

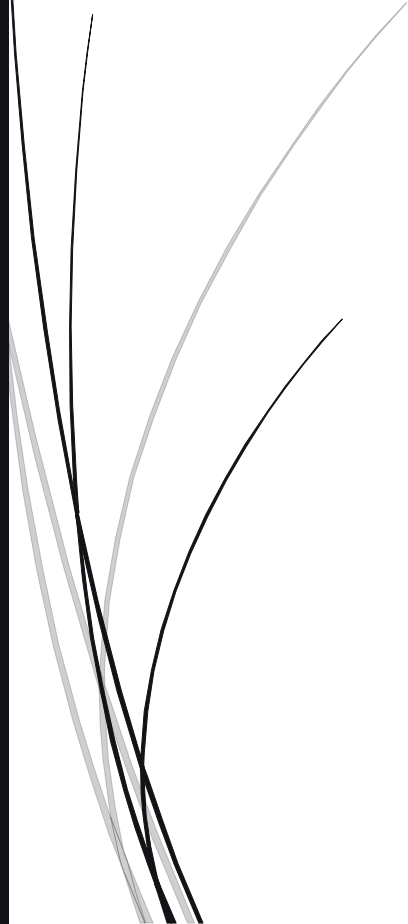
Maharashtra State Tax Department

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# USER MANUAL

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Legacy (Registered) Dealer Profile  
Creation





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## 1. Introduction

This utility allows legacy dealers who are already registered under any of the act administered by MSTD, to create temporary profile for accessing new automation services through the sap portal.

## 2. Instructions

1. Registered Dealer if he/she has an active registration certificate under at least one of acts administered by MSTD can create temporary profile through “Registered Active Dealer”.
2. If dealer has an active registration certificate under PTEC only and not under any of the other acts administered by MSTD, Please visit “<https://mahagst.gov.on>” and click on “New Dealer Registration” and if your PAN is not allowed there for creation of temporary profile, only then go through the below mentioned process
3. Registered Dealer if he/she has an inactive registration certificate under all acts administered by MSTD can create temporary profile through “Registered In-Active / Cancelled Dealer”.
4. The new user id and password created should be used to login on **mahagst.gov.in** portal only.
5. In case of any complaint during profile creation process, dealer needs to raise a service request at following path :  
www.Mahagst.gov.in → May I Help you → Service request.  
Service request should have proper problem description. Please check details at end of the document.

## 3. Steps for Registered Active Dealer Profile Creation in SAP

The USER has to follow the below mentioned steps:

- Log in to the [www.mahagst.gov.in](http://www.mahagst.gov.in)
- Create Temporary Profile
- Log in to the VAT e-services
- Input Permanent Login id and password.
- Raise service request ( if any problem)

## 4. Process flow for “Legacy (Registered) Dealer Profile Creation in SAP

### 1) Registered Active Dealer

### 2) Registered In-Active / Cancelled Dealer

## 4.1 Registered Active Dealer

Go to the “mahagst.gov.in”

User needs to click on “Log In for VAT e-services”

The screenshot shows the homepage of the Department of Goods and Services Tax, Government of Maharashtra. The header includes the date September 20, 2017, and navigation links for Employee Login, Skip to main content, and search. The main navigation menu includes Home, About Us, Acts & Rules, Downloads, Dealer Services, Gallery, and RTI. The main content area features a grid of service tiles. A yellow callout bubble points to the 'Log in for VAT e-services' tile, which is highlighted in orange. Other tiles include 'Other Acts Registration', 'GST e-Services', 'Other Acts Payments', 'FAQ', 'Know Your VAT Dealer', 'May I Help You?', and 'What's New'.

Click “Create Profile for New System”

The screenshot shows the 'Dealer Services' page on the Department of Goods and Services Tax website. The header includes the date July 24, 2019, and navigation links for Employee Login, Skip to main content, and search. The main navigation menu includes Home, About Us, Acts & Rules, Downloads, Dealer Services, Gallery, and RTI. The main content area features a grid of service tiles. A yellow callout bubble points to the 'Profile for Registered Dealers' tile, which is highlighted in blue. Other tiles include 'Log in for VAT & Allied Acts', 'Other Acts Registration', 'GST e-Services', 'e-Payments', 'FAQ', 'Know your Taxpayer', 'May I Help You?', and 'What's New'. A mouse cursor is visible over the 'Profile for Registered Dealers' tile.



Select **“Registered In-Active / Cancelled Dealer”** and click on **“Next”** on extreme right below.

**Temporary Profile**

Please read the following instructions before you proceed

\* Click on 'Registered Dealer' if you have an active registration certificate under at least one of the acts administered by MSTD.

\* If you have an active registration certificate under PTEC only and not under any of the other acts administered by MSTD, Please visit 'https://mahagst.gov.in' and click on 'New Dealer Registration' and if your PAN is not allowed there for creation of temporary profile, only then go through 'Registered Dealer'.

