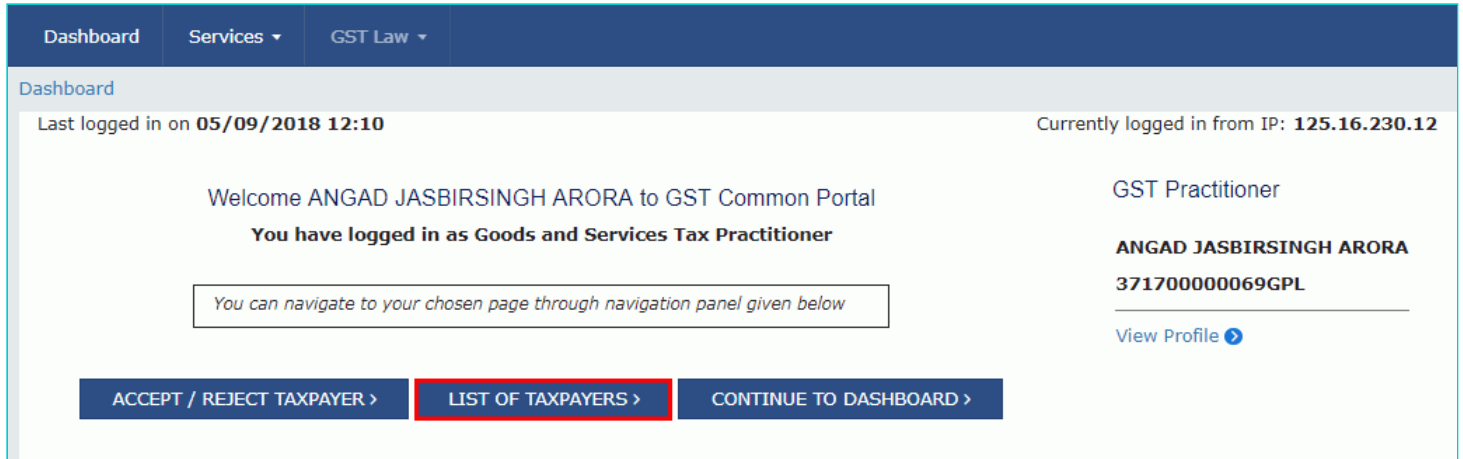


Manual > Performing Activities on Taxpayer's Behalf

1. How can I as a GST Practitioner perform functions on a taxpayer's behalf on the GST Portal?

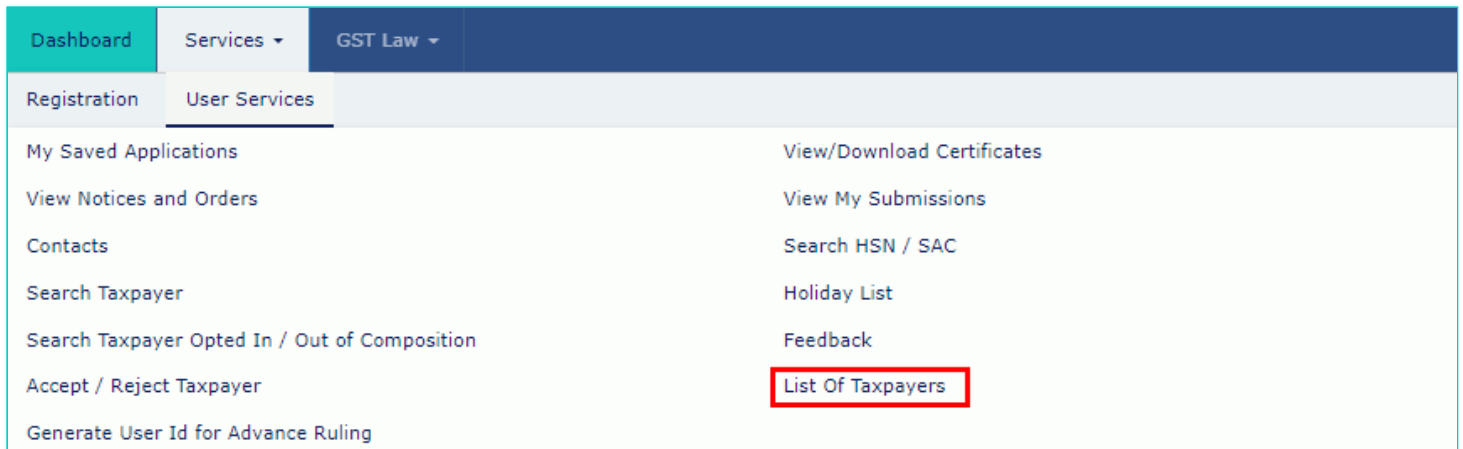
To perform functions on a taxpayer's behalf as a GST Practitioner on the GST Portal, perform following steps:

