

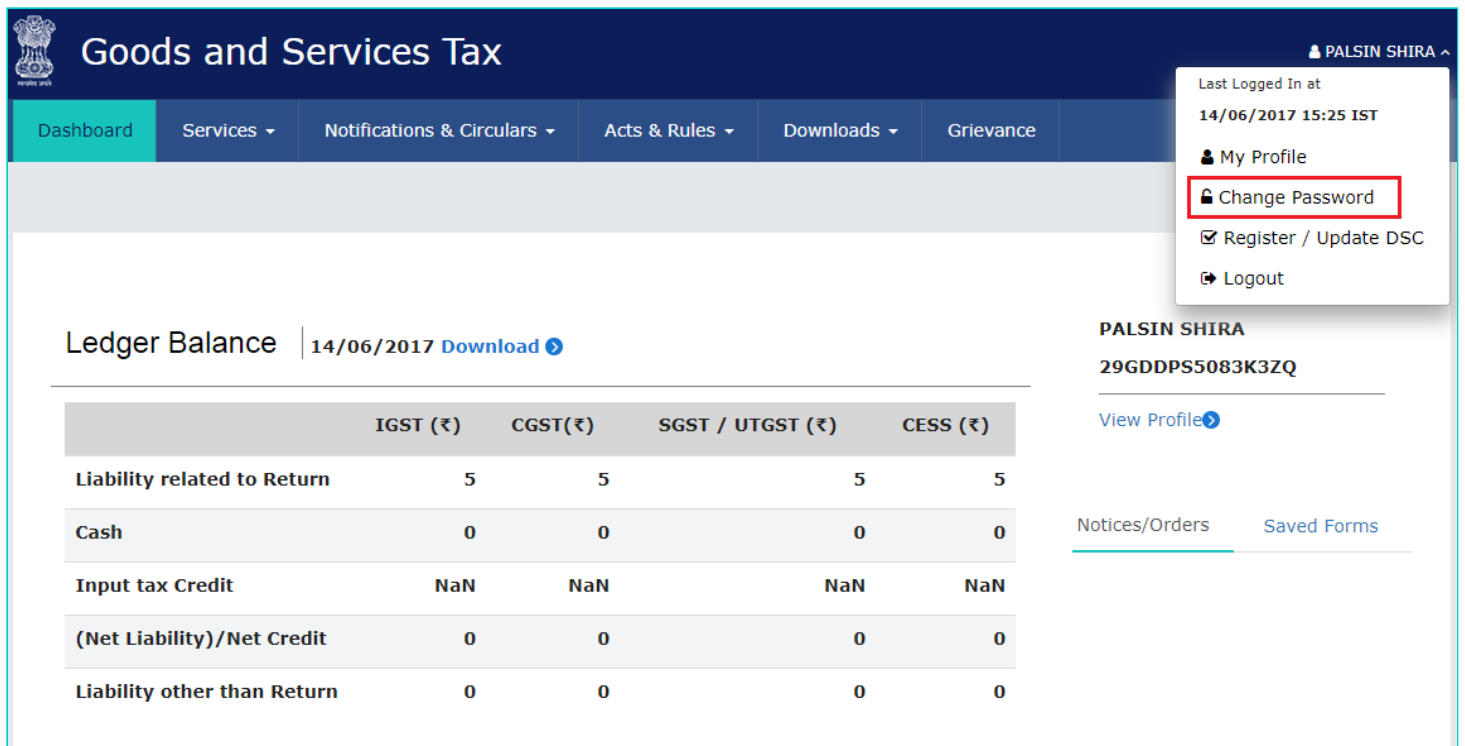
# Manual > Change Password

## How do I change my password?

To change your password, you need to perform the following steps:

**Note:** You need to change the password mandatorily after 120 days.

1. Access the URL <https://www.gst.gov.in/>. The GST Home page is displayed.
2. Login to the GST Portal using valid credentials.
3. The Dashboard is displayed. Click the **Change Password** link, on the top right-hand corner of the page.



The screenshot shows the GST Portal dashboard for user PALSIN SHIRA. The top navigation bar includes 'Dashboard', 'Services', 'Notifications & Circulars', 'Acts & Rules', 'Downloads', and 'Grievance'. A dropdown menu is open, showing options: 'My Profile', 'Change Password' (highlighted with a red box), 'Register / Update DSC', and 'Logout'. The 'Last Logged In at' information is '14/06/2017 15:25 IST'. Below the navigation, the 'Ledger Balance' section is visible, showing a table with columns for IGST (₹), CGST (₹), SGST / UTGST (₹), and CESS (₹). The table data is as follows:

	IGST (₹)	CGST (₹)	SGST / UTGST (₹)	CESS (₹)
Liability related to Return	5	5	5	5
Cash	0	0	0	0
Input tax Credit	NaN	NaN	NaN	NaN
(Net Liability)/Net Credit	0	0	0	0
Liability other than Return	0	0	0	0

On the right side, the user's profile information is displayed: PALSIN SHIRA, 29GDDPS5083K3ZQ, with a 'View Profile' link. Below this, there are links for 'Notices/Orders' and 'Saved Forms'.

4. The **Change Password** page is displayed. In the **Old Password** field, enter the old password that you used to login.
5. In the **New Password** field, enter a password of your choice that you will be using from next time onwards.

### Note:

- Password should be of 8 to 15 characters (where the minimum length is 8 characters and maximum length is 15 characters) which should comprise of at least one number, special character and letters (at least one upper and one lower case).
- New Password can not be same as previous 5 passwords.

6. In the **Re-confirm Password** field, reenter the password.
7. Click the **CHANGE PASSWORD** button.

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Dashboard English

### Change Password

• indicates mandatory fields

Old Password •

New Password •

Re-confirm Password •

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**CHANGE PASSWORD**

The message **“Password has been successfully changed”** is displayed. You can login to the GST Portal using the new password from next time.

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Dashboard English

Password has been successfully changed.