Type of Applicant:

Registered Active Dealer  Registered In-Active / Cancelled Dealer

**Next**

- Give PAN and existing legacy TIN (starting from 27\* / 99\*).
- Select the constitution from dropdown box.
- Click on “Next”.



**Registered Dealer**

Please Select:  PAN  TAN

**Give PAN id** PAN: L.....

**Give existing legacy dealer Tin** Constitution: Person Proprietor

TIN:

Image:  

Captcha: DU pNK

**Next**



**User Details**

Your user ID: [ ]

\*Full Name: Shri MOHAMMED AYUB SHAIKH

\*Email ID: ishani.shetty@niit-tech.com

\*Re-enter Email ID: ishani.shetty@niit-tech.com

\*Mobile Number: [ ]

\*Authorized Signatory Name: [ ]

\*Authorized signatory designation: Partner

User id and Full name will be automatically auto-populated.

All other details to be input by the dealer.

I hereby confirm that I am the Authorized Signatory/Proprietor/Partner/Member of HUF/Director/Karta for the business / legal concern / entity registered under the TIN entered above and I am authorized to provide above information on behalf of the same. I acknowledge that the details provided by me will be used for sending official communication by the department. Any misrepresentation or misinformation provided herewith will be liable for action as per the provisions of law.

Create Profile

- User id and Name will be displayed as per the name existing in PAN.
- Dealer needs to be input all the details (\* means all are compulsory to be input) and then tick on the declaration.
- Click on “Create Profile”.

Link has been sent to your registered email ID 'ishani.shetty@niit-tech.com'. Please Follow below steps for creation of profile.

Step 1: Click the link contained in the email.

Step 2: On the User Details verification page, enter One Time Password(OTP) sent to you on your Registered Mobile Number.

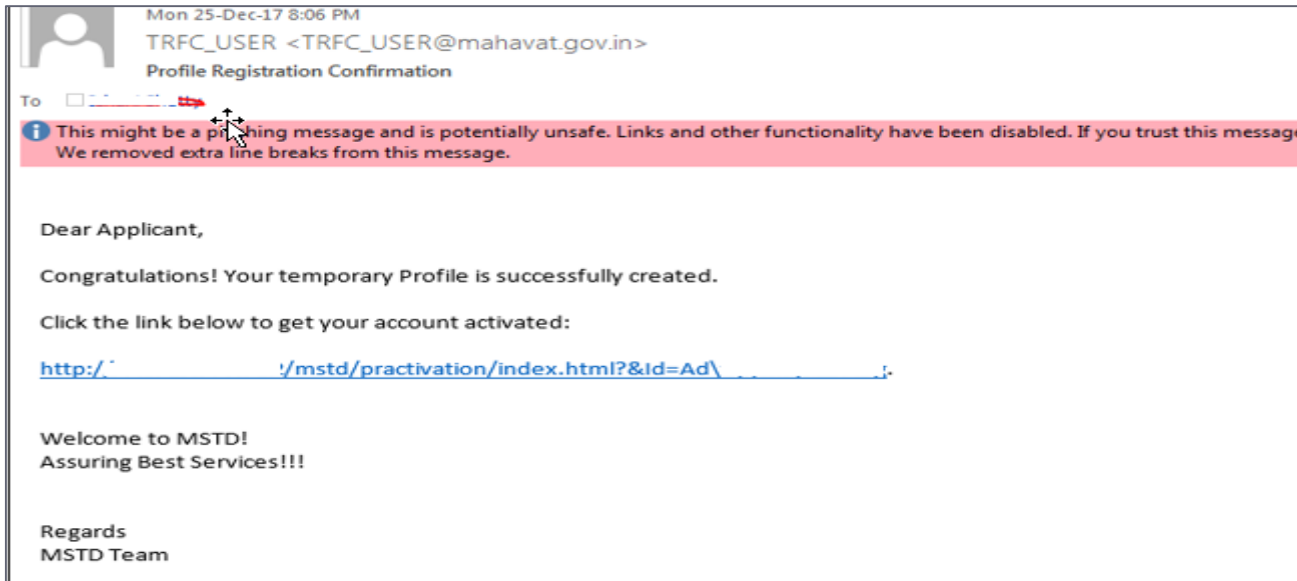
Note: Please check your Junk/Spam folder in case you do not find the email into your Inbox.

