

Maharashtra State Tax Department

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 Log-in id and password.
- Raise service request (if any problem)



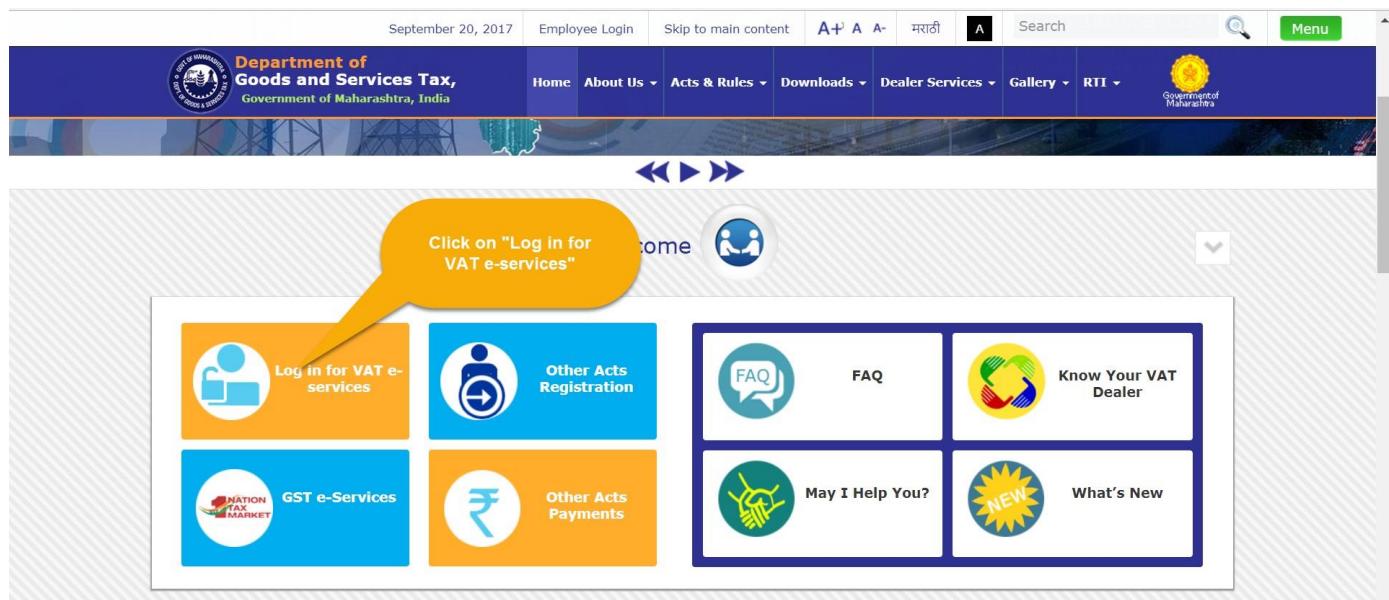
4. Process flow for “Legacy (Registered) Dealer Profile Creation in SAP

