ❖ **Organization Name** – Mandatory field.
- ❖ **Date Of Incorporation** – Mandatory field and should be as per the PAN details.
- ❖ **PAN of the Organization** – Mandatory in case of Non-Government Organisation.
- ❖ **TAN of the Organization** – Mandatory in case of Non-Government Organisation.

Organization Details	
Select Type Of External Agency *	Select ▾
Organization's Name *	
Date Of Incorporation (DD/MM/YYYY) *	
PAN of the Organization	
TAN of the Organization	

C. Personal Details of Principal Contact

- ❖ **PAN** – A Valid PAN required. Mandatory field.
- ❖ **Designation** – Mandatory field.
- ❖ **Surname** – Mandatory field and should be as per the PAN details.
- ❖ **First Name** – Not a mandatory field and should be as per the PAN details.
- ❖ **Middle Name** – Not a mandatory field and should be as per the PAN details.
- ❖ **Date of Birth** – Mandatory field and should be as per the PAN details.

External Agency User Registration and Services

Personal Details of Principal Contact	
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Surname *	<input type="text"/>
Designation *	<input type="text"/>
PAN *	<input type="text"/>
Date Of Birth (DD/MM/YYYY) *	<input type="text"/> 

D. Contact Details

- ❖ **Landline Number** – Not a mandatory field.
- ❖ **Mobile Number** – Mandatory field.
- ❖ **Alternate Mobile Number** – Not a mandatory field.
- ❖ **Email ID** – An auto-filled field.
- ❖ **Alternate Email ID** – Not a mandatory.
- ❖ **Fax Number** – Not a mandatory field.

Contact Details	
Landline Number *	+91 <input type="text"/> <input type="text"/>
Mobile Number *	+91 <input type="text"/>
Secondary mobile Number	+91 <input type="text"/>
E-mail ID *	<input type="text"/>
Secondary E-mail Id(Optional)	<input type="text"/>
Fax Number	+91 <input type="text"/> <input type="text"/>

E. External Agency's Office Postal Address

- ❖ **Flat/Door/Building** – Mandatory field.
- ❖ **Road/Street** – Not a mandatory field.
- ❖ **Area/Locality** – Mandatory field.
- ❖ **Town/City/District** – Mandatory field.
- ❖ **State** – Mandatory field.
- ❖ **Pin code** – Mandatory field.
- ❖ **Country** – Mandatory field.

External Agency User Registration and Services

External Agency's Office Postal Address	
Flat/Door/Building *	<input type="text"/>
Road/Street	<input type="text"/>
Area/ Locality *	<input type="text"/>
Town/City/District *	<input type="text"/>
Pincode *	<input type="text"/>
State *	Select <input type="text"/>
Country	India <input type="text"/>

F. Digital Signature Certificate (DSC)

- ❖ If it is **Government Agency** then DSC is not mandatory.
- ❖ If it is **Non-Government Agency** then DSC is a mandatory field.

Digital Signature Certificate	
Do you want to register your Digital Signature Certificate *	<input type="radio"/> Yes
	<input type="radio"/> No

G. Subscribe to Mailing List



This will be auto-selected. In case the User wishes not to subscribe to the same, then he can uncheck the box provided.

H. Enable Alerts, reminder and notifications

This will be auto-selected. In case the User wishes not to receive alerts related to the same, then he can uncheck the box provided.

I. Captcha Code

This is a mandatory field where the user needs to type the code which appears on the screen.

Subscribe to E-mail and Alerts	
<input checked="" type="checkbox"/> Enable Alerts	
<input checked="" type="checkbox"/> Subscribe to Mailing List	
Captcha Code	
Image	 
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Submit"/>	

External Agency User Registration and Services

- ❖ Click on “**Submit**”. If it is success, user will be navigated to the “**Registration successful**” screen.

Registration Form - External Agency

Step 1: Enter Basic Details Step 2: Registration Form **Step 3: Registration Successful**

Thank you for registering with e-Filing. Your Transaction ID is 1000080408 . In case of any queries, please contact 1800 4250 0025

Your Registration request has been sent to the e-Filing Administrator for approval and an E-mail has been sent alongwith an attachment.

