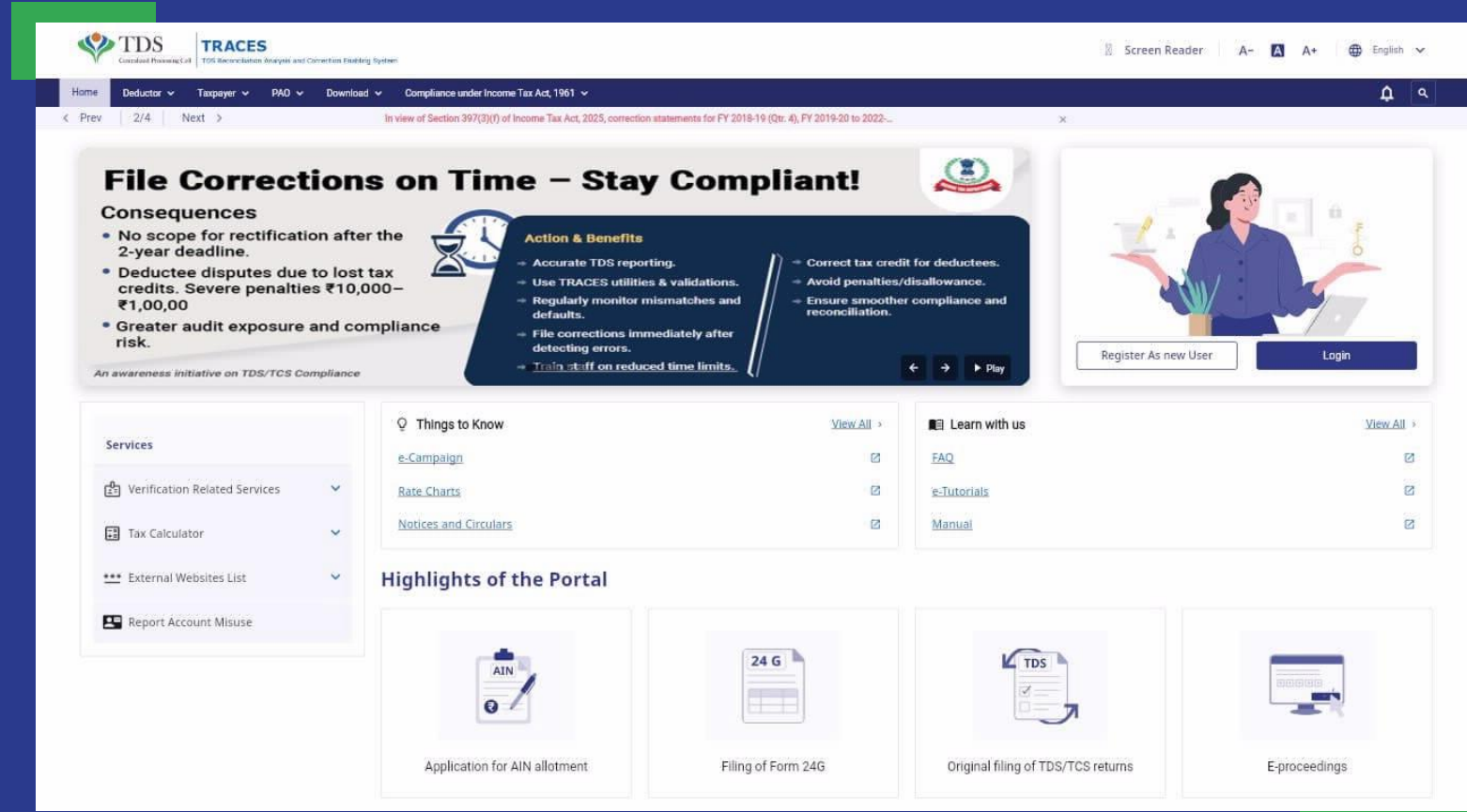




# Registration of Deductor



User Manual: D-1  
TRACES | Deductor | Registration

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## Why should I register as a Deductor on the TRACES Portal?

You should register as a **Deductor** on the TRACES Portal to securely access and manage all TDS/TCS-related activities through a dedicated dashboard. Registration enables you to:

- **Track** the status of TDS/TCS statements filed across different tax years.
- **Download** TDS/TCS certificates.
- **Verify** challan and payment details, including challan status, BIN information, and available balances.
- **Submit** original and correction statements to rectify errors in previously filed returns.
- **Identify** defaults or discrepancies such as short deduction, late filing fees, or interest payable.
- **Access** important reports and files, including Justification Reports, Consolidated (Conso) files, and other TRACES reports.
- **Raise** requests for TDS/TCS refunds or Certificates for Lower/Nil Deduction.
- **Respond** to notices and comply with statutory requirements of the Income-tax Department through e-proceedings.

### Non-Government Deductor

- Valid and Active **TAN** of the Deductor
- **PAN** of the Deductor
- Details of at least one filed **TDS/TCS** statement
  - *Details of **Challan** used in the statement*
  - ***PAN and TDS Amount** of Deductee*
- Valid **Email ID** and **Mobile Number**
- **Authorised Person** details

### Government Deductor having AIN

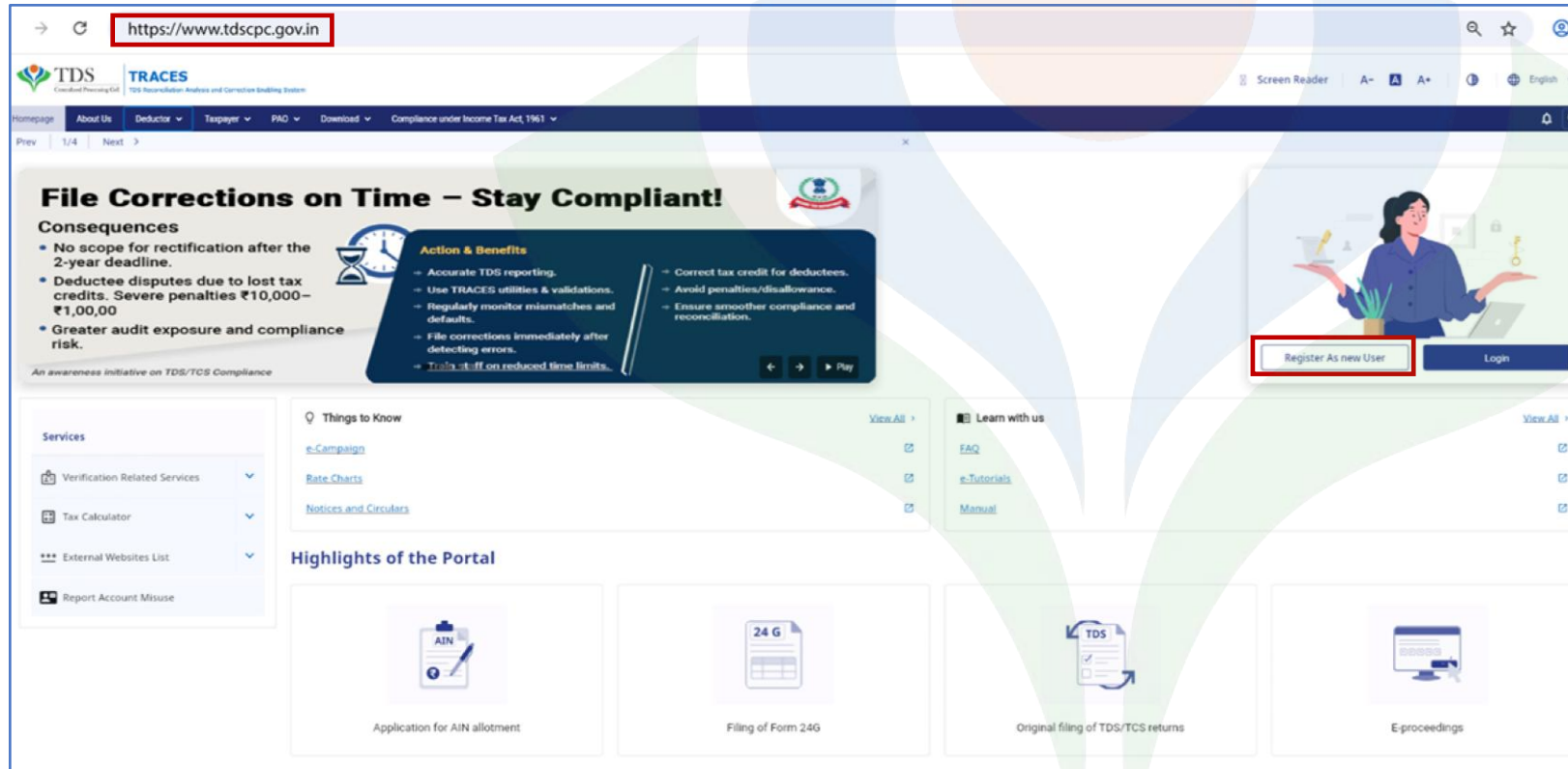
- Valid and Active **TAN** of the Deductor
- Valid and Active **AIN** of the Deductor
- Details of at least one filed **TDS/TCS** statement
  - *Details of **BIN** used in the statement*
  - ***PAN and TDS Amount** of Deductee*
- Valid **Email ID** and **Mobile Number**
- **Authorised Person** details

### Government Deductor not having AIN

- Valid and Active **TAN** of the Deductor
- Details of at least one filed **TDS/TCS** statement
  - *Details of **Challan** used in the statement*
  - ***PAN and TDS Amount** of Deductee*
- Valid **Email ID** and **Mobile Number**
- **Authorised Person** details



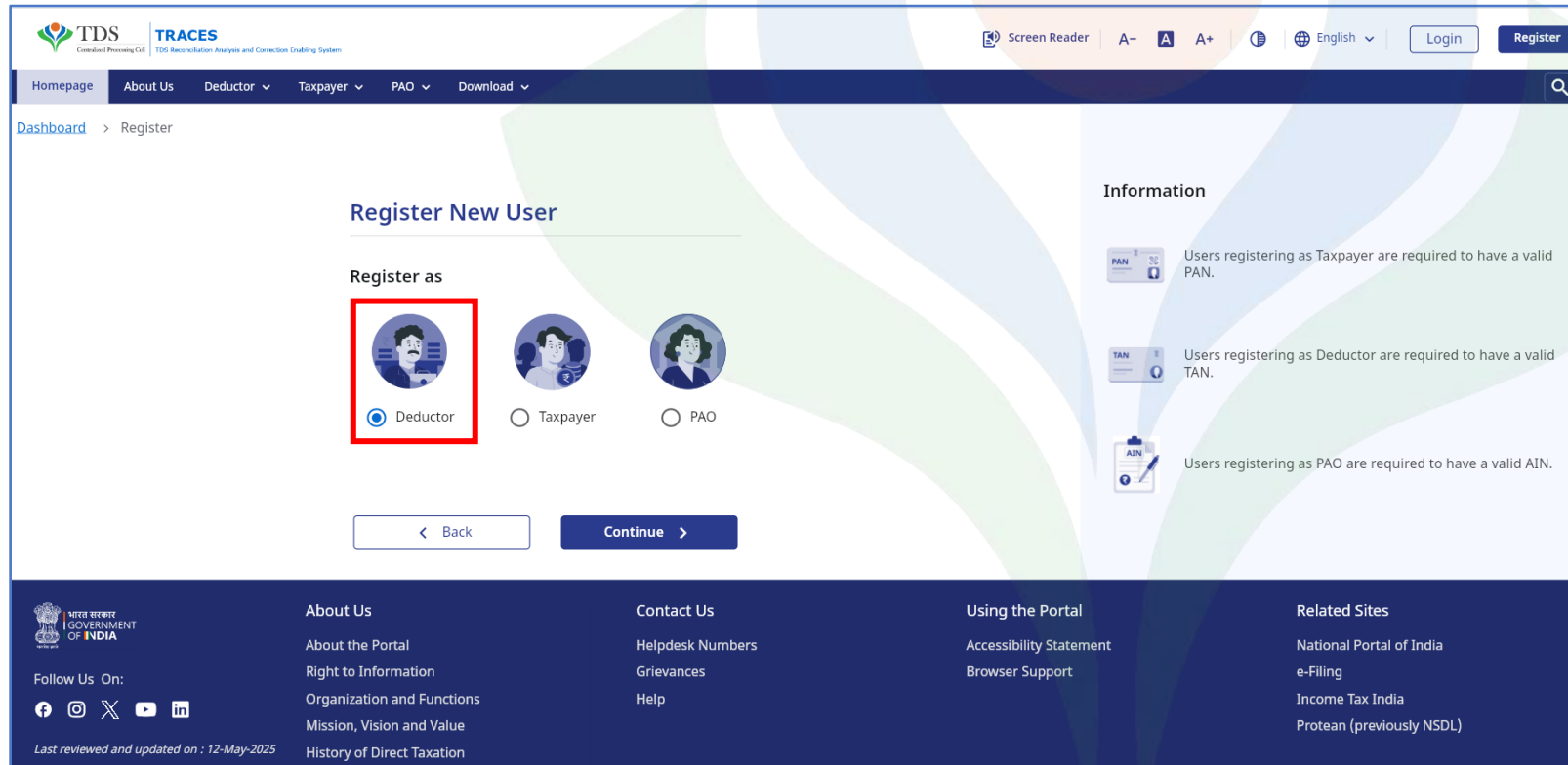
### **Non-Government Deductor** Step-by-Step Registration Process



1  
Enter URL -  
<https://www.tdscpc.gov.in>

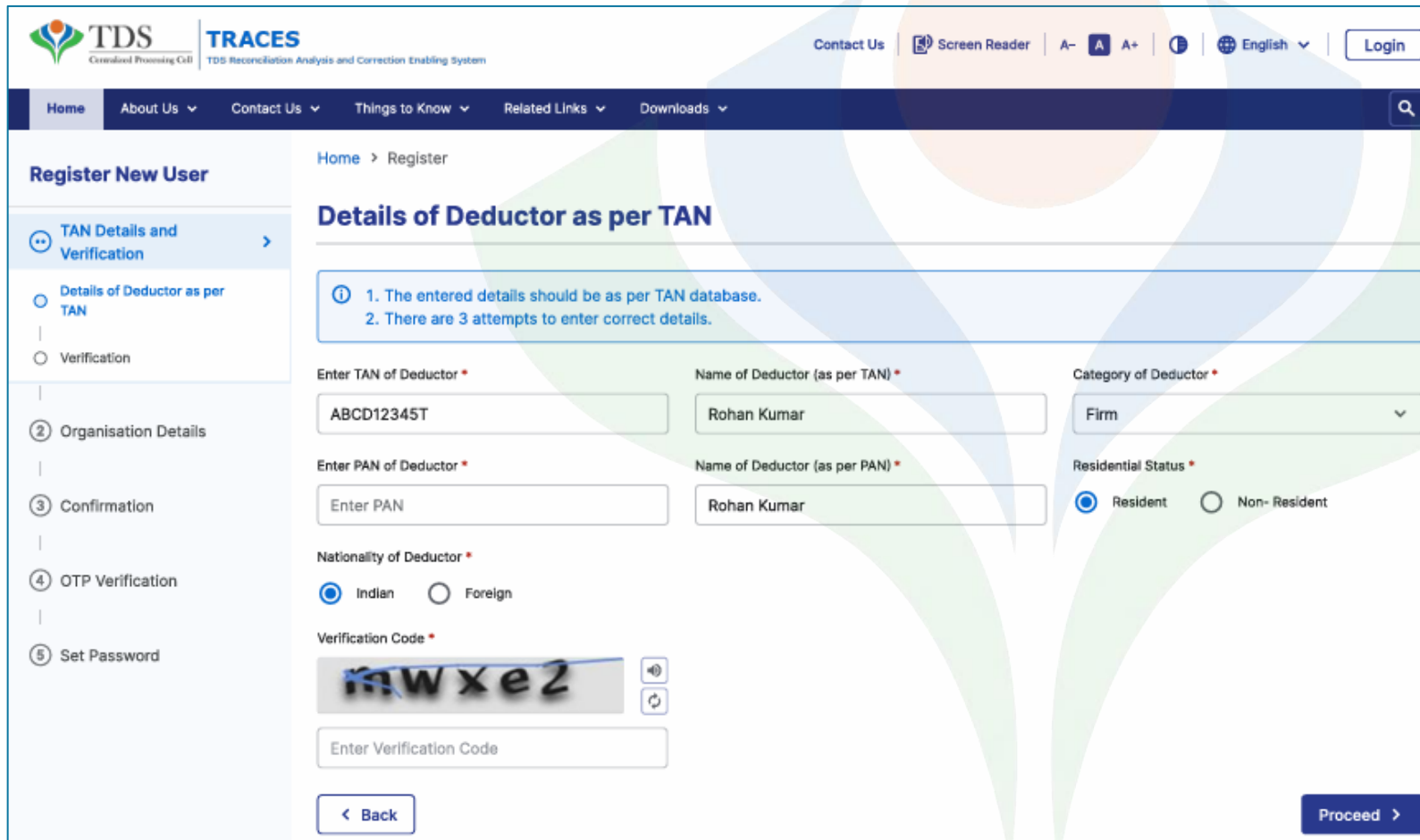
2  
Click on Register As New User.