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

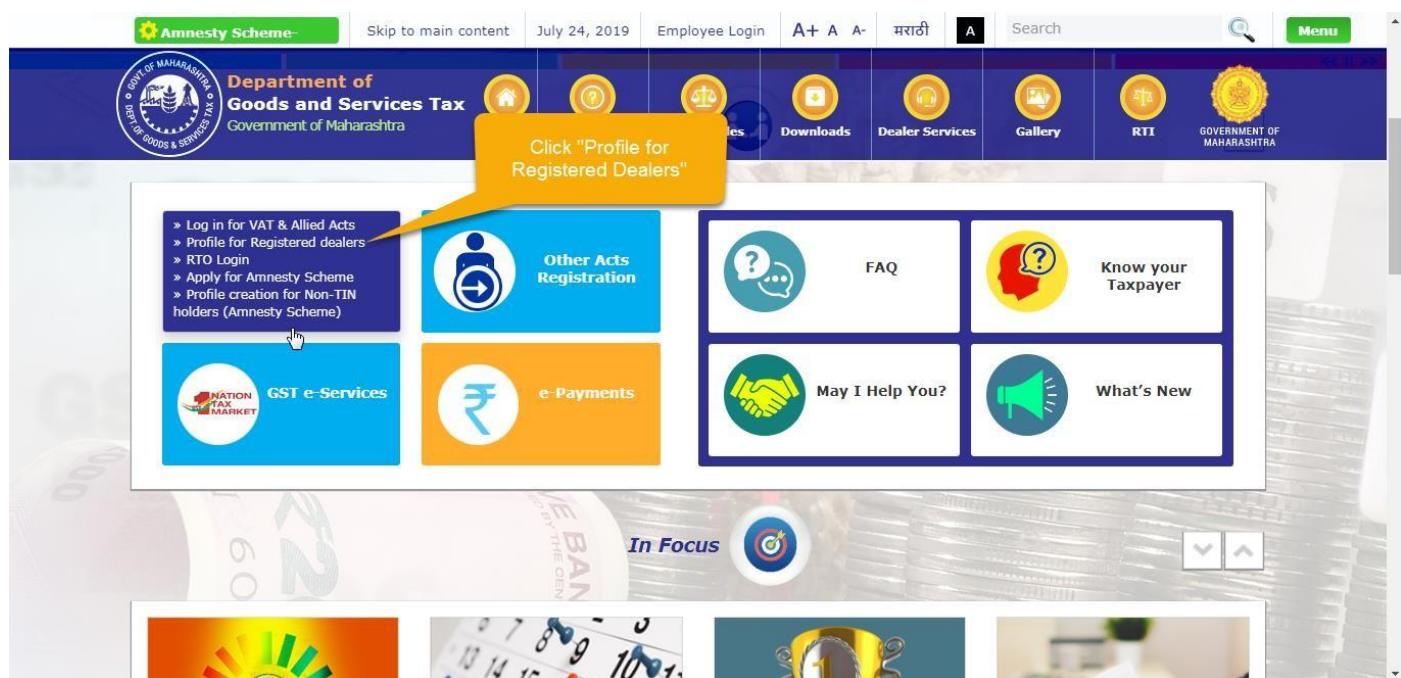
4.1 Registered Active Dealer

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.

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: DUPNK

Next



User Details

Your user ID:

*Full Name: Shri MOHAMMED AYUB SHAIKH

*Email ID:

*Re-enter Email ID:

*Mobile Number:

*Authorized Signatory Name:

*Authorized signatory designation:

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 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 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 on 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: cricket

