## Manual > Search for Submitted Applications and Open the related ARN

## How can I search for my submitted applications and open the related ARN on the GST Portal?

To search for the submitted applications and open the related ARN on the GST Portal, perform following steps:

- 1. Access the <u>www.gst.gov.in</u> URL. The GST Home page is displayed.
- 2. Login to the portal with valid credentials.
- 3. Dashboard page is displayed. Click Dashboard > Services > User Services > My Applications

Goods and Services Tax      Dashboard    Services    Help •    e-Way      Registration    Ledgers    Returns    Payments    User Services    Refunds      My Saved Applications    My Applications    View Notices and Orders    View Notices and Orders	≜ PRAVINBHAI KALIDAS ~
Dashboard  Services →  GST Law  Search Taxpayer →  Help →  e-Way    Registration  Ledgers  Returns  Payments  User Services  Refunds    My Saved Applications	Bill System
Registration  Ledgers  Returns  Payments  User Services  Refunds    My Saved Applications  My Applications  My Applications    View/Download Certificates  View Notices and Orders	
My Saved Applications  My Applications    View/Download Certificates  View Notices and Orders	
View/Download Certificates View Notices and Orders	
View My Submissions Contacts	
Search HSN / Service Classification Code Holiday List	
Feedback Grievance / Complaints	
Generate User Id for Advance Ruling Furnish Letter of Undertaking (LUT	τ)
View My Submitted LUTs Locate GST Practitioner (GSTP)	
Engage / Disengage GST Practitioner (GSTP) ITC02-Pending for action	
View Additional Notices/Orders	

4. **My Applications** page is displayed. In the **Application Type** field, select the required application name from the dropdown list. This is a mandatory field. Then, if required, you may also select submission period in the **From Date** field and **To Date** field and then click **SEARCH**.

Dashboard > Services > User Services > My Applications			
My Applications			
			indicates mandatory fields
Application Type •	From Date	To Date	
Select 🔹	DD/MM/YYYY	DD/MM/YYYY	<b>#</b>
Select Advance Ruling Intimation of Voluntary Payment - DRC-03 Letter Of Undertaking Appeal to Appellate Authority Application for rectification of order Application for Deferred Payment/Payment in Instalments REFUNDS		SEARCH	NEW APPLICATION

5. Based on your Search criteria, applications are displayed. Click the **ARN** hyperlink you want to open.

My Applications								
							• indicates mar	ndatory fie
Application Type •			From Date		To Dat	e		
Application for rectification of order		*	17/08/2018		17/0	17/08/2018		
					SE	ARCH	NEW APPLICATI	ON
ARN/RFN \$	Form No. \$	Form De	escription \$	Date of Fi	SE ling ≑	ARCH	NEW APPLICATI Status ≑	ON
ARN/RFN \$ AD180818000062C	Form No. 🗧	Form De	escription ¢	Date of Fi 17/08/2	SE ling \$ 018	ARCH Pending fo	NEW APPLICATI Status \$ In action by tax o	ON

6. **Case Details** page is displayed. From this page, you can click on the tabs provided at the left-hand side of the page to view and download their related details.

Dashboard > Services >	User Services	> My Applications > Case Details			
ARN AD1808180000	)62C	GSTIN/UIN/Temporary ID 18AJIPA1572EAZB	Date Of A	pplication/Case Creation 17/08/2018	Status Pending for action by tax office
APPLICATIONS		Type of Documents		Vie	w Documents
NOTICES		Application for Rectification of order			View
REPLIES					ВАСК