Contd...



The screenshot shows the 'Register New User' page on the TDS TRACES portal. The page has a dark blue header with the TDS logo, 'TRACES' text, and navigation links for 'Screen Reader', 'A-', 'A', 'A+', 'English', 'Login', and 'Register'. Below the header is a breadcrumb trail 'Dashboard > Register'. The main content area is titled 'Register New User' and features three user type options: 'Deductor', 'Taxpayer', and 'PAO'. The 'Deductor' option is selected and highlighted with a red box. To the right, an 'Information' section provides requirements for each user type: PAN for Taxpayer, TAN for Deductor, and AIN for PAO. At the bottom, there are 'Back' and 'Continue' buttons. The footer contains government logos, social media links, and various utility links.

3  
Select user type as **Deductor** and **Continue**.



Home > Register

### Details of Deductor as per TAN

1. The entered details should be as per TAN database.  
2. There are 3 attempts to enter correct details.

Enter TAN of Deductor \*

Name of Deductor (as per TAN) \*

Category of Deductor \*

Enter PAN of Deductor \*

Name of Deductor (as per PAN) \*

Residential Status \*  Resident  Non-Resident

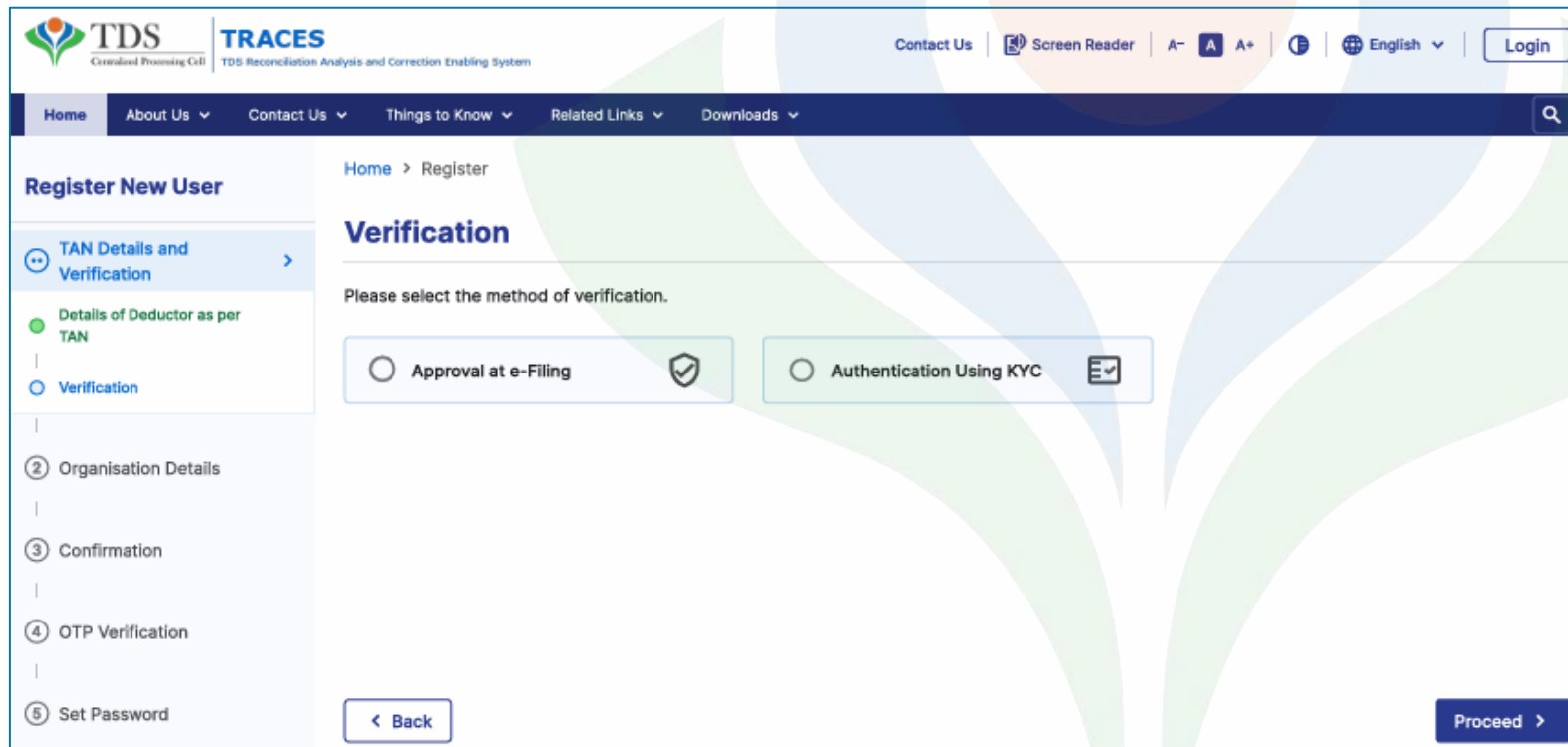
Nationality of Deductor \*  Indian  Foreign

Verification Code \*

[< Back](#) [Proceed >](#)

4

- Enter the details of the Deductor as per TAN and PAN. Please ensure that the information entered is accurate. If incorrect details are furnished three times consecutively, the registration process will be blocked for 30 minutes.
- Enter the **Verification Code** and **Proceed**.

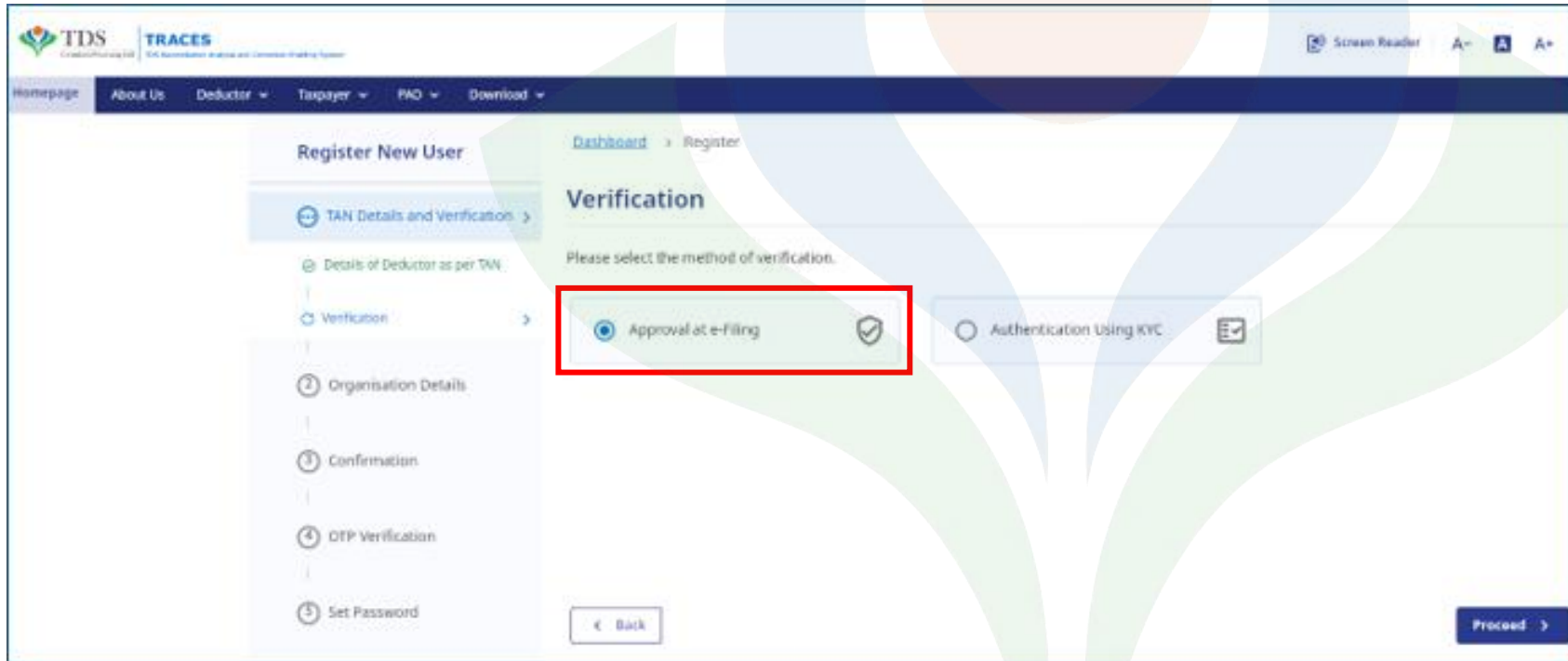


The screenshot shows the 'Verification' step of the registration process. The page title is 'Register New User' and the breadcrumb is 'Home > Register'. The main heading is 'Verification' with the instruction 'Please select the method of verification.' There are two radio button options: 'Approval at e-Filing' (with a shield icon) and 'Authentication Using KYC' (with a document icon). A 'Back' button is on the left and a 'Proceed' button is on the right. The left sidebar shows a progress indicator with five steps: 1. TAN Details and Verification (active), 2. Organisation Details, 3. Confirmation, 4. OTP Verification, and 5. Set Password.

5

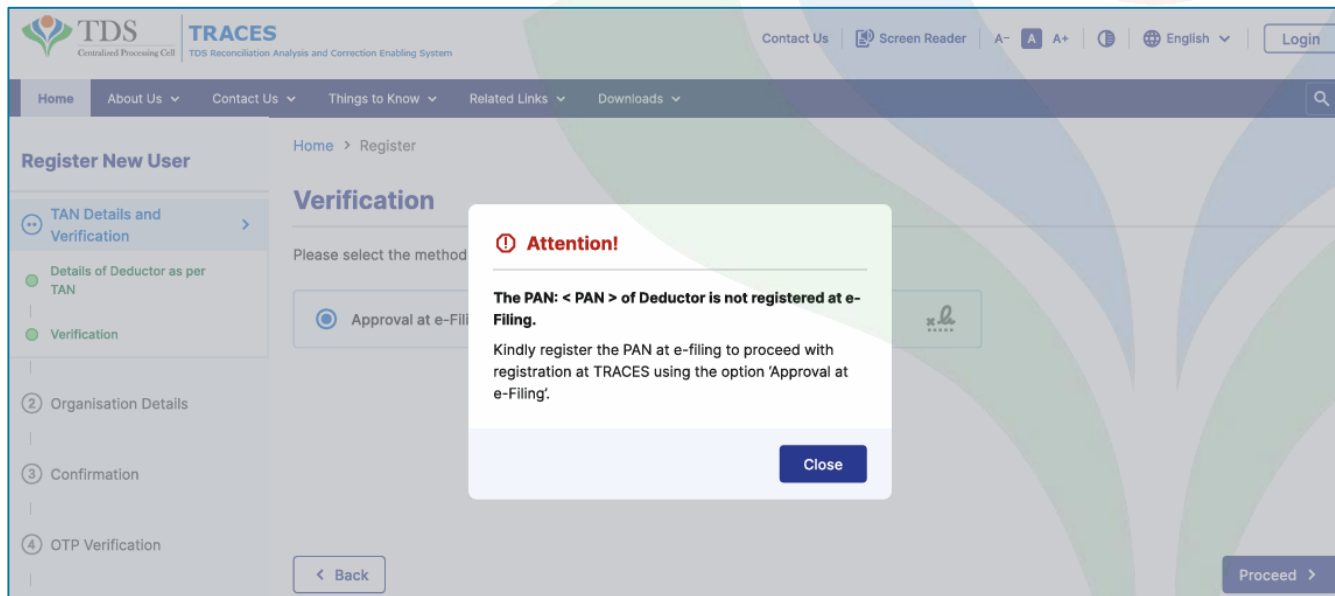
Select any one of the following methods for verification:

- **Approval at e-Filing:**  
Select this option, if your **PAN** is registered on the **Income-tax e-Filing portal**.
- **Authentication Using KYC:**  
Select this option if you have the details of a filed TDS/TCS statement.

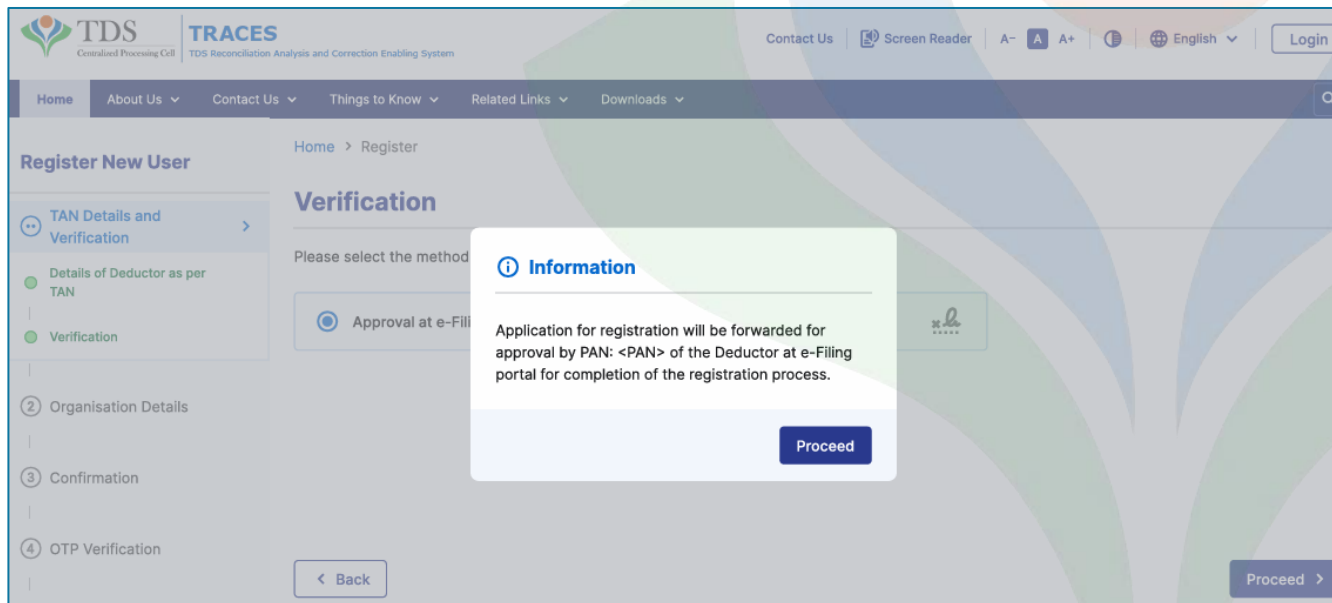


6 Select **Approval at e-Filing** and **Proceed**.

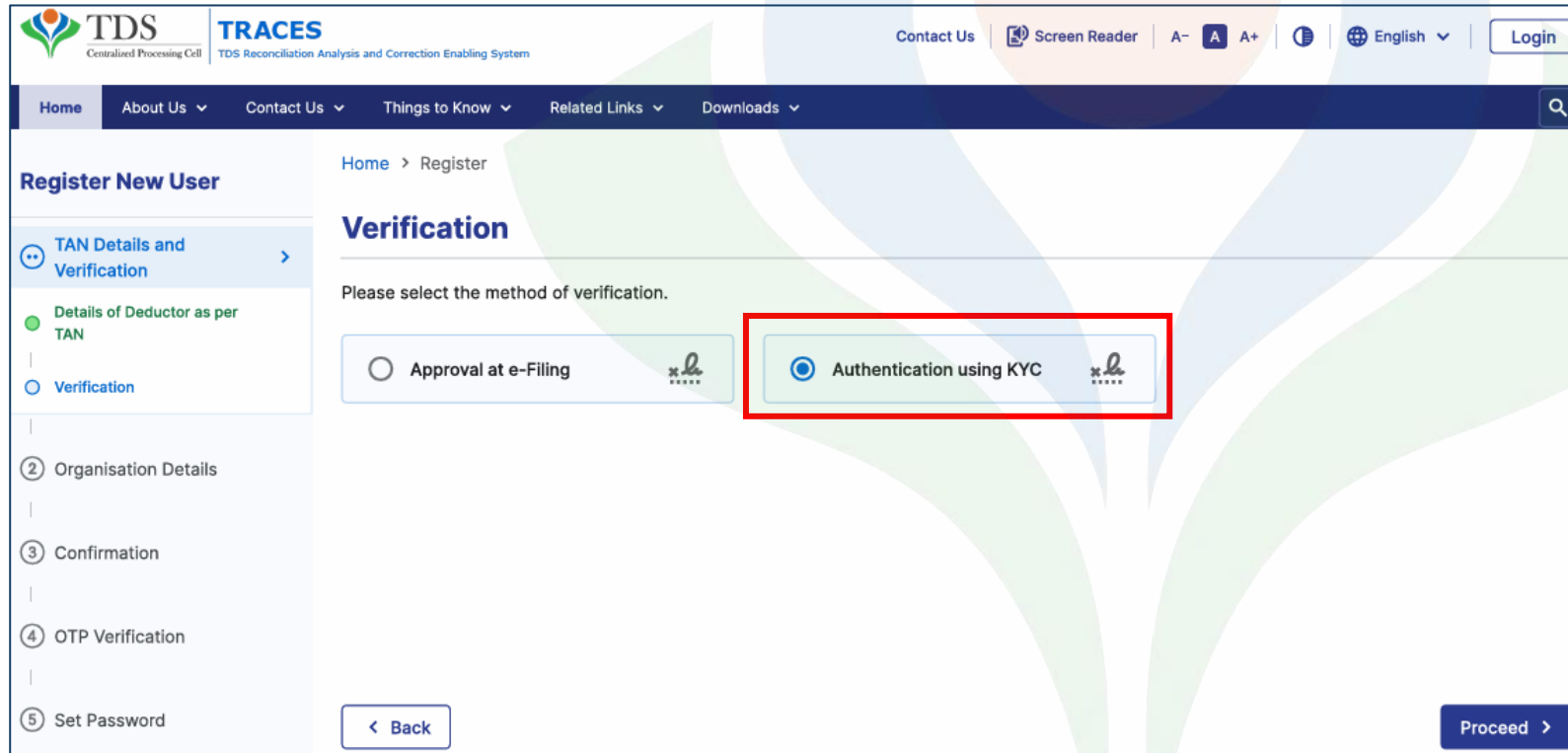
7



- An attention message will appear if the PAN is not registered on the **e-Filing Portal**.
- Click on “**Close**” to close the **Attention message**.
- You can proceed by opting **Authentication using KYC** or re-initiate the Deductor registration process on the **TRACES Portal** after completing the PAN registration on the **e-Filing portal**.