1. As a GST Practitioner, login to the GST Portal with your Username and Password.
- 2.1. Once the GST Practitioner's dashboard is displayed, click the **LIST OF TAXPAYERS** button.



The screenshot shows the GST Practitioner dashboard. At the top, there is a navigation bar with 'Dashboard', 'Services', and 'GST Law'. Below this, the dashboard displays the user's login information: 'Last logged in on 05/09/2018 12:10' and 'Currently logged in from IP: 125.16.230.12'. The main content area includes a welcome message: 'Welcome ANGAD JASBIRSINGH ARORA to GST Common Portal' and 'You have logged in as Goods and Services Tax Practitioner'. A navigation instruction box states: 'You can navigate to your chosen page through navigation panel given below'. On the right side, the user's profile is shown: 'GST Practitioner', 'ANGAD JASBIRSINGH ARORA', and '371700000069GPL', with a 'View Profile' link. At the bottom, there are three buttons: 'ACCEPT / REJECT TAXPAYER >', 'LIST OF TAXPAYERS >' (highlighted with a red border), and 'CONTINUE TO DASHBOARD >'.

- 2.2. Or, navigate to **Services > User Services > List of Taxpayers** option.



The screenshot shows the 'User Services' menu in the GST Portal. The navigation bar at the top includes 'Dashboard', 'Services', and 'GST Law'. The 'User Services' menu is expanded, showing various options: 'My Saved Applications', 'View Notices and Orders', 'Contacts', 'Search Taxpayer', 'Search Taxpayer Opted In / Out of Composition', 'Accept / Reject Taxpayer', and 'Generate User Id for Advance Ruling'. On the right side of the menu, there are additional options: 'View/Download Certificates', 'View My Submissions', 'Search HSN / SAC', 'Holiday List', 'Feedback', and 'List Of Taxpayers' (highlighted with a red border).

- 2.3. Or, click the **CONTINUE TO DASHBOARD** button.

Welcome ANGAD JASBIRSINGH ARORA to GST Common Portal

You have logged in as Goods and Services Tax Practitioner

GST Practitioner

ANGAD JASBIRSINGH ARORA**371700000069GPL***You can navigate to your chosen page through navigation panel given below*[View Profile](#)[ACCEPT / REJECT TAXPAYER >](#)[LIST OF TAXPAYERS >](#)[CONTINUE TO DASHBOARD >](#)

3. The list of engaged taxpayers is displayed, showing the respective Taxpayers' **GSTIN / UIN**.

List of Taxpayers

GSTIN/UIN of the Taxpayer

Legal Name Of Business

[SEARCH](#)

