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a. Dealer Profile Creation

- Login in to below link
- www.mahagst.gov.in
- Click on “Menu” button

1. Registered Dealer if he/she has an active registration certificate under at least one of acts administered by MGSTD can create temporary profile through below mentioned process.

2. This temporary profile creation is only for accessing new automation services through www.mahagst.gov.in portal.

3. The new user id and password created should be used to login on www.mahagst.gov.in portal.

Steps to download the Registered Dealer Profile creation manual at Mahagst website:

Step 1 → www.mahagst.gov.in

Step 2 → Click on “Menu” button

Step 3 → Click on “Dealer Services”

Step 4 → Select “Manuals and Procedures” and download “User Manual for Legacy Dealer Profile Creation in SAP” from “Mahagst Portal”.

Click on “New Dealer Registration”

- It will redirect you to “New Registration” page.

- Click on "New Registration under various Acts"
- You will redirect to page for Instruction for Registration.
Click on "Next" for enrollment of Unregistered Dealer under Entry Tax on Goods.

Click on “New Dealer” under Type of Applicant.
Click on “Next”
b. To create profile for Entry Tax on Goods Enrollment

- Click on **PAN** or **TAN** option.
- Select “**Constitution**” from dropdown.
- Enter your **PAN** or **TAN** number.
- Enter image details in Captcha.

![Image of New Dealer page]

- Enter your **PAN** or **TAN** to create temporary profile.
- Select “**Constitution**”
- Enter details as per image in Captcha.
- Click on “**Next**” button to proceed to next step.
Enter your email-id and mobile number details.

Click on “Create Profile” button.

- Enter your email-id and mobile number details.
- Click on “Create Profile” button.
- Enter your email-id on which temporary profile activation link will be sent.
- Confirm your email-id provided.
- Enter your mobile number.
- Click on “Create Profile” button.

After click on Create Profile button below confirmation page will be shown that contains your email id and mobile number provided for temporary profile Activation.
Link has been sent to your email ID which is provided by you. 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 your mobile number which is provided by you.

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

If you have not received the email:

1. Check whether email ID provided by you is correct?
2. [Click here](#) to resend the email to get activation link
### c. Profile Activation E-Mail & SMS

- Profile Activation Email and OTP Format is shown below.
- Click on the link provided in your email to activate your profile.

#### 1. PROFILE ACTIVATION EMAIL

**Enrollment under Entry Tax**

![Email Enroll](image)

**Profile Activation Email**

```
Dear Applicant,
Welcome to MSTD!
Your Temporary profile has been created. Please use below mentioned link to activate your profile under Entry Tax.
HTTP://MSTDCCNWSCTY.MAHAVAT.COY.IN:8000/MSTD/PROACT/URD/INDEX.HTM?&id=Adgpos2g2NjY2Ng

Assuring Best Services!!!

Regards,
MSTD Team
```

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Thank you.

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#### 2. BELOW TYPE OF PROFILE ACTIVATION OTP RECEIVED ON YOUR MOBILE NUMBER.

![Profile Activation OTP](image)
- Enter OTP (One Time Password) received on your mobile number.
- Select your Security Question from dropdown and enter answer for your security Question.
- Click on "Submit" button.

After click on “Submit” button below confirmation page will be shown. This is a confirmation that your enrollment number and temporary password has been generated and sent on your provided email-id.
Confirmation email with enrollment number and password is shown below.

Dear Applicant,
Congratulations! Your Profile is successfully created. Your profile details are as follows:

USER ID: 77000006966
PASSWORD: M@1tM43t21
Welcome to MSTD!
Assuring Best Services!!!

Regards,
MSTD Team

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.
d. Login for e-Services

- Login in to below link.
- [www.mahagst.gov.in](http://www.mahagst.gov.in)
- Click on “Menu” button.

Click on “Menu” button, you will be able to see “Login for e-Services”. 
e. Login

- Click on “Log in for VAT & Allied Acts” in Log in for e-Services.
- Enter your Login credentials
  - User: TIN without suffix
  - Password: xxxxxxxx
- Click on “Log On”

- If you click on “Log in for VAT & Allied Acts”, you will be able to see Log On screen.
- Enter your Login credentials
- User id: 77XXXXX6965
- Temporary Password: XXXXXXXXXX
- Click on “Log On” button. It will redirect you to change password screen.

After entering your credentials click on “Log On” button. It will redirect you to change password screen.

Click on “Change” button. It will redirect you to E-Services Screen.
f. Select Returns

➢ Click on “Returns”.

➢ Click on “Returns” button. It will redirect you to Returns Home page.
g. Return Submission Other Than VAT/CST

 Click on “Return Submission Other Than VAT/CST (From 1st April 2016)”

 Click on “Return Submission Other Than VAT/CST (From 1st April 2016)” will redirect you to select Returns page
h. Select Act

- Select **Unregistered Entry Goods** from drop down.
- Select **Form-4 (ET Goods)** from drop down.

Select “**Unregistered Entry Goods**” under Registration Number / Act.
Select “**Form-4(ET Goods)**” under Select Form.
➢ Click on “Next” button.

➢ Click on “Next”, it will redirect to select Return/Statement Type.
i. **Select Return/statement type**

- Select Statement/Return Type from drop down **“Revised”**.

Select Revised

- Select “Revised” from drop-down.
➢ Click on “Next”, It will redirect to Return Date selection page.
j. **Select Return Date**

- Select “**Return Date**” from date calendar.
- Click on “**Next**”.

- Click on “**Next**”, it will redirect to upload new file.
k. Upload Return

- You will be asked to upload New File.
- Click on “Yes” button.

- Click on “Yes” to upload new file. It will redirect to file uploading page.
I. Select .txt file and upload

- Click on “Browse” and select the .txt file generated on your desktop from the Return template.

1) Click on Browse to upload .txt file

2) Select .txt file

Click on Open

Click on OK
➢ Click on “Upload File”.

➢ After click on “Upload File”, it will redirect to draft return page.
m. Draft pdf Return

- Here you can view and download your Draft Return PDF.

- **Note** → System will display the Draft Return PDF before submission.

- Before submitting the Return, you can click on, “**Form-4(ET Goods)**” to view the Draft Return PDF.
- You can review or download Draft Return PDF.
- Check the input is given by you in Return template and compare with Draft Return PDF then click on “Submit” button.
n. **Submit Return**

- Click on “Yes” to confirm the return submission. You will redirect to acknowledgement message screen.
Acknowledgement

- Once your Return is submitted successfully, Return Submission Acknowledgement will be displayed on the screen.
- Return PDF and Acknowledgement will be sent to you on your e-mail id provided in Return template.
- Confirmation message will be sent on your mobile number provided in the Return template.

- Click on “Download Return” button to download return submission PDF.
1. **Confirmation E-mail for ET (Goods) Return.**

   ![Illustration of e-mail & SMS after submission of Return]

   - **Email & SMS confirmation message**

   ```plaintext
   Dear Tax Payer,
   Transaction No: 7599
   TIN No: 7700006965E
   Thank You,
   MSTD
   DISCLAIMER - FOR BEST VIEW PLEASE OPEN THE PDF ATTACHMENT WITH ADOBE READER
   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.
   ```

   ![You will receive Return acknowledgment e-mail after you submit]

   ![You can download return PDF from here]
2. Confirmation SMS for ET (Goods) Return.

Dear Tax Payer,

Transaction No: 7599
TIN No: 770000696E

Your Return under FORM-4 ET Act for the date 14-04-2016 is submitted on 15-04-2017.

You will receive final confirmation message.