

# E-Tutorial

1. **Important Information of “Resend Activation Code”.**
2. **Brief Steps of “Resend Activation Code”.**
3. **Pictorial guide of “Resend Activation Code”.**



**TDS**  
Centralized Processing Cell

# 1. Important Information of “Resend Activation Code”

- After registration, account activation must be completed within 48 hours of registration else account will be deactivated and Deductor will have to register again on TRACES.
- Activation link and codes can be sent again within 48 hrs of registration by resending activation codes, if activation link and codes not received or inadvertently deleted the mail/SMS by the Deductor.
- If Deductor mentions wrong Email Id/Mobile Number while Registration on TRACES, then Deductor has to wait for 48 hours from registration to get TRACES account deactivated. Deductor has to **“Re-register”** again at **TRACES**.

## 2. Brief steps of “Resend Activation Code”

**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 “**Register as New User**” tab, select “**Deductor**” as the type of user.

**Step 2:** Provide “**TAN**” in the respective allocated tab followed by verification code then click on “**Proceed**”.

**Step 3:** A message will be displayed on the screen intimating TAN is already registered on TRACES but account not yet activated. Click on “**OK**” to request for activation link and codes to be resent.

### 3. Pictorial guide of “Resend Activation Code”

Go to TRACES website [www.tdscpc.gov.in](http://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. At the top left is the TDS Centralized Processing Cell logo. At the top right is the Government of India Income Tax Department logo. The navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. A central message box with a black border contains 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 >>](#)

Below the message box, there are several service links: 26QB Correction, Online Correction, Refund Functionality, Request for Resolution (a. Deductor, b. Tax Payer), Form 16 / 16A / 16B / 27D, and Download Conso File / Justification Report / Form 26AS.

On the left side, there is a 'Login' section with links for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. Below it is a 'Quick Links' section with links for 'DIN Verification', 'e-Tutorials', 'Circulars and Notifications', 'Rates and Tables', 'Forms', 'Conso File', 'TDS on', and 'Right to Info'.

On the right side, there is a 'Customer Care' section with 'Toll-Free' numbers (1800 103 0344, 0120 4814600, 0120 4816105) and an email address (contactus@tdscpc.gov.in). Below it is a 'New FAQs View more' section with links for 'Deductor', 'Tax Payer', and 'General'. At the bottom right is a 'Tag Cloud' section.

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

# 3. Pictorial guide of “Resend Activation Code” (Contd.)

Step 1: Click on “Register as New User” tab

The screenshot displays the TDS TRACES portal interface. At the top left, the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System) are visible. The top right features the Government of India logo and the Income Tax Department name. A navigation bar includes tabs for Home, Deductor, Tax Payer, PAO, and a Help button. On the left, a 'Login' menu lists options: Login, Register as New User, Forgot Password, and Forgot User ID. Below this is a 'Quick Links' section with various service links. The main content area features a news article about the 17th edition of the 'Best e-Governance Implementation' award. An orange callout bubble points to the 'Register as New User' link in the Login menu, with the text 'Click on Register as a “New User”' inside it. On the right, there are social media links and a Customer Care section.

# 3. Pictorial guide of “Resend Activation Code” (Contd.)

## Step 1 (Contd.): Select category as a “Deductor”

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 on the left, and the Government of India Income Tax Department logo is on the right. A navigation bar contains links for Home, Deductor, Tax Payer, PAO, and Help. On the left side, there is a 'Login' section with options for 'Login', 'Register as New User', 'Forgot Password', and 'Forgot User ID'. The 'Register as New User' option is highlighted, and a dropdown menu is open, showing 'Deductor', 'Tax Payer', and 'PAO'. An orange callout bubble points to the 'Deductor' option with the text 'Select type of user as Deductor'. Below the navigation bar, there is a 'Quick Links' section with items like 'DIN Verification', 'e-Tutorials', 'Circulars and Notifications', 'Rates and Tables', 'Forms', 'Conso File Formats', and 'TDS on Sale of Property'. The main content area features a news item about the 17th edition of 'Best e-Governance Implementation' award, an 'About the portal' section, and a 'Highlights of the Portal' section. On the right side, there is a 'Customer Care' section with toll-free numbers and contact information, and a 'New FAQs View more' section with links for 'Deductor', 'Tax Payer', and 'General'. A 'Tag Cloud' section is also visible at the bottom right.