Send the following documents to the address mentioned below within 30 days:

1. Authorized letter issued by the Head of the External Agency
2. Print-out and duly signed copy of the attachment sent via E-mail.

Address
Income Tax Department
Centralized Processing Centre,
Post Bag No. 12,
Electronic City Post Office,
Bangalore-560100

On receipt of the documents, your request will be processed and on approval, a link to activate your account alongwith your User ID will be emailed to demo@gmail.com and an SMS notification will be sent to +91- 9854573322 .


Click on activation link to activate your e-Filing account. To Login to the e-Filing, you must activate your account.


- ❖ After registration, the user details along with the registration request are transferred to the e-Filing Admin.
- ❖ User has to send the Authorized Letter issued by the Head of the External Agency and a print out of attachment sent via email duly signed to e-Filing Admin at the address
Income Tax Department,
Centralized Processing Centre, Post Bag 12,
Electronic City Post Office,
Bangalore – 560100.
- ❖ The e-Filing Admin reviews the documents and approves the request.
- ❖ The user receives a confirmation e-mail with an **activation link to the registered Email ID**. An SMS along with OTP (One time Password) is also sent to the registered Mobile number.
- ❖ In order to activate the account, the user should click on the **Activation link and enter the Mobile PIN**. On success, the user account is activated and the database is updated.


Note: If user has not received the Activation Link or Mobile PIN, user can opt for “**Resend Activation Link**”

- ❖ On Home page, Click on Login here
- ❖ Click on “Resend Activation Link”

External Agency User Registration and Services

 **e-Filing** *Anywhere Anytime*
Income Tax Department, Government of India

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Quick Link

- [Tax Calculator](#)
- [Apply Online - PAN/TAN](#)
- [E-Pay Tax](#)
- [View Form 26AS \(Tax Credit\)](#)

Login





User ID *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Login"/> Forgot Password?	
New Users? Register Now Resend Activation Link	

Trouble Logging In?

- User ID for Tax Payee is PAN.
- Make sure there are no spaces in User ID or Password
- Passwords are case sensitive, make sure Caps Lock is not on

- Select the user type and enter the requested details. Click on **"Submit"**.

Resend Activation Link

User Type *	External Agency 
PAN of the Principal Contact *	<input type="text"/>
Date of Birth of Principal Contact (DD/MM/YYYY) *	<input type="text"/> 
Password *	<input type="password"/>
E-mail ID *	<input type="text"/>
Mobile Number *	+91 <input type="text"/>
Captcha Code	<input type="text"/>
Image	 
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

External Agency User Registration and Services

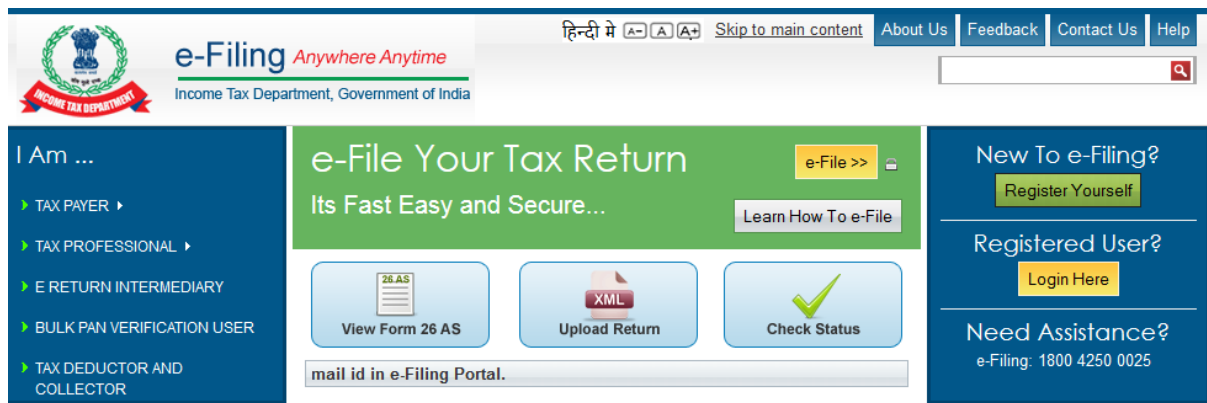
External Agency (Bulk Pan Verification User) Features

Pre-requisites

External Agency user should be registered in e-Filing application.

