USER MANUAL

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
- 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”

Click “Create Profile for New System”
Select “Registered In-Active / Cancelled Dealer” and click on “Next” on extreme right below.

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

![Registered Dealer Profile Creation in SAP](image-url)
User id and Full name will be automatically auto-populated.
All other details to be input by the dealer.

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

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

- Enter OTP received on your registered mobile number.
- Select "Security Question" from Drop down List.
- Enter the Answer for above selected Security Question.

**Congratulations !**
Welcome to MSTD Your temporary profile is created successfully.
For any help, call MSTD Help Desk - 160022 5900 or for query send email to helpdesk@mstdfm.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.

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.

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

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

User id and Full name will be automatically auto-populated.
All other details to be input by the dealer.
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.
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.
Click on Continue.

This will take you to the dealer's 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.

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

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:

2. Mention TIN, PAN, email id, contact number.
3. Upload supporting error screen-shots.
THANK YOU