

E-Tutorial

1. Important Information on Deductor Registration/Login
2. Brief steps on Deductor Registration/Login
3. Pictorial guide on Deductor Registration/Login



1. Important Information on Deductor Registration and Login

- A TAN can be registered on TRACES only Once.
 - Deductor must ensure that a Non – Nil statement was already filed and should be processed at the time of registration on TRACES. Nil Statement are those statement where there is reporting of BIN/Challan with “0 “amount in the statement.
 - This e-tutorial will provide guidance to fill correct KYC details while doing Registration on all Steps. Enter Token Number of the Regular (Original) Statement only, corresponding to the Financial Year, Quarter and Form Type displayed on the screen. **Please DO NOT copy/paste the data.**
 - Enter CIN/ PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of latest statement.
 - After successfully registration and activating the account, deductor would be able to access all the functionalities available for Deductors. e.g. (view profile, downloading, online and offline correction etc.).
- **Note:** Deductor needs to activate the account within 48 hours of Registration by “**Clicking on the Activation link sent on Email**”. Deductor needs to activate the account within 48 hours of Registration by “Clicking on the Activation link sent on Email”. He will be re-directed to TRACES to enter Activation code 1 (sent via email) and Activation code 2 (sent via mobile) for successful Activation of account.

2. Brief steps on Deductor Registration/Login

Go to **TRACES** website www.tdscpc.gov.in, **TRACES** homepage will appear, Click on “**Continue**” to proceed further.

- **Step 1 :** Click on “**Register as New User**”, Select Category as a “**Deductor**” then click on “**Proceed**”.
 - ✓ Provide TAN Number in the respective allocated tab followed by verification code to proceed further.
- **Step 2: KYC Validation:** Financial Year, Form type and Quarter for which KYC required will be auto populated. Enter Token Number of the Regular (Original) Statement only, corresponding to the Financial Year, Quarter and Form Type displayed. Enter CIN/ PAN details pertaining to the Financial Year, Quarter and Form Type displayed on the screen on the basis of latest statement filed. **Please DO NOT copy /paste the data .**
- **Step 3 :** Deductor is required to fill Organisation details such as category of Deductor, PAN of deductor, PAN of Authorised person and Date of Birth of Authorised person etc. to proceed further. For Government Deductor, PAN is **NOT** mandatory.
 - ✓ At Step 3, you will get option to choose Communication Address Details as per TAN Master **or** as per Last Statement Filed.
 - ✓ At Step 3, you will get option to fill mobile number/alternate mobile number/email id/ alternate email id.
- **Step 4 :** Deductor is required to create User Id and password to proceed further.
- **Step 5 :** Confirmation screen will display. Deductor can edit the details if required or else can confirm the same for successful registration.
- After completion of all above steps, deductor will receive activation link followed by activation code on registered email id and mobile number, which can be used for activation of account. Deductor needs to activate the account within 48 hours of Registration.
- After successfully activation of account, user will be able to Login on **TRACES**.

3. Pictorial guide on Deductor Registration/Login

Go to TRACES website www.tdscpc.gov.in, TRACES homepage will appear, Click on “Continue” to proceed further

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) homepage. The header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation bar contains links for Home, Deductor, Tax Payer, and PAO, along with a Help button. The main content area is divided into several sections: Login (with links for Login, Register as New User, Forgot Password, and Forgot User ID), Alerts/Updates (with a notice about Form 26QE and PAN-Aadhaar linkage), Customer Care (with toll-free and contact numbers), and About the portal (with a description of the system). A 'Continue >>' button is highlighted with a speech bubble that says 'Click on Continue to proceed further.' A 'CAUTION' box is also present, warning users that TRACES never asks for a fee and that the Income Tax Department never asks for PIN numbers, passwords, or similar information for credit cards, banks, or other financial accounts through e-mail. The box also states that the Income Tax Department appeals to Tax Payers NOT to respond to such fee requests and e-mails and NOT to share information relating to their credit card, bank, and other financial accounts. It further informs that CPC TDS does not send and has not sent any communication or email stating automatic tax deduction from Deductors' or Taxpayers' respective bank account/ net banking accounts. A note at the bottom of the box says 'In case you have received such email/ communication, you are requested to ignore it.'