Login

Enter the URL of e-Filing application in a web browser (<https://incometaxindiae-filing.gov.in/>)



Services

- Submit Returns / Forms
- View Form 26AS (Tax Credit)
- Outstanding Tax Demand
- CPC Refund Status
- Rectification Status
- ITR-V Receipt Status
- Know Your Jurisdictional A.O.
- Know Your PAN
- Know Your TAN
- Apply Online (PAN / TAN)
- E-Pay Tax

News & Updates

- 03/07/2014**
A company and an assessee being individual or HUF who is liable to audit u/s 44AB are required to furnish Form BB (Return of Net Wealth) electronically under digital signature for the assessment year 2014-15 and onwards. [Refer Notification No.32/2014 dated 23/06/2014].
- 26/06/2014**
For updating contact details, PINs Validation extended up to 24 hours. For details [click here](#).
- 19/06/2014**
Important Announcement for Tax payers for updating contact details in e-Filing Portal. For details [click here](#).
- 02/06/2014**
An assessee required to furnish a report of audit specified under section 10AA, section 44DA, section 50B or section 115VV of the Act, shall furnish the said


Downloads

- AY 2014-15
 - ITR-1(SAHAJ)
 - ITR-2
 - ITR-4
 - ITR-7 **new!**
 - ITR-4S(SUGAM)
 - ITR-3
 - ITR-5
 - Forms (Other than ITR)
 - Previous Year ITRs
 - Form BB (Return of Net Wealth) **new!**
 - Schema Downloads **Updated**

[Quick e-File ITR-1 & ITR-4S Online](#)

- Click on the **“Login Here”** button available on the home page. Enter the login credentials i.e., User Id and Password as provided in the e-mail and click **“Login”** button.

Login


User ID *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Login"/> Forgot Password?	
New Users? Register Now Resend Activation Link	
 e-Filing Login Through NetBanking	

External Agency User Registration and Services

Forgot Password

External Agency User can click on the "**Forgot Password?**" link available next to "Login" button to reset the password. CA User has to enter following details:


- **User ID:** Mandatory, alphanumeric.
- **Captcha:** This is mandatory and the user has to type in the numeric code which appears on the screen.

User ID *	<input type="text"/>
Captcha Code	<input type="text"/>
Image	
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Continue"/>	

On clicking "**Continue**" button, External Agency user will be directed to a new page where he can select one of the options '**Answer Secret Question**' or '**Upload Digital Signature Certificate**' provided as radio buttons.

User ID	<input type="text" value="EXTA100081"/>
Select an option: *	<input type="radio"/> Answer Secret Question <input type="radio"/> Upload Digital Signature Certificate
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

On Selecting '**Answer Secret Question**', External Agency user has to enter his Date of Birth, Secret Question and Secret Answer.

User ID	<input type="text" value="EXTA100081"/>
Select an option: *	<input checked="" type="radio"/> Answer Secret Question <input type="radio"/> Upload Digital Signature Certificate
Date of Birth/Incorporation *	<input type="text"/> 
Secret Question *	<input type="text" value="Select"/>
Secret Answer *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

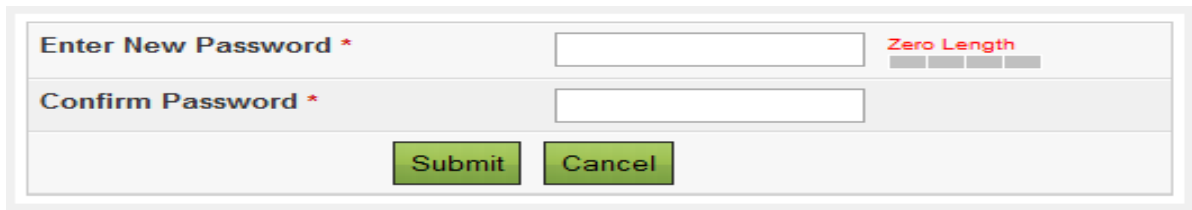
On Selecting '**Upload Digital Signature Certificate**', External Agency user has to upload his Digital Signature Certificate.

