

# E-Tutorial

- 1. Important information on NRI Taxpayer Registration & Login.**
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# 1. Important information on NRI Taxpayer Registration & Login

NRI Tax Payer needs to login to TRACES website through [www.nriservices.tdscpc.gov.in](http://www.nriservices.tdscpc.gov.in).

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

- Registration
- Download Form 26AS
- Download Form 16B /16C/16D
- Manage profile, change password
- Perform 26QB/26QC Corrections
- Request for Justification Report Download cum Default Summary
- Request for Form 13
- Request for Refund- 26QB

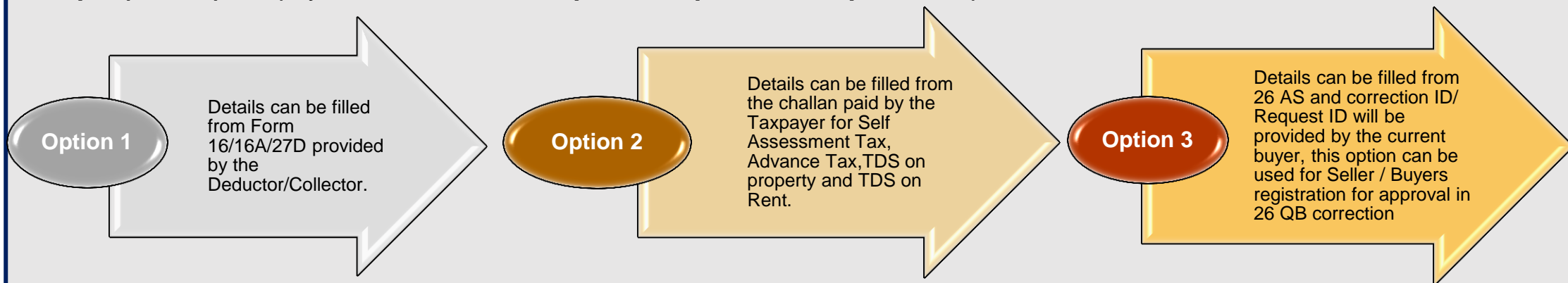
**Note:** In case PAN details provided as per the PAN card has not matched with the PAN database then please verify the PAN details from [www.incometax.gov.in](http://www.incometax.gov.in).

## 2. Brief steps for NRI Taxpayer's Registration & Login

Type url [www.nriservices.tdscpc.gov.in](http://www.nriservices.tdscpc.gov.in) to access TRACES website , Taxpayer need to click on “**Register as New User**” option.

- **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 1 (Contd.):** Taxpayer can choose from **Option 1** , **Option 2** or **Option 3** to proceed further .



- **Step 2:** Taxpayer is required to fill Communication Address and Details such as House Number, Block, Mobile Number and Email ID to proceed further.

- **Step 3 :** Taxpayer is required to create a password followed by the security question to proceed towards **Step 4** .

- **Step 4 :** 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 appeared on the screen stating "**Registration request submitted successfully**". Taxpayer receives an “**Activation link**” on registered Email id which can be used for activation of account. In case of incorrect verification data, registration failure mail will be sent to taxpayer.

- After activation of account, user can Login on TRACES website .

# 3. Pictorial guide on NRI Taxpayer Registration & Login

Step 1: Go to TRACES website (www.nriservices.tdscpc.gov.in ),TRACES login page will appear, Click on “Register as New User” to proceed further