If you have not received the email:

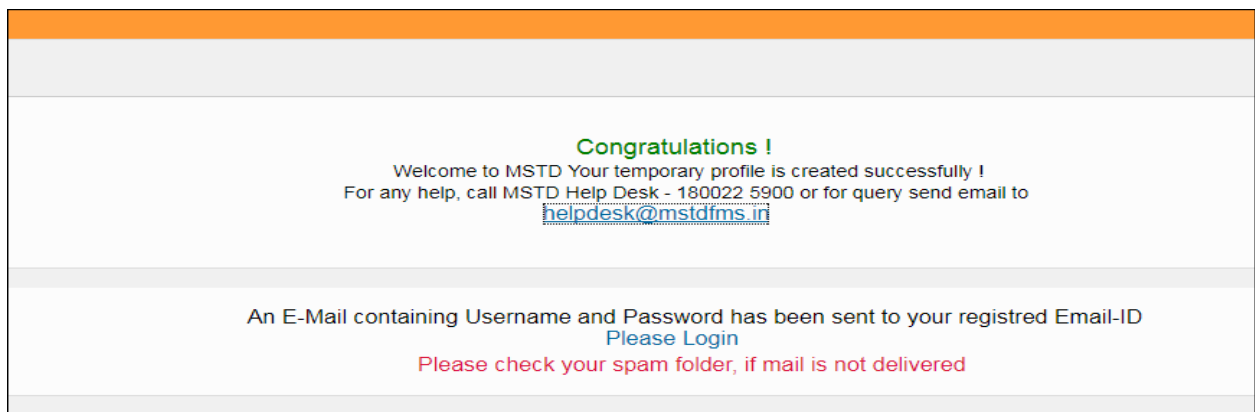
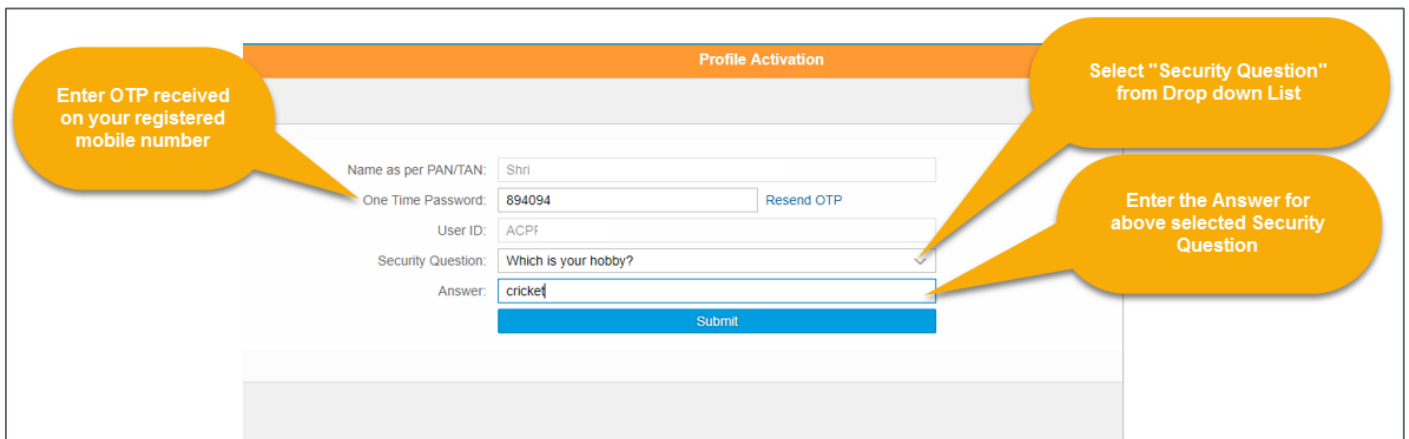
1. Check whether email ID 'ishani.shetty@niit-tech.com' provided by you is correct ?
2. Click [here](#) to resend the email activation link and OTP



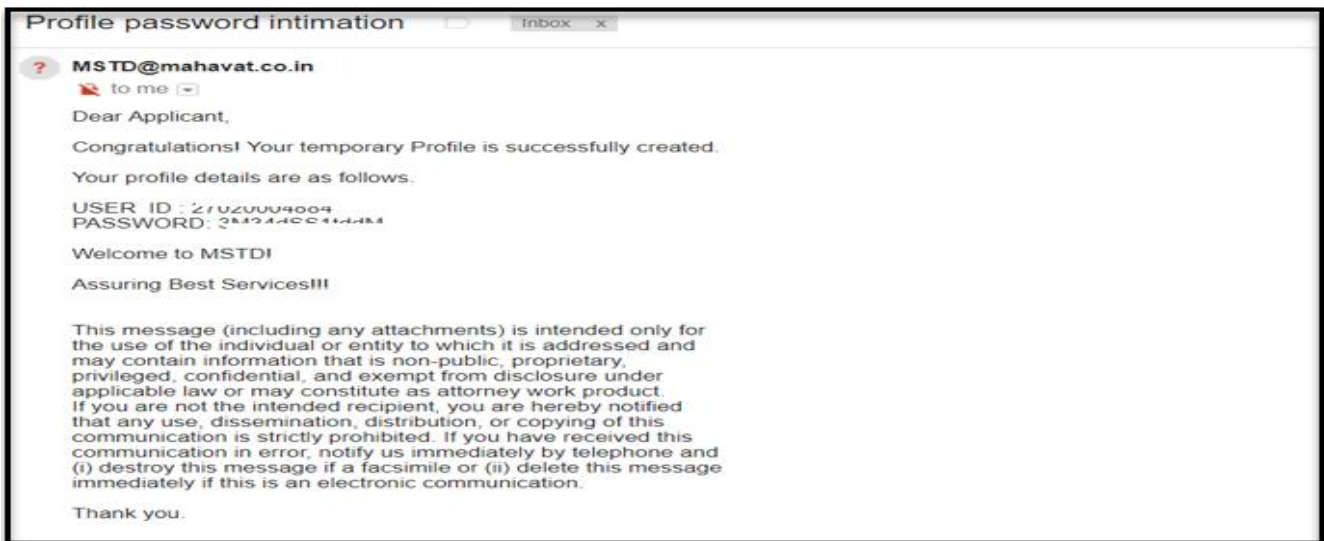
You will receive an email with the link for activation and OTP in the mobile number which was given during profile creation.