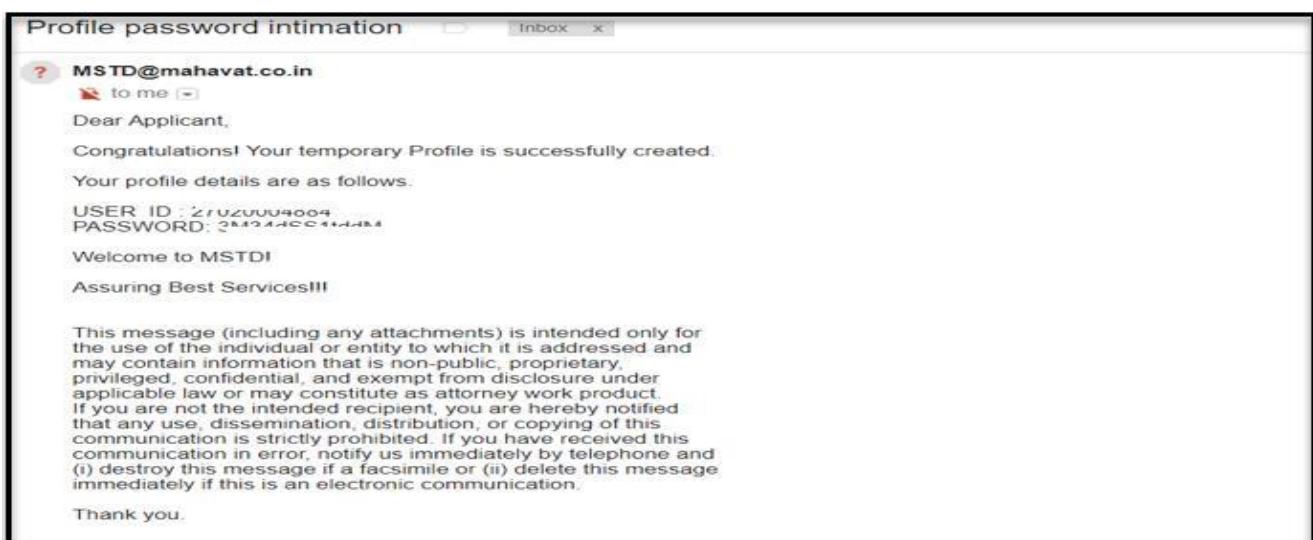
Submit

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



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



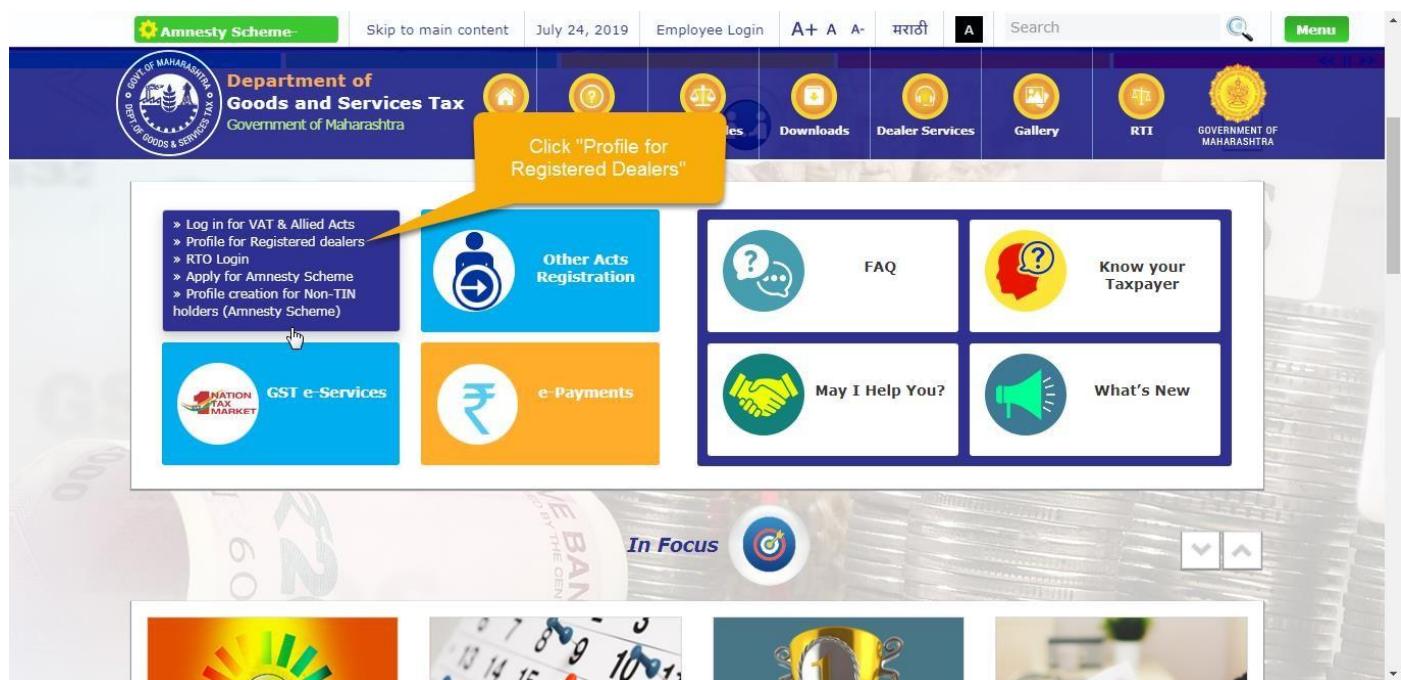
4.2 Registered In-Active/Cancelled Dealer

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

Next

- Give PAN and or 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 Give PAN id

PAN: L.....-----

Constitution: Person Proprietor

Give existing legacy dealer Tin Give existing legacy dealer Tin

TIN:

Image: 

Captcha: DUPNK

Next

User Details

Your user ID:

*Full Name: Shri MOHAMMED AYUB SHAIKH

*Email ID: shrikashifay@gmail.com

*Re-enter Email ID: shrikashifay@gmail.com

*Mobile Number: 9876543210

*Authorized Signatory Name:

*Authorized signatory designation: Partner

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 '.....@.....'. 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 e-mail with the link for activation and OTP on the mobile number which was given during profile creation.