CAUTION

- TRACES never asks for fee of any kind for registration on portal or for availing any electronic services delivered through its portal www.tdscpc.gov.in
- The Income Tax Department NEVER asks for your PIN numbers, passwords or similar information for credit cards, banks or other financial accounts through e-mail
- The Income Tax Department appeals to Tax Payers NOT to respond to such fee requests and e-mails and NOT to share information relating to their credit card, bank and other financial accounts
- It is hereby informed that CPC TDS does not send and has not sent any communication or email stating automatic tax deduction from Deductors' or Taxpayers' respective bank account/ net banking accounts

In case you have received such email/ communication, you are requested to ignore it.

[Continue >>](#)

Click on Continue to proceed further .

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Home Deductor Tax Payer PAO Help

Login

- Login
- Register as New User
- Forgot Password
- Forgot User ID

Customer Care

Toll-Free 1800 103 0344

0120 4814600

0120 4816105

contactus@tdscpc.gov.in

Have a Grievance ?
View more to view E-Tutorial for raising a Grievance Online

New FAQs View more

- Deductor
- Tax Payer
- General

Alerts/Updates

- The functionality to file correction in Form 26QE is enabled from
- Deductor(s) are advised to check PAN-Aadhaar linkage of Deductor. Check for Section 206AB & 206CCA before making payment to

About the portal

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

Right to Information

Section codes for 26A/27BA

Services

Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB)

Dos & Don'ts (pdf version Size 2309KB)

A to Z of TDS (pdf version Size 4692KB)

3. Pictorial guide on Deductor Registration/Login

Step 1: Click on “Register as New User”

The screenshot shows the TDS TRACES portal homepage. The header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. A navigation bar contains links for Home, Deductor, Tax Payer, and PAO, along with a Help button. The main content area is divided into three columns. The left column has a 'Login' section with links for Login, Register as New User, Forgot Password, and Forgot User ID, and a 'Customer Care' section with contact information. The middle column has an 'Alerts/Updates' section with a message about a new utility version for Form-16 Part-B, and an 'About the portal' section with a description of TRACES. The right column has a 'Quick Links' section with various links. An orange callout bubble points to the 'Register as New User' link in the Login section.

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Home Deductor Tax Payer PAO Help

Login

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- Register as New User
- Forgot Password
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Alerts/Updates

- A new utility version 1.5 has been rolled out for generation of Form-16 Part-B .Please download the latest utility version for Form-16 Part-B requests.
- From the TRACES portal will display only TDS/TCS related data. Other details would be available on TRACES portal (https://www.incometax.gov.in/iec/foportal). For data prior to AY 2023-24, more

About the portal [View more](#)

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

Quick Links

- List of Hospitals : Approval u/s 17(2)(viii)(ii)(b)
- Circulars / Notifications / Instructions
- TDS CPC Communications
- DIN Verification
- e-Tutorials
- Rates and Tables
- Forms
- Conso File Formats
- TDS on Sale of Property
- Right to Information
- Section codes for 26A/27BA
- Services
- Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB)
- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

3. Pictorial guide on Deductor Registration/Login

Step 1 (Contd.): Select Category as a “Deductor” then click on “Proceed”