- Copy the above link and paste on the browser and enter.
- You will get below screen with Name and PAN auto-populated on the screen.
- Dealer must have received OTP in his mobile



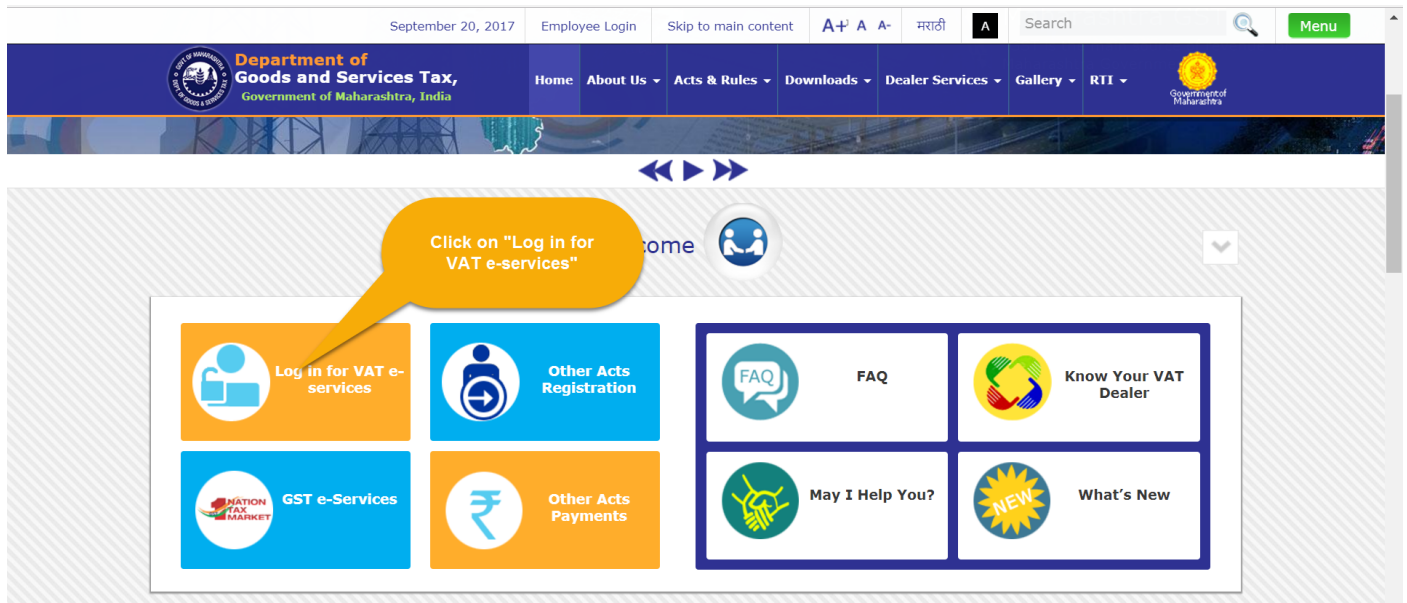
Dealer will receive permanent User id and password in his registered email id.



## 4.2 Registered In-Active / Cancelled Dealer

Go to the "mahagst.gov.in"

User needs to click on "Log In for VAT e-services"





Click “Create Profile for New System”

Select “Registered In-Active / Cancelled Dealer” and click on “Next” on extreme right below.

**Temporary Profile**

Please read the following instructions before you proceed

\* Click on 'Registered Dealer' if you have an active registration certificate under at least one of the acts administered by MSTD.

