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# USER MANUAL

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## **Reset Password for Profession Tax**

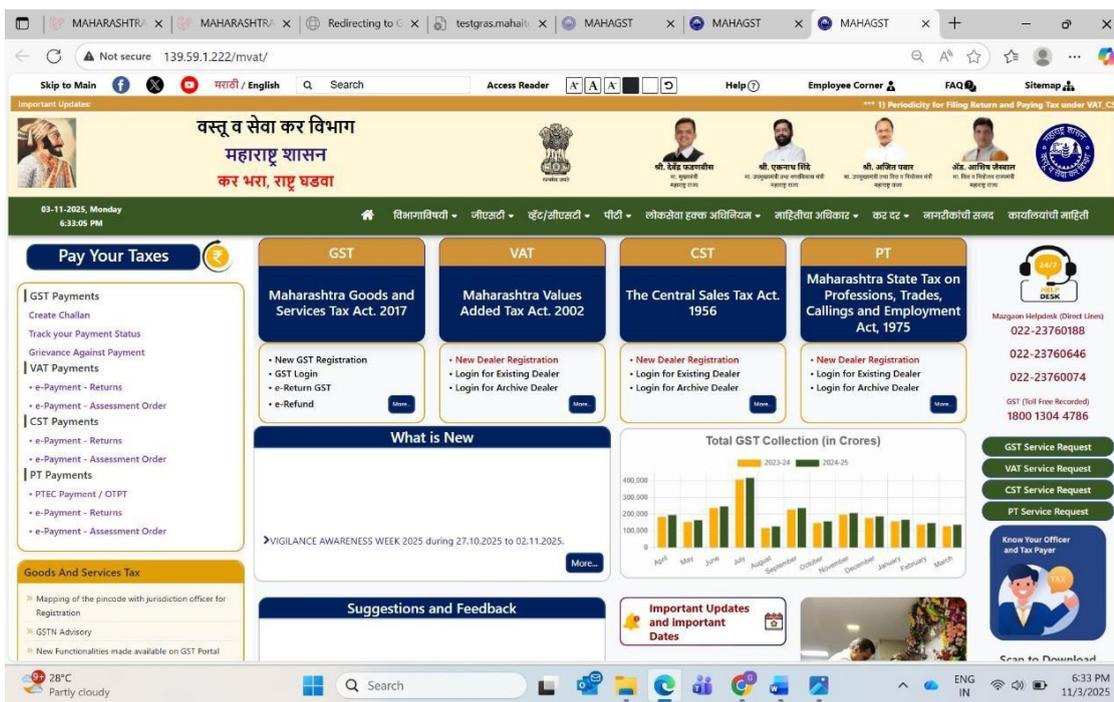
MAHARASHTRA GST TAX DEPARTMENT



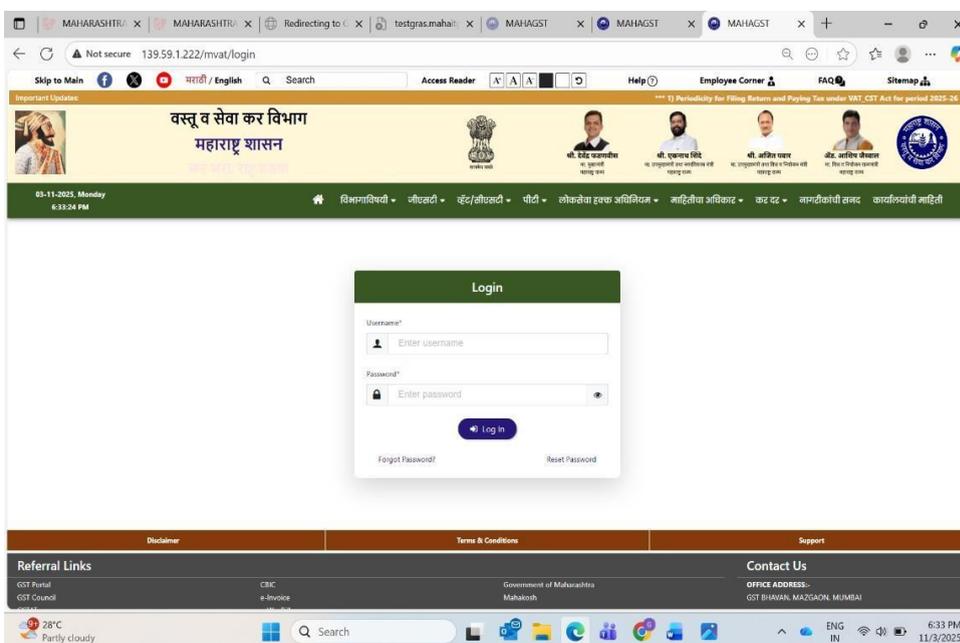
# Instruction to Onboard Existing Dealer into New System

