

# E-Tutorial

1. Important Information on Forgot User ID (Deductor)
2. Brief steps on Forgot User ID (Deductor)
3. Pictorial guide for Forgot User ID (Deductor)



**TDS**  
Centralized Processing Cell

# 1. Important Information on Forgot User ID (Deductor)

- TAN should be registered on TRACES website.
- This e-tutorial will provide guidance to fill correct KYC details while doing Forgot User ID on all Steps. Enter Token Number of the Regular (Original) Statement only, corresponding to the Financial Year, Quarter and Form Type displayed. **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 filed by you.

## **NOTE:**

- User can edit registered E-Mail ID and Mobile Number.
- Existing password can also be changed.

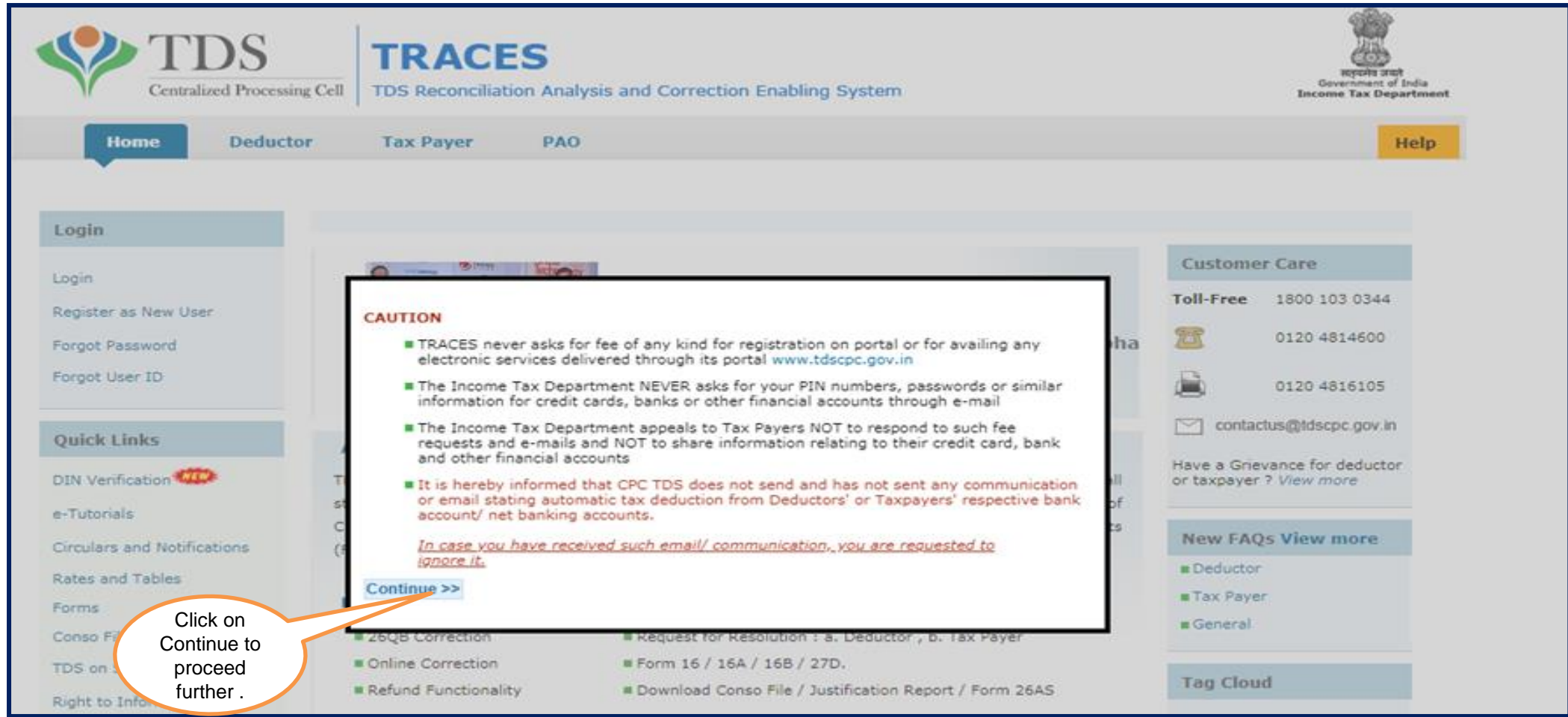
## 2. Brief steps on Forgot User ID (Deductor)

Go to **TRACES** website [www.tdscpc.gov.in](http://www.tdscpc.gov.in). **TRACES** homepage will appear, Click on “**Continue**” to proceed further.

- **Step 1** : Click on “**Forgot User ID**” and Select “**Type of User**” as Deductor.
  - ✓ Provide TAN Number in the respective allocated tab followed by verification code and click on “**Proceed**” button.
- **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. **Please DO NOT copy /paste the data .**
- **Step 3** : Registered mobile number will be auto-populated for OTP (Mobile Number can be updated if required). On clicking 'Proceed' button ,One-Time Password (OTP) will be sent to the registered/updated mobile number for verification. Enter OTP and submit.
- **Step 4** : Reset User ID. Existing Password and Email-ID can also be changed.
- 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 resetting User ID.
- After successful activation of account, user will be able to login on TRACES website.