\* If you have an active registration certificate under PTEC only and not under any of the other acts administered by MSTD, Please visit 'https://mahagst.gov.in' and click on 'New Dealer Registration' and if your PAN is not allowed there for creation of temporary profile, only then go through 'Registered Dealer'.

Type of Applicant:

Registered Active Dealer  Registered In-Active / Cancelled Dealer

- Give PAN and existing legacy TIN (starting from 27\* / 99\*).
- Select the constitution from dropdown box.
- Click on “Next”.



**Registered Dealer**

Please Select:  PAN  TAN

Give PAN id PAN: L.....

Give existing legacy dealer Tin Constitution: Person Proprietor

TIN:

Image:

Captcha: DUpNK

Next

**User Details**

Your user ID: -----

\*Full Name: Shri MOHAMMED AYUB SHAIKH

\*Email ID: mohammed.ayub@msc-techno.com

\*Re-enter Email ID: mohammed.ayub@msc-techno.com

\*Mobile Number: 9845678901

\*Authorized Signatory Name: Mohammed Ayub Shaikh

\*Authorized signatory designation: Partner

User id and Full name will be automatically auto-populated.

All other details to be input by the dealer.

I hereby confirm that I am the Authorized Signatory/Proprietor/Partner/Member of HUF/Director/Karta for the business / legal concern / entity registered under the TIN entered above and I am authorized to provide above information on behalf of the same. I acknowledge that the details provided by me will be used for sending official communication by the department. Any misrepresentation or misinformation provided herewith will be liable for action as per the provisions of law.

Create Profile

- User id and Name will be displayed as per the name existing in PAN.
- Dealer needs to be input all the details (\* means all are compulsory to be input) and then tick on the declaration.
- Click on "Create Profile".

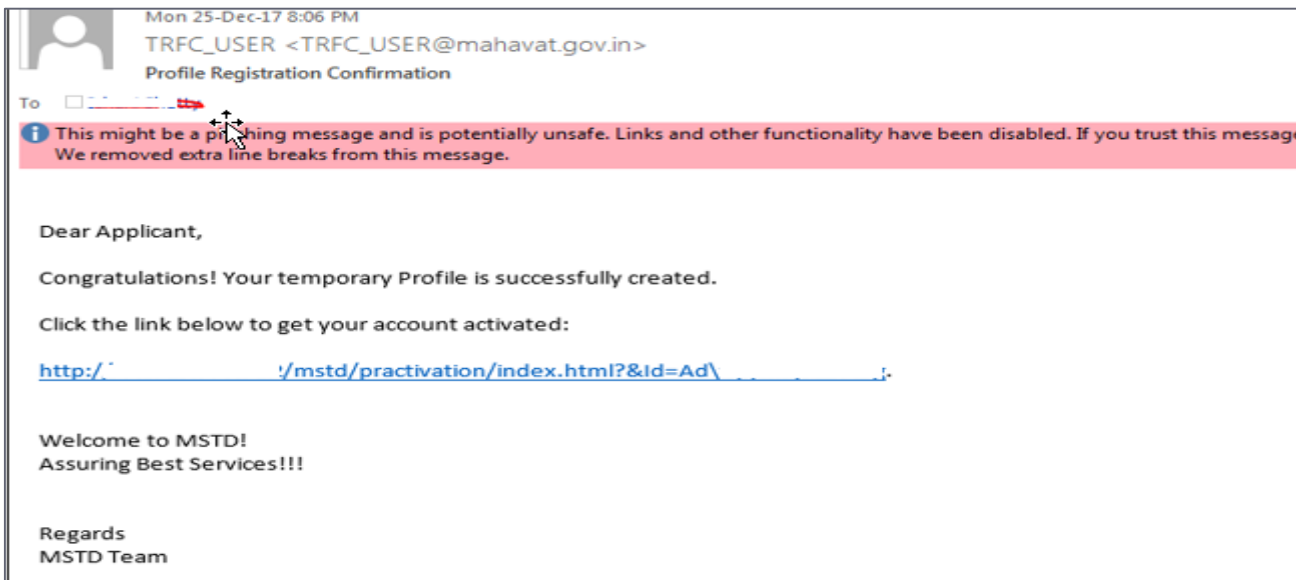


Link has been sent to your registered email ID 'ishani.shetty@niit-tech.com'. Please Follow below steps for creation of profile.  
Step 1: Click the link contained in the email.  
Step 2: On the User Details verification page, enter One Time Password(OTP) sent to you on your Registered Mobile Number.

Note: Please check your Junk/Spam folder in case you do not find the email into your Inbox.

If you have not received the email:  
1. Check whether email ID 'ishani.shetty@niit-tech.com' provided by you is correct ?  
2. Click [here](#) to resend the email activation link and OTP

You will receive an email with the link for activation and OTP in the mobile number which was given during profile creation.



