

E-Tutorial

1. **Important Information on DSC supported KYC Validation.**
2. **Brief steps on DSC supported KYC Validation.**
3. **Pictorial guide on DSC supported KYC Validation**



1. Important Information on DSC supported KYC Validation

- Digital Signature of authorized person user should be register on TRACES to use the functionality
- If Digital Signature is registered on TRACES user will get two options to validate KYC:
 - Digital Signature Supported KYC validation.
 - Normal KYC Validation(Without Digital Signature).
- If Digital Signature registered on TRACES, user can validate DSC (Digital Signature) supported KYC and access all downloads, update Profile, Submit Online Correction without providing KYC details for each functionality which are as follows:
 1. Token Number of the regular statement of the relevant Quarter and Financial Year.
 2. Details of Challan mention in statement.
 3. Three PAN-Amount combinations corresponding to the Challan details.

2. Brief steps on DSC supported KYC Validation

Step 1: Login to TRACES website with “User ID”, “Password”, “TAN of the Deductor” and the “Verification Code”.

Step 2: Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Select the option “**Digital Signature Supported KYC**” to validate KYC through DSC.

Step 3: While signing data with your DSC token, please enter password to validate the DSC.

Step 4: Emsigner applet window will open. Select the certificate for digital signature then Click on ‘Sign’ to proceed further.

Step 5: Once user click on ‘Sign’, it will skip the KYC steps, and request for downloading any form or certificate will be successfully submitted.

3. Pictorial guide on DSC supported KYC Validation

Go to TRACES website (www.tdscpc.gov.in)

The screenshot shows the TRACES website interface. 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. 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 About the portal. A CAUTION pop-up 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
- 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."

The 'About the portal' section contains the following text:

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).

The 'Customer Care' section lists the following contact information:

- Toll-Free: 1800 103 0344
- Phone: 0120 4814600
- Phone: 0120 4816105
- Email: contactus@tdscpc.gov.in

The 'New FAQs View more' section lists the following categories:

- Deductor
- Tax Payer
- General

The right sidebar contains the following links:

- 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)
 - A to Z of TDS (pdf version Size 4692KB)

3. Pictorial guide on DSC supported KYC Validation

Step 1: Login to TRACES website with “User ID”, “Password”, “TAN of the Deductor” and the “Verification Code”

The screenshot shows the TRACES website login interface. At the top, there are logos for TDS (Centralized Processing Cell) and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. The navigation bar includes 'Deductor', 'Tax Payer', and 'PAO' tabs, and a 'Help' button. The 'Login as' section has radio buttons for 'Deductor' (selected), 'Taxpayer', and 'PAO'. The 'Deductor Login' section contains four input fields: 'User Id*', 'Password*', 'TAN for Deductor*', and 'Verification Code*'. The 'Verification Code*' field is filled with 'K224D'. A 'Login' button is located below the input fields. A 'Help' icon is visible in the top right corner. A 'Common Note' section on the right provides instructions for new and existing users. Callouts with orange speech bubbles provide step-by-step guidance: 'Click on Deductor Option' points to the 'Deductor' tab; 'Enter user id and password' points to the 'User Id' and 'Password' fields; 'Click on help icon (?) next to each field for more details' points to the question mark icons; 'Enter TAN' points to the 'TAN for Deductor' field; 'Enter the text as displayed then click on Login' points to the 'Verification Code' field and the 'Login' button; and 'For more details on any screen, click on Help icon' points to the 'Help' button.

Click on Deductor Option

Enter user id and password

Click on help icon (?) next to each field for more details

Enter TAN

Enter the text as displayed then click on Login

For more details on any screen, click on Help icon

TDS
Centralized Processing Cell

TRACES
TDS Reconciliation Analysis and Correction Enabling System

Government of India
Income Tax Department

Deductor Tax Payer PAO

Help

Login as : Deductor Taxpayer PAO

Deductor Login

User Id*

Password*

TAN for Deductor*

Verification Code*

Click to refresh image

Enter text as in above image*

Login

Register as New User Forgot Password? Forgot User Id?