## Steps:

1. Log on to website [www.mahagst.gov.in](http://www.mahagst.gov.in)
2. Go to Respective Act Section.
3. Click on the option "Login for Existing Dealer under PT Act".



4. "Login" page will open.
5. Click on "Reset Password".





6. Enter Valid "TIN" no Suffix P.
7. Enter Valid "PAN"

The screenshot shows a 'Reset Password' form with the following fields and buttons:

- TIN\***: Input field with placeholder text 'Enter TIN'.
- PAN/TAN\***: Input field with placeholder text 'Enter PAN/TAN'.
- Email Id\***: Input field with a red 'Send OTP' button to its right.
- Mobile Number\***: Input field with a '+91' prefix and a red 'Send OTP' button to its right.

8. Field Auto-populates Email ID and Mobile No , after entering TIN and PAN.
9. Click on "Send OTP".



The screenshot shows the 'Reset Password' form with the following populated fields and status:

- TIN\***: Input field containing '27295725251P' with a green checkmark.
- PAN/TAN\***: Input field containing 'BEZ-' with a green checkmark.
- Email Id\***: Input field containing 'swl...98@gmail.com' with a red 'Send OTP' button to its right.
- Mobile Number\***: Input field containing '+91 7C...76' with a red 'Send OTP' button to its right.

Below the form, there are two links: 'Doesn't Know TIN?' and 'No longer have access to mobile/email?'.



10. OTP will be received on Email ID and Mobile No Verify it and submit. (For future communication)

**Reset Password**

TIN\*  
27C...5251P ✓

PAN/TAN\*  
BE...9A ✓

Email Id\*  
swa...@gmail.com Verified

Mobile Number\*  
+91 7...76 Verified

Password  
[Empty field]

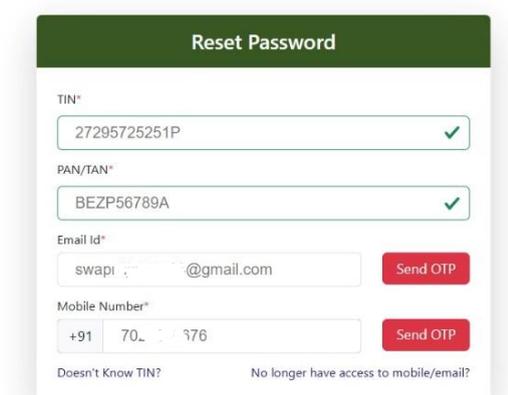
Confirm Password  
[Empty field] [Eye icon]