The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo 'TDS Reconciliation Analysis and Correction Enabling System' is in the center. On the right, the Government of India Income Tax Department logo is shown. Below the header, a navigation bar includes 'Home', 'Deductor', 'Tax Payer', and 'PAO'. A 'Help' button is located on the far right. The main content area is divided into several sections. On the left, there is a 'Login' section with links for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. The 'Register as New User' link is highlighted with a blue box, and a dropdown menu is open, showing 'Deductor' as the selected option. A speech bubble points to this dropdown with the text: 'Click on Register as a new User and Select type of user as Deductor .'. Below the login section is a 'Customer Care' section with contact information: Toll-Free 1800 103 0344, 0120 4814600, 0120 4816105, and email contactus@tdscpc.gov.in. On the right, there is an 'Alerts/Updates' section with a notice about the AIS (Annual Information Statement) and a 'Quick Links' section with various links like 'List of Hospitals : Approval u/s 17(2)(viii)(ii)(b)', 'Circulars / Notifications / Instructions', 'TDS CPC Communications', 'DIN Verification', 'e-Tutorials', 'Rates and Tables', 'Forms', 'Conso File Formats', 'TDS on Sale of Property', 'Right to Information', 'Section codes for 26A/27BA', 'Services', 'Guidelines u/s 194-O(4) & 206C(1-I) of I.T. Act (pdf version Size 4559KB)', 'Dos & Don'ts (pdf version Size 2309KB)', and 'A to Z of TDS (pdf version Size 4692KB)'. In the center, there is a large image of a person's hands typing on a laptop keyboard, with the TRACES portal displayed on the screen. Below this image, a paragraph describes TRACES as a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Home Deductor Tax Payer PAO Help

Login

Login

Register as New User

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- General

Alerts/Updates

available in the AIS (Annual Information Statement) at e-filing portal (<https://www.incometax.gov.in/iec/foportal>). For data prior to AY 2023-24, there would be no change in display. [Click here to know more](#)

Quick Links

- List of Hospitals : Approval u/s 17(2)(viii)(ii)(b)
- Circulars / Notifications / Instructions
- TDS CPC Communications
- DIN Verification
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- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

Click on Register as a new User and Select type of user as Deductor .

TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of Conso File, Justification Report and Form 16/ 16A/ 16B/ 16C/ 16D/ 16E/ 27D as well as viewing of annual tax credit statements (Form 26AS/Annual Tax Statement).

3. Pictorial guide on Deductor Registration/Login

Step 1 (Contd.): Provide TAN Number in the respective allocated tab followed by captcha to proceed further

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website. The header includes navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Login), a search bar, and language options. The main navigation bar has tabs for Home, Deductor (selected), and Tax Payer. A 'Help' button is located on the right. The 'Register as New User' section is active, showing 'Validation Details'. It includes a 'TAN of Deductor*' field with a help icon, a 'Verification Code*' field with a captcha image 'm2ych', and a 'Proceed' button. Annotations with callouts provide instructions: 'Click on ? icon next to each field for more details' points to the help icon; 'Enter TAN of Deductor' points to the TAN input field; 'Enter the captcha code as displayed' points to the captcha image; 'Click on ? icon next to each field for more details' points to the help icon; 'Click on 'Proceed' to continue' points to the Proceed button; and 'For more details on any screen, click on Help icon' points to the Help button. A progress bar at the top right shows 'Step 1' as the current step. A footer note mentions that users registered on TIN and having a TAN Account need not register again on TRACES.

Home | About Us | Contact Us | e-Tutorials | Related Links | Login

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Home Deductor Tax Payer

Help

Register as New User

Validation Details

TAN of Deductor*

Verification Code*

Enter text as in above image

Proceed

Click on ? icon next to each field for more details

Enter TAN of Deductor

Click on ? icon next to each field for more details

For more details on any screen, click on Help icon

Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5

Click to refresh image

Click on 'Proceed' to continue

Enter the captcha code as displayed

For more details on any screen, click on Help icon

Users registered on TIN and having a TAN Account need not register again on TRACES. For first time login to TRACES, login with existing User Id and Password as in TIN (for your TAN Account) and update your details in 'Profile' section. You will be able to view all functionalities after activating your account. Click [here](#) to view e-Tutorial

➤ Following could be the reasons for getting an error 'Invalid Details' or 'Your TAN is not available in the TAN master' error:

- ✓-You have not filed any statement in last eight quarters
- ✓-You have filled only Nil statement
- ✓Statement filed is not processed by TRACES
- ✓ Invalid TAN

3. Pictorial guide on Deductor Registration/Login

Step 2 : KYC Validation

The screenshot shows a web interface for KYC Validation. At the top, there is a navigation bar with links: Home, Deductor, Tax Payer, PAO, and a Help button. Below the navigation bar, the page title is "Register as New User". To the right of the title, there is a progress indicator showing "Step 1 ---- Step 2 ---- Step 3 ---- Step 4", with "Step 2" highlighted. Below the progress indicator, there is a light blue box with the text: "Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below". Below this box, there are four input fields: "Form Type" with the value "26Q", "Financial Year" with the value "2015-16", "Quarter" with the value "Q2", and "Token Number / Provisional Receipt Number (PRN)*" with an empty text box. A speech bubble points to the empty text box with the text: "Enter Token Number of only Regular (Original) Statement 'Manually', corresponding to the Financial Year, Quarter and Form Type as displayed . DO NOT COPY/PASTE".

Home Deductor Tax Payer PAO Help

Register as New User

Step 1 ---- Step 2 ---- Step 3 ---- Step 4

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below

Form Type 26Q

Financial Year 2015-16

Quarter Q2

Token Number / Provisional Receipt Number (PRN)*

Enter Token Number of only Regular (Original) Statement "Manually", corresponding to the Financial Year, Quarter and Form Type as displayed . DO NOT COPY/PASTE

3. Pictorial guide on Deductor Registration/Login

Step 2 (Contd..) : KYC Validation

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement

☐ Please select if the payment was done by book adjustment (for Government Deductors)

Information: Please enter a Challan with at least three distinct valid PAN-Amount combinations corresponding to the challan mentioned above. If there is no such Challan, mention a challan with at least two valid PAN-Amount combinations. If there is no such challan, mention a challan with at least one valid PAN-Amount combination. If you do not have any such challan, mention a challan with no valid PAN-Amount combination and also select the checkbox (no valid PAN-Amount combination) in the PAN Details section below.

[Guide to identify a suitable challan](#)

BSR Code / Receipt Number*

Date on which Tax Deposited* (dd-mmm-yyyy; e.g., 12-Dec-1980)

Challan Serial Number / DDO*

Serial Number (5 digits; e.g., 00053)

Challan Amount / Transfer Voucher*

Amount (Rs.)(e.g., 1987.00)

CD Record Number

PART 2. Enter Unique PAN-Amount Combination for Challan / Transfer Voucher entered above

☐ Please select if there are no valid PAN deductee rows corresponding to the Challan / Transfer Voucher mentioned above

Information: Please enter three distinct PAN-Amount combinations corresponding to the challan details mentioned above. If there are less than three PANs corresponding to the specified challan, mention all available (one or two) PAN-Amount combinations.

[Guide to identify the Unique PAN-Amount Combinations](#)

PAN as in Statement	Total Amount Deposited (Rs.)

Annotations:

- Government deductor not having BIN details tick here and need not provide BSR code and challan serial number
- Click on the Guide to select suitable challan option
- Enter CIN details for a challan used in the statement
- CD Record number is not mandatory. This column is required to be filled only when same challan is mentioned more than once in statement.
- Tick here if you do not have any valid PAN corresponding to above challan details
- Click on the Guide to select suitable PAN amount combination
- Please enter TDS deposited amount for respective PAN's

3. Pictorial guide on Deductor Registration/Login

Important information to validate KYC

- **Authentication code** is generated after KYC information details validation ,which remains valid for the same calendar day for same form type, financial year and quarter.
- Token Number must be of the regular statement on the basis on F.Y, Quarter and Form Type displayed on the screen.
- CIN/BIN details must be entered for the Challan/book entry mentioned in the statement corresponding to the FY, Quarter and Form Type.
- Government Deductor can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN /BIN details mentioned in Part1, must be entered in Part 2 of the KYC. Guide available on the screen can be referred for valid combinations.
- Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered.
- If there are less than three such combinations in the Challan ,user must enter all (either two or one).
- CD Record no. is mandatory if same Challan is mentioned more than one time in the statement.