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

3. Pictorial guide on DSC supported KYC Validation

Landing Page will display

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) landing page. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (Income Tax Department). Below the header is a horizontal menu with options: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is divided into three columns. The left column, titled 'Quick Links', lists various services such as Challan Status, Request for Justification Report Download, Request for Conso File, Download Form 16, Requested Downloads, PAN Verification, Inbox (New), Register at E-Filing Site (New), Request for OLTAS Challan Correction (New), and Tax Payer Grievance Tickets. The middle column, titled 'Welcome to TRACES!', provides a brief introduction and lists functionalities: Dashboard view, Statements / Payments (View challan status, View TDS-TCS Credit), Downloads (Download requested files, Download Form 16 / 16A), and Profile (Update Communication Details). The right column, titled 'Customer Care', provides contact information: Toll-Free: 1800 103 0344, 0120 4814600, and contactus@tdscpc.gov.in. Below this is a 'User Login Details' section. A callout bubble points to the central content area with the text 'Landing page will be displayed'.

3. Pictorial guide on DSC supported KYC Validation

For Example: Click on “Request For Justification Report” option available under “Defaults” tab

The screenshot displays the TRACES portal navigation menu. The 'Defaults' tab is selected, and its dropdown menu is open, showing the following options: View Default Summary, Request for Correction, Request for Justification Report Download (highlighted), Track Correction Request, View Saved Statements, Corrections Ready For Submission, Tag / Replace Challan, and Track Request for Tag / Replace Challan. A callout bubble points to the 'Request for Justification Report Download' option with the text: "Under 'Defaults', click on 'Request for Justification Report Download' to place request".

Under 'Defaults', click on 'Request for Justification Report Download' to place request

Note: Download request for Justification Report for a particular statement can be submitted only when the statement filed by Deductor and is “Processed with Default”.

3. Pictorial guide on DSC supported KYC Validation

Select Financial Year, Quarter and Form Type and click on 'Go' button

The screenshot shows the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are also visible. A navigation menu contains buttons for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The 'Help' button is highlighted with an orange callout bubble containing the text: "Click on Help icon for help text for this screen". Below the navigation menu, the main heading is "Request For Justification Report Download". A light blue banner contains an information icon and the text: "Click here to download e-Tutorial for submitting download request for Justification Report". Below this, there is a form with three dropdown menus labeled "Financial Year*", "Quarter*", and "Form Type*", each with "--Select--" as the current selection. A "Go" button is located to the right of these fields. An orange callout bubble points to the "Go" button and the dropdown menus, containing the text: "Select Financial Year, Quarter and Form Type and click on 'Go' button".

After Clicking on 'GO' button KYC Validation Screen will appear .

3. Pictorial guide on DSC supported KYC Validation

Step 2: Digital Signature Support KYC validation screen will appear only if Digital Signature is registered

The screenshot shows the 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. Below the logos is a navigation menu with the following items: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled "Choose KYC Flow". It contains an information message: "Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature". Below this are two radio button options: "Digital Signature supported KYC validation" (selected) and "Normal KYC Validation (Without Digital Signature)". A second information message states: "Digital Signature will be validated for 'Digital Signature supported KYC validation' option". At the bottom, there is a "Validate DSC" button.

- Digital Signature Support KYC validation screen will appear only if Digital Signature is registered. Deductor can register/re-register their Digital Signature in Profile..
- Normal KYC Validation (without Digital Signature) – User can opt a normal KYC validation separately for each functionality without digital signature.

3. Pictorial guide on DSC supported KYC Validation

Step 2 (Contd.): Select the option “Digital Signature Supported KYC” to validate KYC through DSC

The screenshot shows the 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. Below the logos is a navigation menu with items: Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. The main content area is titled "Choose KYC Flow". It contains an information box stating: "Since you have Digital Signature registered on TRACES, you do not require KYC to access all downloads, update profile, submit online correction without separate KYC for all functionalities or You can opt for a normal KYC Validation separately for each functionality without digital Signature". Below this are two radio button options: "Digital Signature supported KYC validation" (which is selected) and "Normal KYC Validation (Without Digital Signature)". Below the radio buttons is another information box: "Digital Signature will be validated for 'Digital Signature supported KYC validation' option". At the bottom left, there is a "Validate DSC" button. Two orange callout boxes are present: one pointing to the "Validate DSC" button with the text "Click here to validate DSC", and another pointing to the selected radio button with the text "Select the option to validate KYC through digital signature".

3. Pictorial guide on DSC supported KYC Validation

Step 3: While signing data with your DSC token, please enter password to validate the DSC

The screenshot shows the TDS TRACES interface. At the top, there are logos for TDS Centralized Processing Cell and TRACES (TDS Reconciliation Analysis and Correction Enabling System), along with the Government of India Income Tax Department logo. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Forms, Downloads, Profile, and Help. A modal dialog box titled "Signing data with your private exchange key" is open, displaying the message: "An application is requesting access to a Protected item." Below this, it asks for the "Password for: CryptoAPI Private Key" and includes a "Remember password" checkbox. At the bottom of the dialog are "OK", "Cancel", and "Details..." buttons. Two callouts are present: one pointing to the "OK" button with the text "Click on 'OK' to proceed further", and another pointing to the password input field with the text "Enter 'Password' which was set at the time of installing the certificate".