Submit

11. Enter Password
12. Enter the Confirm password for confirmation.
13. Click on “Submit” button.

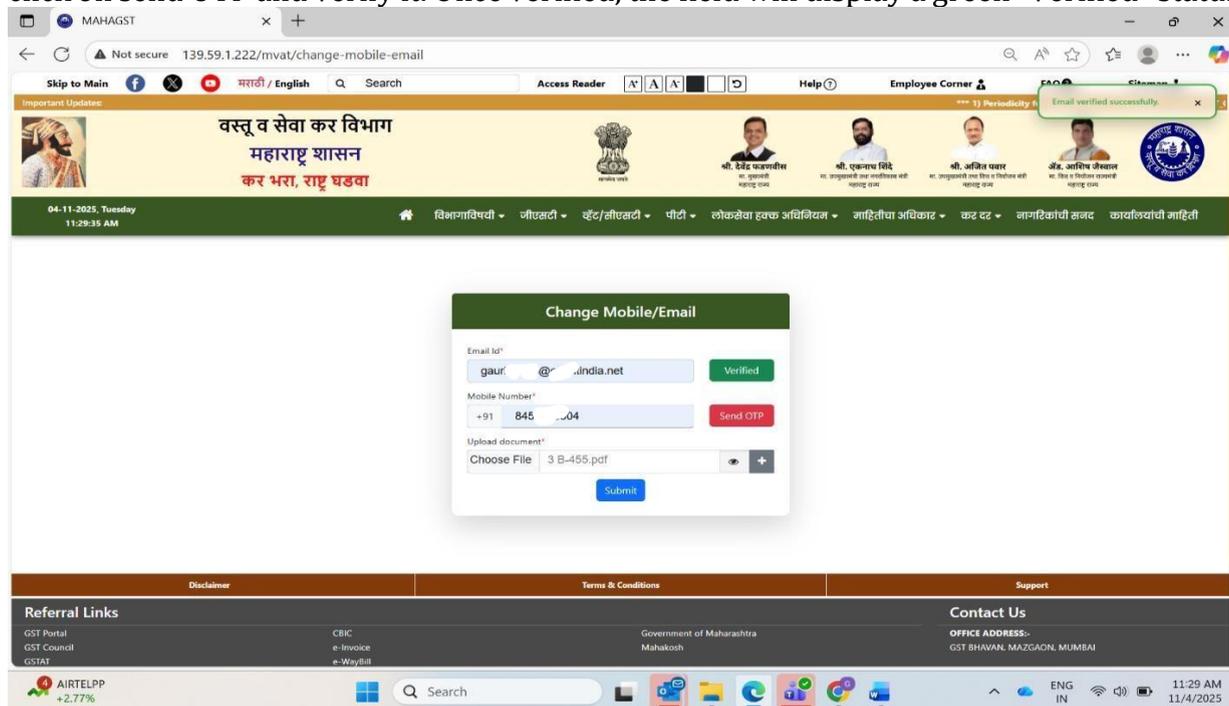
# If you want to change Mobile No and Email ID, then

- 1. Click on “want to change Mobile/Email?”



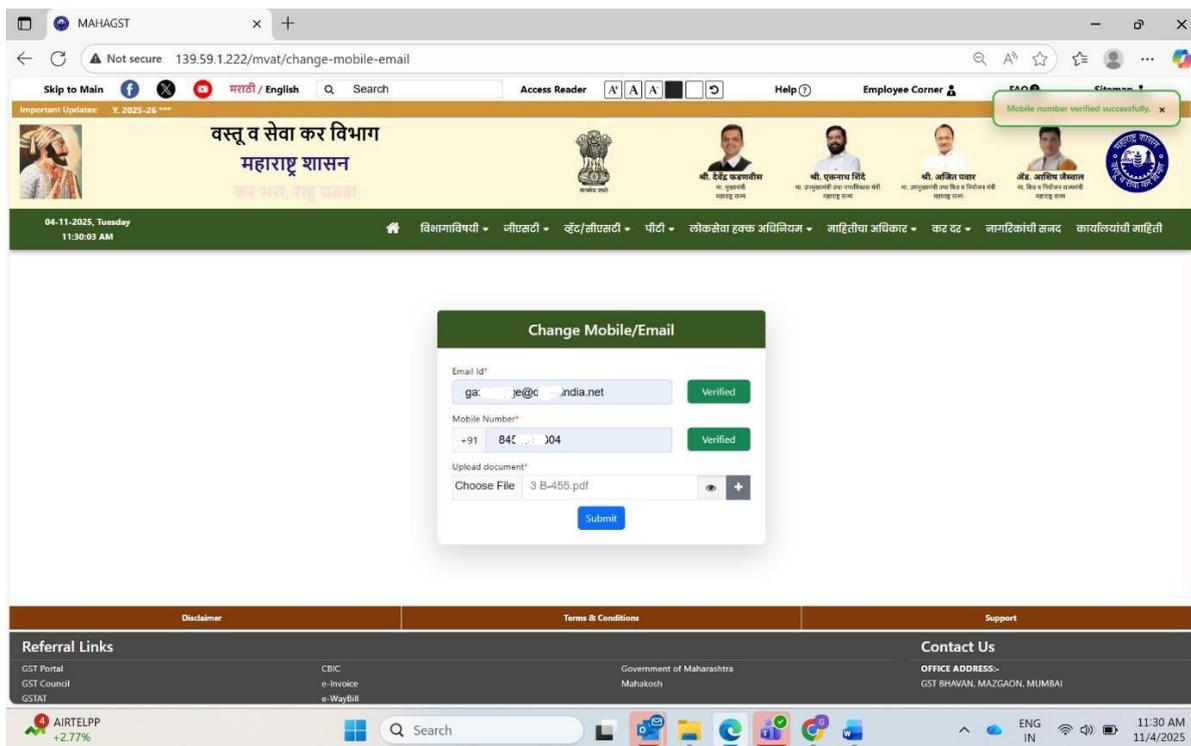
- 2. Enter valid Email ID.

