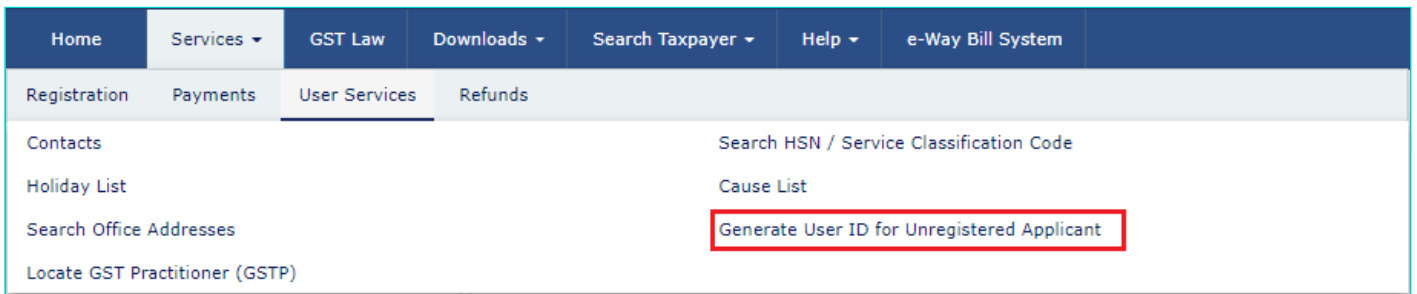


# Manual > Applying for Temporary User ID for Unregistered User

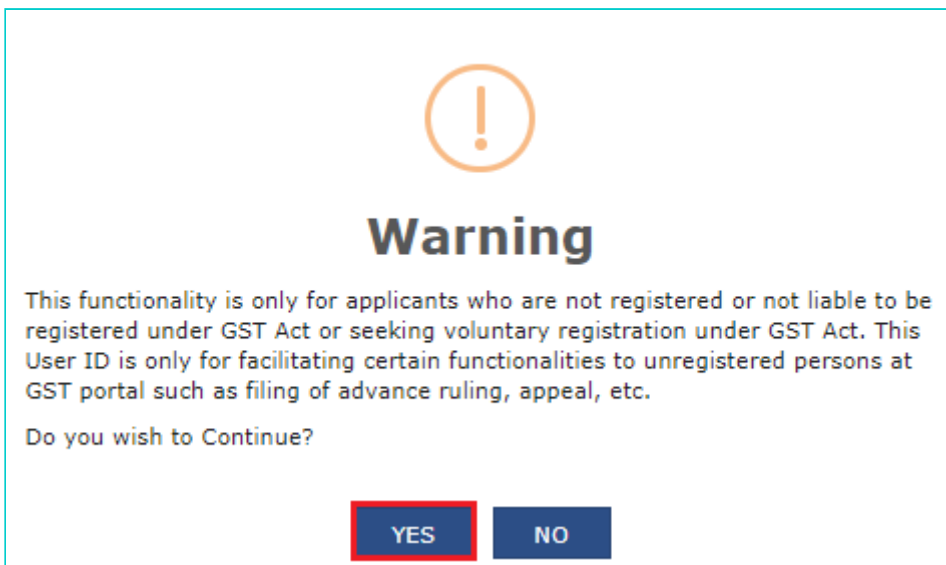
## How can I apply for Temporary User ID, as an unregistered user, at the GST Portal?

To apply for Temporary User ID, as an unregistered user, at the GST Portal, perform following steps:

1. Access the <https://www.gst.gov.in/> URL. The GST Home page is displayed.
2. Click **Services > User Services > Generate User ID for Unregistered Applicant**.



3. Go through the Warning message and click **Yes**.



4. The **New Registration for Unregistered Applicant** page is displayed.

Home Services GST Law Downloads Search Taxpayer Help e-Way Bill System

Home > Services > User Services > Generate User ID for Unregistered Applicant English

1 — 2

User Credentials — OTP Verification

### New Registration for Unregistered Applicant

• indicates mandatory fields

Are You a Resident or Non-Resident •

Resident  Non-Resident

State/UT for which User Id is required •

Select ▼

Legal Name of the Applicant (as mentioned in PAN) •

Enter Legal Name of the Applicant (as mentioned in PAN)

Trade Name

Enter Trade Name

Constitution of Business (Select Appropriate) •

Select ▼

Permanent Account Number (PAN) of Applicant •

Enter Permanent Account Number (PAN) of Applicant

📌 If you don't have PAN, Click [here](#) to apply

Eg: A B C D E 1 2 3 4 X

#### Details of Authorized Signatory

Name •	Permanent Account Number (PAN) •
Enter Name	Enter Permanent Account Number (PAN)
Email Address •	Mobile Number
Enter Email Address	+91 Enter Mobile Number

📌 Click on ADD button to add an Authorized Signatory. Maximum of 2 Authorized Signatories can be added.