3. Pictorial guide on Deductor Registration/Login

Important information to validate KYC

Examples of Unique PAN and Amount combination:

Condition 1 : -If statement contains 3 Deductee rows with same PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 2000.00

Condition 2: -If statement contains 4 Deductee rows with PAN i.e. AAAAA0000N and corresponding amount against Deductees are : 1000.00, 1000.00 , 1500.00 and 2000.00, then Deductor need to fill details like :

- a) AAAAA0000N 1000.00
- b) AAAAA0000N 1500.00
- c) AAAAA0000N 2000.00

Note: For Further guidance please refer Guide 1 and Guide 2 available on TRACES portal.

3. Pictorial guide on Deductor Registration/Login

Step 3 : Deductor is required to fill Organization details such as category of Deductor, PAN of Deductor, PAN of Authorized person and Date of Birth of Authorized person etc. to proceed further

The screenshot shows the 'Register as New User' form for a Deductor. The form is titled 'Organisation Details' and includes a progress bar at the top indicating Step 3 is active. A note states: 'Details entered in this form will be saved in TRACES and will not be updated in TAN database'. The form fields are as follows:

- TAN of Deductor**: A text field with a callout: 'PAN of Deductor will be populated from TAN database, if available, else user must enter the value'.
- Name of Deductor**: A text field.
- Category of Deductor***: A dropdown menu with a callout: 'To change details in TAN database, submit TAN change request form at www.tin-nsdl.com'.
- PAN Of Deductor***: A text field with a callout: 'For Government Deductor, PAN is not mandatory. Select appropriate Government Category of Deductor'.
- PAN of Authorised Person***: A text field with a callout: 'Name and Father's Name of Authorised Person will be auto-populated from PAN database based on the PAN & Date of Birth entered by user'.
- DOB of Authorised Person***: A text field with a callout: 'latest 24Q statement filed for the TAN. You may registration'.
- Name of Authorised Person**: A text field.
- Father's Name of Authorised Person**: A text field.
- Designation of Authorised Person***: A text field.
- Are you an employee of deductor?**: Radio buttons for 'Yes' and 'No'.

Note:

- PAN status should be active at the time of registration.
- PAN status can be checked at Income Tax Department website (www.incometax.gov.in).
- In case of individual and proprietor, PAN of Deductor and PAN of authorized person may be same. In all other cases PAN of Deductor and PAN of authorized person may be different.
- Only an individual can be the authorized person. Accordingly the 4th character of PAN should be "P".

3. Pictorial guide on Deductor Registration/Login

Step 3 (Contd.): Choose Communication Address details as per TAN Master or as per last Statement filed

Address

☐ Same as in TAN Master. [View Address Details as in TAN Master](#)

☐ Same as in Last Statement. [View Address Details as in Last Accepted Statement](#)

Flat / Door / Block No.*

Name of Premises / Building / Village

Road / Street / Post Office

Area / Locality

Town / City / District*

State / Union Territory*

PIN Code*

Clicking on the checkbox will populate address details as in TAN Master or last statement on the screen

Click here to view communication details as in TAN Master

Click here to view address details as in last accepted statement filed by the TAN

Enter address and communication details for your TRACES account. It should be of the current Address. In case of different from TAN, please update details by filing 49B.

- Details entered here will be saved only in TRACES and will not be updated in TAN database.
- To change details in TAN database, submit TAN change request form at www.tin-nsdl.com

3. Pictorial guide on Deductor Registration/Login

Step 3 (Contd.): Choose Communication details as per TAN Master or as per last Statement filed

Communication Details

☐ Same as in TAN Master. [View Communication Details as in TAN Master](#)

☐ Same as in Last Statement. [View Communication Details as in Last Accepted Statement](#)

STD Code-Phone Number ?