# 3. Pictorial guide for Forgot User Id (Deductor)

Go to TRACES website [www.tdscpc.gov.in](http://www.tdscpc.gov.in)



The screenshot shows the TRACES website interface. At the top, there is a navigation bar with 'Home', 'Deductor', 'Tax Payer', and 'PAO' tabs, and a 'Help' button. The main content area features a 'CAUTION' message box with 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 >>](#)

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

# 3. Pictorial guide for Forgot User Id (Deductor)

Step 1 : Click on “Forgot User ID” and Select “Type of User” as Deductor

The screenshot shows the TDS TRACES portal interface. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. A navigation bar contains 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. On the left, a 'Login' menu lists 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID', with 'Forgot User ID' highlighted in blue. A callout bubble points to 'Forgot User ID' with the text: 'Click on 'Forgot User ID' then type of user as a 'Deductor''. Below the menu is a 'Quick Links' section with 'DIN Verification' (marked 'NEW'), 'e-Tutorials', 'Circulars and Notifications', 'Rates and Tables', 'Forms', and 'Conso File Formats'. The main content area features a news item about a '17th edition of "Best e-Governance Implementation" award' and an 'About the portal' section. On the right, there is a 'DIN Search functional' section, a 'Customer Care' section with contact numbers (1800 103 0344, 0120 4814600, 0120 4816105) and email (contactus@tdscpc.gov.in), and a 'New FAQs' section with links for 'Deductor', 'Tax Payer', and 'General'.

# 3. Pictorial guide for Forgot User Id (Deductor)

Step 1 (Contd.): Click on Forgot User ID on Deductor login page

The screenshot shows the TRACES login interface. At the top left is the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). At the top right is the Government of India Income Tax Department logo. Below the logos is a navigation bar with links for Home, Deductor, Tax Payer, PAO, and a Help button. The main content area is titled 'Login' and includes radio buttons for 'Deductor' (selected) and 'Taxpayer/PAO'. There are input fields for 'User Id\*', 'Password\*', and 'TAN for Deductor\*'. A 'Login' button is below these fields. At the bottom of the login section are links for 'Register as New User', 'Forgot Password?', and 'Forgot User Id (Deductor)?'. A callout bubble with an orange border points to the 'Forgot User Id (Deductor)?' link, containing the text 'Click here to reset User ID'. To the right of the login form is a 'TRACES offline util' section and a 'For Deductors:' section with three bullet points: 1. 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. 2. If you are unable to login with TIN User Id & Password, please register as new user in TRACES. 3. If you are already registered in TRACES, please login with your registered User Id, Password & TAN. Below this is a 'Common Note:' section stating that the website uses cookies to maintain user preference and session information.

# 3. Pictorial guide for Forgot User Id (Deductor)

**Step 1 (Contd.): Provide TAN Number in the respective allocated tab followed by verification code and click on “Proceed” button**

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

English

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

Government of India Tax Department

Home **Deductor** Tax Payer **Help**

**Forgot User Id** Step 1 ---- Step 2 ---- Step 3 ---- Step 4

**Validation Details**

TAN of Deductor\*  ?

Verification Code\* Click to refresh image

Enter text as in above image\*

Enter TAN of deductor

Click on icon ? next to each field for more details

Enter the text as displayed in Verification Code

Click here to proceed further

For more details on any screen, click on Help icon

**Proceed**

**After clicking on “Proceed” button KYC validation screen will appear on next screen**

## 3. Pictorial guide for Forgot User Id (Deductor)

### 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** of the FY, 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 mentioned above.
- Government Deductors can enter only Date of Deposit and Transfer Voucher amount mentioned in the relevant Statement.
- Amount should be entered in two decimal places (e.g., 1234.56).
- Only Valid PAN(s) reported in the TDS/TCS statement corresponding to the CIN/BIN details 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 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 only in case of same challan is mentioned more than once in the statement.

# 3. Pictorial guide for Forgot User Id (Deductor)

## Important information to validate KYC

➤ **Examples of Unique PAN and Amount combination:**

**Condition 1** : - If statement contains 3 deductee rows with same PAN 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 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 for Forgot User Id (Deductor)

## Step 2 : KYC Validation

Home Deductor Tax Payer PAO Help

### Forgot User Id

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)*	<input type="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

# 3. Pictorial guide for Forgot User Id (Deductor)

## 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 / Transfer Voucher mentioned above. If there is no such Challan / Transfer Voucher, mention a challan / Transfer Voucher with at least two valid PAN-Amount combinations. If there is no such challan / Transfer Voucher, mention a challan / Transfer Voucher with no valid PAN-Amount combinations and also select the checkbox (no valid PAN deductee row) 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 combinations 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.)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**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
- Click here to proceed

