## Manual > Viewing List of Taxpayers

## I want to view my list of engaged Taxpayers. How do I do that?

Perform the following steps to view the list of engaged Taxpayers in GST Portal:

As a GST Practitioner, visit the URL: https://www.gst.gov.in, and login to the GST Portal with your user-ID and password.
From the Home screen, or Dashboard screen, or from any other screen, click the Services > User Services > List of Taxpayer option.

Goods and Services Tax											
Dashboard	Services 🗸	Notifications & Circul	ars 🗸	Acts & Rules 🗕							
Registration	User Services										
My Saved Appl	lications		View/Download Certificates								
View Notices a	nd Orders		View My Submissions								
Contacts			Search HSN / SAC								
Search Taxpay	/er	Holiday List									
Search Taxpayer Opted In / Out of Composition				Feedback							
Grievance / Co	omplaints		Accept / Reject Taxpayer								
List Of Taxpay	er		Generate User Id for Advance Ruling								

3. The list of engaged Taxpayers get displayed, showing the respective Taxpayers' **GSTIN / UIN** and the link to remove (disengage) under the Actions menu.

The GSTP shall click Remove Button and the taxpayer will be removed from the List of Taxpayer. Intimation will also go to the taxpayer through email.

and A. Convision A	List of 7	Taypayor								
ard > Services >	LIST OF I	Taxpayer								
at of Taxpayers	5									
GSTIN/UIN of th	е Тахрау	yer	Legal Name O	Legal Name Of Business						
Enter GSTIN/U	JIN of the	e Taxpayeı	Enter Legal I	Name Of Busine	ess					
SEARCH										
SEARCH (payers Engag GSTIN / UI	ged IN L	egal Name Of ≑ Business	Address	Mobile Number	Email Address	Period of Association	Actions			