Mobile Number* +91 ?

Alternate Mobile Number +91 ?

Email Id* ?

Alternate Email Id

Click here to view communication details as in TAN Master

Click here to view communication details as in last accepted statement filed by the TAN

To enter landline number, both STD Code and Phone Number are mandatory

User can edit populated values or enter new values in the fields

Click on 'Back' to go to Step 2

Click on 'Next' to continue

- Details entered here will be saved only in TRACES and will not be updated in TAN database.
- To change details in TAN database, submit TAN change request form at www.tin-nsdl.com.
- **In case incorrect communication detail and address detail are submitted , wait for 48 hours. Once ,account gets deactivated, try to register again as new user with correct details**

3. Pictorial guide on Deductor Registration/Login

Step 4 : Create User Id and Password then click on 'Create Account' button

The screenshot shows a web form titled "Register as New" with a progress bar at the top indicating five steps. Step 4 is highlighted. The form includes a "Login Details" section with three input fields: "User Id*", "Password*", and "Confirm Password*". A "Check Availability" button is next to the User Id field. At the bottom are "< Back" and "Create Account" buttons. Annotations with orange callouts provide instructions: "Enter User Id for the TAN account for Admin User" points to the User Id field; "Check availability of the User Id" points to the "Check Availability" button; "Enter same password in both password fields" points to the Password and Confirm Password fields; "Click on 'Back' to go to Step 3" points to the "< Back" button; and "Click on 'Create Account' to view confirmation screen" points to the "Create Account" button.

Register as New Step 1 ---- Step 2 ---- Step 3 ---- **Step 4** ---- Step 5

Login Details

User Id* [Check Availability](#)

Password*

Confirm Password*

[< Back](#) [Create Account](#)

Enter User Id for the TAN account for Admin User

Check availability of the User Id

Enter same password in both password fields

Click on 'Back' to go to Step 3

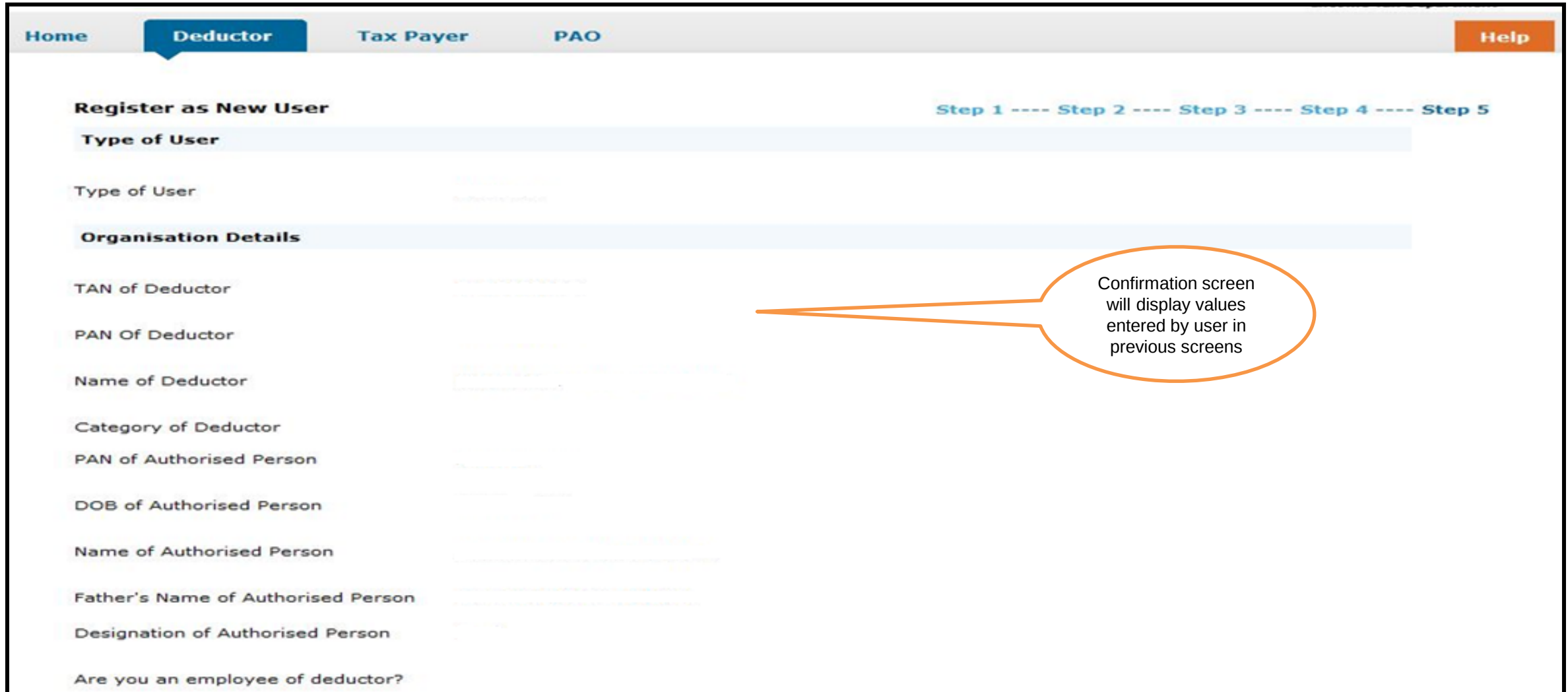
Click on 'Create Account' to view confirmation screen