### 3. Pictorial guide for Forgot User Id (Deductor)

#### Step 3 : Registered mobile number will be auto-populated for OTP

**Forgot User Id** Step 1 ---- Step 2 ---- **Step 3** ---- Step 4

**Mobile Number and OTP**

**i** OTP will be sent to Registered Mobile Number. You can update mobile number on t

Registered Mobile Number\*  **?**

**Proceed**

**i** Enter OTP sent to Registered Mobile Number

Enter OTP\*

**Next >**

Click on 'Next' to continue

Deductor's registered mobile number with TRACES will be pre-populated on this screen. User can edit mobile number and click on 'Proceed' for OTP (One-Time Password) to be sent to this number

Enter OTP sent to registered/updated mobile number

- Mobile number updated on this screen will also be saved in Deductor's profile in TRACES.
- OTP will be sent to the pre-populated Registered Mobile Number. Deductor can choose to put in the new mobile number in the Registered Mobile Number window. OTP will be received on the updated mobile number.

### 3. Pictorial guide for Forgot User Id (Deductor)

#### Step 4 : Reset User ID. Existing Password and Email-ID can also be changed

**Forgot User Id** Step 1 ---- Step 2 ---- Step 3 ---- Step 4

**User Id Details**

*i* You may enter / edit the fields below. Other details can be changed by logging in to TRACES

User Id\*  ? [Check Availability](#)

Password\*

Confirm Password\*

Email Id\*  ?

User Id and Email ID for the TAN account will be pre-populated on this screen. User can edit these values

Enter same password in both password fields

Click on 'Confirm' to set new details for your TRACES account

- Details updated on this screen will also be saved in deductor's profile in TRACES.
- While changing User Id, it is advisable to check availability.

### 3. Pictorial guide for Forgot User Id (Deductor)



Step 4(Contd.): Success message will be displayed intimating resetting of User ID

The screenshot shows the TRACES portal interface. At the top, there are navigation links: Home | About Us | Contact Us | Help | Related Links | Login. A search bar is present with the text 'Search In Keyword'. 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 logo and 'Income Tax Department' are also visible. The navigation menu includes 'Home', 'Deductor', and 'Tax Payer', with 'Deductor' being the active tab. The main content area displays a success message: 'Registration request successfully submitted!'. Below this, there are three bullet points: '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 with in 24 hours receipt of email to avoid deactivation of your account', and 'Enter the Codes sent via email and mobile in the activation link screen'. A paragraph follows: '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.' A 'Go to Home Page' button is located below the text. The footer contains copyright information and links to Terms and Conditions, Privacy Policy, Hyperlinking Policy, Feedback, and Sitemap. Three orange callout boxes are overlaid on the screenshot: one pointing to the success message with the text 'Success message will be displayed', one pointing to the 'Go to Home Page' button with the text 'Click here to go to home page', and one pointing to the bottom of the success message with the text 'Check your email and mobile for activation link and codes to activate your account'.

Activation link and codes will be sent to registered email address and mobile number. Deductor needs to activate the account within 48 hours of resetting User ID.

# 3. Pictorial guide for Forgot User Id (Deductor)

## Step 4(Contd.): 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 to activate account

**Activation Successful!** 

You may now login to TRACES.

Success message will display after successful activation of TRACES account

Click here to login to TRACES

# 3. Pictorial guide for Forgot User Id (Deductor)

## TRACES Login

The screenshot shows the TRACES login interface. At the top, there are navigation links: 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). On the right, there is the Government of India logo and the Income Tax Department logo. Below the header, there is a navigation menu with Home, Deductor, Tax Payer, and PAO. A Help icon is located in the top right corner. The main content area includes a message about installing the TRACES WebSocket Emulator Setup V2.0. The login section has two radio buttons: Deductor (selected) and Taxpayer/PAO. There are three input fields: User Id (containing 'abc412348D'), Password, and TAN for Deductor. A CAPTCHA image shows the text '4gb018'. Below the CAPTCHA is an input field for the verification code. A Login button is at the bottom of the form. At the bottom of the page, there are links for Register as New User, Forgot Password, and Forgot User Id (Deductor). A 'For Deductors' section on the right provides instructions for first-time users, users unable to login, and already registered users. A 'Common Note' at the bottom of this section states that the website uses cookies.

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

Government of India Income Tax Department

Home Deductor Tax Payer PAO

Help

Please install latest TRACES WebSocket Emulator Setup V2.0 to use Digital Signature function in the address book / contact list of your registered Email Id

**Login**

Deductor  Taxpayer/PAO

User Id\* abc412348D

Password\*

TAN for Deductor\*

Verification Code\* 4gb018

Enter text as in above image\*

Login

Register as New User Forgot Password? Forgot User Id (Deductor)?

**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

For more details on any screen, click on Help icon

Click on ? icon next to each field for more details

Enter user id and password

Mention TAN of Deductor

Enter the text as displayed in Verification Code

Click here to login

# 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