After selecting either of the above options, External Agency user should click on "**Submit**" button.

User is directed to a new page where the "**New Password**" has to be entered and user has to

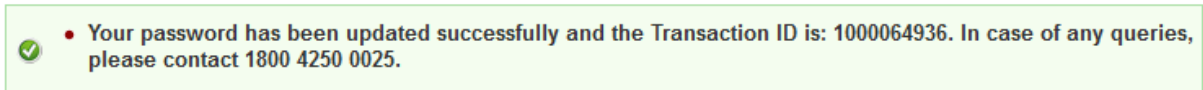
External Agency User Registration and Services

“Confirm Password”.



The form contains two input fields: "Enter New Password *" and "Confirm Password *". The "Enter New Password *" field has a "Zero Length" error message and a strength indicator. Below the fields are "Submit" and "Cancel" buttons.

External Agency user has to click on “**Submit**” to view the success page displayed on confirming the password reset.



• Your password has been updated successfully and the Transaction ID is: 1000064936. In case of any queries, please contact 1800 4250 0025.

Post-login, External Agency user will be provided with Quick links on left, instructions on right and a dashboard with all the activities exercised by External Agency users in the middle. External Agency user name and last login time is displayed on top right corner.

A menu bar is provided on top with following categories and sub-categories:

My Account

1. Token List
2. View PAN Details

Bulk PAN Query

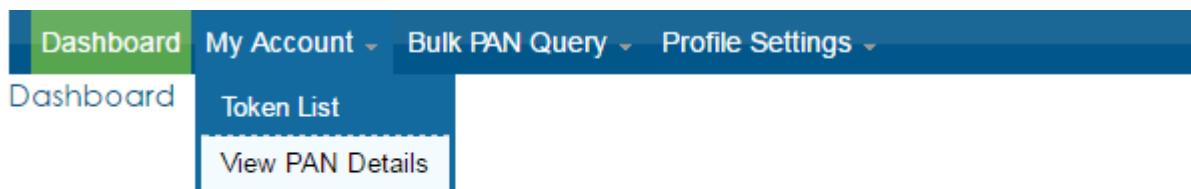
1. Token Details
2. Upload Query

Profile Settings

1. My Profile
2. Change Password
3. Change Secret Question(s) / Answer(s)
4. Register Digital Signature Certificate
5. Opt for Higher Security

Token List

Go to My Account and select Token List.



The navigation menu includes "Dashboard", "My Account", "Bulk PAN Query", and "Profile Settings". The "My Account" dropdown menu is open, showing "Token List" and "View PAN Details".

IMPORTANT !!!

External Agency User Registration and Services

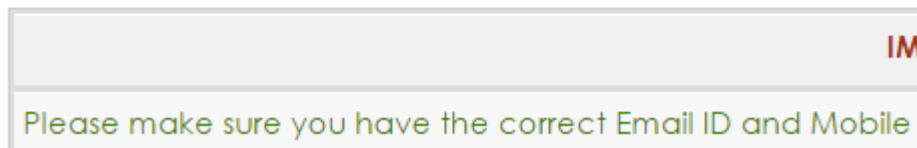
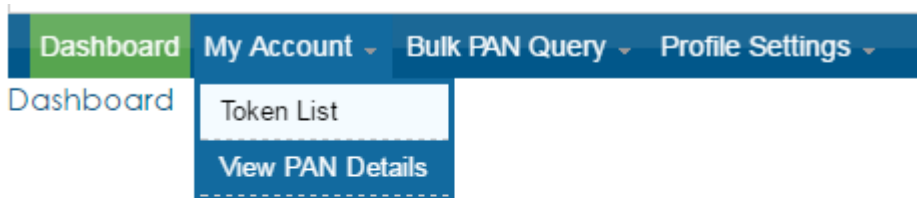
Token List for the user is displayed with the details like Token number, Date of Submission, Status and Transaction Type.