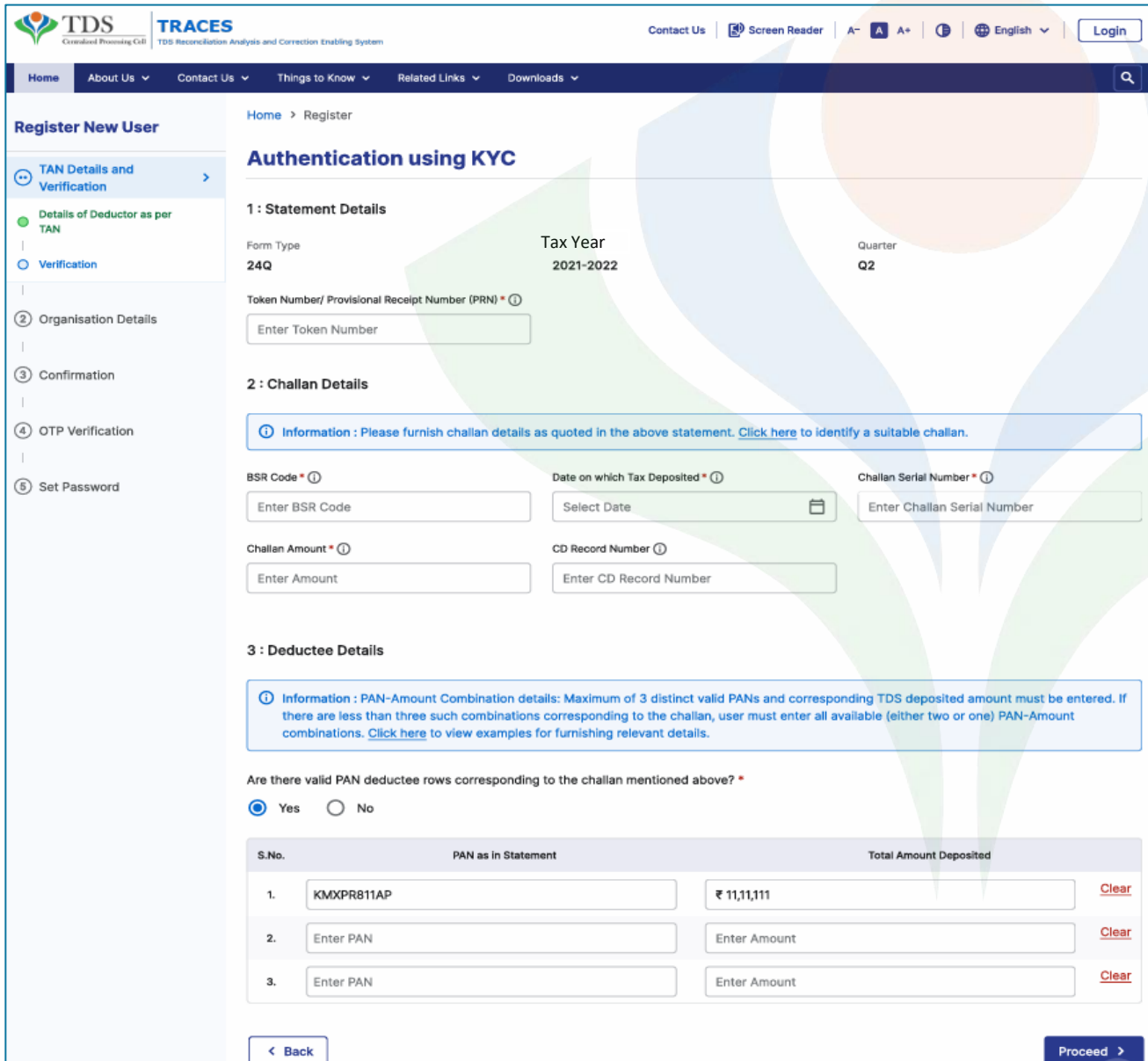


- 7
- An information message will appear if the PAN is registered on the **e-Filing Portal**.
  - After the registration process is completed on the **TRACES Portal**, the request will be sent to the **e-Filing Portal** for approval through the PAN login.
  - Click on **Proceed** to Continue.



The screenshot shows the 'Register New User' page in the TRACES system. The breadcrumb trail is 'Home > Register'. The current step is 'Verification', with the instruction 'Please select the method of verification.' Two options are presented: 'Approval at e-Filing' and 'Authentication using KYC'. The 'Authentication using KYC' option is selected and highlighted with a red rectangular box. A green circle with the number '6' is positioned to the right of the 'Authentication using KYC' option. The left sidebar shows a progress indicator with steps: 1. TAN Details and Verification (selected), 2. Organisation Details, 3. Confirmation, 4. OTP Verification, and 5. Set Password. Navigation buttons for '< Back' and 'Proceed >' are visible at the bottom of the main content area.

6  
Select **Authentication using KYC** and Proceed.



**Register New User**

Home > Register

### Authentication using KYC

**1 : Statement Details**

Form Type: 24Q      Tax Year: 2021-2022      Quarter: Q2

Token Number/ Provisional Receipt Number (PRN) \* ①

**2 : Challan Details**

① Information : Please furnish challan details as quoted in the above statement. [Click here](#) to identify a suitable challan.

BSR Code \* ①      Date on which Tax Deposited \* ①      Challan Serial Number \* ①  
           

Challan Amount \* ①      CD Record Number ①  
     

**3 : Deductee Details**

① Information : PAN–Amount Combination details: Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered. If there are less than three such combinations corresponding to the challan, user must enter all available (either two or one) PAN–Amount combinations. [Click here](#) to view examples for furnishing relevant details.

Are there valid PAN deductee rows corresponding to the challan mentioned above? \*  
 Yes     No

S.No.	PAN as in Statement	Total Amount Deposited	
1.	<input type="text" value="KMXPR811AP"/>	<input type="text" value="₹ 11,11,111"/>	<a href="#">Clear</a>
2.	<input type="text" value="Enter PAN"/>	<input type="text" value="Enter Amount"/>	<a href="#">Clear</a>
3.	<input type="text" value="Enter PAN"/>	<input type="text" value="Enter Amount"/>	<a href="#">Clear</a>

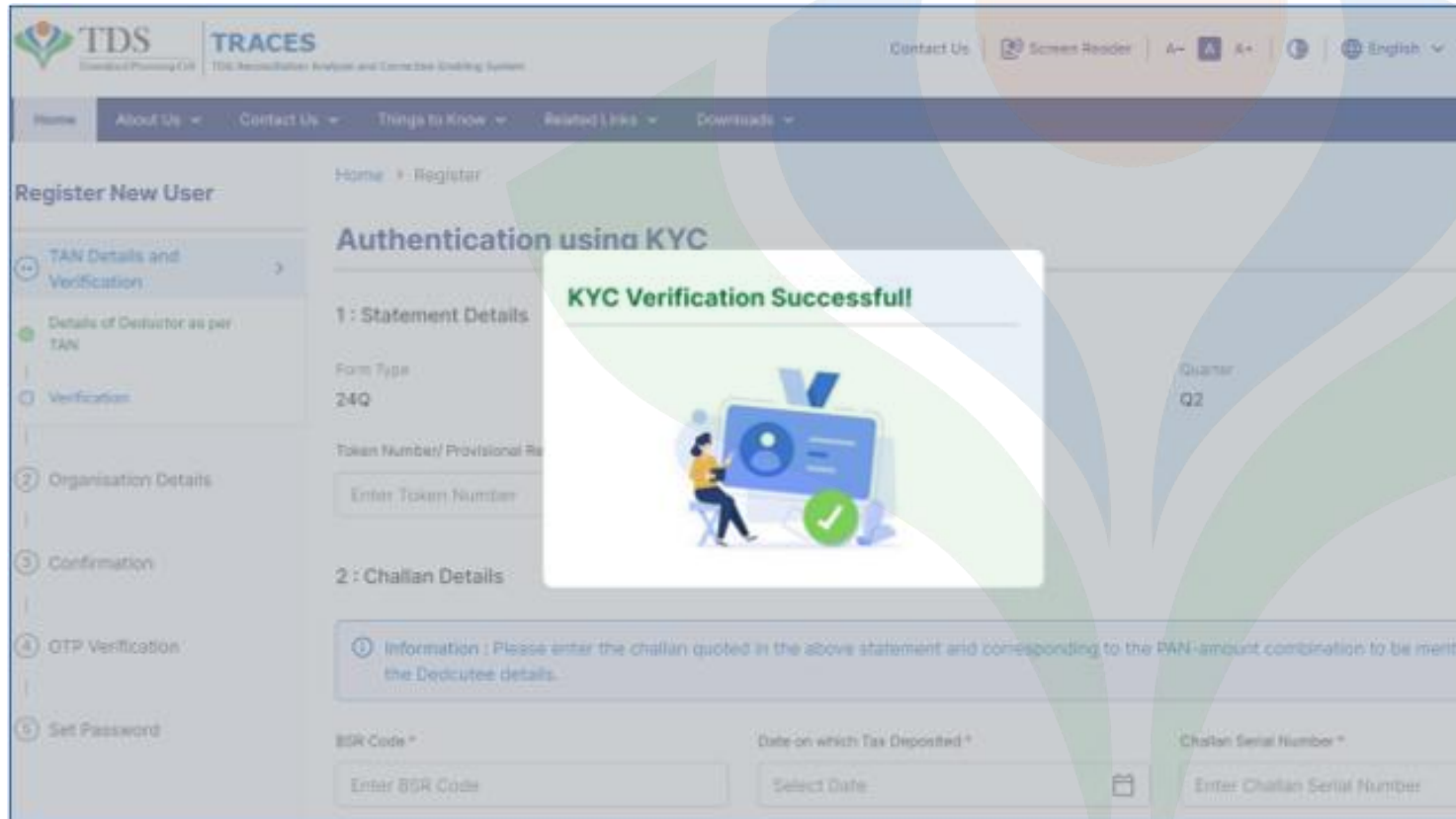
[< Back](#)      [Proceed >](#)

7

Furnish the following details:

- Statement details (Form Type, Financial Year, Quarter, and Token/PRN)
- Challan details [BSR Code, Date of Tax Deposit, Challan Serial Number, Challan Amount, and CD Record Number (optional field)]
- You may enter up to three distinct valid PAN–Amount combinations of deductees, as reported in the filed TDS/TCS statement. If fewer than three combinations are available, enter all that exist (either two or one).

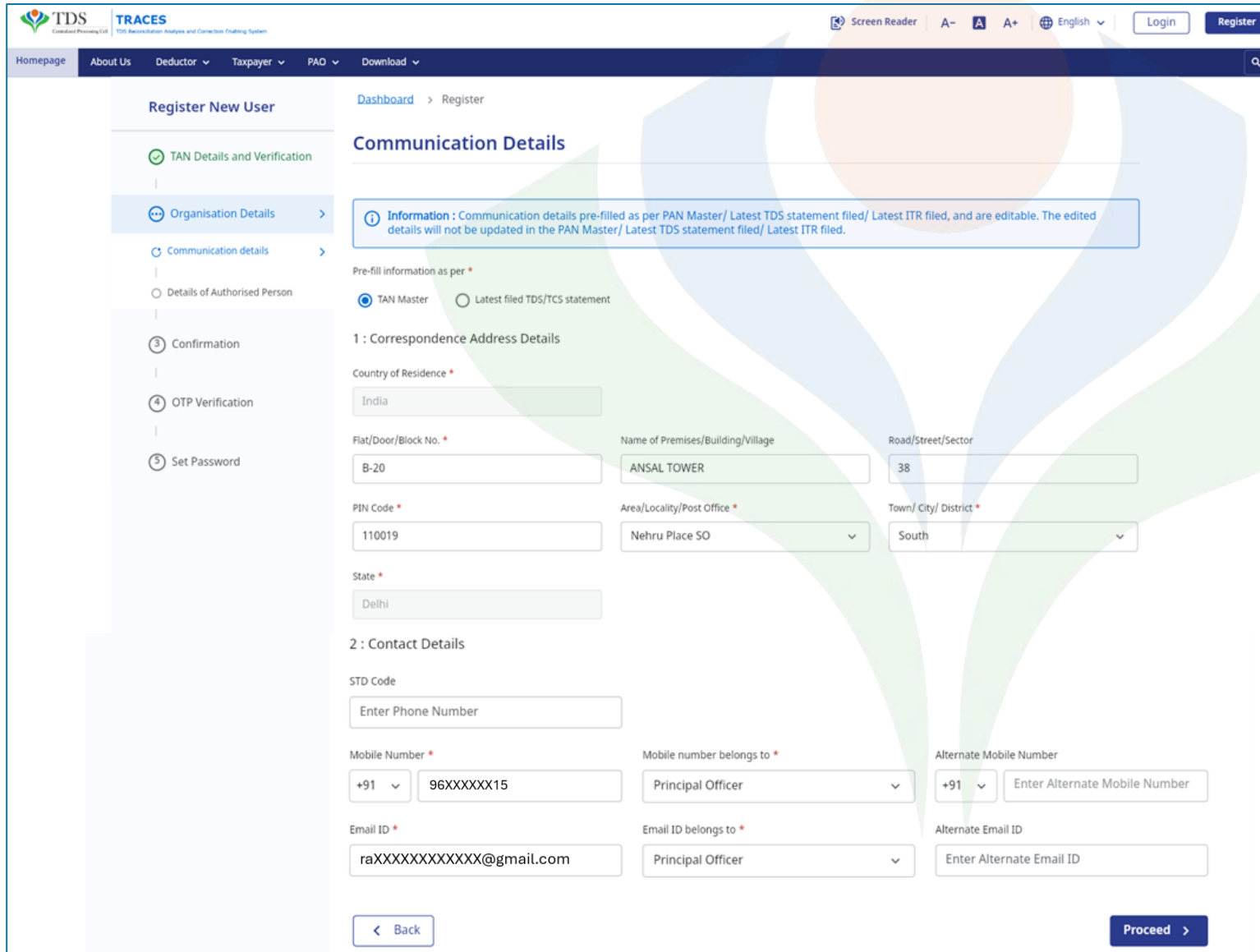
Then click **Proceed**.



The screenshot displays the TDS TRACES portal interface. A central modal window shows a green banner with the text "KYC Verification Successful" and an illustration of a person at a computer with a checkmark. The background shows the "Authentication using KYC" form with sections for "1: Statement Details" and "2: Challan Details".

8

- When authentication using the KYC method is successful, the system displays a confirmation message indicating that the KYC verification has been completed successfully.
- The message will disappear after 10 seconds and you will be directed to the Communication Details page.



**Register New User**

Dashboard > Register

**Communication Details**

**Information** : Communication details pre-filled as per PAN Master/ Latest TDS statement filed/ Latest ITR filed, and are editable. The edited details will not be updated in the PAN Master/ Latest TDS statement filed/ Latest ITR filed.