The screenshot shows the TRACES website interface. At the top, there is a navigation bar with links: Home | About Us | Contact Us | e-Tutorials | Related Links | Login. A search bar is present with the text 'Search In Keyword'. On the right, there are font size controls (A A A) and a language dropdown set to 'English'. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). To the right of the header is the Government of India logo and the text 'Income Tax Department'. Below the header, there are navigation tabs for 'Home', 'Tax Payer', and 'Help'. A red banner at the top of the main content area reads: 'The functionality to apply Lower / No Deduction / Lower Collection certificate in Form 13 for upto 50 rows is available'. The 'Login' section contains three input fields: 'User Id\*', 'Password\*', and 'PAN for Tax Payer\*'. Below these fields is a 'Login' button. At the bottom left of the login section, there are two links: 'Register as New User' and 'Forgot Password?'. An orange oval highlights the 'Login' link in the top navigation bar with the text 'Login www.nriservices.tdscpc.gov.in'. Another orange oval highlights the 'Register as New User' link with the text 'Click on 'Register as New User''. On the right side, there is a 'For Tax Payers:' section with two bullet points: 'If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user' and 'User can not enter details in column PAN for Tax Payer as column will be auto-populated on the basis of User Id entered by user.' Below this is a 'Common Note:' section with one bullet point: 'This website uses cookies to maintain user preference and session information. Disabling cookies in your browser might not allow you to perform certain activities'.

Click on 'Register as New User'.

# 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

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 TDS TRACES website 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 (TDS Reconciliation Analysis and Correction Enabling System). On the right, the Government of India Income Tax Department logo is displayed. Below the header, there are navigation tabs for Home, Tax Payer, and Help. The main content area is titled 'Register as New User' and includes a progress indicator showing 'Step 1' as the active step. Under 'Validation Details', a message states 'Please enter PAN details'. The registration form includes fields for PAN\*, Date of Birth / Date of Incorporation\* (with a calendar icon and a help icon), First Name, Middle Name, and Last Name / Surname\*. Each field has a small help icon to its right. A yellow 'Help' button is located in the top right corner. Three callout boxes provide additional instructions: one points to the PAN field, another to the help icons next to the date and name fields, and a third to the main 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 Tax Payer Help

Register as New User

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

Validation Details

Please enter PAN details

PAN\*

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

First Name

Middle Name

Last Name / Surname\*

Enter PAN to be registered. Date of Birth and Name should be verified form Income tax India E-Filing Website

Click on help icon next to each field for more details









For more details on any screen, click on Help icon

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

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

**1** Please enter values for either Option 1 or Option 2 or Option 3

**Option 1-Details of TDS/TCS Deposited**

TAN of Deductor	<input type="text"/>		
Type of Deduction	<input type="text" value="--Select--"/>		
Assessment Year	<input type="text" value="--Select--"/>	 	
Month-Year	<input type="text" value="--Select--"/>	 <input type="text" value="--Select--"/>	 
TDS / TCS Amount (₹) (e.g., 1987.00)	<input type="text"/>		

Please fill TDS/TCS deposit details as per Form-16/16A/27D. To know about the details to be filled up, click on help icon next to each field for more information.

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

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

**Step 1 (Contd.) : 'Option 2'** In case you have paid challan for Self Assessment Tax, Advance Tax ,TDS on property and TDS on Rent, TDS on Payments to Resident Contractors and Professionals 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  ?

Challan Serial Number (e.g. 50920)  ?

Amount (₹) (e.g., 1987.00)  ?

**Option 2** details can be filled from the challan paid by the Taxpayer for Self Assessment Tax, Advance Tax ,TDS on property and TDS on Rent, TDS on Payments to Resident Contractors and Professionals.

# 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

Step 1 (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**

Ack No.

PAN of the Buyer

Amount Paid/Credited(₹) (e.g., 1987.00)

Correction Id/ Request Id

Updated Pan of the Buyer  Pan of Seller

PAN of Seller

**i** It is mandatory to fill all values in either Option 1 or Option 2 or Option 3

Verification Code\*

Click to refresh image

Enter text as in above image\*

**Proceed**

Callouts:  
- Updated Buyer can select this option  
- Correction ID/ Request ID will be provided by the current Buyer  
- Previous Seller can select this option  
- Click on 'Proceed' to continue

**Option 3** details can be filled from 26AS and correction ID/ Request ID will be provided by the current Buyer, this option can be used for Seller / Buyer registration for approval in 26QB correction

# 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

**Step 2: Taxpayer is required to fill Communication Address and Details such as House Number, Block, Mobile Number and Email ID to proceed further.**

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Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Home Tax Payer Help

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

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\* --Select--

Country\*

PIN Code\*

**Communication Details**

Country code-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 NRI Taxpayer Registration & Login (Contd.)