List of Token Numbers

List of Tokens of			
Token Number	Date of Submission	Status	Transaction Type
100001399	02/11/2012	Processed	Bulk PAN Query
100001383	02/11/2012	Processed	Bulk PAN Query
100001382	01/11/2012	Processed	Bulk PAN Query
100001381	01/11/2012	Processed	Bulk PAN Query
100001054	24/09/2012	Processed	Bulk PAN Query

View PAN Details

Go to My Account and select View PAN Details.



Enter the PAN and Click on Submit.

PAN Details

PAN *	<input type="text"/>
<input type="button" value="Submit"/>	

PAN Details will be displayed.

PAN Details

PAN Details for AAAPA6001W	
Name of Assessee	ABC
Year of Birth	1962
Gender	Male
Status	

Token Details

Go to Bulk PAN Query and select Token Details. User should enter the following details.

- **Token Number:** Mandatory, a 9-digit numeric value.
- **Captcha:** This is mandatory and the user has to type in the numeric code which appears on the screen.

External Agency User Registration and Services

Bulk PAN Token details

Token Number *	100001419
Captcha Code	
Image	
Enter the number as in above image *	270680
<input type="button" value="Submit"/>	

User clicks '**SUBMIT**' and the fields are validated for correctness. A new page is displayed with Bulk PAN token details.

Navigation Trail: [Token Status](#) > [Token Details](#) >

Bulk PAN Token details

Token Number : 100001419									
PAN	First Name	Middle Name	SurName	AO Type	Area Code	AO Number	Range Code	CIT Code	CCIT Code
AAAAA0000P PAN does not exist									
AAAPA0002H	AJAY	KUMAR	MANDAL	W	DEL	3	78	36	23
AAAPA0004C	MURALI		VJAY	WO	CHE	1	105	56	13
AAAPA0007B	VIVEK		PATT	W	DEL	3	78	36	23

[Click here to export as .CSV file](#)

Upload Query

Go to Bulk PAN Query and select Upload Query. User should enter the following details.

- **Upload XML:** Mandatory, XML file with a valid Bulk PAN format.

Navigation Trail: [Upload Return](#) > [e-Filed Token Details](#) > Upload query

Upload Query

Upload XML *	C:\Users\398198\Desktop <input type="button" value="Browse..."/>
<input type="button" value="Submit"/>	

Bulk XML Format is as given below-

```
<?xml version="1.0" encoding="UTF-8"?>
<ns1:getPANInfo xmlns:ns1="http://bulkpanws.tcs.com/">
  <pan>DLBPS2852B</pan>
  <pan>AAAPA2003W</pan>
  <pan>AAHA1000W</pan>
  <pan>AAAPA2006W</pan>
  <pan>CCGPK6727G</pan>
</ns1:getPANInfo>
```

User clicks '**SUBMIT**' and the fields are validated for correctness. A success message is displayed when the details are valid.

External Agency User Registration and Services

Profile Settings

A. My Profile

In order to view or update 'My Profile', the user needs to perform the following steps

Step 1: Go to the 'Profile settings' and Click on the 'My Profile' link.

Step 2: A screen with Principal Contact details, Address and Contact Details will be displayed.

[My Profile](#)

Principal Contact	Address	Contact Details
Edit		
PAN	AAAPA2000A	
Surname *	USER	
Middle Name		
First Name		
Designation *	yt	
Date of Birth(DD/MM/YYYY)	12/09/1992	

Step 3: In order to change the Principal Contact details Click on 'Principal Contact' tab and click on the 'Edit' button.

Update the required fields and click on 'Save' button. A success message is displayed as shown.