Pre-fill information as per \*

TAN Master  Latest filed TDS/TCS statement

**1 : Correspondence Address Details**

Country of Residence \*  
India

Flat/Door/Block No. \*  
B-20

Name of Premises/Building/Village  
ANSAL TOWER

Road/Street/Sector  
38

PIN Code \*  
110019

Area/Locality/Post Office \*  
Nehru Place SO

Town/ City/ District \*  
South

State \*  
Delhi

**2 : Contact Details**

STD Code  
Enter Phone Number

Mobile Number \*  
+91 96XXXXXX15

Mobile number belongs to \*  
Principal Officer

Alternate Mobile Number  
+91 Enter Alternate Mobile Number

Email ID \*  
raXXXXXXXXXX@gmail.com

Email ID belongs to \*  
Principal Officer

Alternate Email ID  
Enter Alternate Email ID

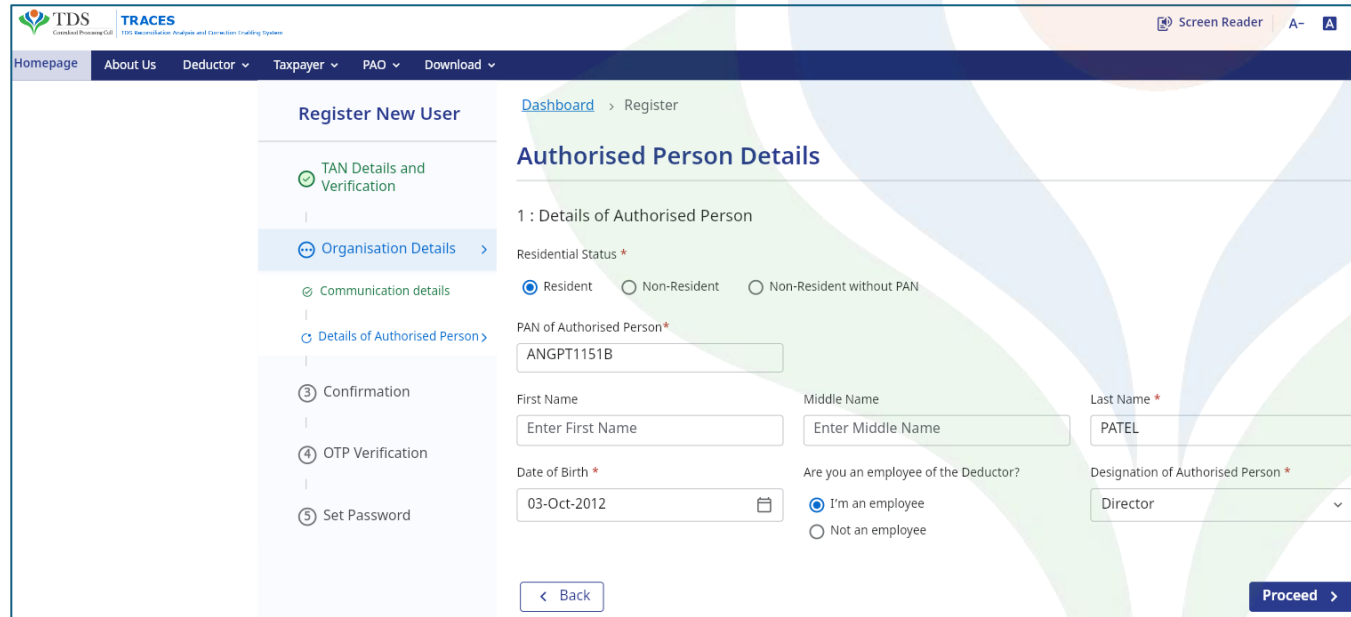
[< Back](#) [Proceed >](#)

9

To continue, choose one of the following options to view the pre-filled Communication Details:

- TAN Master
- Latest TDS/TCS Statement Filed

You may edit the details, if required and click **Proceed**.



10

If Residential Status is selected as Resident.

- Furnish the required details.
- Click Proceed.

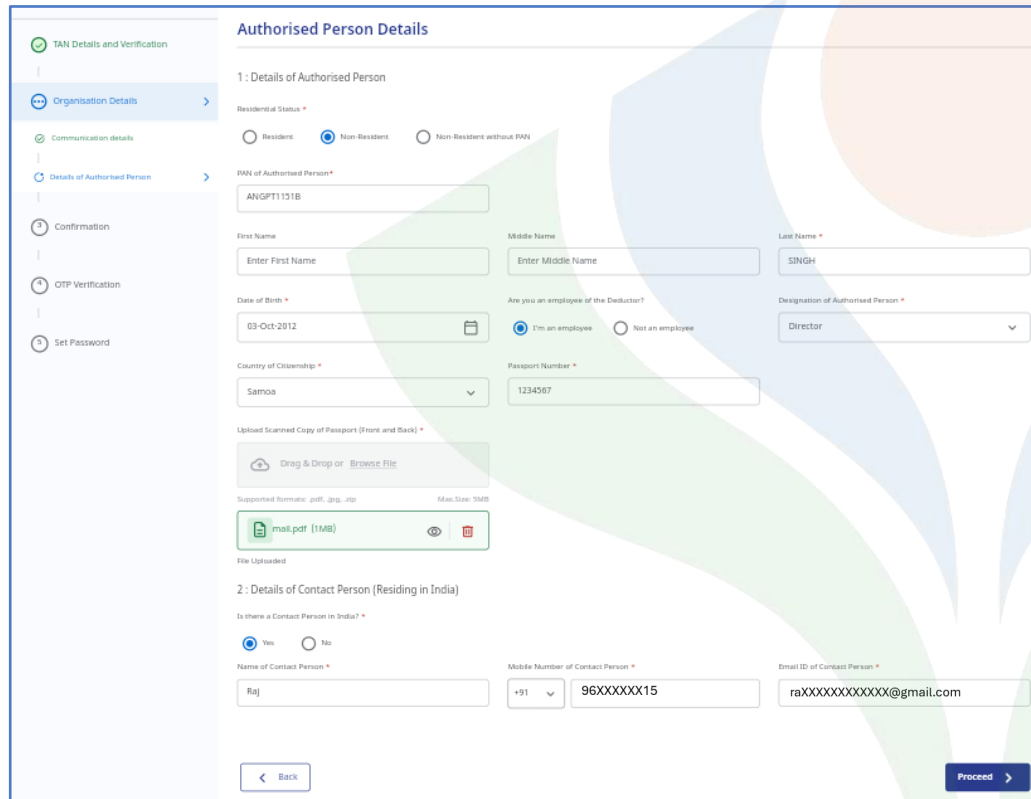
11

**Things to know:**

Enter your name exactly as it appears on your PAN. The Last Name field is mandatory.

**Examples:**

- If your name on PAN is Rohini  
→ Enter **Rohini** in the Last Name field.
- If your name on PAN is Rohini Krishnan  
→ Enter **Rohini** in the First Name field.  
→ Enter **Krishnan** in the Last Name field.
- If your name on PAN is Rohini Priya Krishnan  
→ Enter **Rohini** in the First Name field.  
→ Enter **Priya** in the Middle Name field.  
→ Enter **Krishnan** in the Last Name field.



12

**Details of Contact Person (Residing in India):**  
 Select “ Yes “ or “ No “ under “Is there a Contact Person in India?”  
 If Yes is selected, enter the contact details of the person residing in India.

10

If Residential Status is selected as Non-Resident.

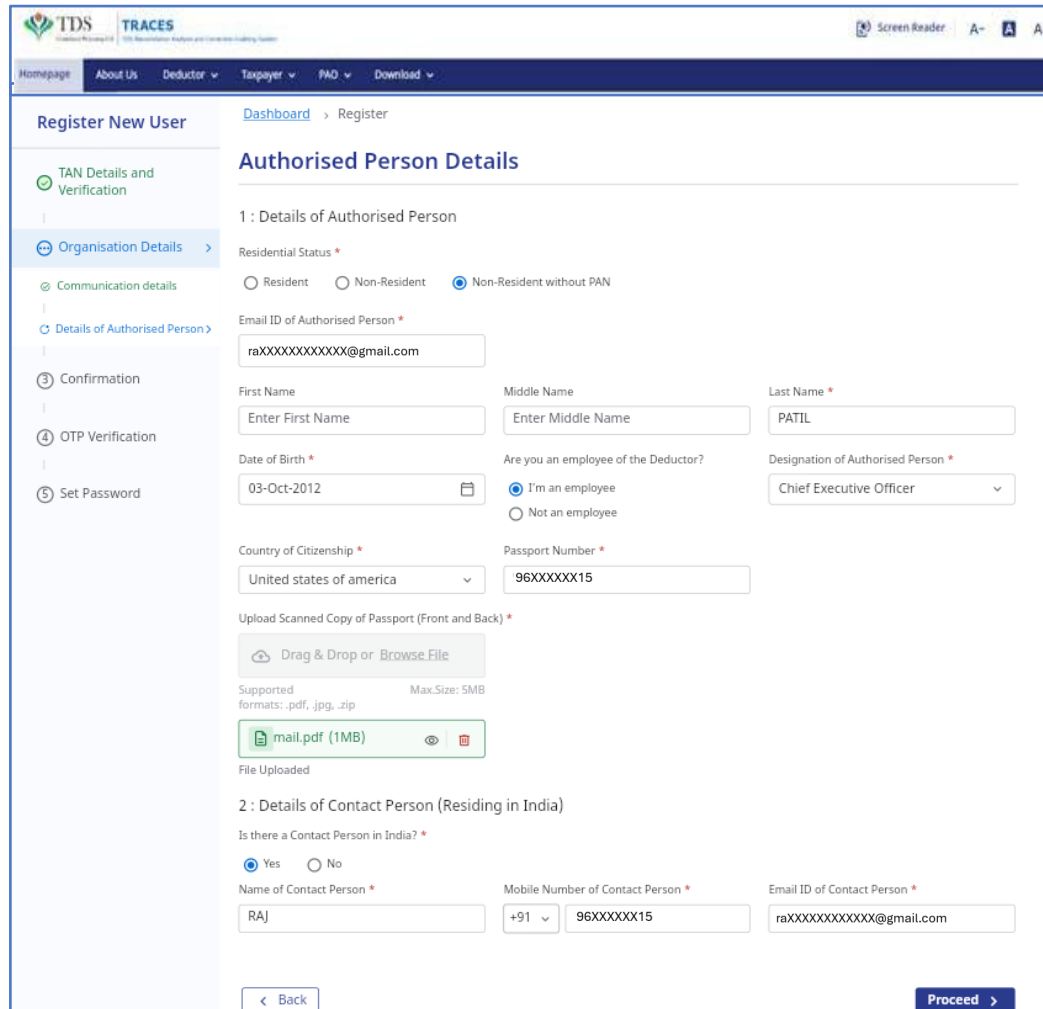
- Furnish the required details.
- Click Proceed.

11

**Things to know:**  
 Enter your name exactly as it appears on your PAN. The Last Name field is mandatory.

**Examples:**

- If your name on PAN is Rohini  
 → Enter Rohini in the Last Name field.
- If your name on PAN is Rohini Krishnan  
 → Enter Rohini in the First Name field.  
 → Enter Krishnan in the Last Name field.
- If your name on PAN is Rohini Priya Krishnan  
 → Enter Rohini in the First Name field.  
 → Enter Priya in the Middle Name field.  
 → Enter Krishnan in the Last Name field.



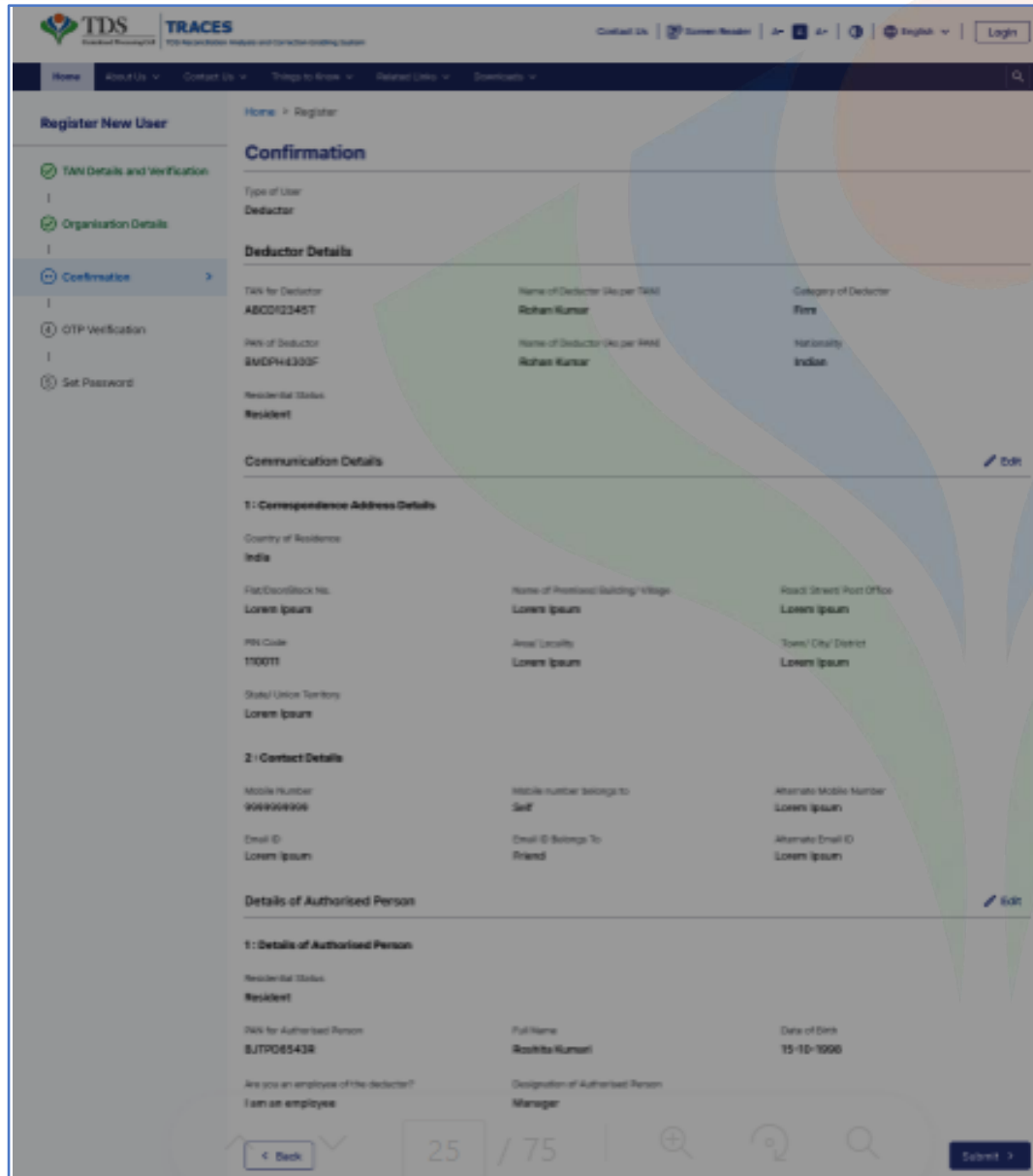
10

If Residential Status is selected as **Non-Resident without PAN**.

- Furnish the required details.
- Click **Proceed**.

11

**Details of Contact Person (Residing in India):**  
Select “Yes” or “No” under “Is there a Contact Person in India?”  
If **Yes** is selected, enter the contact details of the person residing in India.