**ADD**

#### Address of the Applicant

Type of Address •

Indian  Foreign

Building No. / Flat No. •	Floor No.	Name of the Premises / Building
Enter Building No. / Flat No.	Enter Floor No.	Enter Name of Premises / Building
Road / Street •	City / Town / Locality / Village •	State •
Enter Road / Street	Enter City / Town / Locality / Village	Select ▼
District •	PIN Code •	Country •
Select ▼	Enter PIN Code	India ▼

Type the characters you see in the image below •

10043

**PROCEED**

5. Select whether you are a **Resident** or a **Non Resident**.

6. Enter the details on this page that include State/ UT for which User ID is required, Legal Name of the Applicant, Trade Name, Constitution of Business, PAN of the Applicant, details of authorized signatory and address of the applicant.

**Note:**

- For Non Resident users, PAN is not mandatory.
- District field is optional for Non Resident users.
- You can click the ADD button to add an Authorized Signatory. Maximum of 2 Authorized Signatories can be added.

7. Once you have filled the details, enter the Captcha text and click the **PROCEED** button.

Home Services GST Law Downloads Search Taxpayer Help e-Way Bill System

Home > Services > User Services > Generate User ID for Unregistered Applicant English

1 User Credentials 2 OTP Verification

### New Registration for Unregistered Applicant

\* indicates mandatory fields

Are You a Resident or Non-Resident \*

Resident  Non-Resident

State/UT for which User Id is required \*

Select

Legal Name of the Applicant (as mentioned in PAN) \*

Enter Legal Name of the Applicant (as mentioned in PAN)

Trade Name

Enter Trade Name

Constitution of Business (Select Appropriate) \*

Select

Permanent Account Number (PAN) of Applicant \*

Enter Permanent Account Number (PAN) of Applicant

ⓘ If you don't have PAN, Click [here](#) to apply

Eg: A B C D E 1 2 3 4 X

#### Details of Authorized Signatory

Name *	Permanent Account Number (PAN) *
Enter Name	Enter Permanent Account Number (PAN)
Email Address *	Mobile Number
Enter Email Address	+91 Enter Mobile Number

ⓘ Click on ADD button to add an Authorized Signatory. Maximum of 2 Authorized Signatories can be added.

**ADD**

#### Address of the Applicant

Type of Address \*

Indian  Foreign

Building No. / Flat No. *	Floor No.	Name of the Premises / Building
Enter Building No. / Flat No.	Enter Floor No.	Enter Name of Premises / Building
Road / Street *	City / Town / Locality / Village *	State *
Enter Road / Street	Enter City / Town / Locality / Village	Select
District *	PIN Code *	Country *
Select	Enter PIN Code	India

Type the characters you see in the image below \*

**PROCEED**

8. You will receive **Email OTP** on the e-mail address mentioned in the New Registration for Unregistered Applicant page. In the Verify OTP page, enter the **Email OTP**.
9. Click the **PROCEED** button.

Home > Services > User Services > Verify OTP (User ID for unregistered users) English

User Credentials 2 OTP Verification

### Verify OTP

• indicates mandatory fields

Email OTP •

Enter OTP sent to your Email Address

Please check the junk/spam folder in case you do not get email.

[Need OTP to be resent? Click here](#)

[BACK](#) [PROCEED](#)

10. On successfully entering the OTP, you will get a success message that temporary User ID has been created and details are sent to registered e-mail ID.

Home > Services > User Services > Verify OTP (User ID for unregistered users) English

Congratulations! Your Temporary User ID **29190000009ARM** is created successfully. Details of your Temporary ID is sent to your registered Email ID.

11. Once the Temporary User ID is created, you will receive your Temporary User ID and password to login to the GST Portal on your registered e-mail ID.

Click [here](#) to know more about how to login to the GST Portal for the first time.

12. You can also edit your profile details after logging to the GST Portal. Navigate to **EDIT PROFILE** button on the dashboard to edit and update details of the authorized signatory and address of the applicant.