Taxpayers Engaged

GSTIN / UIN	Legal Name of Business	Address	Mobile Number	Email Address	Period of Association	Actions
2218IND00013NRU	NURUL MOHAMADBHAI SAIYED	13, DSASDSFDA, FDASFDASFDASFDA, Raipur, Chhattisgarh, 499999	9582792632	happy3@happy.com	7 month(s)	Remove
08GDTPS3449K2ZH	KON SATEIN	as, as, as, as, as, Dholpur, Rajasthan, 300000	9949043122	raghuveer_vellanki@infosys.com	7 month(s)	Remove
12ACXPK3463AUZZ	MUKESH DHANJIBHAI KARSHALA	214, 125, afs, sfa, sf, West Kameng, Arunachal Pradesh, 791111	9494245593	sd@s.com	10 month(s)	Remove
22AJIPA1572ELZB	angad jasbirsingh arora	1, a, a, Raipur, Chhattisgarh, 490000	9811968950	anil.rdr@gmail.com	7 month(s)	Remove
22AJIPA1572ER20	ANGAD JASBIRSINGH ARORA	ASDGSDAFG, DFGDF, DFSGFDG, DFGDSFG, Raipur, Chhattisgarh, 490000	7206110607	test5524@co.com	7 month(s)	Remove

4.1. Click the **GSTIN/ UIN** link to access the taxpayer's dashboard.

Note: You can also enter the GSTIN/ UIN or Legal Name of Business of the taxpayer and click the **SEARCH** button.

List of Taxpayers

GSTIN/UID of the Taxpayer

Enter GSTIN/UID of the Taxpayer

Legal Name Of Business

Enter Legal Name Of Business

SEARCH

Taxpayers Engaged

GSTIN / UIN	Legal Name of Business	Address	Mobile Number	Email Address	Period of Association	Actions
2218IND00013NRU	NURUL MOHAMADBHAI SAIYED	13, DSASDSFDA, FDASFDASFDASFDA, Raipur, Chhattisgarh, 499999	9582792632	happy3@happy.com	7 month(s)	Remove
08GDTPS3449K2ZH	KON SATEIN	as, as, as, as, as, Dholpur, Rajasthan, 300000	9949043122	raghuveer_vellanki@infosys.com	7 month(s)	Remove
12ACXPK3463AUZZ	MUKESH DHANJIBHAI KARSHALA	214, 125, afs, sfa, sf, West Kameng, Arunachal Pradesh, 791111	9494245593	sd@s.com	10 month(s)	Remove
22AJIPA1572ELZB	angad jasbirsingh arora	1, a, a, Raipur, Chhattisgarh, 490000	9811968950	anil.rdr@gmail.com	7 month(s)	Remove
22AJIPA1572ER20	ANGAD JASBIRSINGH ARORA	ASDGSDAFG, DFGDF, DFSGFDG, DFGDSFG, Raipur, Chhattisgarh, 490000	7206110607	test5524@co.com	7 month(s)	Remove

4.2. Or, if you click **CONTINUE TO DASHBOARD** button, below screen appears. Click the **GSTIN/ UIN** link to access the taxpayer's dashboard.

Dashboard Services GST Law

0 Pending Requests

5 Taxpayers Engaged

ANGAD JASBIRSINGH ARORA
371700000069GPL
[View Profile](#)

Legal Name of Business	GSTIN / UIN
angad jasbirsingh arora	22AJIPA1572ELZB
KON SATEIN	08GDTPS3449K2ZH
NURUL MOHAMADBHAI SAIYED	2218IND00013NRU
ANGAD JASBIRSINGH ARORA	22AJIPA1572ER20
MUKESH DHANJIBHAI KARSHALA	12ACXPK3463AUZZ

Taxpayer Classification

Nature

5. The dashboard of the taxpayer selected is displayed, You can now perform functions on taxpayer's behalf.
Note: You **CAN ONLY** save any form on taxpayer's behalf. You **CANNOT** submit any form on taxpayer's behalf.

