

*A
Handbook on
Sign Up Process
On CTD 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 Commercial Tax Department (JAMMU & Kashmir) Website i.e.

<http://jkcomtax.gov.in>

As per shown below click on the New Sign Up which is in right hand side.

The screenshot shows the homepage of the Commercial Taxes Department (Government of Jammu & Kashmir). The page layout includes a header with the department name and logo, a navigation menu (Organization, Acts, Rules, Forms, Tax Schedule, Notifications & Clarifications, Statistics, Help), and a main content area. On the right side, there is a 'Login(Registered Dealer)' section with fields for 'Login Id' and 'Password', a 'Virtual Keyboard' option, and a 'Login' button. Below the login section is a 'Useful Links' section with a list of links including 'CTD Offices & Contacts', 'Make Commercial Tax Website My Homepage', 'E-Services Templates', 'Circle Jurisdiction', 'Post Query', 'Feedback', and 'Holiday List'. A callout box on the right side of the page points to the 'New User? Sign-Up' link in the login section.

1. Click on New User Sign Up

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.

The screenshot shows the 'User Registration' form on the Commercial Taxes Department website. The form is titled 'User Registration' and includes the following fields:

- TIN*
- Form Type* (with a dropdown menu showing '-- Select --')
- Registration Effective Date*

Below the form are 'Search' and 'Back' buttons. The page header includes 'COMMERCIAL TAXES DEPARTMENT (Government of Jammu & Kashmir)' and a navigation menu with items like 'Organization', 'Acts', 'Rules', 'Forms', 'Tax Schedule', 'Notifications & Clarifications', 'Statistics', and 'Help'. A sidebar on the left contains 'e-Services' and 'Dealer Information' sections. Callout boxes with arrows point to the form fields:

- Box 1: '1. Enter TIN here.' points to the TIN field.
- Box 2: '2. Select Form Type' points to the Form Type dropdown.
- Box 3: '3. Enter Effective Date of Registration here.' points to the Registration Effective Date field.

Screen-2

After filling the details of TIN number, form type, registration effective date, please click on search. A new screen (Screen-3) will open up

The screenshot displays the 'User Registration' page of the Commercial Taxes Department website. The page includes a header with the department's name and logo, a navigation menu, and a search bar. The main content area contains a 'Login Information' section with fields for TIN, Firm Name, Form Type, and Registration Effective Date. Below this is a 'Personal Information' section with fields for Street, Town/City, State, Mobile No., Email Id, First Name, Last Name, Village/Mohallah, District, Phone, and Fax. There is also a checkbox for 'I Agree to the terms and Conditions' and a 'Submit' button. Five callout boxes provide instructions: 1. Enter mobile No. (pointing to the Mobile No. field), 2. Enter email id. (pointing to the Email Id field), 3. Enter PAN number (pointing to the PAN field), 4. Click on Submit button (pointing to the Submit button), and 5. Click on back to go back to user registration page (pointing to the Back button).


Screen-3

Please enter the details as below:-

Sr. No	Label	Data Type	Compulsory Field	Action to be performed
1.	Tax Type	Combo Box	Yes	Select the Tax Type
2.	TIN	Numeric	Yes	Enter your TIN (Tax Identification Number)
2.	Effective Date of Registration	Date	Yes	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	Mobile Number	Numeric	Yes	Auto-Populated and editable
4.	Firm Name	Alphanumeric	Yes	Enter your Firm Name
5.	Address of Business Premises	Alphanumeric	Yes	Auto-Populated
6	First Name	Alphabets		Enter your First Name
7	Last Name	Alphabets		Enter your last Name
8	PAN	Alphanumeric	Yes	Enter your PAN number
9	E-mail Id	Alphanumeric	Yes	Auto-Populated and editable
10	Terms and Conditions	Text Area	NA	Auto-Populated
11	I agree to the terms & Condition	Check box	Yes	Read the terms and tick the check box
12	Back	Button	NA	Click on this button to go back to home page
13	Submit	Button	NA	After checking the terms & conditions, User would need to submit the request for Sign Up creation

After filling up the details as above, please click on submit .Details will be verified by the Admin and if they are found correct, admin will approve the sign up and the details will be mailed to dealer for the same. This sign - up is one time requirement. Next time dealer has to login with the password provided by the admin in the mail. Dealer Login id is his 11 digit TIN.

Once the form is submitted, request is sent to Web Portal Admin for approval.



Application Form for One time Signup on CTD Web Portal
<http://jkcomtax.gov.in>

User Details

Firm Name	TECHBCD
TIN	01941020203
PAN	HJYU17889U
Email ID	jk@tcs.com

I have read all the terms and conditions of sign-up as available on <http://jkcomtax.gov.in> and I fully agree to that. I am fully liable and responsible for all the information that I submit on the CTD J&K web portal.