- click on send OTP and verify it. Once verified, the field will display a green “Verified” status.

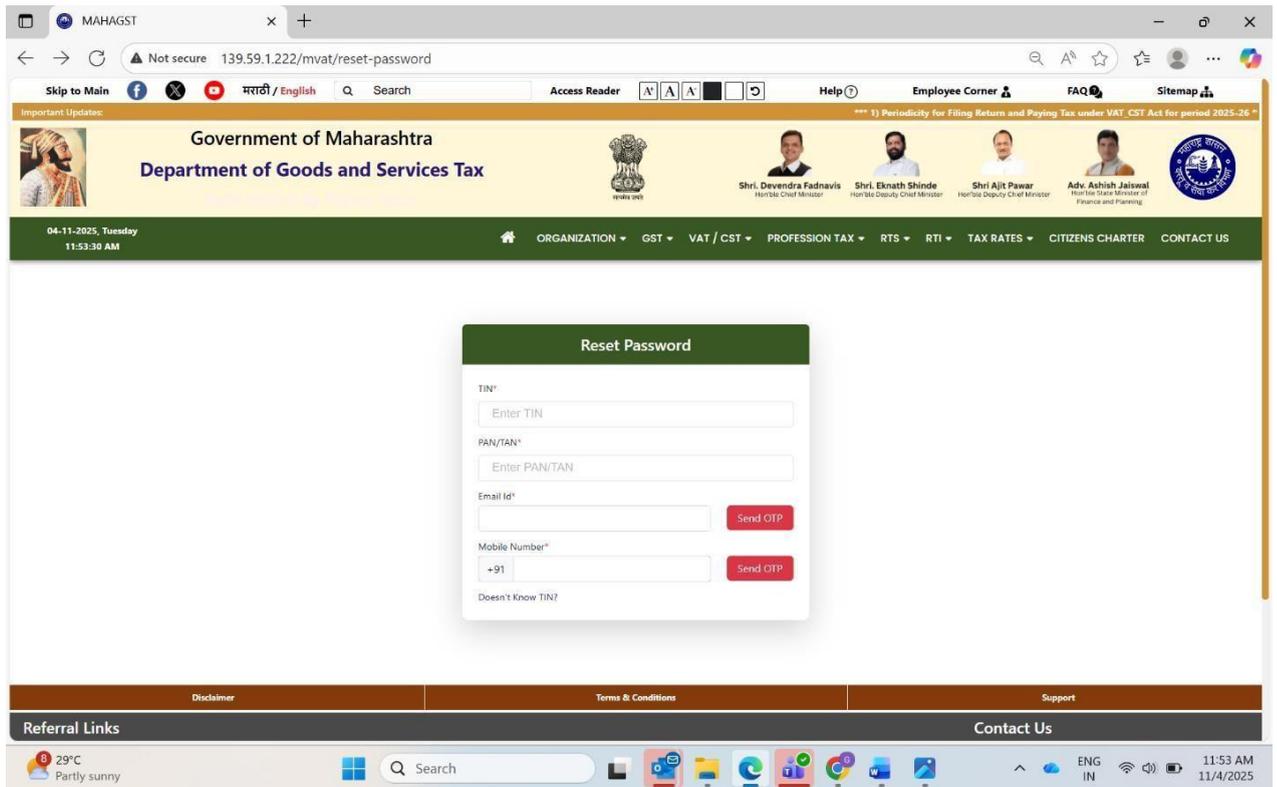


3. Enter valid Mobile No.

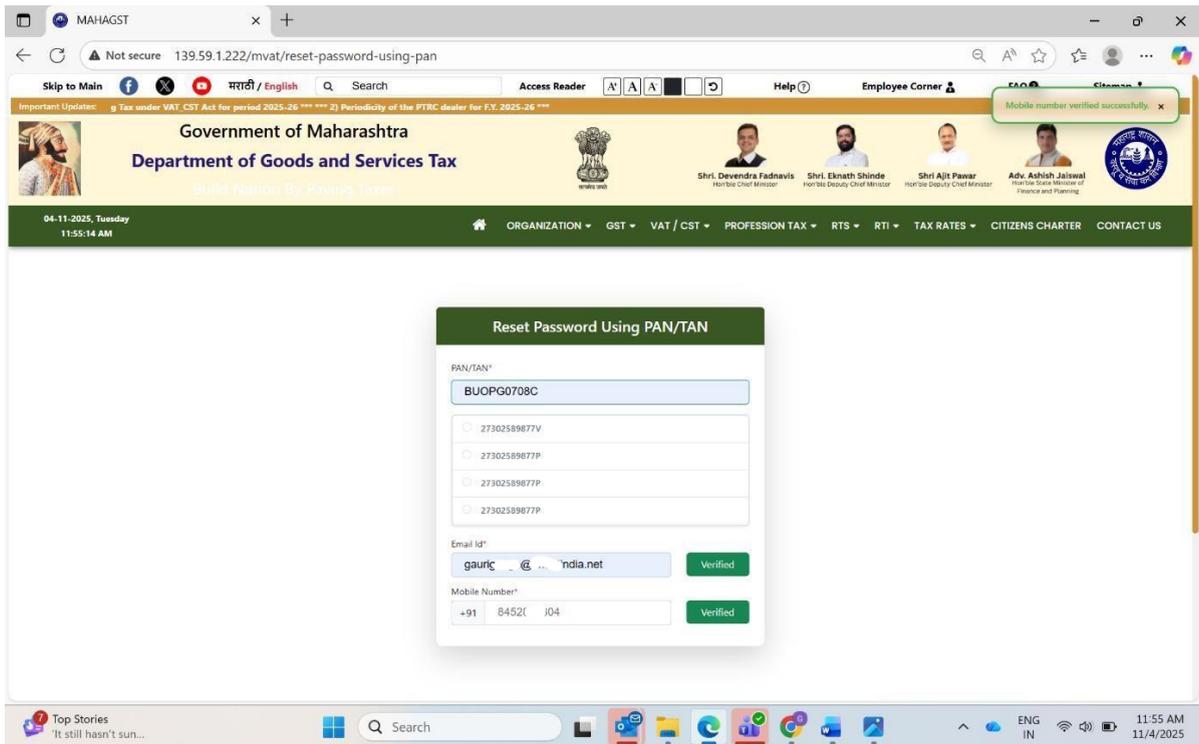
- click on send OTP and verify it. Once verified, the field will display a green “Verified” status.
- Click on choose file to upload document.
  - 1) Authorization from the registered dealer to update mobile no and Email ID.
  - 2) Aadhar card/PAN card copy of applicant.
- Click on Submit.



# If you do not know your TIN then click on Doesn't know TIN?



- Enter PAN/TAN
- Enter Email ID and verify it.
- Enter Mobile No and verify it.





**THANK YOU**