

# E-Tutorial

1. Important information on Taxpayer Registration & Login
2. Brief Steps for Taxpayer Registration & Login
3. Pictorial Guide on Taxpayer Registration & Login



**TDS**  
Centralized Processing Cell

# 1. Important information on Taxpayer Registration & Login

**Tax Payer will be able to perform the following activities through the portal:**

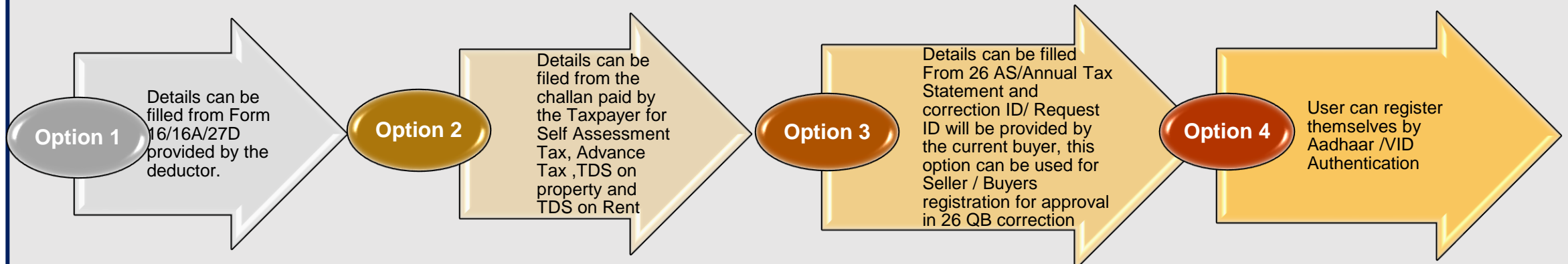
- Registration
- View/Download Form 26AS/Annual Tax Statement
- Provisional TDS Certificate-16/16A/16B/27D
- Download Form 16B /16C/16D
- Verify TDS Certificate
- View/Download Aggregated TDS Compliances Report
- Manage profile, change password
- Perform 26QB/26QC correction
- Digital Signature Registration
- View Default Summary 26QB/26QC/26QD
- Download Justification Report - 26QB/26QC/26QD
- Raise Request for Resolution
- Register Digital Signature Certificate
- Request for Form 13
- Request for Refund- 26QB etc.

## 2. Brief Steps for Taxpayer's Registration on TRACES website.

To register at TRACES website , Taxpayer need to click on “**Register as New User-Taxpayer**”. For NRI Taxpayer , Please refer to e-Tutorial “**NRI Taxpayer Registration**”.

- **Step 1:** Taxpayer needs to provide the PAN, Date of Birth , Name (First, Middle and Surname) after verifying the same from [www.incometax.gov.in](http://www.incometax.gov.in).

- **Step 2:** Taxpayer can choose from **Option 1** , **Option 2** , **Option 3** or **Option 4** to proceed further .



- **Step 3:** Taxpayer is required to fill Communication Address and Details such as House Number, Block, Mobile Number and Email ID to proceed further.

- **Step 4 :** Taxpayer is required to create a password followed by the security question to proceed towards **Step 5** .

- **Step 5 :** Taxpayer can see all the details filled earlier and can even edit the details if required or else can confirm the same to proceed further .

After completion of all above steps, success message will be appear on the screen stating "**Registration request submitted successfully**". Then taxpayer will receive an “**Activation link**” followed by “**Activation codes**” on registered Email id and Mobile number, which can be used for activation of account .

- After activation of account, user will be able to Login on TRACES website .

# 3. Pictorial Guide on Taxpayer 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 website homepage. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is also present. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. The main content area is divided into sections: 'Login' (with links for Login, Register as New User, Forgot Password, and Forgot User ID), 'Alerts/Updates' (with a notice about Form 26QE), 'Customer Care' (with contact numbers and email), and 'About the portal' (with a description of the system). A 'CAUTION' box is overlaid on the page, containing the following text:

**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](http://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 >>](#)

An orange callout bubble points to the 'Continue >>' button with the text: "Click on Continue to proceed further ."

Additional links on the right side include: 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).