Mon 25-Dec-17 8:06 PM
TRFC_USER <TRFC_USER@mahavat.gov.in>
Profile Registration Confirmation

To: [Click here](#)

This might be a phishing message and is potentially unsafe. Links and other functionality have been disabled. If you trust this message, We removed extra line breaks from this message.

Dear Applicant,

Congratulations! Your temporary Profile is successfully created.

Click the link below to get your account activated:

<http://mstd/practivation/index.html?&Id=Ad>

Welcome to MSTD!
Assuring Best Services!!!

Regards
MSTD Team

- 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

User ID: ACPf

Security Question: Which is your hobby?

Answer: cricket

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

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 e-mail id.

Profile password intimation

MSTD@mahavat.co.in
to me

Dear Applicant,

Congratulations! Your temporary Profile is successfully created.

Your profile details are as follows.

USER ID : 21020004004
PASSWORD: 28124400444444

Welcome to MSTD!

Assuring Best Services!!!

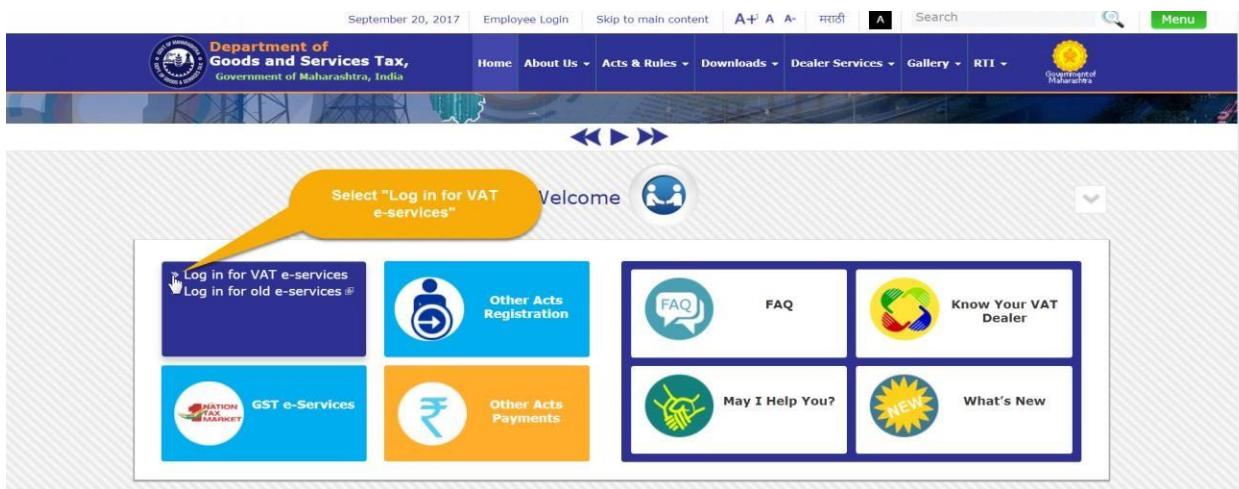
This message (including any attachments) is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, notify us immediately by telephone and (i) destroy this message if a facsimile or (ii) delete this message immediately if this is an electronic communication.

Thank you.



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.



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.

The screenshot shows the Dealers Home page with a navigation menu on the left. The E-Services section contains five buttons: Registration (orange), Returns (light blue), Payment (orange), Recovery (light blue), and E-CST (orange). The Activities section contains four buttons: Refund (light blue), Appeal (orange), GSTN (orange), and Old E-Services (orange). The navigation menu includes options like My Profile, Pending Compliance, and Notifications.