**Confirmation**

Type of User  
Deductor

**Deductor Details**

TAN for Deductor ABCD12345T	Name of Deductor (As per TAN) Rohan Kumar	Category of Deductor Firm
PAN of Deductor SMCPH4330F	Name of Deductor (As per PAN) Rohan Kumar	Nationality Indian
Residential Status Resident		

**Communication Details** Edit

**1: Correspondence Address Details**

Country of Residence India	Name of Residential Building/Village Lorem Ipsum	Road/Street/Post Office Lorem Ipsum
Flat/Door/Block No. Lorem Ipsum	Area/Locality Lorem Ipsum	Town/City/District Lorem Ipsum
Pin Code 110011		
State/Union Territory Lorem Ipsum		

**2: Contact Details**

Mobile Number 9999999996	Mobile number belongs to Self	Alternate Mobile Number Lorem Ipsum
Email ID Lorem Ipsum	Email ID belongs to Friend	Alternate Email ID Lorem Ipsum

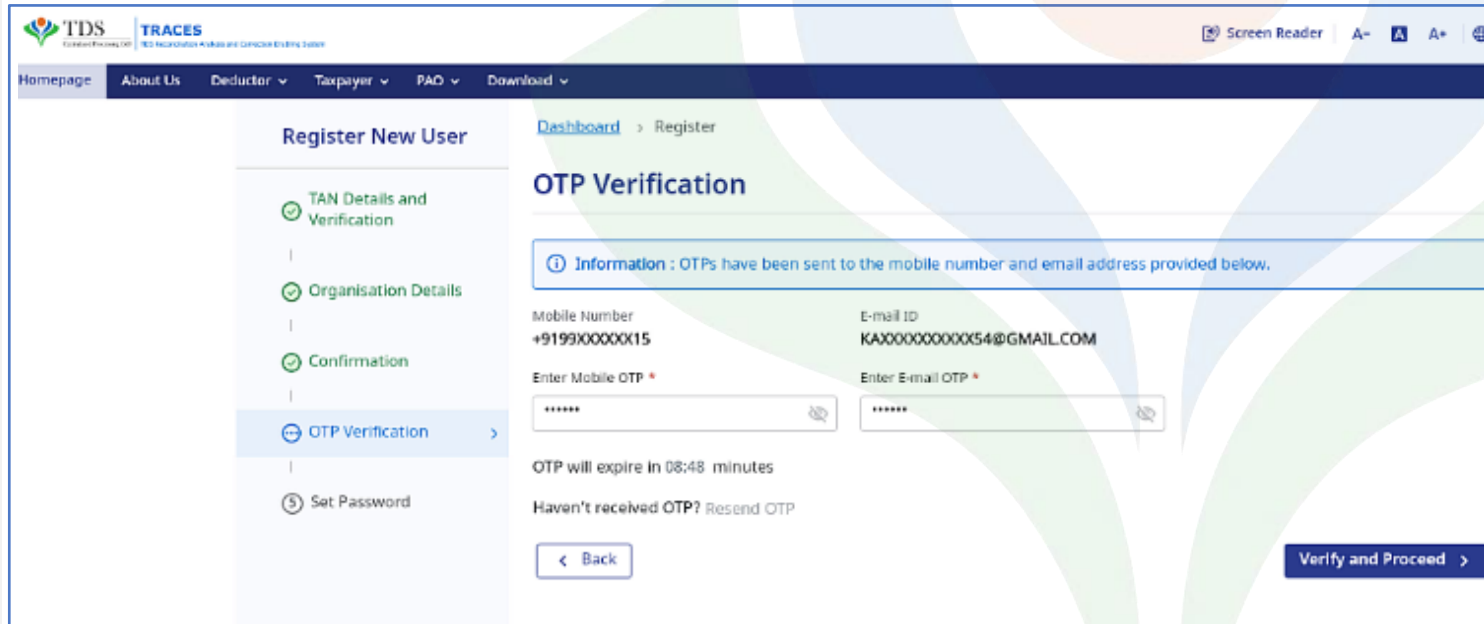
**Details of Authorised Person** Edit

**1: Details of Authorised Person**

Residential Status Resident	TAN for Authorised Person SUTPD6543R	Full Name Roshita Kumar	Date of Birth 15-10-1990
Are you an employee of the deductor? I am an employee	Designation of Authorised Person Manager		

12

- Validate the **Communication Details**.
- Use the **Edit** option to update any editable details, if required, and then click **Submit**.

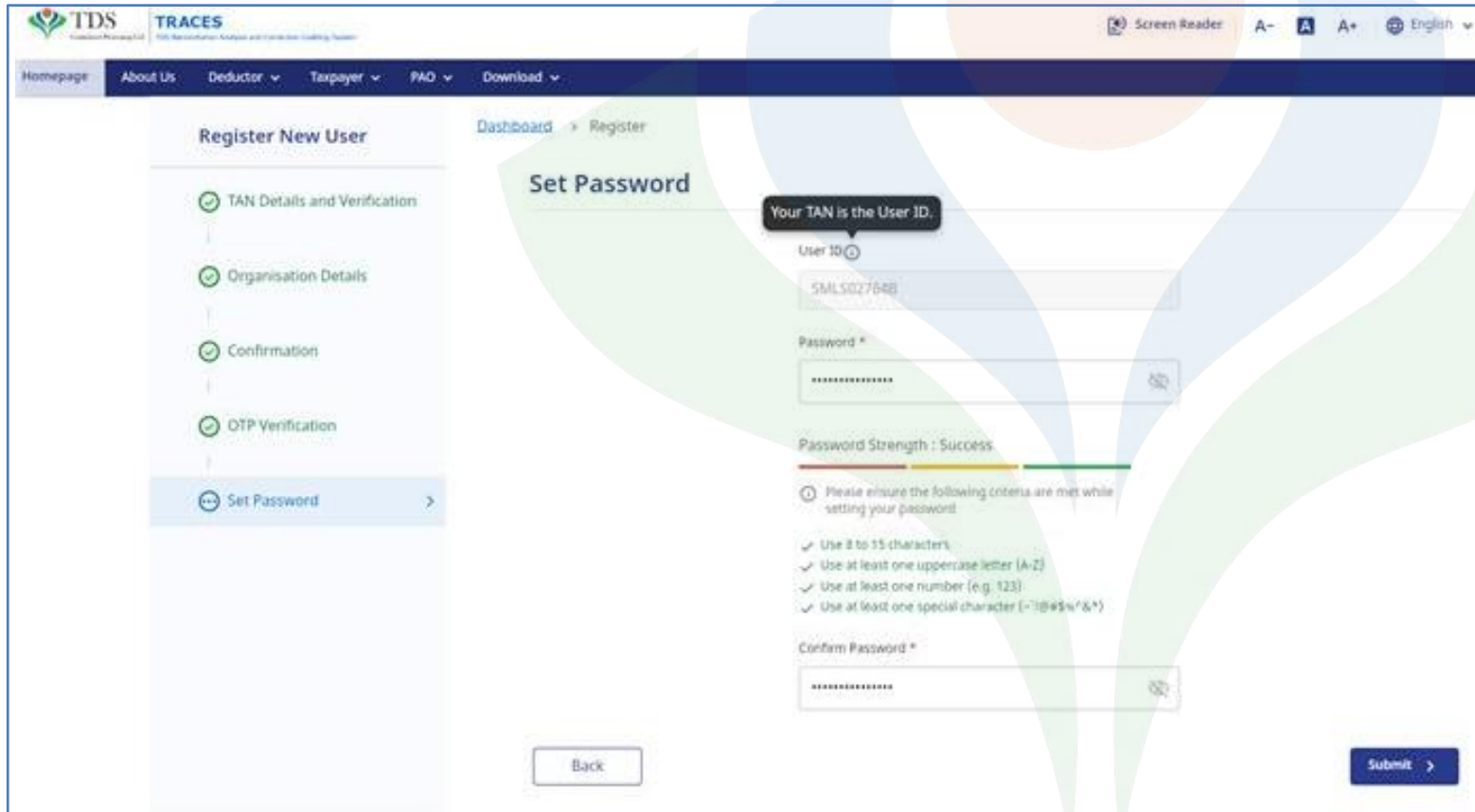


The screenshot shows the 'OTP Verification' step in the 'Register New User' process on the TDS TRACES portal. The page includes a navigation menu on the left with steps: TAN Details and Verification, Organisation Details, Confirmation, OTP Verification (current step), and Set Password. The main content area displays the following information:

- Information:** OTPs have been sent to the mobile number and email address provided below.
- Mobile Number:** +9199XXXXXX15
- E-mail ID:** KAXXXXXXXXXX54@GMAIL.COM
- Enter Mobile OTP:** A text input field with a masked value of six asterisks.
- Enter E-mail OTP:** A text input field with a masked value of six asterisks.
- OTP will expire in:** 08:48 minutes
- Link:** Haven't received OTP? Resend OTP
- Buttons:** < Back and Verify and Proceed >

13

Enter the **OTPs** received on your **Mobile Number** and **E-mail ID** and click **Verify and Proceed**.



Register New User

- TAN Details and Verification
- Organisation Details
- Confirmation
- OTP Verification
- Set Password**

### Set Password

Your TAN is the User ID.

User ID

Password \*

Password Strength : Success

Please ensure the following criteria are met while setting your password

- Use 8 to 35 characters
- Use at least one uppercase letter (A-Z)
- Use at least one number (e.g. 123)
- Use at least one special character (-!@#\$%^&\*)

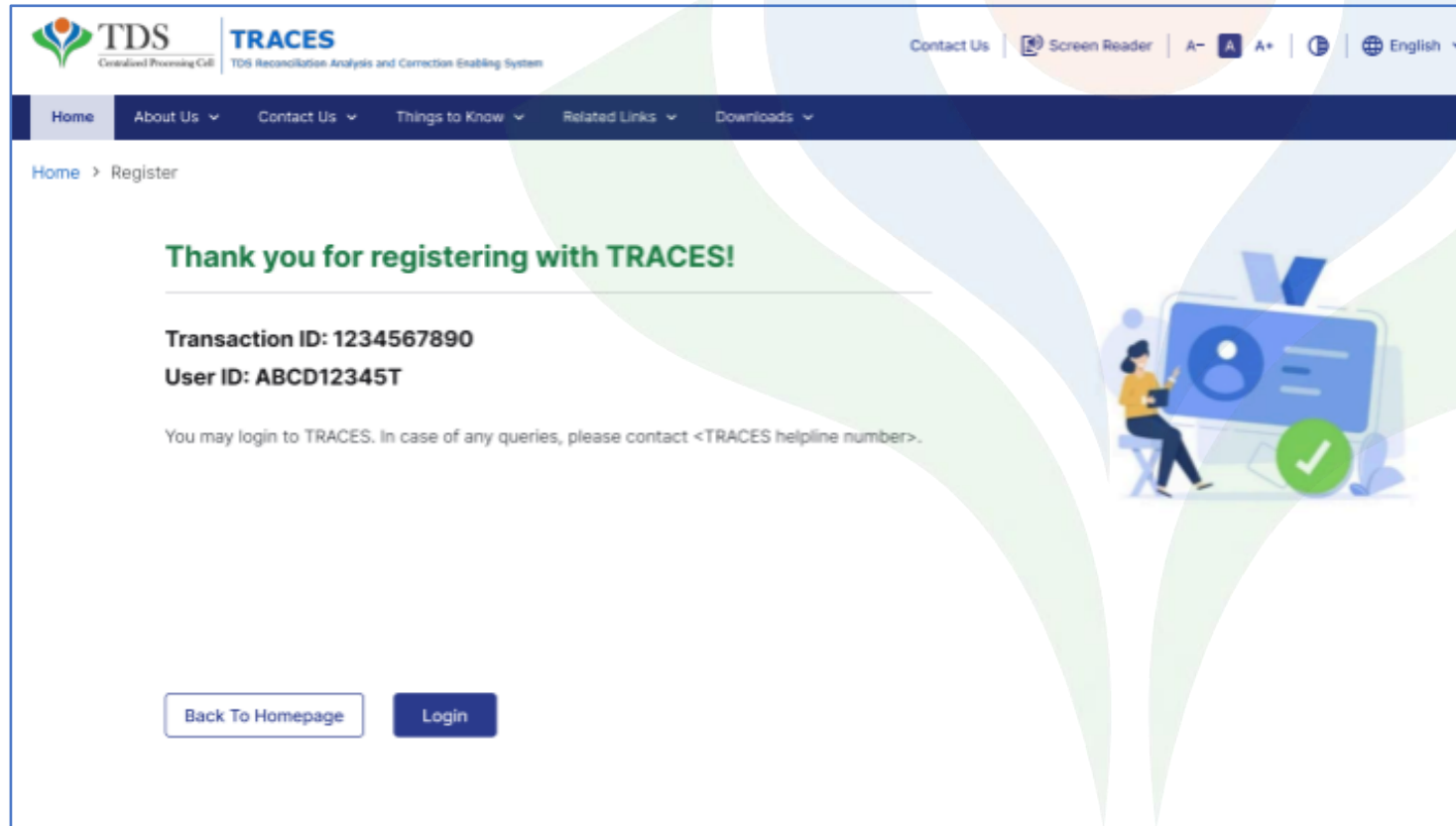
Confirm Password \*

[Back](#) [Submit >](#)

14

- Set a **Password** as per the specified criteria.
- **Re-enter Password** to confirm and **Submit**.

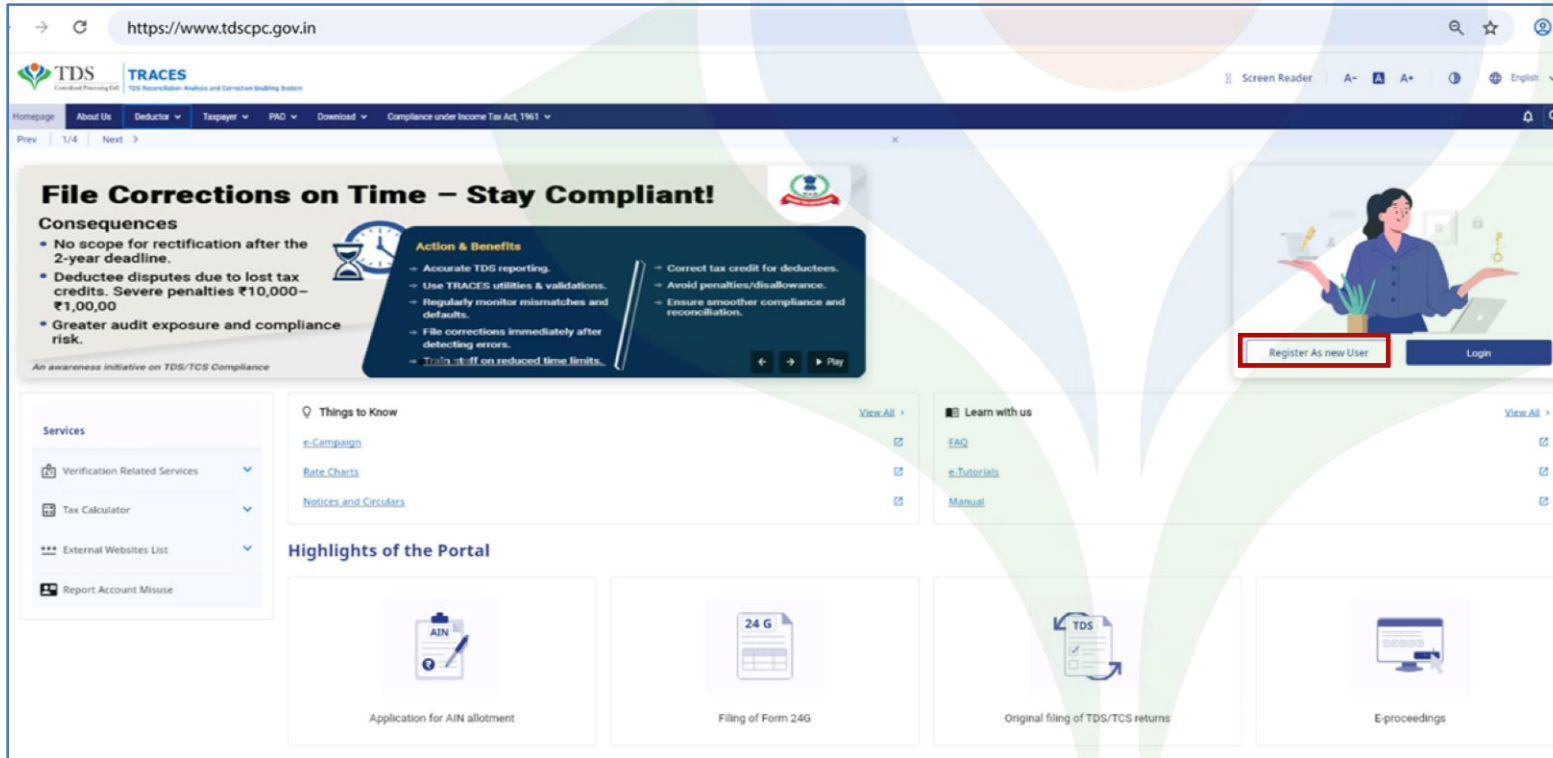
15



- The registration process is completed. A confirmation message is displayed showing the **Transaction ID** and **User ID (TAN)**.
- An email and SMS have also been sent to your registered email ID and mobile number, confirming your successful registration as a Deductor on the TRACES Portal.
- You may now **Login to TRACES** Portal as a **Deductor** using your **TAN** and **Password**.