**Goods and Services Tax** ANGAD JASBIRSINGH A 291900000011AR1

Dashboard Services GST Law Downloads Search Taxpayer Help e-Way Bill System New Return Prototype

Dashboard

Last logged in on **15/07/2019 14:14** Currently logged in from IP: **125.16.230.16**

Welcome ANGAD JASBIRSINGH ARORA to GST Common Portal

ANGAD JASBIRSINGH ARORA  
291900000011AR1

[View Profile](#)


You can navigate to your chosen page through navigation panel given below

[FILE RETURNS >](#) [CREATE CHALLAN >](#) [EDIT PROFILE >](#)

Quick Links

- [Check Cash Balance](#)
- [Liability ledger](#)
- [Credit ledger](#)

13. Click the **EDIT** icon to edit the details.



# Goods and Services Tax

ANGAD JASBIRSINGH A  
291900000011AR1

[Dashboard](#) [Services](#) [GST Law](#) [Downloads](#) [Search Taxpayer](#) [Help](#) [e-Way Bill System](#) [New Return Prototype](#)

[Dashboard](#) > [Edit Profile](#) English

### Edit Profile of Unregistered Applicant

• indicates mandatory fields

Are You a Resident or Non-Resident •


Resident  Non-Resident

State/UT for which User Id is required •

Karnataka

Legal Name of the Applicant (as mentioned in PAN) •

ANGAD JASBIRSINGH ARORA

Trade Name 


Enter Trade Name

Constitution of Business (Select Appropriate) •

Proprietorship



Permanent Account Number (PAN) of Applicant •


AJIPA1572E

! If you don't have PAN, Click [here](#)  to apply

Eg: **A B C D E 1 2 3 4 X**

#### Details of Authorized Signatory

Sl No	Name	Permanent Account Number (PAN)	Actions
1	ANGAD JASBIRSINGH ARORA	AJIPA1572E	 



#### Address of the Applicant

Type of Address •

Indian  Foreign

Building No. / Flat No. • Floor No. Name of the Premises / Building



C-403 Enter Floor No. Khusboo Jain

Road / Street • City / Town / Locality / Village • State •

Pride Pristine Bengaluru Karnataka

District • PIN Code • Country •

Bengaluru (Bangalore) Urban 560110 India

14. Edit trade name, details of the authorized signatory and address of the applicant, as required and click **UPDATE** button.



## Edit Profile of Unregistered Applicant

• indicates mandatory fields

Are You a Resident or Non-Resident •

Resident  Non-Resident

State/UT for which User Id is required •

Karnataka

Legal Name of the Applicant (as mentioned in PAN) •

ANGAD JASBIRSINGH ARORA

Trade Name

Enter Trade Name

Constitution of Business (Select Appropriate) •

Proprietorship

Permanent Account Number (PAN) of Applicant •

AJIPA1572E

If you don't have PAN, Click here to apply

Eg: A B C D E 1 2 3 4 X

## Details of Authorized Signatory

Sl No	Name	Permanent Account Number (PAN)	Actions
1	ANGAD JASBIRSINGH ARORA	AJIPA1572E	EDIT  DELETE

ADD

## Address of the Applicant

Type of Address •

Indian  Foreign

Building No. / Flat No. •

C-403

Floor No.

Enter Floor No.

Name of the Premises / Building

Khusboo Jain

Road / Street •

Pride Pristine

City / Town / Locality / Village •

Bengaluru

State •

Karnataka

District •

Bengaluru (Bangalore) Urban

PIN Code •

560110

Country •

India

BACK

UPDATE

15. Click **PROCEED**.



## Warning

You are going to update your profile details, do you want to continue?

CANCEL

PROCEED

16. A success message is displayed that profile has been updated successfully. Once profile is updated, user will get an intimation on registered email ID.





Profile updated successfully.

### Edit Profile of Unregistered Applicant

• indicates mandatory fields

Are You a Resident or Non-Resident•

Resident  Non-Resident

State/UT for which User Id is required•

Karnataka

Legal Name of the Applicant (as mentioned in PAN)•

ANGAD JASBIRSINGH ARORA

Trade Name

Enter Trade Name

Constitution of Business (Select Appropriate)•

Proprietorship

Permanent Account Number (PAN) of Applicant•

AJIPA1572E

If you don't have PAN, Click [here](#) to apply

Eg: **A B C D E 1 2 3 4 X**

### Details of Authorized Signatory

Sl No	Name	Permanent Account Number (PAN)	Actions
1	ANGAD JASBIRSINGH ARORA	AJIPA1572E	EDIT  DELETE

ADD

### Address of the Applicant

Type of Address•

Indian  Foreign

Building No. / Flat No. •

C-403

Floor No.

Enter Floor No.

Name of the Premises / Building

Khusboo Jain

Road / Street •

Brigade Road

City / Town / Locality / Village •

Bengaluru

State •

Karnataka

District •

Bengaluru (Bangalore) Urban

PIN Code •

560110

Country •

India

BACK

UPDATE