

A
Handbook on
Sign Up Process
On 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 Bihar Commercial Tax Website i.e <http://www.biharcommercialtax.gov.in/>
As per shown below click on the New Sign Up which is in the center.



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 'New User Registration' form on the Commercial Taxes Department website. The form includes the following fields and instructions:

- 1. Enter TIN Here
- 2. Enter Registration Effective Date Here
- 3. Enter Pan No. Here
- 4. Enter Firm Name
- 5. Enter the Address of Chief Place of Business Here
- 6. Select Constitution of Business Here
- 7. Enter Email ID Here
- 8. Enter Password Here
- 9. Enter the Password Again Here
- 10. Enter the Security Question Here
- 11. Enter the Security Answer Here
- 12. Click Here to Read Terms & Condition
- 13. Click Here To Accept the Terms
- 14. Click On Back Button to go Back to Home Page
- 15. Click Here On Submit To Get Registered

Please enter the details as below:-

Sr. No	Label	Data Type	Action to be performed
1.	TIN	Numeric	Enter your TIN.
2.	Effective Date of Registration	Date	Enter your Registration Date. (This date is mentioned in the registration certificate issued to you by the department.)
3.	PAN No	Alphanumeric	Enter your PAN No. This is mandatory field.
4.	Firm Name	Alphanumeric	Enter your Firm Name.
5.	Address of Principal Place of Business	Alphanumeric	Enter your Principal place of business
6.	Constitution of Business	Combo Box	Select your business constitution
7.	E-mail Id	Alphanumeric	Enter your e-mail id
8.	Password	Alphanumeric	Enter your Password (should be more than or equal to 8 characters in length)
9.	Confirm Password	Alphanumeric	Enter the same Password
10.	Security Question	Characters	Enter the question for security purpose. (This will be required if you forget your password. So please remember it.)
11.	Security Answer	Characters	Enter the answer for security purpose. (This will be required when you forget your password so remember it.)
12.	Terms and Conditions	Hyperlink	Click on this link to read the terms and conditions.
13.	I accept the terms	Check box	Read the terms and tick the check box
14.	Back	Button	Click on this button to go back to home page.
15.	Submit	Button	The button would be disabled in the beginning. But when the check box for "I accept the terms" is checked, it becomes enabled. Click on submit to register on the web portal.

After filling up the details as above, please click on submit .Details will be verified by the system and if they are found correct, system will give successful registration message immediately on the screen itself. This registration is one time requirement. Next time dealer has to login with the password adopted by dealer in this step. Dealer Login id is his 11 digit TIN.

- ⌚ On invalid Entry of either TIN No. you will get the following page with the message "Invalid TIN":

Invalid TIN

The screenshot shows a web browser window displaying the Commercial Taxes Department website. The page title is "Commercial Taxes Department - Windows Internet Explorer". The address bar shows the URL "http://10.4.207.12:443/Welcome.asp?statemc=0". The page features a header with the department's name and logo, and a navigation menu with links like "About Us", "Acts & Rules", "Notifications", "Tax Schedule", "Tax Calendar", "Forms", "RTI", and "Help". The main content area is titled "New User Registration" and contains a form with various fields. A red error message "Invalid TIN" is displayed at the top of the form, with an arrow pointing to the TIN field. The form fields include: TIN (with a note "TIN will be the Login Id to Login"), Registration Effective Date (with a note "Enter the date in (DD/MM/YYYY) format"), Pan No., Firm Name, Address of Chief Place of Business (with a dropdown menu showing "patna"), Constitution of Business (with a dropdown menu showing "Proprietorship"), Email Id, Password (with a note "(Minimum be 8 character)"), Confirm Password, Security Question, Security Answer, and a checkbox for "I accept the terms". A "Submit" button is at the bottom of the form, and a "Back" button is at the bottom of the page.

Commercial Taxes Department - Windows Internet Explorer

http://10.4.207.12:443/Welcome.asp?statemc=0

Commercial Taxes Department

GOVERNMENT OF BIHAR

TSRAN KUMAR
Hon'ble Chief Minister

Sushil Kumar Modi
Hon'ble Dy. Chief Minister

About Us Acts & Rules Notifications Tax Schedule Tax Calendar Forms RTI RTI Help

File Return in Adv-Tax VAT Reimbursement Inauguration of VAT

New User Registration

Invalid TIN

TIN * TIN will be the Login Id to Login

Registration Effective Date * Enter the date in (DD/MM/YYYY) format

Pan No. *

Firm Name

Address of Chief Place of Business * patna

Constitution of Business * Proprietorship

Email Id *

Password * (Minimum be 8 character)