Step 3: Taxpayer is required to create a Password followed by the security question to proceed towards Step 4 .

The screenshot displays 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 annotated with a callout stating 'User Id will be PAN of Tax Payer'. The 'Password' and 'Confirm New Password' fields are annotated with a callout stating 'Enter same password in both password fields'. The 'Security Question' dropdown menu is annotated with a callout stating 'Select a security question and enter its answer'. The 'Answer' field is annotated with a callout stating 'Click on 'Create Account' to view confirmation screen'. Below the form are two buttons: 'Back' and 'Create Account'. A callout pointing to the 'Back' button states 'Click on 'Back' to go to Step 2'. At the top of the page, 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 page header includes the TDS logo, the TRACES logo, and the Government of India Income Tax Department logo. A progress indicator at the top right shows 'Step 1 ---- Step 2 ---- Step 3 ---- Step 4', with 'Step 3' highlighted.

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

Step 4: 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 .

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

**Type of User**

Type of User

**Tax Payer Details**

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

Country

PIN Code

Confirmation screen will display values entered by user in previous screens

- User cannot edit details on confirmation screen.

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

Step 4 (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 .

**Communication Details**

Mobile Number

Alternate Mobile Number

Email Id

**Login details**

User Id

Security Question: What is the year of your graduation?

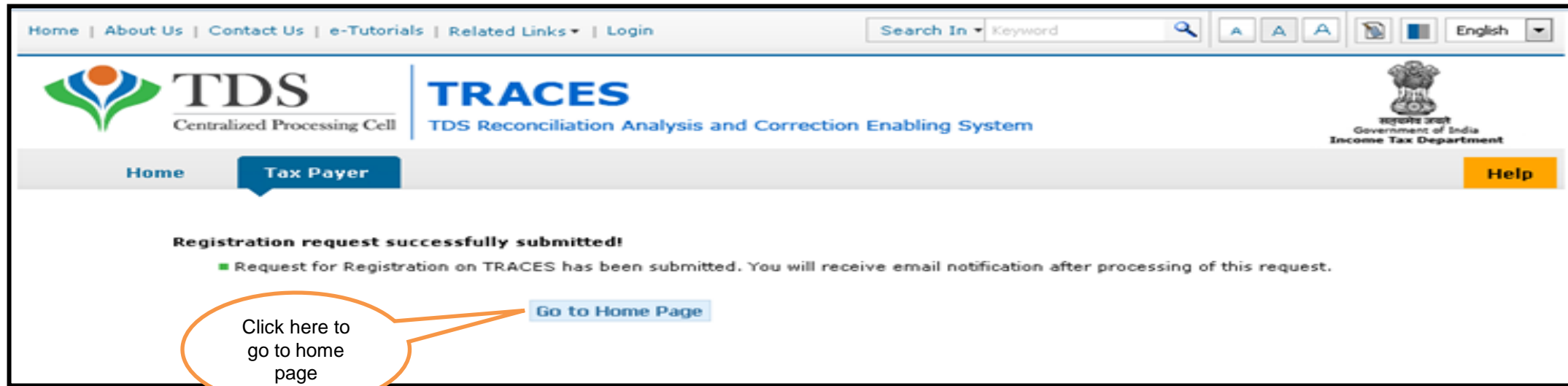
Confirmation screen will display values entered by user in previous screens.

Click on 'Edit' to go to Step 2 to edit details

Click on 'Confirm' to confirm registration of PAN

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

Success Message will appear on the screen .



The screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website 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 on the right. A navigation menu includes Home, Tax Payer (highlighted), and Help. The main content area displays a success message: "Registration request successfully submitted!" followed by a green bullet point: "Request for Registration on TRACES has been submitted. You will receive email notification after processing of this request." Below this message is a blue button labeled "Go to Home Page". An orange callout bubble points to this button with the text "Click here to go to home page".