- Copy the above link and paste on the browser and enter.
- You will get below screen with Name and PAN auto-populated on the screen.
- Dealer must have received OTP in his mobile



**Profile Activation**

Enter OTP received on your registered mobile number

Select "Security Question" from Drop down List

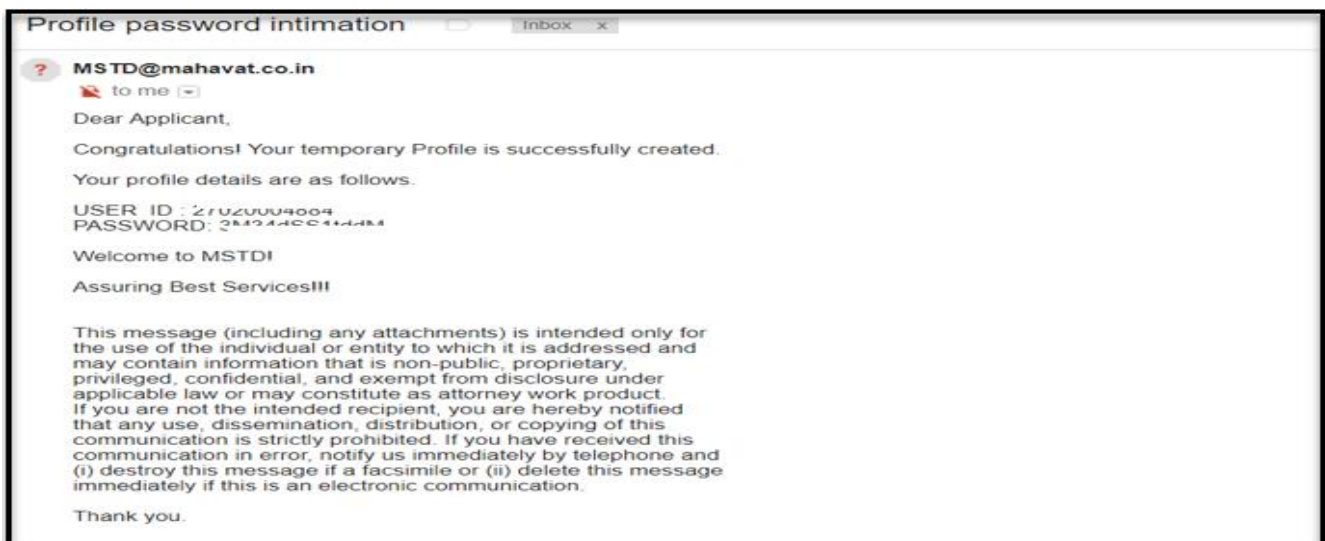
Enter the Answer for above selected Security Question

Name as per PAN/TAN: Shri  
One Time Password: 894094 Resend OTP  
User ID: ACPF  
Security Question: Which is your hobby?  
Answer: cricke  
Submit

**Congratulations !**  
Welcome to MSTD Your temporary profile is created successfully !  
For any help, call MSTD Help Desk - 180022 5900 or for query send email to [helpdesk@mstdfms.in](mailto:helpdesk@mstdfms.in)