Name : Date :

Signature & Seal : Place :

Status :

IMPORTANT : Please take the Print of the Receipt,after putting your signature submit it to the CTD office for SignUp Approval

FOR CTD OFFICE USE ONLY

Application for CTD Web Portal Signup : (Approved / Rejected)

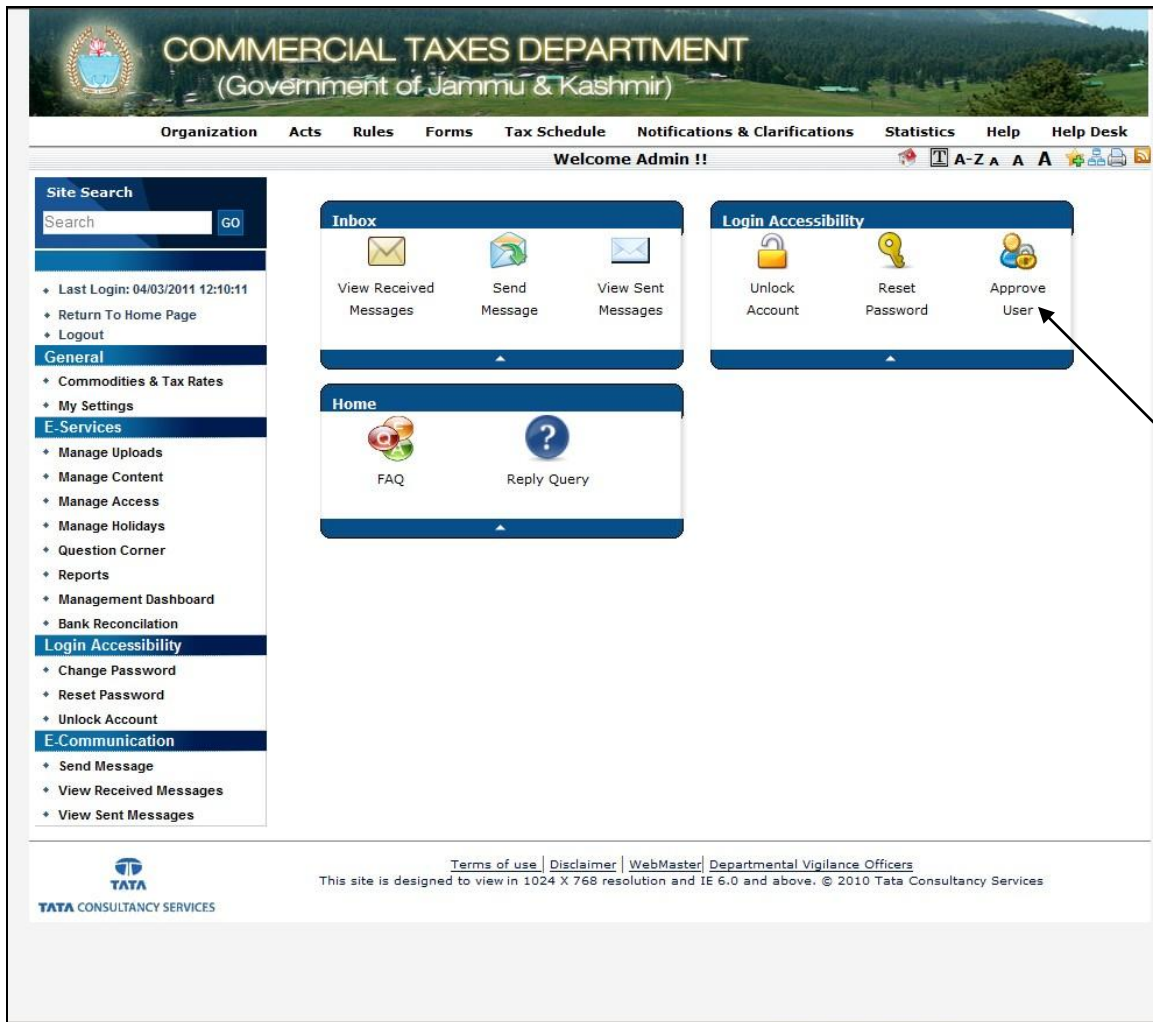
Remarks of Assessing Authority :

Date of Intimation to Web Portal Administrator :

Print HOME

Screen-4

Web portal Admin login screen



Click on Approve user

Screen-5

Tasks pending for approval will be shown.

The screenshot shows the 'Approve User' page in the Commercial Taxes Department web portal. The page header includes the department name and navigation links. The main content area displays a table with two records for approval. An arrow points to the 'Approve' button for the first record, with a callout box indicating to click on the 'Approve' button.

Check	TIN	Firm Name	Division	Circle	Available Allowed Links	Email Address
<input type="checkbox"/>	01901020128	Romil	Jammu	CIRCLE B-JAMMU	e-Services	romil@tcs.com
<input type="checkbox"/>	01941020203	Sri	Jammu	CIRCLE A-JAMMU	e-Services	jk@tcs.com

Screen-6

When Admin will click on the approve button Account has been successfully activated for that dealer on web portal.

The screenshot displays the homepage of the Commercial Taxes Department (Government of Jammu & Kashmir). The header includes the department name and a navigation menu with links for Organization, Acts, Rules, Forms, Tax Schedule, Notifications & Clarifications, Statistics, Help, and Help Desk. A 'Welcome Admin !!' message is visible. The main content area shows a 'Success Page' with a message: 'Account has been activated successfully. But due to some problem, mail could not be sent to Dealer's email account.' A green checkmark icon is centered below the message, and a 'Back' button is located underneath. The left sidebar contains a search bar and a menu with categories like General, E. Services, Login Accessibility, and E-Communication. The footer includes the TATA logo and text: 'TATA CONSULTANCY SERVICES', 'Terms of use | Disclaimer | WebMaster | Departmental Vigilance Officers', and 'This site is designed to view in 1024 X 768 resolution and IE 6.0 and above. © 2010 Tata Consultancy Services'.

Screen-7

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.