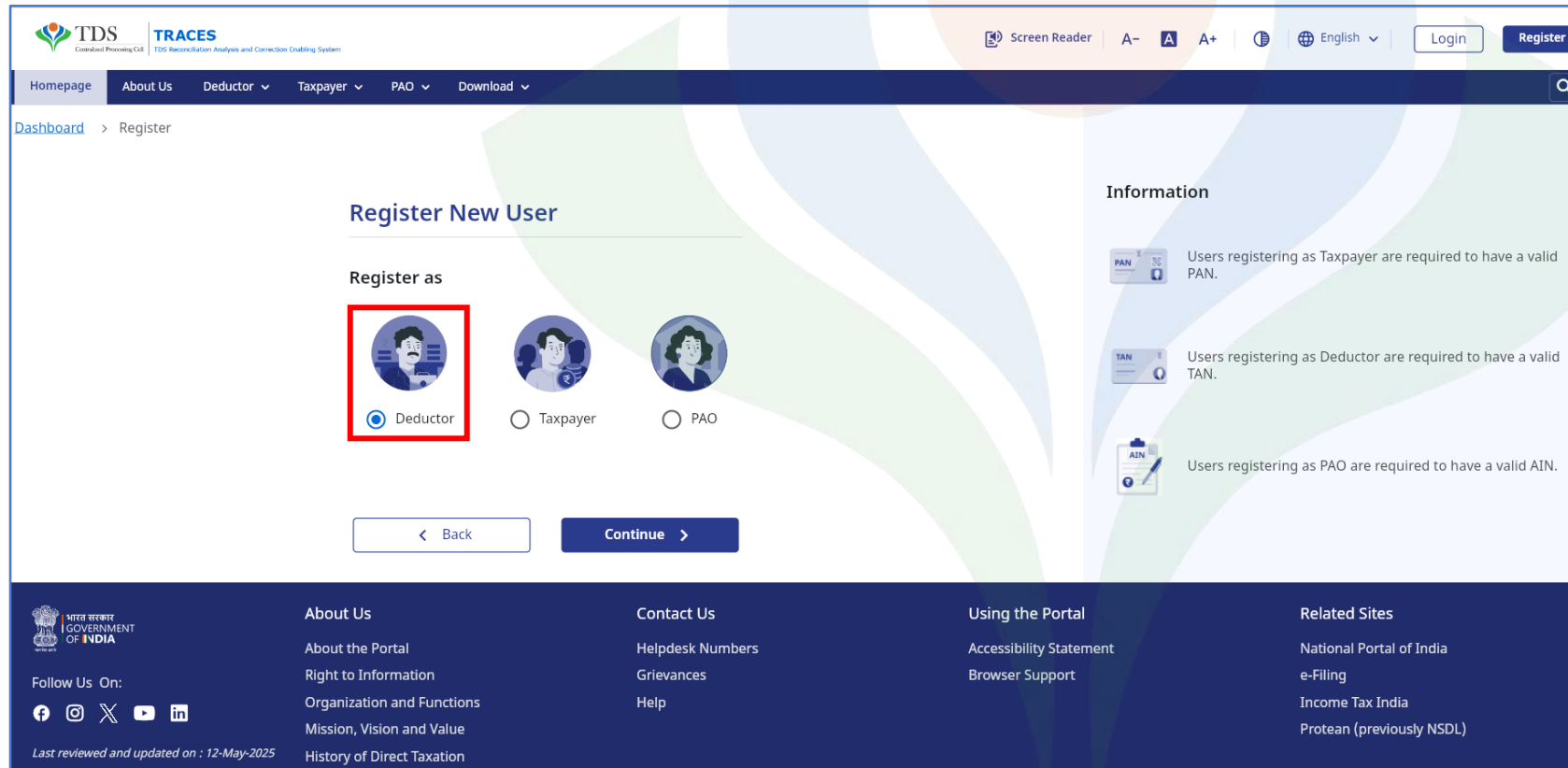


**Government Deductor having AIN**  
Step-by-step Registration process



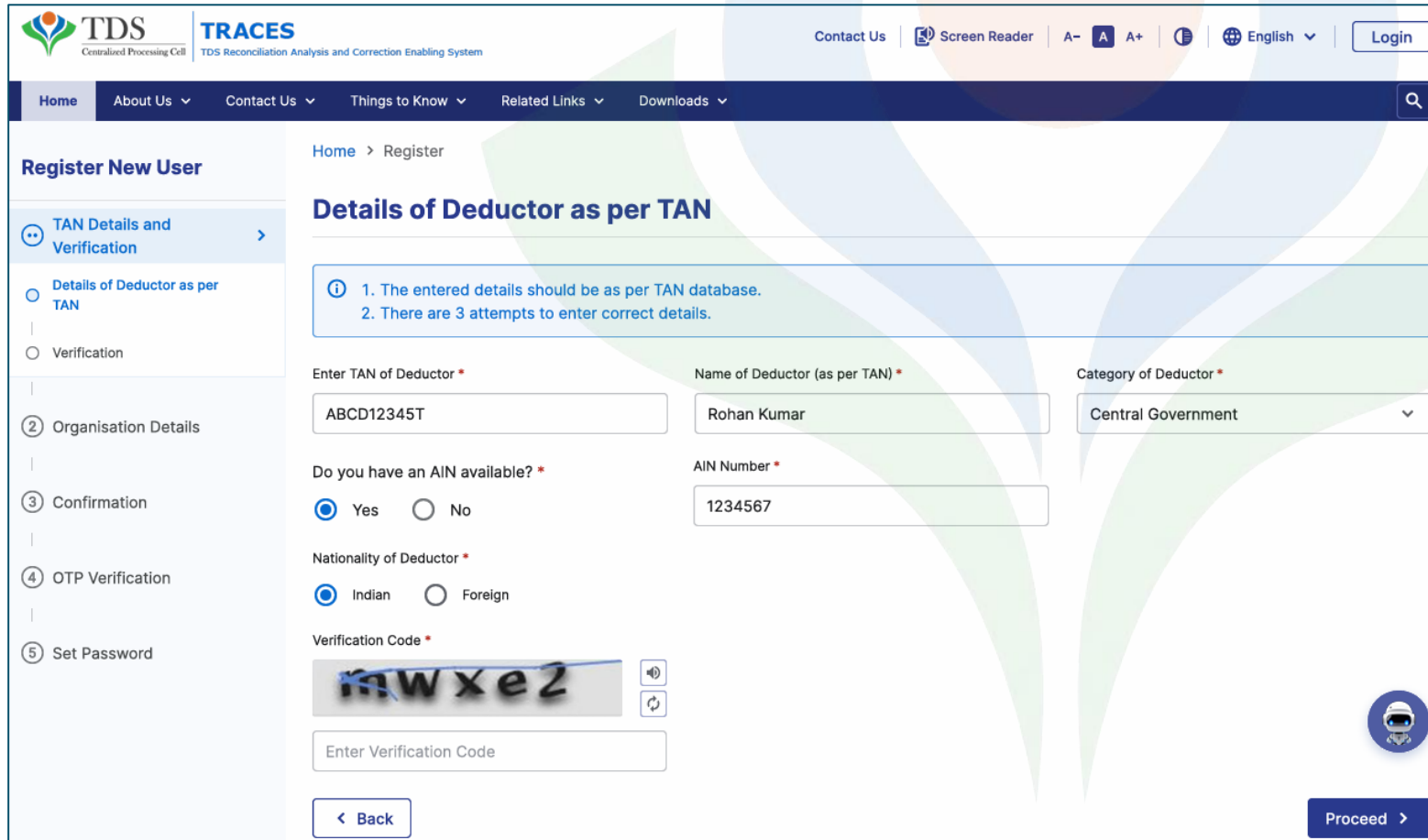
1  
Enter URL -  
<https://www.tdscpc.gov.in>

2  
Click on Register as New User.



The screenshot shows the 'Register New User' page on the TDS TRACES portal. The page has a dark blue header with navigation links: 'Homepage', 'About Us', 'Deductor', 'Taxpayer', 'PAO', and 'Download'. A search icon is on the right. Below the header, the breadcrumb 'Dashboard > Register' is visible. The main content area is titled 'Register New User' and features three options: 'Deductor', 'Taxpayer', and 'PAO'. The 'Deductor' option is selected, indicated by a blue radio button and a red rectangular highlight. Below these options are 'Back' and 'Continue' buttons. To the right, an 'Information' section provides details: 'Users registering as Taxpayer are required to have a valid PAN.', 'Users registering as Deductor are required to have a valid TAN.', and 'Users registering as PAO are required to have a valid AIN.' The footer contains the Government of India logo, social media links, and various utility links like 'About Us', 'Contact Us', and 'Using the Portal'.

3  
Select user type as **Deductor** and click **Continue**.



The screenshot shows the 'Details of Deductor as per TAN' registration page. The page includes a navigation menu, a sidebar with steps (1-5), and a main form area. The form fields are as follows:

- Enter TAN of Deductor \***: ABCD12345T
- Name of Deductor (as per TAN) \***: Rohan Kumar
- Category of Deductor \***: Central Government
- Do you have an AIN available? \***:  Yes  No
- AIN Number \***: 1234567
- Nationality of Deductor \***:  Indian  Foreign
- Verification Code \***: A CAPTCHA image showing 'mwxex2' and an input field for the code.

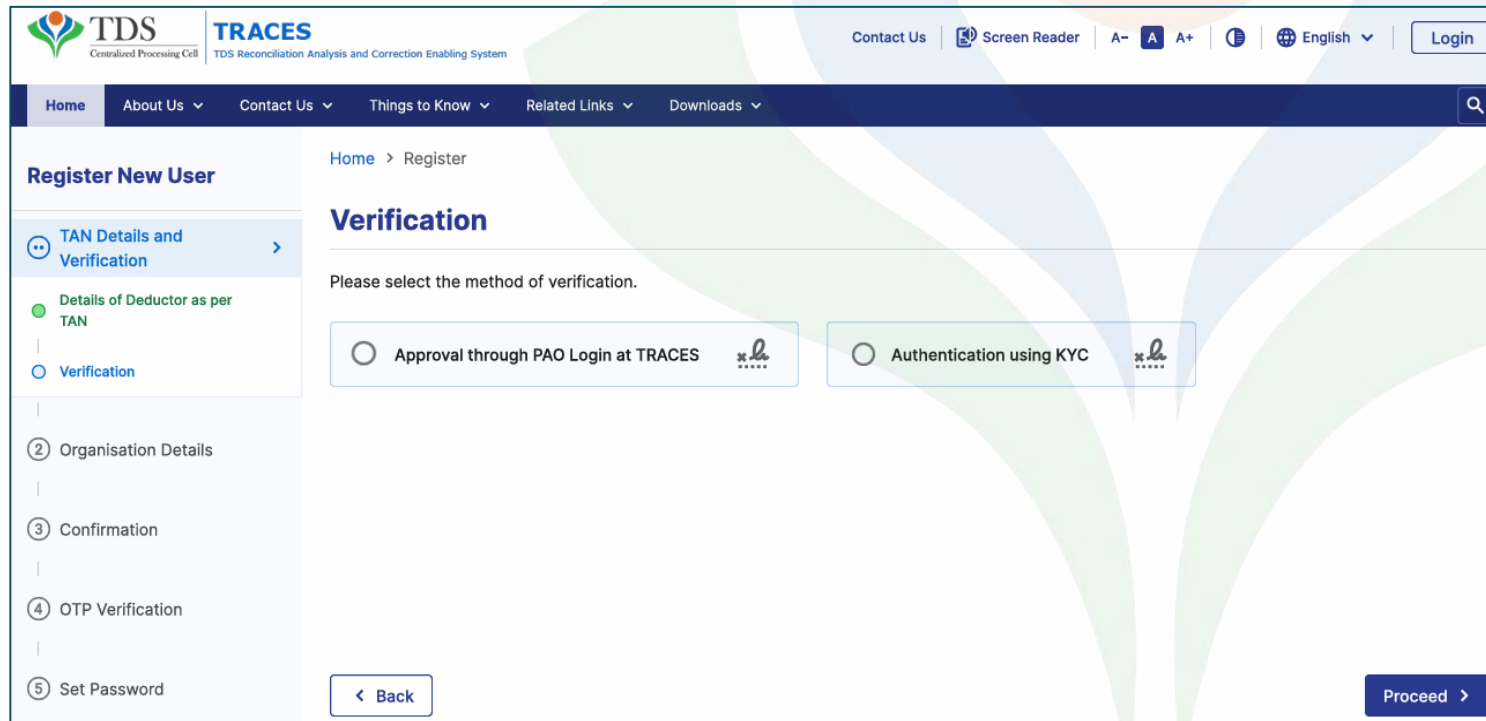
Buttons for '< Back' and 'Proceed >' are located at the bottom of the form.

4

- Enter the details of the Deductor as per TAN. Please ensure that the information entered is accurate. If incorrect details are furnished three times consecutively, the registration process will be blocked for 30 minutes.

5

- Select “Yes” under the field “Do you have an AIN available?”
- Enter the **AIN** number.
- Select the appropriate **Nationality of Deductor**.
- Enter the **Verification Code** and click **Proceed**.

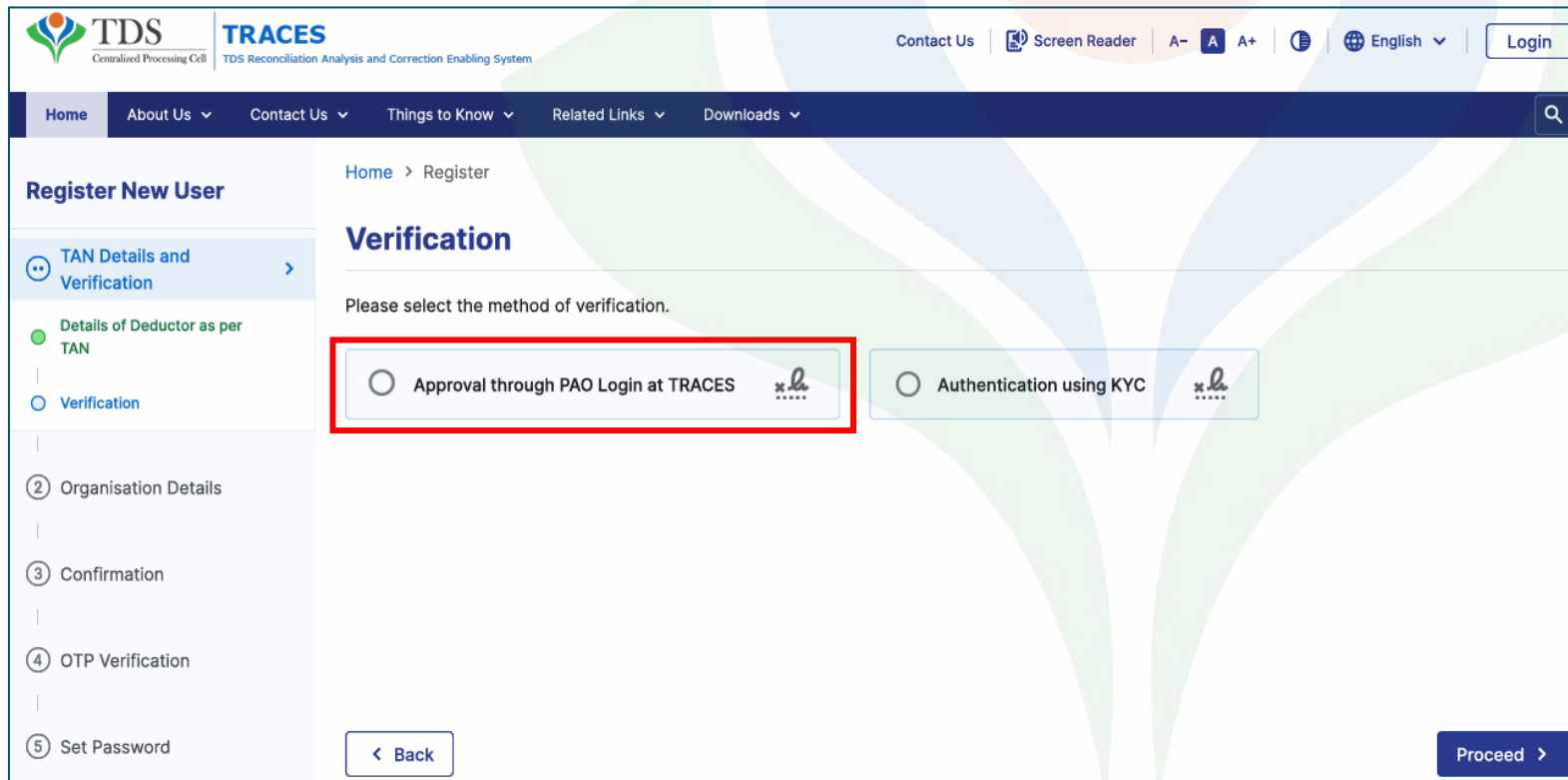


The screenshot shows the 'Register New User' page on the TDS TRACES portal. The page is titled 'Verification' and asks the user to select a verification method. There are two options: 'Approval through PAO Login at TRACES' and 'Authentication using KYC'. A green circle with the number '6' is overlaid on the page, indicating the current step in the process. The page also includes a navigation menu, a search bar, and a 'Login' button.