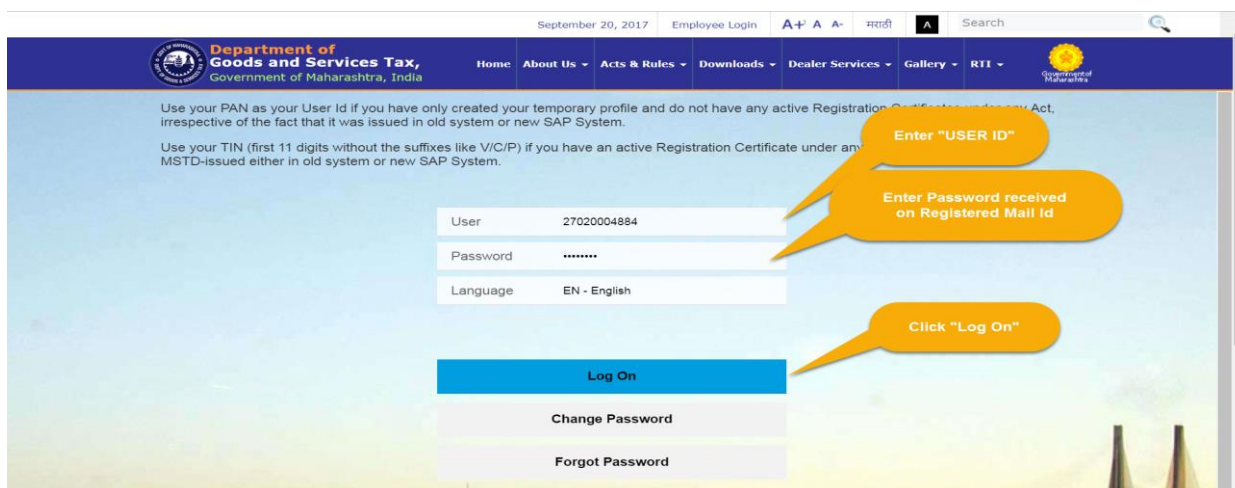
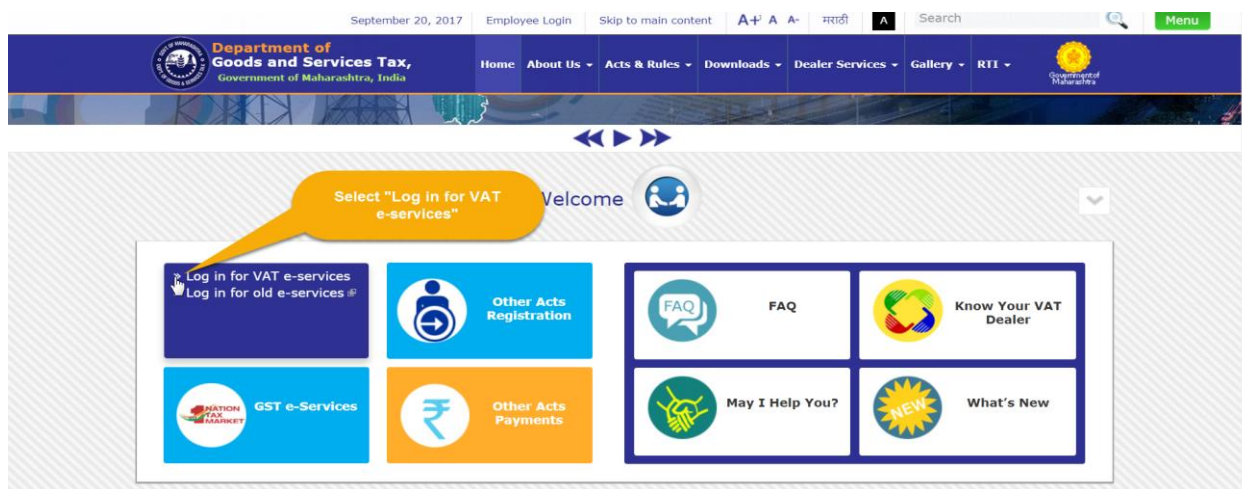
An E-Mail containing Username and Password has been sent to your registered Email-ID  
[Please Login](#)  
Please check your spam folder, if mail is not delivered

Dealer will receive permanent User id and password in his registered email id.



## 5. Enter Permanent User Id & Password

- Select “Log in for VAT e-services” as below.



- Enter “USER ID” received on registered mail id
- Enter “Password” received on registered mail id
- Click “Log On”
- Dealer will have change the password in first login.