# 3. Pictorial Guide on Taxpayer Registration & Login

## Step 1: Click on Register as a new User and Select Type of User as 'Tax Payer'

The screenshot displays the TDS TRACES portal interface. At the top, the TDS logo (Centralized Processing Cell) and TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible. The Government of India Income Tax Department logo is also present. The navigation menu includes Home, Deductor, Tax Payer, PAO, and Help. The main content area is divided into sections: Login, Alerts/Updates, Customer Care, and Quick Links. The 'Register as New User' button is highlighted, and a dropdown menu is open, showing options: Deductor, Tax Payer, PAO, and Deductor whose Agent/Person is a Foreign National. A callout bubble points to the 'Register as New User' button with the text: 'Click on Register as a new User and Select Type of User as 'Tax Payer''.

**Login**

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

**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](#)

**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

**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(1-1) of I.T. Act (pdf version Size 4559KB)
- Dos & Don'ts (pdf version Size 2309KB)
- A to Z of TDS (pdf version Size 4692KB)

**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 Taxpayer Registration & Login

**Step 1 (Contd.) : Enter PAN to be registered. Date of Birth and Name (First Name, Middle Name or Last Name/Surname) as per the PAN database.**

The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website. The page is titled "Register as New User" and is part of a 5-step process. The "Tax Payer" tab is selected. The registration form includes fields for PAN, Date of Birth / Date of Incorporation, First Name, Middle Name, Last Name / Surname, and a Verification Code. A "Proceed" button is at the bottom. Three callouts provide additional instructions: one points to the PAN, Date of Birth, and Name fields, another points to the Help icon, and a third points to the help icons next to each form field.

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

Government of India Income Tax Department

Home Deductor **Tax Payer** PAO Help

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

**Validation Details**

- 1 PAN details (first name/middle name/Last Name / Surname) may include "spaces" in between. The same need to be entered accordingly.
- 2 Before entering Last Name/Surname, First name, Middle Name please verify the details from the <https://www.incometaxindiaefiling.gov.in>
- 3 In case you've deposited challan recently, please try registration after 3 working days from P

PAN\*

Date of Birth / Date of Incorporation\* (dd-mmm-yyyy; e.g., 12-Dec-1980)

First Name

Middle Name

Last Name / Surname\*

Verification Code\*

Enter text as in above image\*

Click to refresh image

Proceed

Enter PAN to be registered. Date of Birth and Name should be verified from Website [www.Incometax.gov.in](http://www.Incometax.gov.in)

For more details on any screen, click on Help icon

Click on help icon next to each field for more details

In case PAN details provided as per the PAN card, are shown as invalid on TRACES then please **verify the PAN details from [www.incometax.gov.in](http://www.incometax.gov.in)**.

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 2 : 'Option 1' (Enter any TAN of Deductor who has deducted TDS from the Tax Payer on or after April 1, 2011 and the deduction details).




The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation menu with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is on the right. Below the header, a navigation bar includes Home, Deductor, Tax Payer (highlighted), PAO, and Help. The main content area is titled 'Register as New User' and shows a progress indicator for Step 1 through Step 5. Under 'Validation Details', there are three informational messages: 1) 'In case you've deposited challan recently, please try registration after 3 working days from Date of Challan Deposit.' 2) 'Please enter values in either Option 1 or Option 2 or Option 3 or Option 4' 3) 'It is mandatory to fill all values in either Option 1 or Option 2 or Option 3 or Option 4' The 'Option 1-Details of TDS/TCS Deposited' section contains the following fields: TAN of Deductor (text input), Type of Deduction (dropdown menu), Assessment Year (dropdown menu), Month-Year (two dropdown menus), and TDS / TCS Amount (Rs.) (e.g., 1987.00) (text input). A callout bubble points to the dropdown menus with the text: 'Please fill TDS/TCS deposit details as per Form-16/16A/27D. To know about the details to be fill up, click on help icon next to each field for more details.'

**Option 1:** Details can be filled from Form 16/16A/27D provided by the deductor.

### 3. Pictorial Guide on Taxpayer Registration & Login

**Step 2 (Contd.) : ‘Option 2’ In case you have paid challan for Self Assessment Tax, Advance Tax ,TDS on property and TDS on Rent after April 1, 2011 you can select this option). Enter challan serial number and amount for the selected assessment year for any tax paid by the Tax Payer.**

**Option 2- Challan Details of Tax Deposited by Taxpayer ( i.e. Advance Tax, Self Assessment Tax, TDS on Property and TDS on Rent )**

Assessment Year	<input type="text" value="--Select--"/>	
Challan Serial Number (e.g. 50920)	<input type="text"/>	
Amount (Rs.) (e.g., 1987.00)	<input type="text"/>	