# 3. Pictorial guide of “Resend Activation Code” (Contd.)

Step 2: Provide “TAN Number” in the respective allocated tab followed by verification code then click on “Proceed”

The screenshot shows the TDS TRACES portal interface. At the top, there are logos for TDS Centralized Processing Cell, TRACES (TDS Reconciliation Analysis and Correction Enabling System), and the Government of India Income Tax Department. A navigation bar includes 'Home', 'Deductor', 'Tax Payer', 'PAO', and 'Help'. The main heading is 'Register as New User' with a progress indicator showing 'Step 1' as active and 'Step 2' through 'Step 5' as inactive. Under 'Validation Details', a message states: 'Please enter TAN details as per details from "Know Your Tan Link" on incometaxindiaefiling site'. There are two input fields: 'TAN of Deductor\*' and 'Verification Code\*'. The 'Verification Code\*' field contains a CAPTCHA image showing the text 'NCEAD'. Below the CAPTCHA is a 'Click to refresh image' link and a text prompt 'Enter text as in above image\*'. A 'Proceed' button is located at the bottom of the form. Four callouts with orange borders provide instructions: 1. A callout points to the question mark icon next to the 'TAN of Deductor\*' field with the text 'Click on ? icon next to each field for more details'. 2. A callout points to the 'TAN of Deductor\*' input field with the text 'Enter TAN of Deductor'. 3. A callout points to the CAPTCHA image with the text 'Enter the verification code as displayed'. 4. A callout points to the 'Proceed' button with the text 'Click here to proceed further'.

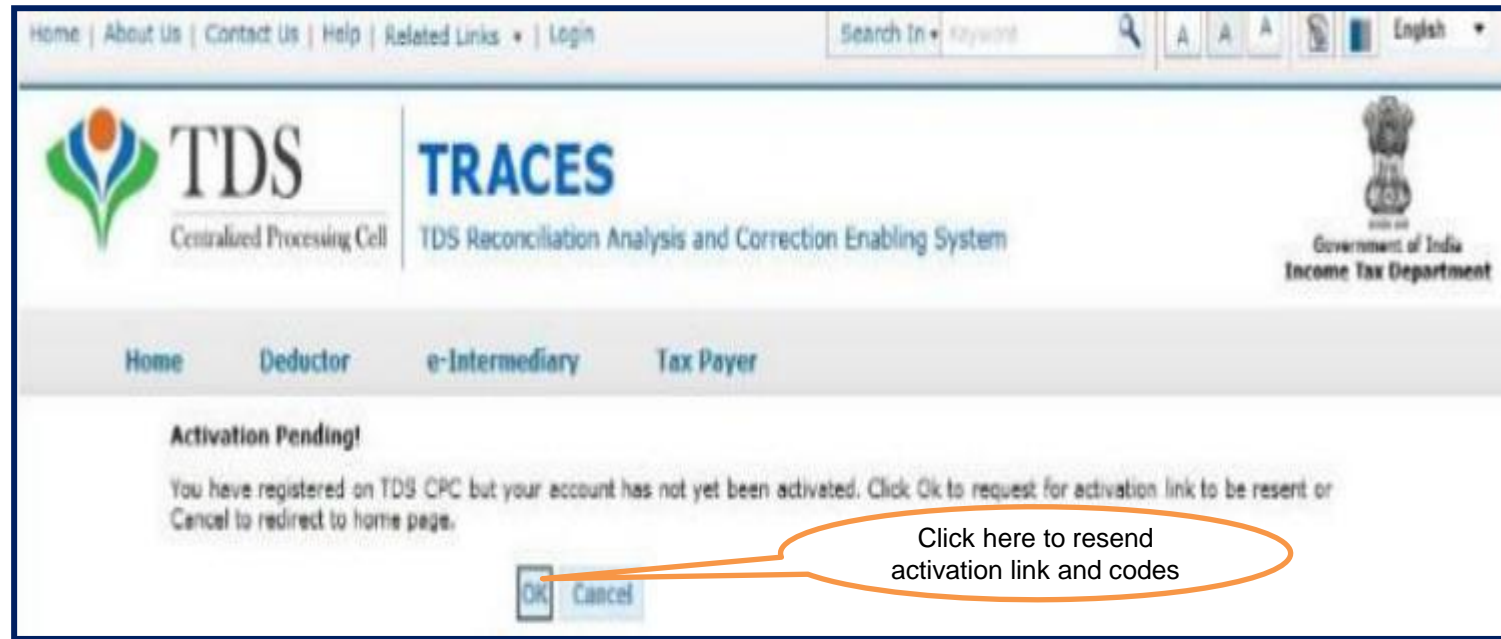
### 3. Pictorial guide of “Resend Activation Code” (Contd.)

**Step 3: A message will be displayed on the screen intimating TAN is already registered on TRACES but account not yet activated**



### 3. Pictorial guide of “Resend Activation Code” (Contd.)

Step 3 (contd.): Click on "OK" to request for activation link and codes to be resent



- Account activation must be completed within 48 hours of registration else account will be deactivated and you will have to register again on TRACES.
- If Deductor mentioned wrong Email Id/Mobile Number while Registration on TRACES, then Deductor has to wait for 48 hours from registration to get TRACES account deactivated. Deductor has to **“Re-register”** again at **TRACES**.
- Please check your “Spam box” of Registered e-mail id for activation link.

# 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