Confirm Password *

Security Question *

Security Answer *

Terms and Condition ☐ I accept the terms

Submit

Back

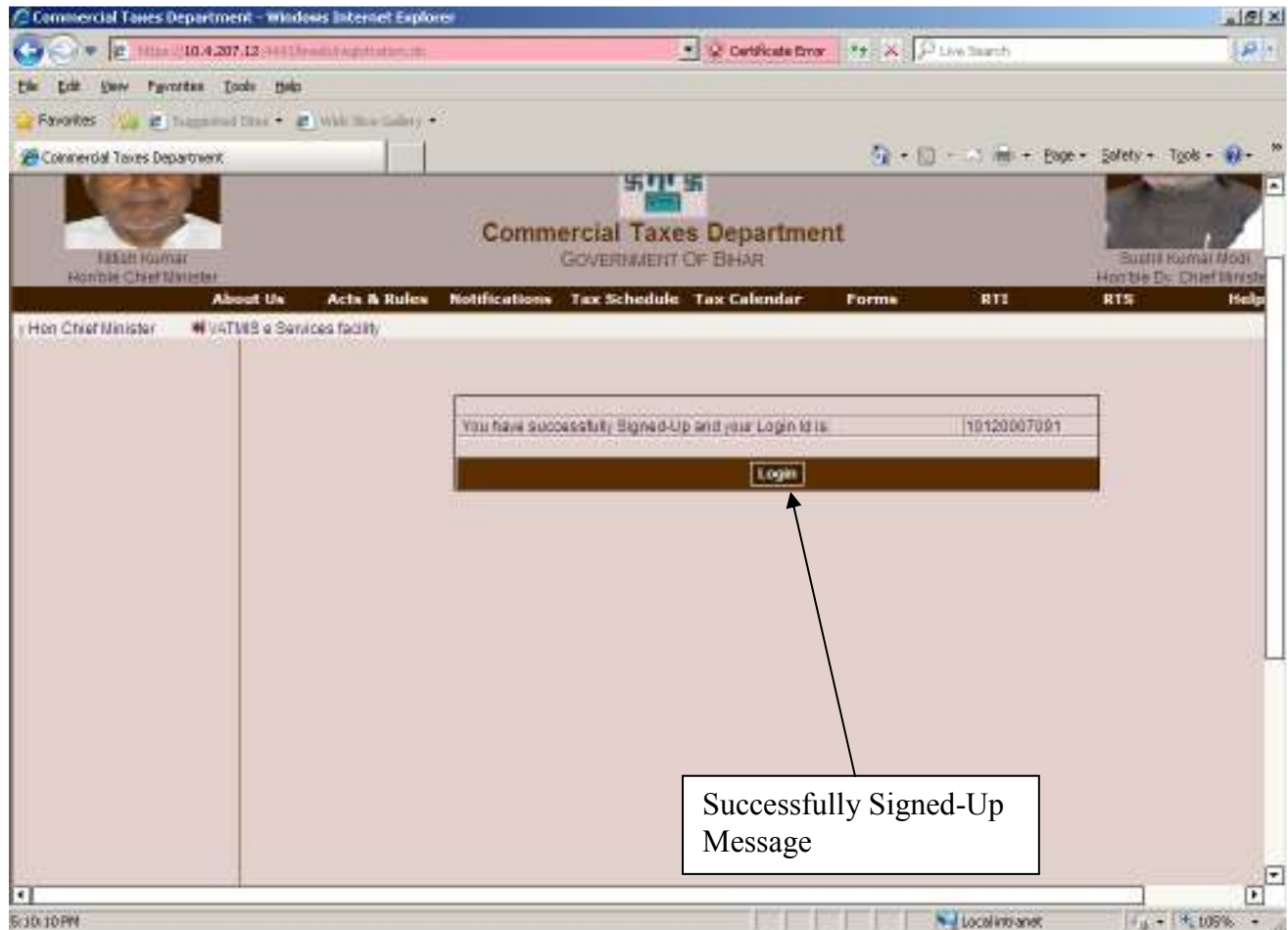
4:52:08 PM Local intranet 105%

- ⌚ If you have already Signed Up you will get “User is already Registered” in the following way:

User is already
Registered

The screenshot shows a web browser window titled "Commercial Taxes Department - Windows Internet Explorer". The address bar shows a URL starting with "http://10.4.207.12...". The browser has a "Certificate Error" warning. The page header includes the Commercial Taxes Department logo and the text "GOVERNMENT OF BHAR". Below the header is a navigation menu with links: "About Us", "Acts & Rules", "Notifications", "Tax Schedule", "Tax Calendar", "Forms", "RTI", "RTS", and "Help". The main content area is titled "New User Registration" and displays the error message "User is already Registered." in red. Below the error message is a registration form with the following fields: "TIN" (with a note "TIN will be the Login Id to Login"), "Registration Effective Date" (with a note "Enter the date in (DDMM/YYYY) format"), "Pan No.", "Firm Name", "Address of Chief Place of Business" (with a dropdown menu showing "patna"), "Constitution of Business" (with a dropdown menu showing "Company"), "Email Id", "Password" (with a note "(Minimum be 8 character)"), "Confirm Password", "Security Question", "Security Answer", and "Terms and Condition" (with a checkbox "I accept the terms"). A "Submit" button is at the bottom of the form, and a "Back" button is below it. The status bar at the bottom shows the time "4:49:03 PM" and the network "Local intranet".

- ⌚ If you get "You have successfully Signed-Up and Your Login Id is : _ _ _ _ _" message than this shows that you are now the member of this website and you can login with your given login details.



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.