**Option 2** -Details can be filled from the challan paid by the Taxpayer for Self Assessment Tax, Advance Tax and TDS on property and TDS on Rent

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 2(Contd.) : 'Option 3' ( For approval in 26 QB correction, Seller and Buyer can select this option and proceed with registration procedure )

**Option 3-Mention Details of 26QB statement details filed by Buyer before correction**

Acknowledgement Number	<input type="text"/>	?
PAN of the Buyer	<input type="text"/>	?
Amount Paid/Credited(Rs.) (e.g., 1987.00)	<input type="text"/>	?
Correction Id/ Request Id	<input type="text"/>	?
<input type="radio"/> Updated Pan of the Buyer <input type="radio"/> Pan of Seller		
PAN of Seller	<input type="text"/>	?

Updated Buyer can select this option

Correction ID/ Request ID will be provided by the current Buyer

Previous Seller can select this option

**Option 3** Details can be filled From 26AS/Annual Tax Statement and correction ID/ Request ID will be provided by the current Buyer, this option can be used for seller / Buyers registration for approval in 26QB correction

### 3. Pictorial Guide on Taxpayer Registration & Login

Step 2(Contd.) : 'Option 4'( In case of Authentication through Aadhaar/VID , taxpayer can select this option and proceed with registration procedure) .

**Option 4- Authentication through Aadhaar / VID**

Tick the Check Box for Aadhaar/VID Authentication?

[Back](#) [Next](#)

Tick the  
Checkbox for  
Aadhaar /VID  
Authentication .

Click on 'Next' to  
proceed further.

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 2 (Contd.) : 'Option 4'- After clicking on Aadhaar Number option, a pop-up will be displayed where user can view steps to use Aadhaar Authentication

The screenshot shows the TDS TRACES portal interface. At the top, there are navigation links (Home, About Us, Contact Us, e-Tutorials, Related Links, Login) and a search bar. The main header includes the TDS logo, the TRACES title, and the Government of India logo. Below the header, there are tabs for Home, Deductor, Tax Payer, and PAO. A 'Help' button is also present. The main content area is titled 'Register as N' and includes a 'Validation Data' section with instructions. A pop-up window titled 'Steps to use Aadhaar Authentication' is overlaid on the page, containing three steps: Step 1 (verify details), Step 2 (validation), and Step 3 (OTP). Below the steps is a form for PAN details with the following information: Name as per PAN details: SURINDER SINGH ARORA, Date of Birth as per PAN details: 22-Sep-1990, Gender as per PAN details: Male. The form also has radio buttons for 'Aadhaar' and 'VID' authentication options, a consent checkbox, and 'Next' and 'Cancel' buttons. Two callout boxes provide additional information: one pointing to the PAN details stating 'These details will appear as per PAN data', and another pointing to the authentication options stating 'User can choose option i.e. Aadhaar Number or VID (if available)'.

**Steps to use Aadhaar Authentication**

**Step 1** Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

**Step 2** Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

**Step 3** Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details	SURINDER SINGH ARORA
Date of Birth as per PAN details	22-Sep-1990
Gender as per PAN details	Male

Please select option to authenticate  Aadhaar  VID

I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Gender and Aadhaar/VID number with UIDAI for authentication purpose.

These details will appear as per PAN data

User can choose option i.e. Aadhaar Number or VID (if available)

**Note:** User can create VID (Virtual-ID) on UIDAI site

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 2(Contd.) : 'Option 4'- Aadhaar Authentication: Select Aadhaar option then enter 12 digit Number of Aadhaar

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

Income Tax Department

Home Deductor **Tax Payer** PAO Help

Register as N

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Step 4 Step 5

**Steps to use Aadhaar Authentication**

**Step 1** : Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

**Step 2** : Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

**Step 3** : Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details SURINDER SINGH ARORA

Date of Birth as per PAN details 22-Sep-1990

Gender as per PAN details Male

Please select option to authenticate  Aadhaar  VID

Please enter Aadhaar Number

I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Gender, Aadhaar/VID number with UIDAI for authentication purpose.

Next Cancel

Click here to proceed further

Select Aadhaar option

Enter 12 digit Aadhaar Number

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 2 (Contd.) : 'Option 4'- Aadhaar Authentication: If user select VID option then enter 16 digit VID Number

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

Income Tax Department

Home Deductor Tax Payer PAO Help

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Steps to use Aadhaar Authentication

Step 1 Please verify if the Name, Date of Birth, Gender as per Aadhaar card matches the details as per your PAN data. Enter your Aadhaar Number in the text box provided below and Click on "Next" button.