Our Taxes,  
for Our Nation

User	27300007058
Current Password	*****
New Password	*****
Repeat Password	*****

This is an initial password that must be changed

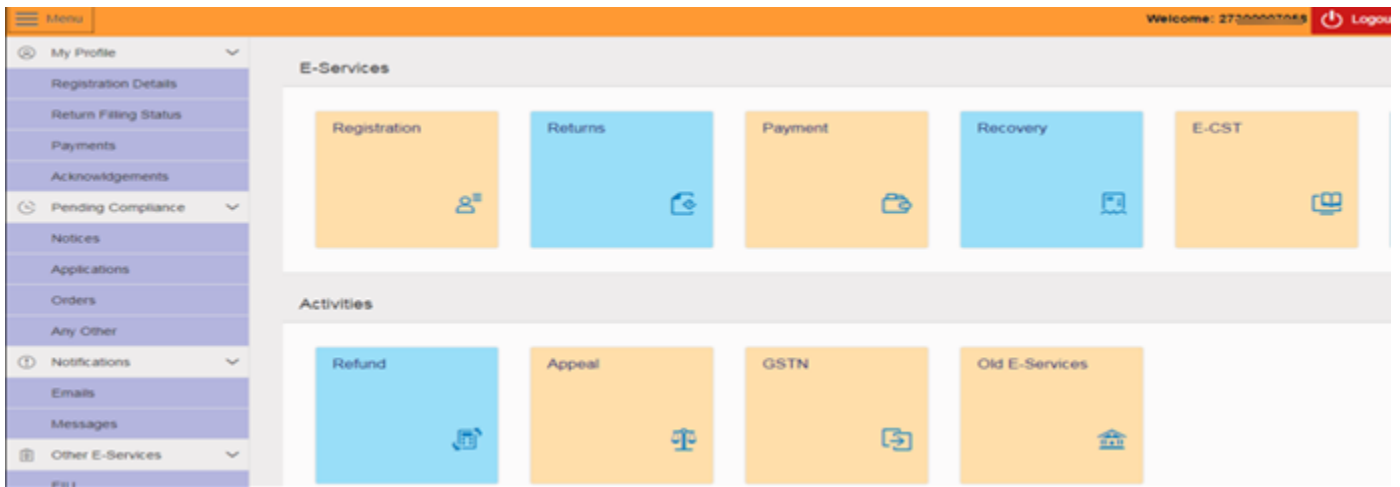
**Change**

The password was changed

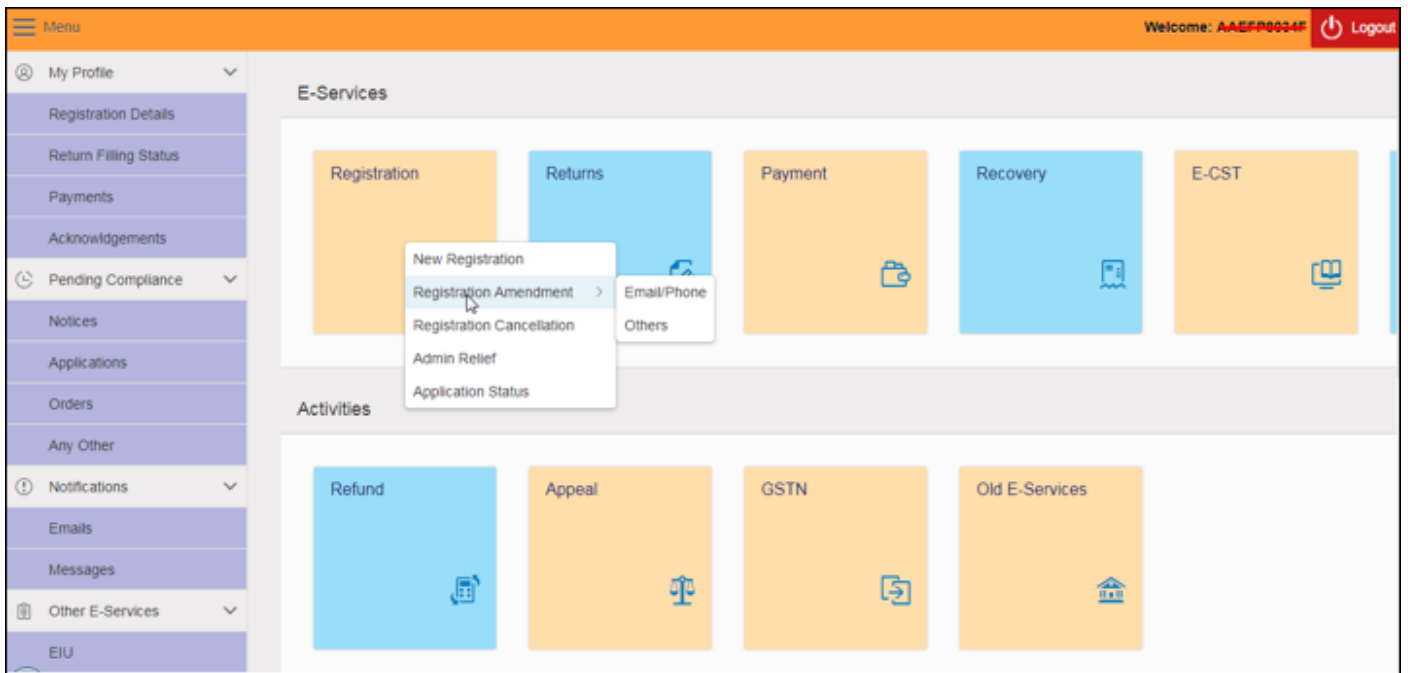
**Continue**

- Click on Continue.
- This will take to the dealers Home page.

## 6. Dealers Home page.



Dealers home page will have all the dealer details with respect to returns, payments, e-CST, refunds etc.



## 7. Raising Service request

Go to [www.mahagst.gov.in](http://www.mahagst.gov.in).

Click on “May I Help you?” ---> Service Request.

The screenshot shows the homepage of the Department of Goods and Services Tax, Government of Maharashtra, India. The navigation menu includes Home, About Us, Acts & Rules, Downloads, Dealer Services, Gallery, and RTI. The main content area features a 'Welcome' message and a grid of service tiles. A red arrow points to the 'May I Help You?' tile, which is highlighted. Below this, the 'May I Help You?' page is shown, featuring a 'Service Request' button among other options like 'Report Tax Evasion', 'Contact Us', and 'Helpdesk'.

Here Dealer can raise a service request for any problems related to Registration, Returns, Payments, Refunds, e-CST, etc.

While describing the problem, please mention proper problem description with the following details:

1. State problem description.
2. Mention TIN, PAN, email id, contact number.
3. Upload supporting error screen-shots.





**THANK YOU**