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

The screenshot shows the Dealers Home page with a navigation menu on the left. The E-Services section contains five buttons: Registration (orange), Returns (light blue), Payment (orange), Recovery (light blue), and E-CST (orange). A dropdown menu is open over the Registration button, showing options: New Registration, Registration Amendment, Registration Cancellation, Admin Relief, and Application Status. The Activities section contains four buttons: Refund (light blue), Appeal (orange), GSTN (orange), and Old E-Services (orange). The navigation menu includes options like My Profile, Pending Compliance, and Notifications.

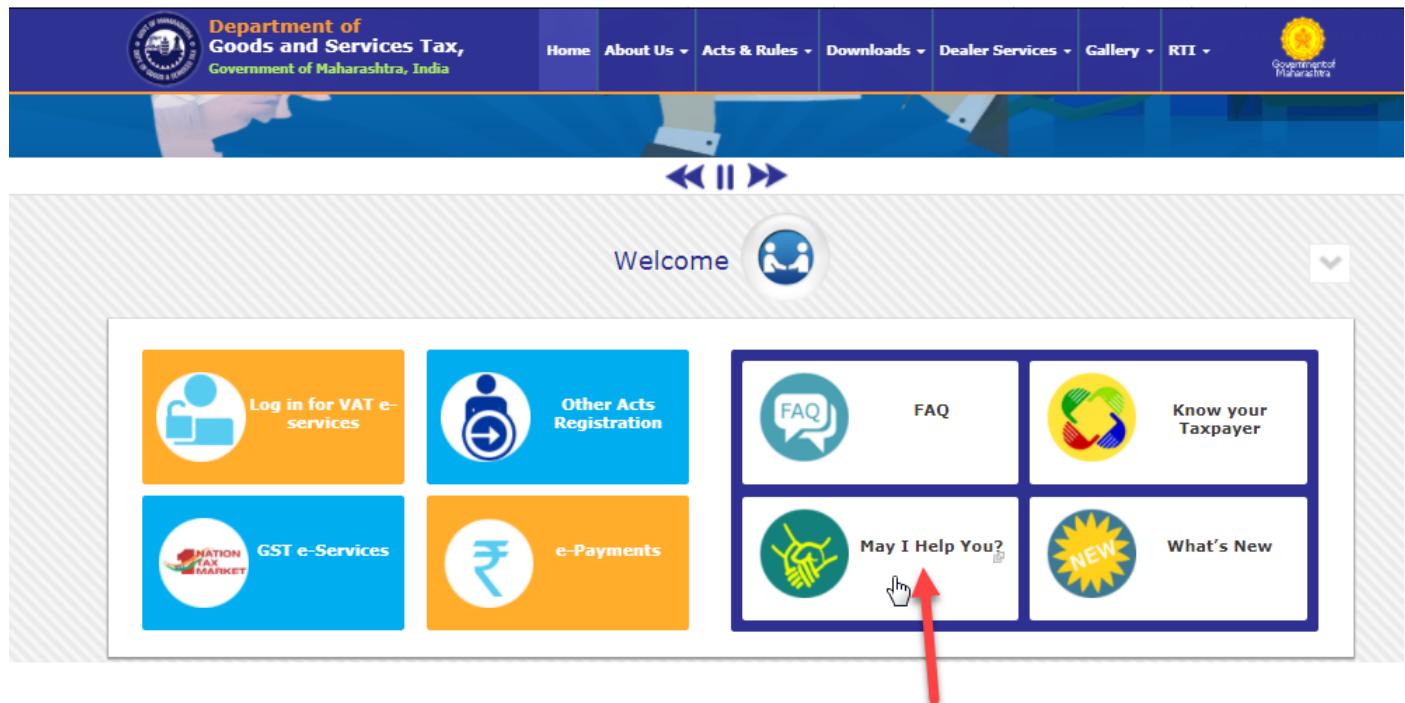
The dealer will have Amnesty Scheme 2023 tab in his login Home page.



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 and Amnesty scheme etc. While describing the problem, please mention proper problem description with the following details:

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



THANK YOU