Step 2 Income Tax Department will validate your Name, Date of Birth, Gender as per PAN and Aadhaar Number with UIDAI. Please note that if the details do not match, the Aadhaar E-validation will fail.

Step 3 Once the validation is successful, OTP will be sent to the mobile number/email Id registered with UIDAI.

Name as per PAN details	SURINDER SINGH ARORA
Date of Birth as per PAN details	22-Sep-1990
Gender as per PAN details	Male

Please select option to authenticate  Aadhaar  VID

Please enter VID Number\* | 1234598763250215

I hereby give my consent to CPC(TDS) to use my Name, Date of Birth, Aadhaar/VID number with UIDAI for authentication purpose.

Next Cancel

and TDS on

Click here to proceed further

Select VID option

Enter 16 digit VID Number

# 3. Pictorial Guide on Taxpayer Registration & Login

**Step 2(Contd.) : 'Option 4'- After successful validation with Aadhaar or VID, a pop-up will be displayed to enter OTP. User need to enter OTP received on registered mobile number/email Id registered With UIDAI**

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

Government of India Income Tax Department

Home Deductor **Tax Payer** PAO Help

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

Validation Details

Please do not "Close" or "Refresh" or press the "Cancel" button.

OTP has been sent to mobile number: \*\*\*\*\*2305

Enter OTP\*  Submit

Resend OTP Cancel

Click here to resend OTP

After entering OTP click here to proceed further

Enter OTP

**Note:** OTP will be received on mobile number/email ID registered with UIDAI

# 3. Pictorial Guide on Taxpayer Registration & Login

**Step 3: Taxpayer is required to fill Communication Address and Details such as House Number, Block, Mobile Number and Email ID to proceed further.**

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

सर्वकारो जयते Government of India Income Tax Department

Home Deductor Tax Payer PAO Help

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

Details entered in this form will be saved in TRACES and will not be updated in PAN database.

**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.

Country code-Mobile Number\*

Alternate Mobile Number

Email Id\*

Back Next

Enter address and communication details for your TRACES account. It should be of the current Address.

Enter 10 digit mobile number, with country code and e-mail id are mandatory

- Details entered here will be saved only in TRACES and will not be updated in PAN database
- To change details in PAN database, submit PAN change request form at [www.tin-nsdl.com](http://www.tin-nsdl.com)

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 4: Taxpayer is required to create a Password followed by the security question to proceed towards Step 5 .

The screenshot shows the 'Register as New User' form on the TDS TRACES website. The form is titled 'Login details' and includes the following fields: 'User Id', 'Password\*', 'Confirm New Password\*', 'Security Question\*', and 'Answer\*'. The 'User Id' field is a text input. The 'Password\*' and 'Confirm New Password\*' fields are password inputs. The 'Security Question\*' field is a dropdown menu with '--Select--' as the current selection. The 'Answer\*' field is a text input. Below the form are two buttons: 'Back' and 'Create Account'. The form is part of a five-step registration process, with 'Step 4' being the current step. The 'Tax Payer' tab is selected in the navigation menu. The website header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department logo. The navigation menu includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. The search bar and language selector are also visible.

**Register as New User**

**Login details**

User Id

Password\*

Confirm New Password\*

Security Question\*

Answer\*

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

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

User Id will be PAN of Tax Payer

Enter same password in both password fields

Select a security question and enter its answer

Click on 'Back' to go to Step 3

Click on 'Create Account' to view confirmation screen

# 3. Pictorial Guide on Taxpayer Registration & Login

Step 5: Taxpayer can see all the details filled earlier and can even edit the details if required or else can confirm the same to proceed further .

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

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 Tax Payer

**Tax Payer Details**

PAN New PAN Old PAN

Date of Birth / Date of Incorporation

First Name

Middle Name

Surname

**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

Confirmation screen will display values entered by user in previous screens

- User cannot edit details on confirmation screen.

### 3. Pictorial Guide on Taxpayer Registration & Login

Step 5 (Contd.) : Taxpayer can see all the details filled earlier and can even edit the details if required or else can confirm the same to proceed further .

The screenshot displays a registration form with two main sections: 'Communication Details' and 'Login details'. The 'Communication Details' section includes fields for 'STD Code-Phone No.', 'Mobile Number', 'Alternate Mobile Number', and 'Email Id'. The 'Login details' section includes fields for 'User Id' and 'Security Question'. At the bottom of the form, there are two buttons: 'Edit' and 'Confirm'. An orange callout bubble points to the 'Edit' button with the text 'Click on 'Edit' to go to Step 2 to edit details'. Another orange callout bubble points to the 'Confirm' button with the text 'Click on 'Confirm' to confirm registration of PAN'.