6

Select any one of the following methods for verification:

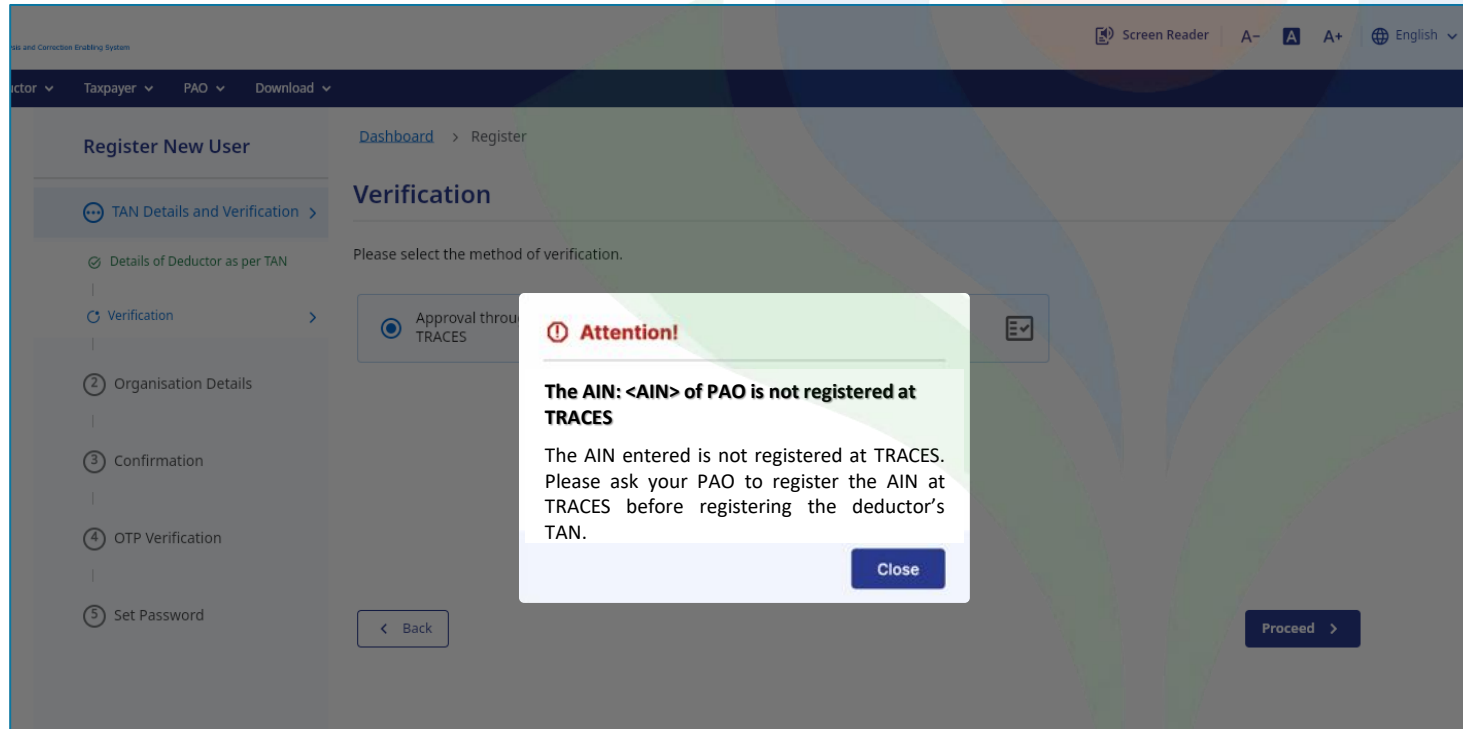
- **Approval through PAO login at TRACES**  
Select this option, if your **AIN** is registered on the **TRACES** Portal.
- **Authentication Using KYC**  
Select this option if you have the details of a filed TDS/TCS statement.



The screenshot shows the TRACES registration interface. The breadcrumb trail is "Home > Register". The main heading is "Verification". Below the heading, it says "Please select the method of verification." There are two radio button options: "Approval through PAO Login at TRACES" and "Authentication using KYC". The first option is selected and highlighted with a red rectangular box. A green circle with the number "7" is positioned to the right of the options. At the bottom of the form, there are "Back" and "Proceed" buttons.

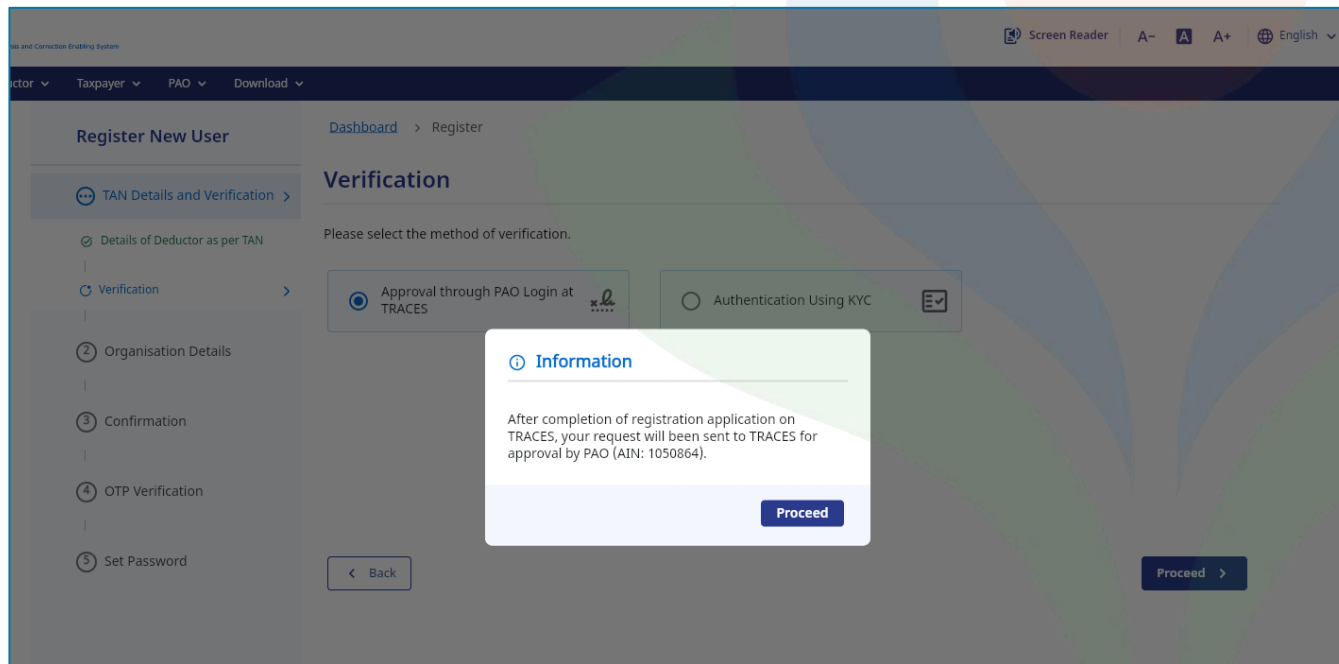
7  
Select method of verification as **Approval through PAO login at TRACES and Proceed.**

8



The screenshot displays the 'Register New User' page in the TRACES portal. The page is in the 'Verification' step, where the user has selected 'Approval through TRACES'. An attention message is overlaid on the page, stating: 'The AIN: <AIN> of PAO is not registered at TRACES. The AIN entered is not registered at TRACES. Please ask your PAO to register the AIN at TRACES before registering the deductor's TAN.' The message includes a 'Close' button. The background page shows a sidebar with steps: 1. TAN Details and Verification, 2. Organisation Details, 3. Confirmation, 4. OTP Verification, and 5. Set Password. The 'Proceed' button is visible at the bottom right of the page.

- An Attention message will appear if the AIN is not registered on the **TRACES Portal**.
- Click on “**Close**” to close the **Attention message**.
- You can proceed by opting **Authentication using KYC method** or ask your PAO to complete the Registration of AIN at TRACES Portal and subsequently reinitiate your registration process.



Register New User

Dashboard > Register

TAN Details and Verification >

Details of Deductor as per TAN

Verification

Organisation Details

Confirmation

OTP Verification

Set Password

Verification

Please select the method of verification.

Approval through PAO Login at TRACES

Authentication Using KYC

**Information**

After completion of registration application on TRACES, your request will be sent to TRACES for approval by PAO (AIN: 1050864).

Proceed

Proceed >

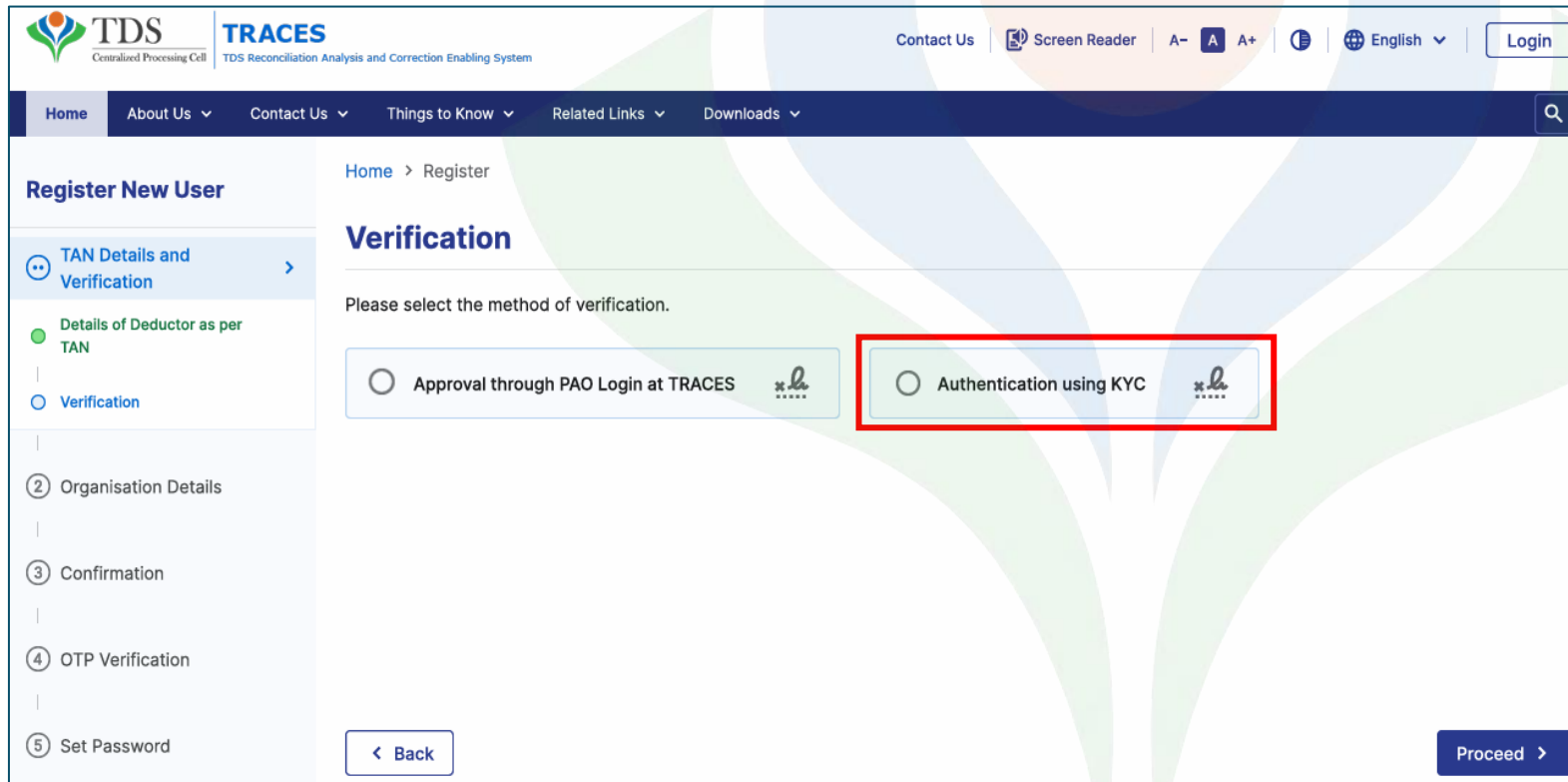
< Back

8

An **Information** message will appear in case the AIN is registered at TRACES Portal.

After completion of registration application on TRACES Portal, your request will be sent to TRACES Portal for approval through AIN login by your PAO.

Click on **Proceed to Continue**.



**Register New User**

Home > Register

### Verification

Please select the method of verification.

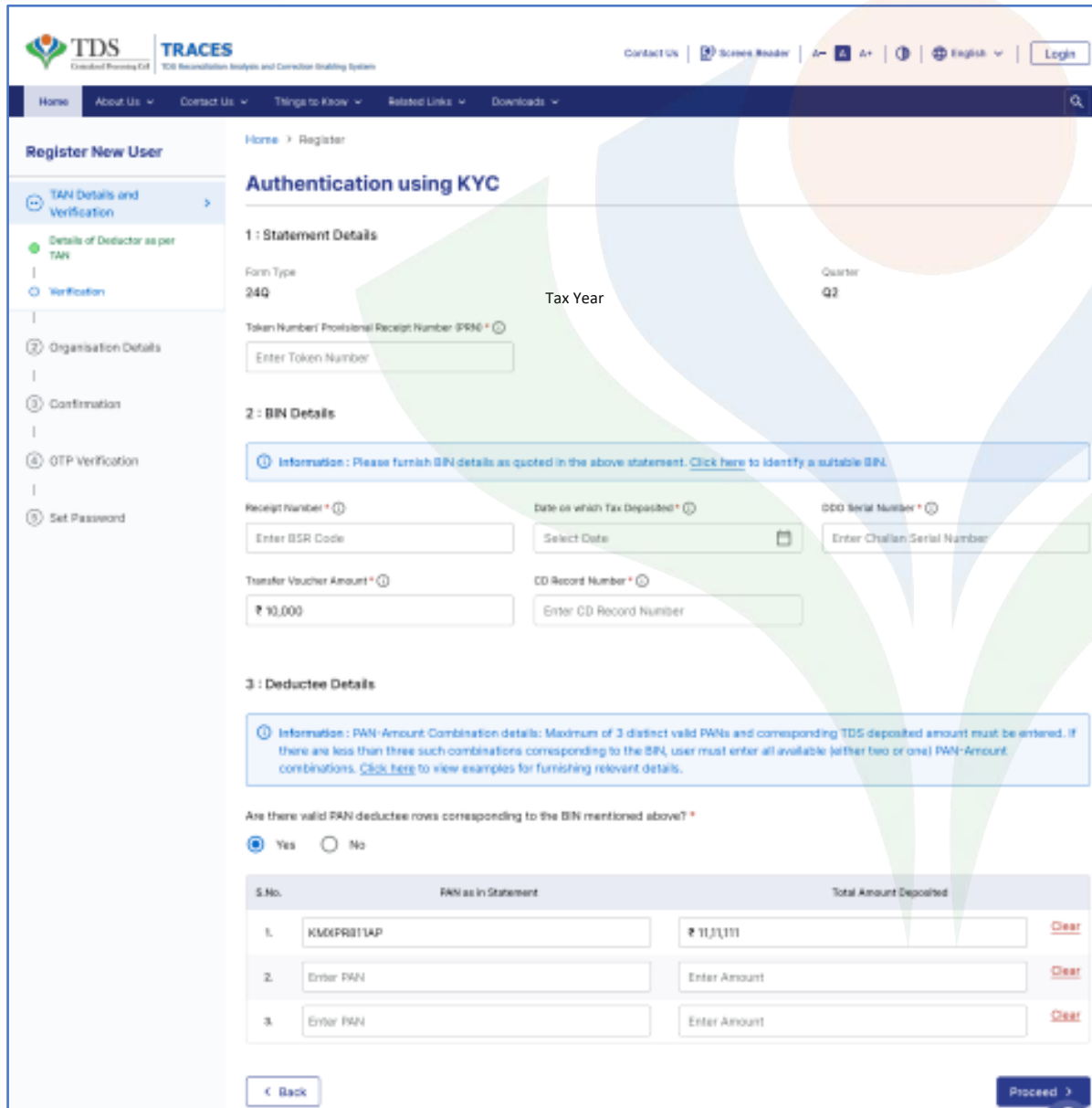
Approval through PAO Login at TRACES

**Authentication using KYC**

[< Back](#) [Proceed >](#)

7

Select method of verification as **Authentication using KYC** and **Proceed**.

