

Excise E-Retail passes FAQ

New User Sign-up

1) How Excise Licensee has to get registered in HPTAX website?

Answer:

1> For applying E-Retail passes firstly dealer have to obtain License no from the department and license no /Tin no. should be starting from 56% . Dealer has to visit following link for New user signup:

<https://hptax.gov.in/HPPortal>

2> After receiving license no /Tin no. from the department. Dealer has to do sign up from the HPTAX website.

Figure:1

3> Dealer have to click on the **New user sign up link** from website.

4> After Dealer clicks on the **New user sign up link** , dealer has to select excise option from **tax type** field and also have to enter the Tin/License no , Data of validity received from the department .

5> Dealer has to click on **submit** button. And after dealer clicks on submit button user detail page opens on the screen.

New User Sign-up

The screenshot shows the 'New User SignUp' page. The header includes the department name and navigation links. The left sidebar contains a 'Sign In (Registered Users)' section with fields for 'Login Id' and 'Password', and an 'e-Services' menu. The main content area is titled 'New User SignUp' and contains the following form fields:

- Tax Type *: Exise
- TIN / License No. *: 56010200070
- Date of Validity (dd/mm/yyyy) * : 30/06/2016

Below the form, there are 'Submit' and 'Back' buttons. A note at the bottom of the form states: 'Fields marked with * are mandatory'.

Figure:2

The screenshot shows the 'User Detail' page. The left sidebar is similar to Figure 2, but includes a 'Dealer Listing' section. The main content area is titled 'User Detail' and contains the following form fields:

- TIN: 02020200062
- Firm Name: POOJA TRADER
- Date of Validity: 21/06/2016
- Tax Type: VAT
- Personal Information:
 - House Number: [Empty]
 - Village/Town/City: Solan
 - Tehsil: Himachal Pradesh
 - District: Solan
 - State: Himachal Pradesh
 - Pin Code*: 123456
 - Post Office: [Empty]
 - PAN: [Empty]
 - Phone: [Empty]
 - Fax No.: [Empty]
 - Email Id*: atc@gmail.com
 - Mobile No. * +91: 0000000000 (Enter 10 digit mobile no.)
 - First Name *: [Empty] (e.g. Peter)
 - Last Name *: [Empty] (e.g. Parlar)
- Terms And Conditions: I Agree to the terms and Conditions

Below the form, there are 'Submit' and 'Back' buttons. A note at the bottom of the form states: 'Fields marked with * is mandatory'.

Figure:3

New User Sign-up

Figure:4

6> Then Dealer has to click on submit button and a message appears on the home page that **“Account is activated successfully. Login id and password has been sent to your email id”**.

7> Dealer will receive tin no/License No. and password in his/her registered e-mail id .

8> Dealer has to do login in HPTAX website using received login id and password.

Figure:5

New User Sign-up

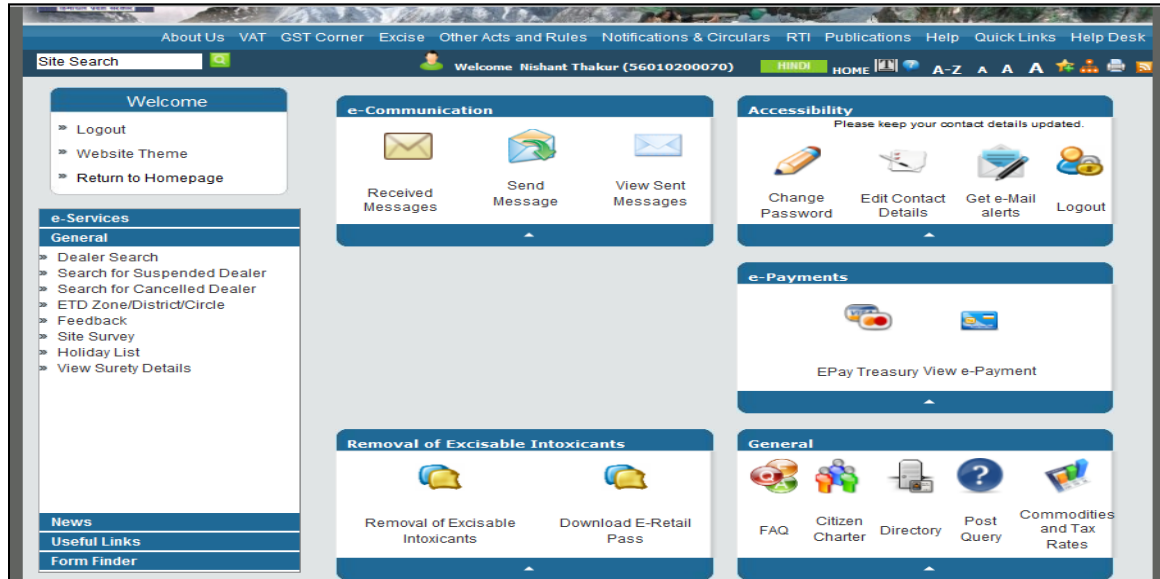


Figure:6