# 3. Pictorial Guide on Taxpayer Registration & Login

Success Message will appear on the screen .

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo. The Government of India Income Tax Department logo is visible in the top right corner. The navigation menu includes Home, Deductor, Tax Payer (highlighted), and PAO, along with a Help button. The main content area displays a success message: "Registration request successfully submitted!". Below this, there are four bullet points providing instructions: 1. Activation link and codes have been sent to the email address and mobile number provided by you during registration. 2. Please click on the Activation link within 48 hours receipt of email to avoid deactivation of your account. 3. Enter the Codes sent via email and mobile in the activation link screen. 4. 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'. A "Go to Home Page" button is located at the bottom of the message. Three callout boxes provide additional context: one points to the "Go to Home Page" button with the text "Click here to go to home page"; another points to the success message with the text "Success message will be displayed confirming registration of PAN with TRACES"; and a third points to the instructions with the text "Registration is successful . Check your email and mobile for activation link and codes to activate your account".

- Details entered here will be saved only in TRACES and will not be updated in PAN database.
- To change details in PAN database, submit PAN change request form at [www.tin-nsdl.com](http://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 Taxpayer Registration & Login

Taxpayer will receive an “Activation link” followed by “Activation codes” on registered Email id and Mobile number, which can be used for activation of account . Taxpayer needs to enter User ID and the codes to activate the account.

**Register as New User – Activation**

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

Enter details below to activate account

User Id\*

Code sent through email\*

Code sent through SMS\*

Submit

Enter User Id of the Tax Payer as registered on TRACES (i.e., PAN)

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 'My Profile' page after logging in to TRACES. Income Tax Department encourages the use of digital signature for faster submission and processing of statements.

Login

Success message indicated account has been activated

Click here to login to TRACES

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# 3. Pictorial Guide on Taxpayer Registration & Login

Once the Account is activated , Taxpayer will be able to login at TRACES.

The screenshot shows the TRACES login interface. At the top, there are navigation links: Home | About Us | Contact Us | e-Tutorials | Related Links | Login. A search bar is present with the text 'Search In Keyword'. On the left, the TDS logo and 'Centralized Processing Cell' are displayed. In the center, the TRACES logo and 'TDS Reconciliation Analysis and Correction Enabling System' are shown. On the right, the Government of India logo and 'Income Tax Department' are visible. Below the header, there is a navigation menu with 'Home', 'Deductor', 'Tax Payer', and 'PAO'. A 'Help' button is located in the top right corner. The main content area features a 'Login' section with radio buttons for 'Deductor' and 'Taxpayer/PAO'. The 'Taxpayer/PAO' option is selected. There are three input fields: 'User Id\*', 'Password\*', and 'PAN for Tax Payer / AIN for PAO\*'. A 'Verification Code\*' field is shown with a CAPTCHA image and a 'Click to refresh' button. Below the input fields is a 'Login' button. At the bottom left, there are links for 'Register as New User' and 'Forgot Password?'. A 'For Tax Payers:' section on the right provides instructions and a 'Common Note' about cookies. Several callouts in orange circles provide additional guidance: 'Enter user id and password' points to the User Id field; 'Click on help icon next to each field for more details' points to the question mark icons; 'After entering User ID, PAN will be auto populated' points to the PAN field; 'Enter the text as displayed in Verification Code' points to the CAPTCHA input field; and 'For more details on any screen, click on Help icon' points to the Help button.

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

Government of India Income Tax Department

Home Deductor Tax Payer PAO Help

T B of Form 16 requests ■ TRACES offline utility V 4.0 for Form-13 is now available under "Request"


**Login**

Deductor  Taxpayer/PAO

User Id\*

Password\*

PAN for Tax Payer / AIN for PAO\*

Verification Code\* 

Click to refresh

Enter text as in above image\*

Login

Register as New User Forgot Password?

**For Tax Payers:**

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user
- User can not enter details in column PAN for Tax Payer/AIN for PAO as column will be auto-populated on the basis of User Id entered by user.

**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

Enter user id and password

Click on help icon next to each field for more details

After entering User ID, PAN will be auto populated

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

# THANK YOU

## Please Note:

- 1) **For Feedback** : You can share your feedback on [contactus@tdscpc.gov.in](mailto: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