- Validations in the **Registration** form will be checked by TRACES (internally).
- On successful Registration, Activation link and Code will be sent to user's registered email address within 48 hours.
- In case if validation fails, **Registration Failure** information will be sent to user's registered e-mail address within 48 hours.

# 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

## E-mail for activation of account will be sent to user

Mr / Ms / M/s TRUST,

Registration for PAN - . has been successfully completed on TRACES.

Activation link to activate account : <http://10.48.147.144:9080/nriapp/acctactivation.xhtml>

Activation Code : 1Q0L9Z

Steps for Activation:

1. Click on the activation link within 48 hours of receipt of this email to activate account. You may also copy-paste
2. Enter User Id provided during registration and activation codes sent through email and submit
3. Activation Code should be entered in the field 'Code sent through email'
4. Activation success message will be displayed
5. You may now login to TRACES
6. If activation is not done within 48 hours (from date of registration), account will be deactivated from TRACES. You will have to register again as new user

User Details:

Type of User : Tax Payer

Name : ABCD KUMAR

Regards,

Assistant Commissioner of Income Tax  
Centralized Processing Cell - TDS

Once request is successfully processed Activation code is sent to user through email.

Click on activate account link mentioned in the email.

- If validations will be approved by TRACES (internally), e-mail for activation of account will be sent to user.
- If user does not activate **the account** within 48 hours of receipt of email, user account in **TRACES** would be deactivated and all data entered by user during registration will be removed from system.

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

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

The screenshot displays the TDS TRACES website interface for account activation. The page includes a navigation bar with links like Home, About Us, Contact Us, e-Tutorials, Related Links, and Login. The main header features the TDS logo and the TRACES title. The 'Account Activation' section contains the following fields and elements:

- User Id\***: A text input field.
- Code sent through email\***: A text input field containing the value '5801U'.
- Verification Code\***: A CAPTCHA image showing the text '62fe1f'.
- Click to refresh image**: A small green icon next to the CAPTCHA image.
- Enter text as in above image\***: A text input field containing the value 'a123e'.
- Submit**: A button at the bottom of the form.

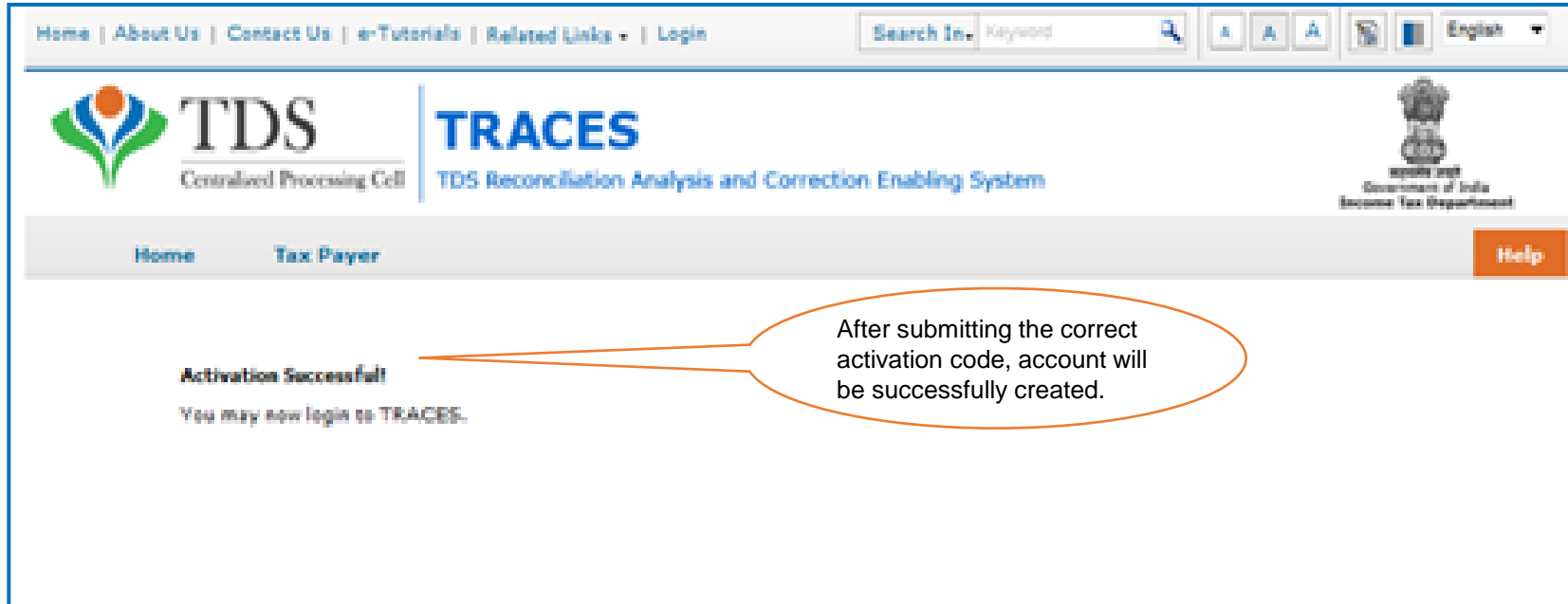
Annotations on the screenshot include:

- An orange oval around the text: "Once the account is Activated Taxpayer can login".
- An orange oval around the CAPTCHA image with a line pointing to the text: "enter the code provided".
- An orange oval around the Submit button with a line pointing to the text: "Click on submit".

Note: Within 48 hours of receipt of e-mail for success message of registration, click on activate account link mentioned in the email and enter the code provided.

# 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

## Success message of Account Activation



# 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

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, and language options. The main header includes 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 are tabs for Home and Tax Payer, and a Help button. The main content area is titled 'Login' and contains several input fields: 'User Id\*', 'Password\*', 'PAN for Tax Payer\*', and 'Verification Code\*'. A 'Login' button is located below the fields. There are also links for 'Register as New User' and 'Forgot Password?'. A 'For Tax Payer' information box is on the right, containing instructions and a 'Common Note'. Annotations with orange callouts point to various elements: '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; 'PAN is Auto populated' points to the PAN field; 'Enter the text as displayed in Verification Code' points to the Verification Code field; and 'For more details on any screen, click on Help icon' points to the Help button.

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Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

सत्यमेव जयते Government of India Income Tax Department

Home Tax Payer Help

Digital Signature Certificate only Please install latest TRACES WebSocket Emsigner Setup V2.0 to use Digita

**Login**

User Id\*

Password\*

PAN for Tax Payer\*

Verification Code\*

Enter text as in above image\*

Login

Register as New User Forgot Password?

**For Tax Payer**

- 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 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

PAN is Auto populated

Enter the text as displayed in Verification Code

For more details on any screen, click on Help icon

### 3. Pictorial guide on NRI Taxpayer Registration & Login (Contd.)

#### Non Completion of Registration due to incorrect verification data entered – Rejection Message

Mr / Ms / M/s

Registration has not been processed due to incorrect verification data entered during registration request submission, which are as below:-

**First Name is not as per PAN Master.**

**Incorrect verification data entered in option 2**

Please raise another registration request with correct verification data.

Regards,

If the details don't match with the Database, Registration failure intimation will be sent to user.

Assistant Commissioner of Income Tax  
Centralized Processing Cell - TDS

**Note:**

This is a system generated message. Please do not reply to it directly. In case of any queries, you may reach out to us at [contactus@tdscpc.gov.in](mailto:contactus@tdscpc.gov.in). Visit TRACES at [www.nriservices.tdscpc.gov.in](http://www.nriservices.tdscpc.gov.in)

# 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 related to website:** You can raise your concern on below mentioned numbers  
Toll Free Number - 1800103 0344  
Land Line Number - 0120 4814600