



TRACES

TDS Reconciliation Analysis and Correction Enabling System

# e-Tutorial

## PAO Registration and Login

# PAO Registration

The screenshot displays 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 (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is visible in the top right corner. Below the header, there is a navigation menu with options: Home, Deductor, Tax Payer, PAO, and a Help button.

The main content area is divided into two sections. On the left, there is a 'Login' section with input fields for 'User Id\*', 'Password\*', and 'TAN for Deductor / PAN for Tax Payer AIN for PAO\*'. A 'Login' button is located below these fields. Below the login section, there are links for 'Register as New User', 'Forgot Password?', and 'Forgot User Id (Deductor)?'. A callout bubble points to the 'Register as New User' link with the text: "In Login page or TRACES home page, click on 'Register as New User' and select Type of User as 'PAO' and click on 'Proceed'".

In the center, a modal window titled 'Register as New User' is open. It contains the text 'Please select type of user:' and a dropdown menu with 'PAO' selected. There are 'Proceed' and 'Cancel' buttons at the bottom of the modal.

On the right side, there is a section titled 'For Deductors:' with three bullet points: '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', and 'If you are already registered in TRACES, please login with your registered User Id, Password & TAN'. Below this is a section titled 'For Tax Payers:' with one bullet point: 'If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user'. At the bottom right, there 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'.

# PAO Registration – Step 1

Click on 'Help' on menu bar for further help on this screen

Home Deductor Tax Payer **PAO** Help

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

**i** PAO is eligible to register on TRACES only if Form 24G has been filed and accepted

**Validation Details**

AIN (Account Office Identification Number)\*

Receipt Number of Form 24G

AIN Registration Number with TIN

**i** It is mandatory to enter either 'Receipt Number of Form 24G' or 'AIN Registration Number with TIN'

Proceed

Receipt Number is a 7-digit numeric number of accepted Form 24G (regular or correction) filed on or after April 1, 2010

AIN Registration Number (12-digit alpha-numeric number, e.g., T20120000NIG) generated when PAO registers AIN at TIN

Enter mandatory details, Verification Code and click on 'Proceed'

# PAO Registration – Step 2

## Register as New User

Step 1 — Step 2 — Step 3 — Step 4 — Step 5

### Details Of Latest Accepted Regular 24G Statement

Receipt Number of Form 24G *Pre-populated value*

Month-Year *Pre-populated value*

Receipt Number & Month-Year of latest accepted regular Form 24G to be pre-populated.

### Details of Statement Summary as per Section 6 of Form 24G with Receipt Number as mentioned above

Count of Distinct DDOs\*  ?

Number of Entries in Item 5\*  ?

Total TDS / TCS Amount Reported\*  ?

Total TDS / TCS Remitted to Government Account (AG / Pr CCA)\*  ?

[<Back](#) [Next>](#)

Enter mandatory details and click on 'Next' to proceed

# PAO Registration – Step 3

## Register as New User

Step 1 — Step 2 — **Step 3** — Step 4 — Step 5

**i** Details entered in this form will be saved in TRACES and will not be updated in AIN database

### Organisation Details

AIN (Account Office Identification Number)	<i>Pre-populated value</i>
Name of Office (PAO / CDDO / DTO)	<i>Pre-populated value</i>
AO Category	<i>Pre-populated value</i>
PAN of PAO / CDDO / DTO*	<input type="text"/> ⓘ
DOB of PAO / CDDO / DTO* ( <u>dd</u> - <u>mmm</u> - <u>yyyy</u> ; e.g., 12-Dec-1980)	<input type="text"/> ⓘ
Name of PAO / CDDO / DTO	<i>Pre-populated value – FN + MN + LN</i>
Designation of PAO / CDDO / DTO*	<input type="text"/> ⓘ

Enter mandatory details

**Step 3 continued on next page....**

# PAO Registration – Step 3 (Contd...)

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

**Communication Address**

Same as in AIN Master [View Address Details as in AIN Master](#)

Same as in Last Accepted 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\*

*Step 3 continued on next page...*

Will show address as in columns 'Address 1 of Applicant' to 'State of Applicant' from AIN Master

Will show address from latest accepted 24G statement. Click on checkbox to populate values either from AIN Master or latest statement

# PAO Registration – Step 3 (Contd...)

**Register as New User** — Step 2 — **Step 3** — Step 4 — Step 5

**Communication Details**

Same as in AIN Master [View Communication Details as in AIN Master](#)

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

**i** Either STD Code –Phone Number or Mobile Number is mandatory

STD Code – Phone Number	<input type="text"/>	<input type="text"/>	<a href="#">?</a>
Mobile Number	<input type="text" value="+91"/>	<input type="text"/>	<a href="#">?</a>
Alternate Mobile Number	<input type="text" value="+91"/>	<input type="text"/>	
Email Id*	<input type="text"/>		<a href="#">?</a>
Alternate Email Id	<input type="text"/>		