Note:

- Password should contain a minimum of 8 alpha numeric characters with at least one letter in upper case.
- While entering Password Special characters allowed: space, ' , & , " , comma , ; (This is not mandatory to use special characters but user can use it to make strong password).

3. Pictorial guide on Deductor Registration/Login

Step 5: Confirmation Screen



The screenshot shows the 'Deductor' registration process at Step 5, 'Confirmation Screen'. The interface includes a top navigation bar with 'Home', 'Deductor' (active), 'Tax Payer', 'PAO', and 'Help'. Below the navigation bar, the title 'Register as New User' is followed by a progress indicator showing 'Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5'. The form is divided into two main sections: 'Type of User' and 'Organisation Details'. The 'Type of User' section has a dropdown menu with 'Individual' selected. The 'Organisation Details' section contains several input fields: 'TAN of Deductor', 'PAN Of Deductor', 'Name of Deductor', 'Category of Deductor', 'PAN of Authorised Person', 'DOB of Authorised Person', 'Name of Authorised Person', 'Father's Name of Authorised Person', 'Designation of Authorised Person', and a checkbox for 'Are you an employee of deductor?'. An orange callout bubble points to the form, stating: 'Confirmation screen will display values entered by user in previous screens'.

Home Deductor Tax Payer PAO Help

Register as New User Step 1 ---- Step 2 ---- Step 3 ---- Step 4 ---- Step 5

Type of User

Type of User Individual

Organisation Details

TAN of Deductor

PAN Of Deductor

Name of Deductor

Category of Deductor

PAN of Authorised Person

DOB of Authorised Person

Name of Authorised Person

Father's Name of Authorised Person

Designation of Authorised Person

Are you an employee of deductor?

Confirmation screen will display values entered by user in previous screens

3. Pictorial guide on Deductor Registration/Login

Step 5 (contd.): Confirmation Screen

Communication Address

Flat / Door / Block No.

Name of Premises / Building / Village

Road / Street / Post Office

Area / Locality

Town / City / District

State / Union Territory

PIN Code

Communication Details

STD Code-Phone No.