Note: 'Signing data with your private key' will not be displayed if security level has chosen as medium or low and applet window will appear directly (as shown in next screen).

3. Pictorial guide on DSC supported KYC Validation

Step 4: Select the certificate for digital signature then Click on 'Sign' to proceed further

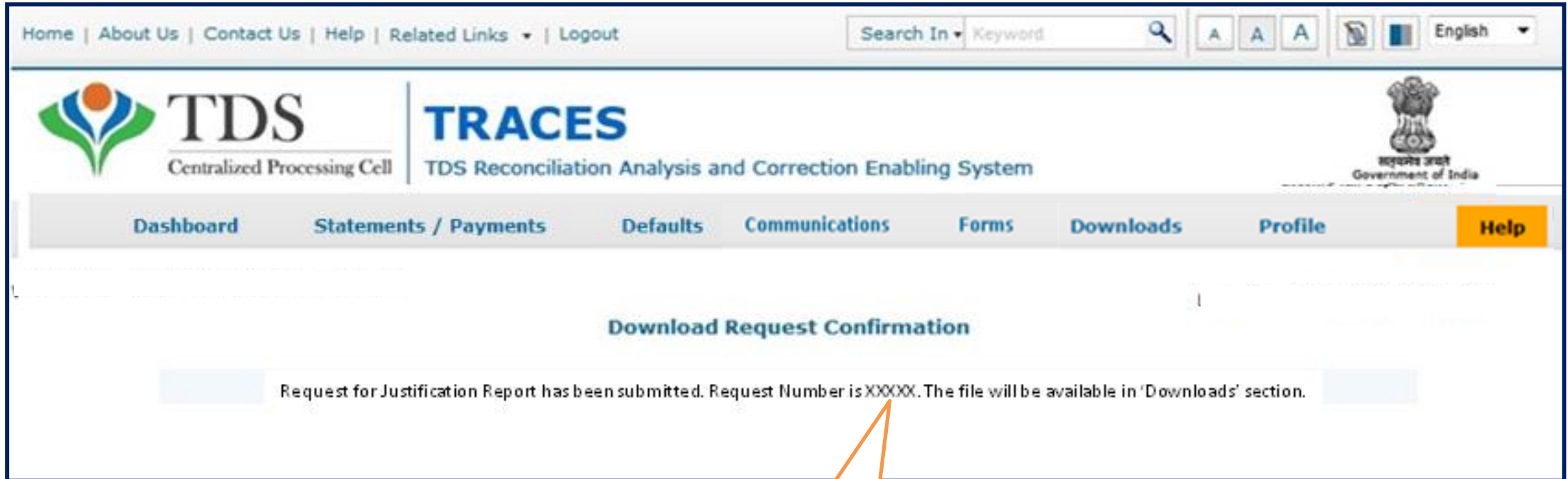
The screenshot shows the TDS TRACES portal interface. The main content area displays instructions for digital signature validation. An emSigner window is open, showing the 'Content to Sign' field with the text 'ABCPA1234A'. Below this is a 'Certificate Store' table with the following data:

Common Name	Issuer Name	Serial No	Expiry Date
test16	e-Mudhra Sub CA for Cl...	1748778a36	02-07-2020
test15	e-Mudhra Sub CA for Cl...	1748778a39	02-07-2020
test14	e-Mudhra Sub CA for Cl...	1748778a37	02-07-2020
test13	e-Mudhra Sub CA for Cl...	1748778a35	02-07-2020
test12	e-Mudhra Sub CA for Cl...	1748778a33	02-07-2020

At the bottom of the emSigner window, there are buttons for 'View Certificate', 'Sign', and 'Cancel'. An orange callout bubble points to the 'Sign' button with the text 'Click here to proceed further'. Another orange callout bubble points to the certificate list with the text 'Select required Digital Signature Certificate.'

3. Pictorial guide on DSC supported KYC Validation

Step 5: On successful submission of the request, a unique request number will be generated



Request Number will generate after successful submission of request

Note: User can validate DSC (Digital Signature) supported KYC and access all downloads, update Profile, Submit Online Correction without providing KYC details for each functionality.

THANK YOU

Please Note:

- 1) **For Feedback** : You can share your feedback on 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