Will show address from AIN Master - columns STD Code, Phone Number, Mobile, and Email Id of Applicant

Will show details from latest accepted 24G statement. Click on checkbox to populate values either from AIN Master or latest statement

Enter mandatory details in Step-3 and click on 'Next' to proceed

# PAO Registration – Step 4

## Register as New User

Step 1 — Step 2 — Step 3 — **Step 4** — Step 5

### Login Details

User Id

*Pre-populated AIN value*

Password\*

Confirm Password\*

<Back

Create Account

AIN entered in Step 1 will be pre-populated here

Enter User Id and Password and click on 'Create Account' to proceed

# PAO Registration – Step 5 – Confirmation Page

## Register as New User – Confirmation Screen

Step 1 — Step 2 — Step 3 — Step 4 — Step 5

### Type of User

Type of User PAO or CDDO or DTO

### PAO Details

AIN (Account Office Identification Number) *Pre-populated AIN value*

Name of Office (PAO / CDDO / DTO) *Pre-populated value*

AO Category *Pre-populated value*

PAN of PAO / CDDO / DTO *Pre-populated value*

DOB of PAO / CDDO / DTO *Pre-populated value*

Name of PAO / CDDO / DTO *Pre-populated value*

Designation of PAO / CDDO / DTO *Pre-populated value*

Confirmation page will display all details in non-editable mode

***Step 5 continued on next page....***

# PAO Registration – Step 5 – Confirmation Page (Contd...)

## Register as New User – Confirmation Screen

Step 1 — Step 2 — Step 3 — Step 4 — Step 5

### Communication Address

Flat / Door / Block No.	<i>Pre-populated value</i>
Name of Premises / Building / Village	<i>Pre-populated value</i>
Road / Street / Post Office	<i>Pre-populated value</i>
Area / Locality	<i>Pre-populated value</i>
Town / City / District	<i>Pre-populated value</i>
State / Union Territory	<i>Pre-populated value</i>
PIN Code	<i>Pre-populated value</i>

### Communication Details

STD Code – Phone Number	<i>Pre-populated value</i>
Mobile Number	<i>Pre-populated value</i>
Alternate Mobile Number	<i>Pre-populated value</i>

***Step 5 continued on next page...***

# PAO Registration – Step 5 – Confirmation Page (Contd...)

## Register as New User – Confirmation Screen

Step 1 — Step 2 — Step 3 — Step 4 — Step 5

### Communication Details

Email Id *Pre-populated value*

Alternate Email Id *Pre-populated value*

### Login Details

User Id *Pre-populated value*

Mobile Number *Pre-populated value*

Alternate Mobile Number *Pre-populated value*

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

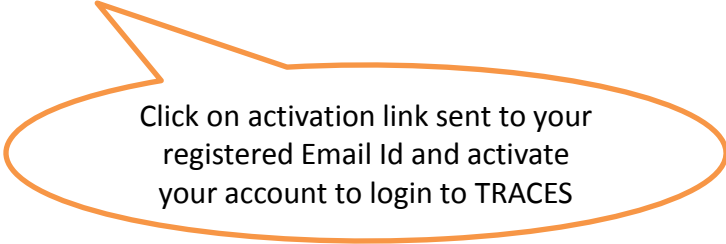
Click on 'Edit' to edit details or on 'Confirm' to proceed with registration of PAO on TRACES

# Registration Successful

## Registration request successfully submitted!

- **Activation link and codes** have been sent to the **email address** 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 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**'

[Go to Home Page](#)




Click on activation link sent to your registered Email Id and activate your account to login to TRACES

# Activation of Account

- After user submits request to create account, email with activation link will be sent to registered Email Id
- Two different activation codes will be sent to email id
- User clicks on activation link
- User must enter User Id (AIN) and the activation codes sent through email to activate account
- Account must be activated within 48 hours of email being sent
- User can login to TRACES after activating 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\*

Enter User Id of the PAO (AIN) as registered on TRACES

Enter activation codes sent through email

Click here to submit activation details and activate your account

Success message indicated account has been activated

## 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.


Click here to login to TRACES

# Login to TRACES

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

Ministry of Revenue  
Government of India  
Income Tax Department

Home Deductor **Help**


■ TDS is now applicable on sale of immovable property to k

**Login**

User Id\*

Password\*

TAN for Deductor /  
PAN for Tax Payer /  
AIN for PAO\*

Verification Code\* 

Enter text as in above image\*

[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

**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

**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

Click on help icon next to each field for more details

Enter User Id and Password

Enter AIN for logging as PAO

For more details on any screen, click on Help icon

Enter the text as displayed in Verification Code