Mobile Number

Alternate Mobile Number

Email Id

Alternate Email Id

Login Details

User Id

[Edit](#) [Confirm](#)

Click on 'Edit' to go to Step 3 to edit details

Click here to confirm registration of TAN

3. Pictorial guide on Deductor Registration/Login

Step 5 (contd.): After clicking on 'Confirm', Registration request submitted successfully message will display on screen

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) portal. The header includes navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Login), a search bar, and language settings. The main navigation bar features 'Home', 'Deductor' (highlighted), 'Tax Payer', and 'PAO'. A 'Help' button is located on the right. The central message states: 'Registration request successfully submitted!'. It lists three key points: 1. Activation link and codes are sent to the provided email and mobile number. 2. Users must click the activation link within 48 hours to avoid deactivation. 3. Users must enter the codes received via email and SMS. Below this, it notes that signature details can be added in the profile page and that digital signatures are encouraged. At the bottom, a 'Go to Home Page' button is present. Three orange callouts provide additional context: one points to the success message, another points to the 'Go to Home Page' button, and a third points to the activation instructions.

Home | About Us | Contact Us | e-Tutorials | Related Links | Login | Search In | Keyword | English

TDS Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

Home | **Deductor** | Tax Payer | PAO | Help

Registration request successfully submitted!

- **Activation link** and **codes** have been sent to the **email address** and **mobile number** provided by you during registration
- Please **click** on the Activation link within **48 hours** receipt of email to avoid **deactivation** of your account
- Enter the Codes sent via email and mobile in the activation link screen
- **Activation Code 1** should be entered in the field '**Code sent through email**' and **Activation Code 2** should be entered in the field '**Code sent through SMS**'

You can add your Signature details through Profile page after activating your account and logging in to TRACES
Income Tax Department encourages the use of digital signature for faster submission and processing of statements.

[Go to Home Page](#)

Success message will be displayed confirming registration of TAN with TRACES

Click here to go to home page

Registration is successful. Check your email and mobile for activation link and codes to activate your account

- Account activation must be completed within 48 hours of registration else account will be deactivated and you will have to register again on TRACES
- In case SMS/ email is advertently deleted and 48 hours deadline to activate account has NOT passed, please enter TAN details in Step-1 of deductor Registration Form and click on "Submit". System will display an alert message to resend the Activation link and codes. Click on 'Ok', the activation link and codes will be resent to your email id and mobile number.
- Please check your "Spam box" of Registered e-mail id for activation link

3. Pictorial guide on Deductor Registration/Login

Account Activation

 Enter details below to activate account 

User Id*

Code sent through email*

Code sent through SMS*

This page will be displayed when user clicks on the activation link sent through email

Enter User Id of the TAN as registered on TRACES

Enter activation codes sent through email and SMS

Click here to submit activation details and activate your account

Activation Successful! 

You may now login to TRACES.

You can add your Signature details through Profile page after logging in to TRACES. Income Tax Department encourages the use of digital signature for faster submission and processing of statements.

Success message indicated account has been activated

Click here to login to TRACES

3. Pictorial guide on Deductor Registration/Login

Login to TRACES

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) login interface. The page header includes the TDS logo, the TRACES title, and the Government of India Income Tax Department logo. The navigation bar has tabs for Deductor, Tax Payer, and PAO, with a Help button on the right. The main content area is titled 'Deductor Login' and contains several input fields: 'User Id', 'Password', 'TAN for Deductor', and 'Verification Code'. A 'Login' button is at the bottom. Callouts provide instructions: 'Click on Deductor Option' points to the Deductor tab; 'Enter user id and password' points to the User Id and Password fields; 'Click on help icon (?) next to each field for more details' points to the question mark icons; 'Enter TAN' points to the TAN for Deductor field; 'Enter the text as displayed then click on Login' points to the Verification Code field and the Login button. A 'Common Note' section on the right provides additional information for deductors.

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Help

Login as : ☒ Deductor ☐ Taxpayer ☐ PAO

Deductor Login

User Id*

Password*

TAN for Deductor*

Verification Code*

Enter text as in above image*

Login

[Register as New User](#) [Forgot Password?](#) [Forgot User Id?](#)

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

Common Note:

- This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600