[My Profile](#)

Principal Contact	Address	Contact Details
Save Cancel		
PAN	<input type="text" value="AAAPA2000A"/>	
Surname *	<input type="text" value="USER"/>	
Middle Name	<input type="text"/>	
First Name	<input type="text"/>	
Designation *	<input type="text" value="yt"/>	
Date of Birth(DD/MM/YYYY) *	<input type="text" value="12/09/1992"/>	

Step 4: In order to change the address details Click on 'Address' tab and click on the 'Edit' button.

External Agency User Registration and Services

My Profile

Principal Contact Address Contact Details

Save Cancel

Flat/Door/Building *	101
Road/Street	
Area/Locality *	crv area
Town/City/District *	bangalore
Pincode *	546546
State *	KARNATAKA
Country *	INDIA

Update the required fields and click on 'Save' button. A success message is displayed as shown.

Principal Contact Address Contact Details

Successfully updated address details

The new address has been updated in the Profile section of the e-filing portal.

To change the address in PAN database, please follow the steps in PAN Change Request Form available at NSDL and UTI website.

Edit

Town/City/District *	bangalore
Pincode *	546546
State *	KARNATAKA
Country *	INDIA

Step 5: In order to change the Contact details Click on 'Contact Details' tab and click on 'Edit' button.

External Agency User Registration and Services

My Profile

Principal Contact Address **Contact Details**

Save Cancel

STEP 1: Enter the current contact details

PRIMARY CONTACT

Mobile Number * 9880294905

Email ID * demo@aaa.com

SECONDARY CONTACT

Contact belongs to Self

Mobile Number 9944787456

Email ID demo@bbb.com

Send SMS, Emails, Alerts and Notifications to Secondary Contact (Except PIN)

IMPORTANT!!!

Please make sure you provide the correct Contact details -Mobile Number and Email ID

1. The Contacts will be used for all future communications including reset of password.
2. Same Mobile Number and Email ID can be used for a maximum of 10 assessees, as their Primary Contact details.
3. Primary contact details are mandatory and Secondary contact details are optional.

The user can edit the details and click on the 'Save' button.

My Profile

Principal Contact Address **Contact Details**

Please verify the details entered in Step-1. Click on continue button to proceed.
Click on back button to change the details.

STEP 2: Verify the details

PRIMARY CONTACT

Mobile Number * 9880294905

Email ID * demo@aaa.com

SECONDARY CONTACT

Contact belongs to Self

Mobile Number 9944787456

Email ID demo@bbb.com

Back Continue

External Agency User Registration and Services

Once the Contact details are changed, the user must enter the Mobile PIN and the Email PIN which will be sent to the Mobile number and Email ID mentioned by the user respectively.

[My Profile](#)

Principal Contact | Address | **Contact Details**

- Please enter the PINs received in the Primary Mobile Number and Primary Email ID in the respective fields and click on confirm button.
- Upon successful validation of PINs, the contact details will be authenticated and updated.

STEP 3: Enter the PINs

Mobile PIN *	<input type="text" value="Enter Mobile PIN"/>
Email PIN *	<input type="text" value="Enter Email PIN"/>
<input type="button" value="Confirm"/> <input type="button" value="Cancel"/>	

Enter the Mobile PIN and Email PIN. Click on confirm. A success message will be displayed as follows

[My Profile](#)

Principal Contact | Address | **Contact Details**

• Your Contact details are updated successfully.

PRIMARY CONTACT	
Mobile Number *	9880294905
Email ID *	demo@aaa.com
SECONDARY CONTACT	
Contact belongs to	Self
Mobile Number	9944787456
Email ID	demo@bbb.com

Send SMS, Emails, Alerts and Notifications to Secondary Contact (Except PIN)

IMPORTANT!!!

Please make sure you provide the correct Contact details -Mobile Number and Email ID

1. The Contacts will be used for all future communications including reset of password.


B. Change Password

External Agency User Registration and Services

Go to Profile Settings and select Change Password. User should enter the following details.