The screenshot shows the 'Goods and Services Tax' dashboard. The top navigation bar includes 'Dashboard', 'Services', 'Help', and 'e-Way Bill System'. Below this, a secondary navigation bar highlights 'Registration', 'Ledgers', 'Returns', 'Payments', 'User Services', and 'Refunds'. On the left, a 'Quick Links' sidebar lists several options, with 'History of Amendment', 'Change Password', 'Manage API Access', 'Register / Update DSC', 'Application to Opt for composition Levy', 'Amendment', and 'Stock intimation for opting Composition Scheme' highlighted with a red box. The main content area displays the 'Profile' tab for a taxpayer, showing details such as GSTIN/UIN (22AJIPA1572ELZB), Legal Name of Business (angad jasbirsingh arora), State Jurisdiction (Raipur - 1), Date of registration (14/12/2017), Taxpayer Type (Composition), and GSTIN / UIN Status (Inactive).

5.1. GSTP can perform following "Registration" related functions on behalf of a taxpayer.

This screenshot shows the 'Registration' menu expanded. The top navigation bar is the same as in the previous screenshot. The 'Registration' menu item is selected, showing a list of functions: 'Application for Filing Clarifications', 'Amendment of Registration Core Fields', 'Amendment of Registration Non - Core Fields', 'Application to Opt for composition Levy', and 'Application for Withdrawal from Composition Levy'. The 'Track Application Status' option is also visible.

5.2. GSTP can perform following "Ledgers" related functions on behalf of a taxpayer.

This screenshot shows the 'Ledgers' menu expanded. The top navigation bar is the same. The 'Ledgers' menu item is selected, showing a list of functions: 'Electronic Cash Ledger', 'Electronic Credit Ledger', and 'Electronic Liability Register'.

5.3. GSTP can perform following "Returns" related functions on behalf of a taxpayer.

Dashboard	Services ▾	Help ▾	e-Way Bill System		
Registration	Ledgers	Returns	Payments	User Services	Refunds
Returns Dashboard			View e-Filed Returns		
Track Return Status			Transition Forms		
ITC Forms			Mismatch Report		
Annual Return					

5.4. GSTP can perform following "Payments" related functions on behalf of a taxpayer.

Dashboard	Services ▾	Help ▾	e-Way Bill System		
Registration	Ledgers	Returns	Payments	User Services	Refunds
Create Challan			Saved Challans		
Challan History					

5.5. GSTP can perform following "User Services" related functions on behalf of a taxpayer.

Dashboard	Services ▾	Help ▾	e-Way Bill System		
Registration	Ledgers	Returns	Payments	User Services	Refunds
My Saved Applications			My Applications		
View/Download Certificates			View Notices and Orders		
View My Submissions			Cause List		
Search HSN / Service Classification Code					

5.6. GSTP can perform following "Refunds" related functions on behalf of a taxpayer.

Dashboard	Services ▾	Help ▾	e-Way Bill System		
Registration	Ledgers	Returns	Payments	User Services	Refunds
Application for Refund			My Saved/Filed Applications		
Track Application Status			Track status of invoice data to be shared with ICEGATE		

6. To go back to your own dashboard, you can click **Dashboard** option on the top bar.



Dashboard

Services ▾

Help ▾

e-Way Bill System

Registration

Ledgers

Returns

Payments

User Services

Refunds

Quick Links

[History of Amendment](#)

[Change Password](#)

[Manage API Access](#)

[Register / Update DSC](#)

[Application to Opt for composition Levy](#)

[Amendment](#)

[Stock intimation for opting Composition Scheme](#)

Profile

Place of Business

Contacts

Other Business

GSTIN/UIN

22AJIPA1572ELZB

State Jurisdiction

Raipur - 1 (Jurisdictional Office)

Taxpayer Type

Composition

Field Visit Conducted?

No

Legal Name of Business

angad jasbirsingh arora

Date of registration

14/12/2017

GSTIN / UIN Status

Inactive

Centre Jurisdiction

RANGE-I

Constitution of Business

Proprietorship

Compliance Rating

NA

Name of the Proprietor / Director(s) / Partner(s) / Promoter(s)

Nature of Business Activities