- ❖ **Old Password** – Mandatory, can be between 8 – 14 characters, alphanumeric and should contain at least one special character and one numeric.
- ❖ **New Password** – Mandatory, can be between 8 – 14 characters, alphanumeric and should contain at least one special character and one numeric.
- ❖ **Confirm Password** – The user has to enter the same password as entered above. This is mandatory
- ❖ **Captcha** - This is mandatory and the user has to type in the numeric code which appears on the screen.

Change Password

Old Password *	<input type="text"/>
New Password *	<input type="text"/> Zero Length
Confirm Password *	<input type="text"/>
Captcha Code	
Image	
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

User clicks '**Submit**' and a success message page is displayed confirming password change.



C. Change Secret Question(s) / Answer(s)

Go to Profile Settings and select Change Secret Question(s) / Answer(s). User should enter the following details

- ❖ **Primary Secret Question** – The user needs to select any one question out of four available in the drop down. This is mandatory.
- ❖ **Primary Secret Answer** – Mandatory, alphanumeric and special characters, limited to 25 characters.
- ❖ **Secondary Secret Question** – The user needs to select any one question out of the balance three available in the drop down. This is mandatory.
- ❖ **Secondary Secret Answer** – Mandatory, alphanumeric and special characters, limited to 25 characters.
- ❖ **Captcha** - This is mandatory and the user has to type in the numeric code which appears on the screen.

External Agency User Registration and Services

Change Secret Question(s) / Answer(s)


Primary Secret Question *	What is your first school name? ▾
Primary Secret Answer *	aaa
Secondary Secret Question *	What is your pet name? ▾
Secondary Secret Answer *	bbb
Captcha Code	
Image	 
Enter the number as in above image *	270680
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

User clicks '**SUBMIT**' and a success message page is displayed confirming change in secret question and secret answer.

D. Register Digital Signature Certificate

- ❖ Go to Profile Settings and select Register Digital Signature Certificate.
- ❖ User shall download the DSC utility provided in the same page.
- ❖ User shall generate a signature file with the registered DSC using the DSC utility and upload the generated signature file using browse option provided.

Register Digital Signature Certificate

<input ?<="" td="" type="button" value="Click here to download the DSC Utility"/>	
 Steps to Generate Signature File :	
<ul style="list-style-type: none">• Download the "ITD e-Filing DSC Management Utility".• Generate the signature file. Follow the instructions in the Utility.• Attach the generated signature file.	
Note: The generated signature file is valid only for one transaction.	
Attach the Signature file *	<input type="button" value="Browse..."/> No file selected.
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- ❖ User clicks 'Submit' after uploading the signature file generated, a success message page is displayed.

Success

- ✔ • Your Digital Signature Certificate is successfully updated and the Transaction ID is: 1000077623. In case of any queries, please contact 1800 4250 0025.

External Agency User Registration and Services

D. e-Filing Vault - Higher Security: Available External Agency

- ❖ Go to Profile Settings and select e-Filing Vault – Higher Security.
- ❖ User shall opt for the available options for login and reset password and click on proceed.

Dashboard My Account ▾ e-File ▾ Bulk PAN Query ▾ Manage Client ▾ Manage Sub-user ▾ Profile Settings ▾

e-Filing Vault - Higher Security Help

Login with Higher Security Options

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-Filing account.

Login using DSC

Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of e-Filing OTP and Secret Question will be disabled. This will provide additional security to your e-Filing account.

Upload DSC

Note :

- 1.Please refer [Help](#) before using e-Filing Vault Options.
- 2.If none of the options are selected ,you will have default Login.
- 3.Please select atleast one of the options to proceed.

- ❖ User shall be displayed with a confirmation page for the opted security options as below.

Dashboard My Account ▾ Bulk PAN Query ▾ Profile Settings ▾

Confirm Selected Higher Security Options

Selected options to Login With Higher Security

- ♦ Login using DSC

Selected options to Lock Reset password

- ♦ Upload DSC

- ❖ User shall click on confirm, a success message page shall be displayed.

Success

Your Higher Security options and reset password options have been updated successfully and the Transaction ID is: 1000721673. In case of any queries, please contact 1800 4250 0025.