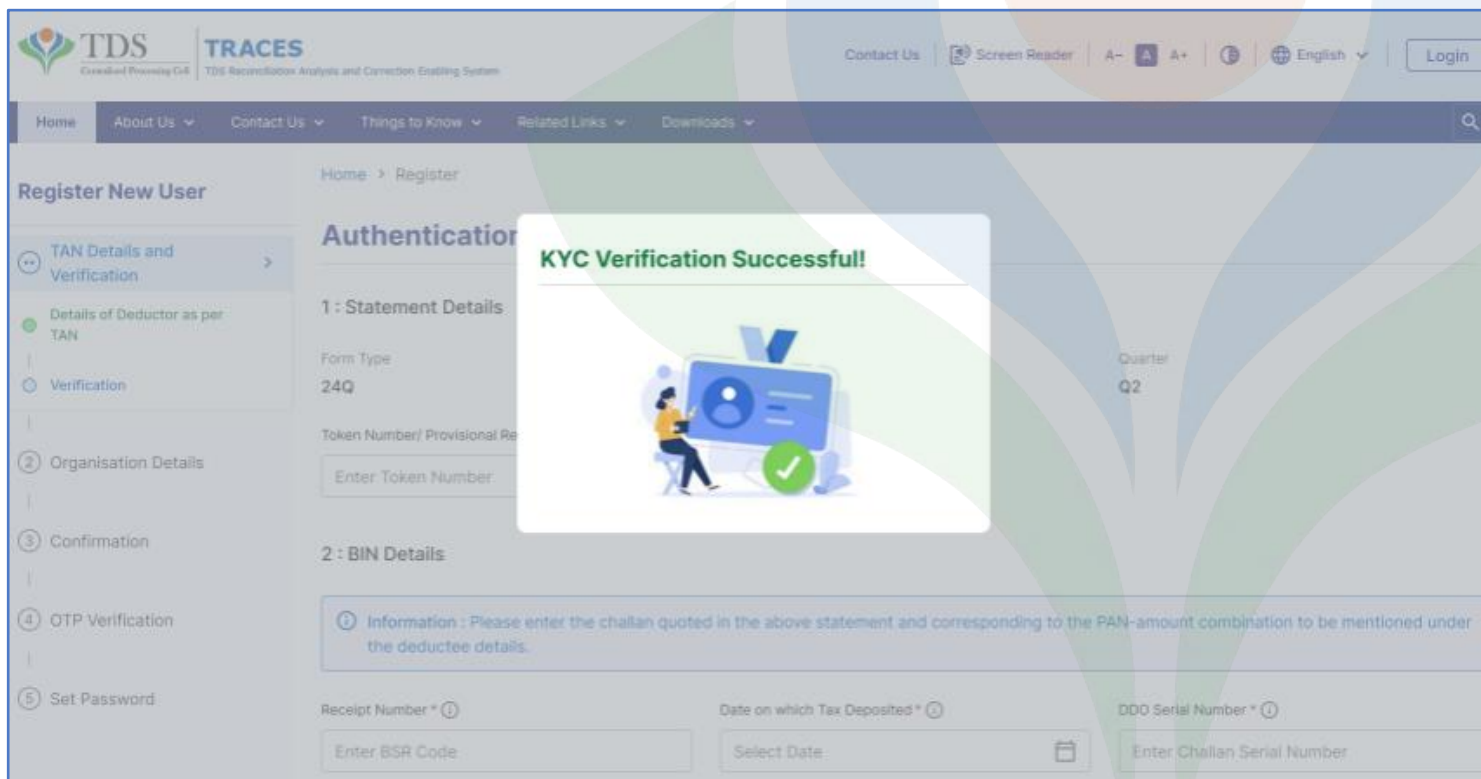


8

Furnish the following details:

- Statement details (Form Type, Financial Year, Quarter, and Token/PRN)
- BIN details [Receipt Number, Date on which Tax Deposited, DDO Serial Number, Transfer Voucher Amount, and CD Record Number (optional field)]
- You may enter up to three distinct valid PAN–Amount combinations of deductees, as reported in the filed TDS/TCS statement. If fewer than three combinations are available, enter all that exist (either two or one).

Then click **Proceed**.

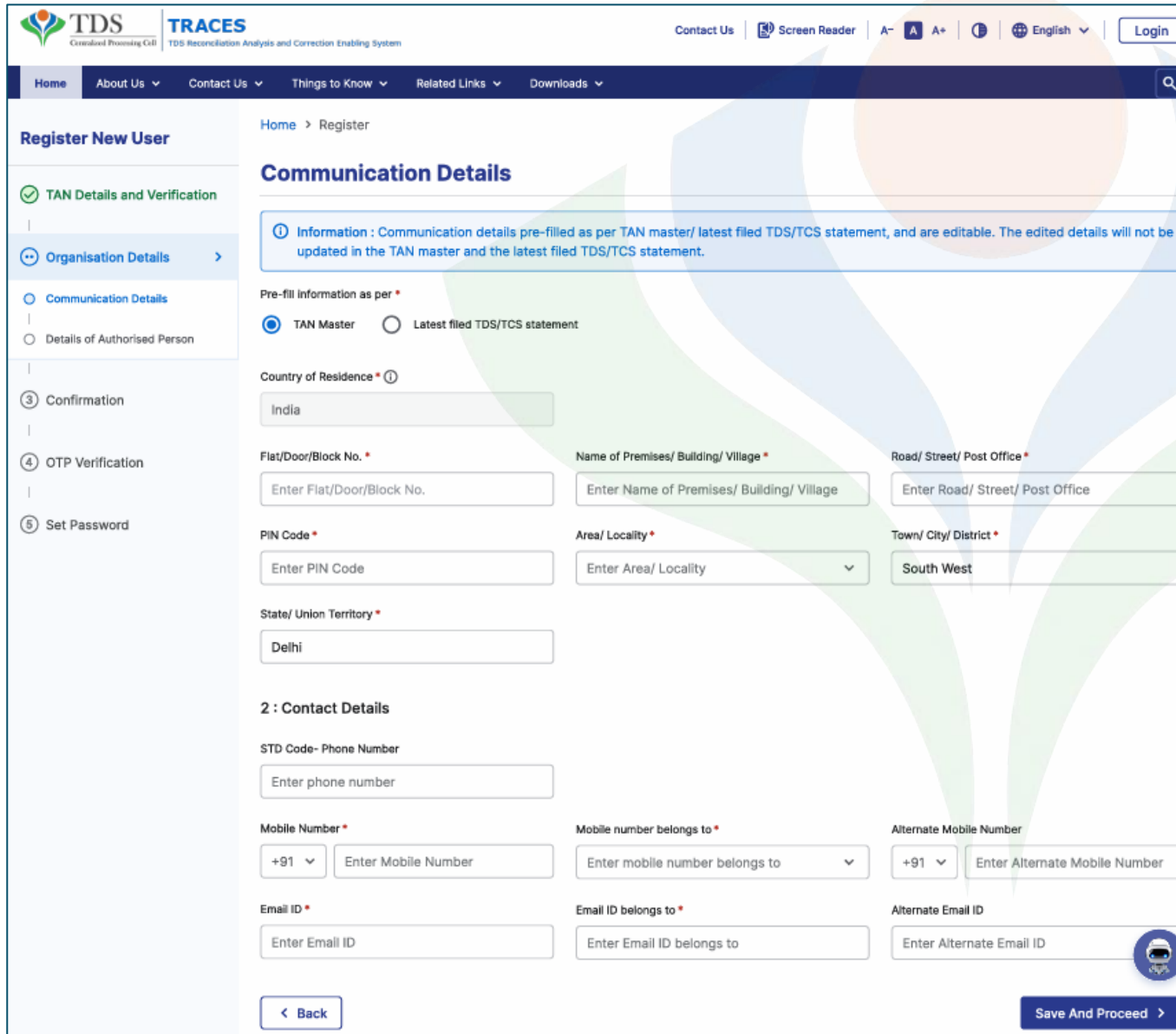


The screenshot displays the TDS TRACES portal interface. A central modal window with a green border and a white background shows the message "KYC Verification Successful!". The modal contains an illustration of a person sitting at a desk with a computer monitor displaying a checkmark. The background of the portal is dimmed, showing the "Register New User" section with a progress indicator for "Authentication". The form fields visible include "Form Type" (24Q), "Token Number/ Provisional Re" (with an "Enter Token Number" input), "2 : BIN Details", and "Information : Please enter the challan quoted in the above statement and corresponding to the PAN-amount combination to be mentioned under the deductee details." Below this, there are input fields for "Receipt Number \* ①" (with "Enter BSR Code"), "Date on which Tax Deposited \* ②" (with "Select Date" and a calendar icon), and "DDD Serial Number \* ③" (with "Enter Challan Serial Number").

9

When the **KYC** is successfully verified, the system displays a confirmation message indicating that **KYC Verification is Successful**.

- The message will disappear after 10 seconds and you will be directed to the Communication Details page.



**Register New User**

Home > Register

### Communication Details

Information : Communication details pre-filled as per TAN master/ latest filed TDS/TCS statement, and are editable. The edited details will not be updated in the TAN master and the latest filed TDS/TCS statement.

Pre-fill information as per \*

TAN Master  Latest filed TDS/TCS statement

Country of Residence \*

Flat/Door/Block No. \*

Name of Premises/ Building/ Village \*

Road/ Street/ Post Office \*

PIN Code \*

Area/ Locality \*

Town/ City/ District \*

State/ Union Territory \*

**2 : Contact Details**

STD Code- Phone Number

Mobile Number \*

Mobile number belongs to \*

Alternate Mobile Number

Email ID \*

Email ID belongs to \*

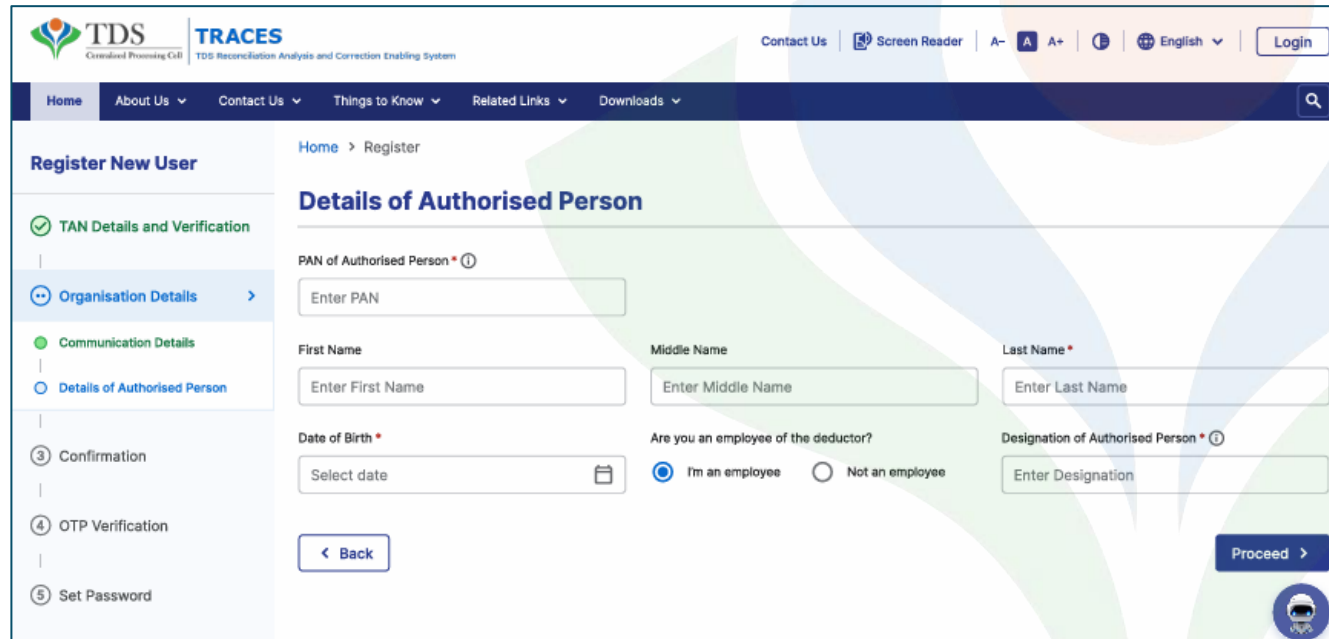
Alternate Email ID

10

To continue, choose one of the following options to view the pre-filled Communication Details:

- TAN Master
- Latest TDS/TCS Statement Filed

You may edit the details, if required and click **Save and Proceed**.



The screenshot shows the 'Details of Authorised Person' registration form on the TDS TRACES portal. The form includes the following fields and options:

- PAN of Authorised Person \***: Enter PAN
- First Name**: Enter First Name
- Middle Name**: Enter Middle Name
- Last Name \***: Enter Last Name
- Date of Birth \***: Select date
- Are you an employee of the deductor?**:  I'm an employee,  Not an employee
- Designation of Authorised Person \***: Enter Designation

Navigation buttons: < Back, Proceed >

11

- Furnish Authorised Person Details.
- Click Proceed.

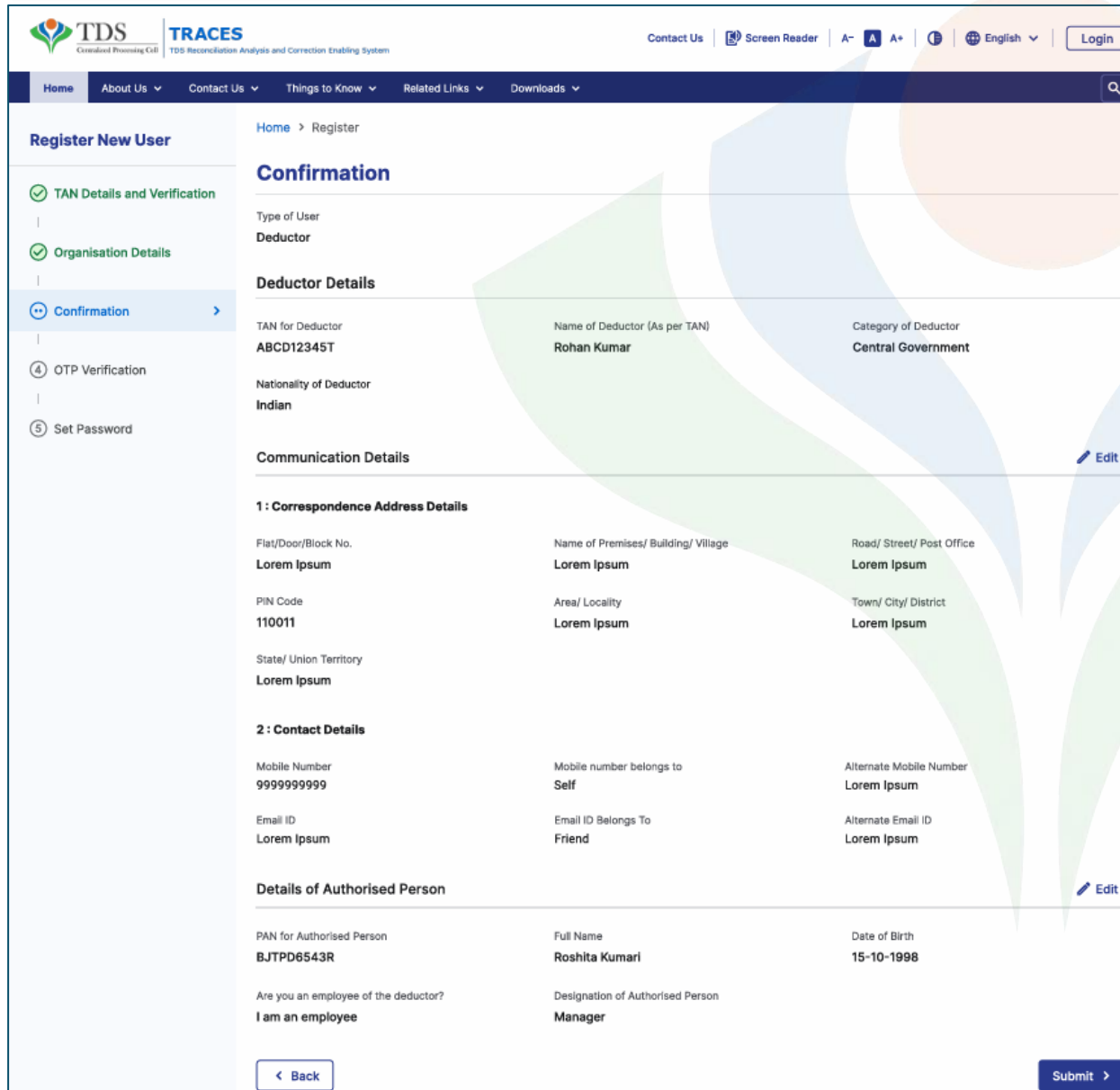
12

### Things to know:

Enter your name exactly as it appears on your PAN. The Last Name field is mandatory.

### Examples:

- If your name on PAN is **Rohini**  
→ Enter **Rohini** in the **Last Name** field.
- If your name on PAN is **Rohini Krishnan**  
→ Enter **Rohini** in the **First Name** field.  
→ Enter **Krishnan** in the **Last Name** field.
- If your name on PAN is **Rohini Priya Krishnan**  
→ Enter **Rohini** in the **First Name** field.  
→ Enter **Priya** in the **Middle Name** field.  
→ Enter **Krishnan** in the **Last Name** field.



Home > Register

## Confirmation

Type of User  
**Deductor**

### Deductor Details

TAN for Deductor <b>ABCD12345T</b>	Name of Deductor (As per TAN) <b>Rohan Kumar</b>	Category of Deductor <b>Central Government</b>
Nationality of Deductor <b>Indian</b>		

### Communication Details

[Edit](#)

#### 1 : Correspondence Address Details

Flat/Door/Block No. <b>Lorem Ipsum</b>	Name of Premises/ Building/ Village <b>Lorem Ipsum</b>	Road/ Street/ Post Office <b>Lorem Ipsum</b>
PIN Code <b>110011</b>	Area/ Locality <b>Lorem Ipsum</b>	Town/ City/ District <b>Lorem Ipsum</b>
State/ Union Territory <b>Lorem Ipsum</b>		

#### 2 : Contact Details

Mobile Number <b>9999999999</b>	Mobile number belongs to <b>Self</b>	Alternate Mobile Number <b>Lorem Ipsum</b>
Email ID <b>Lorem Ipsum</b>	Email ID Belongs To <b>Friend</b>	Alternate Email ID <b>Lorem Ipsum</b>

### Details of Authorised Person

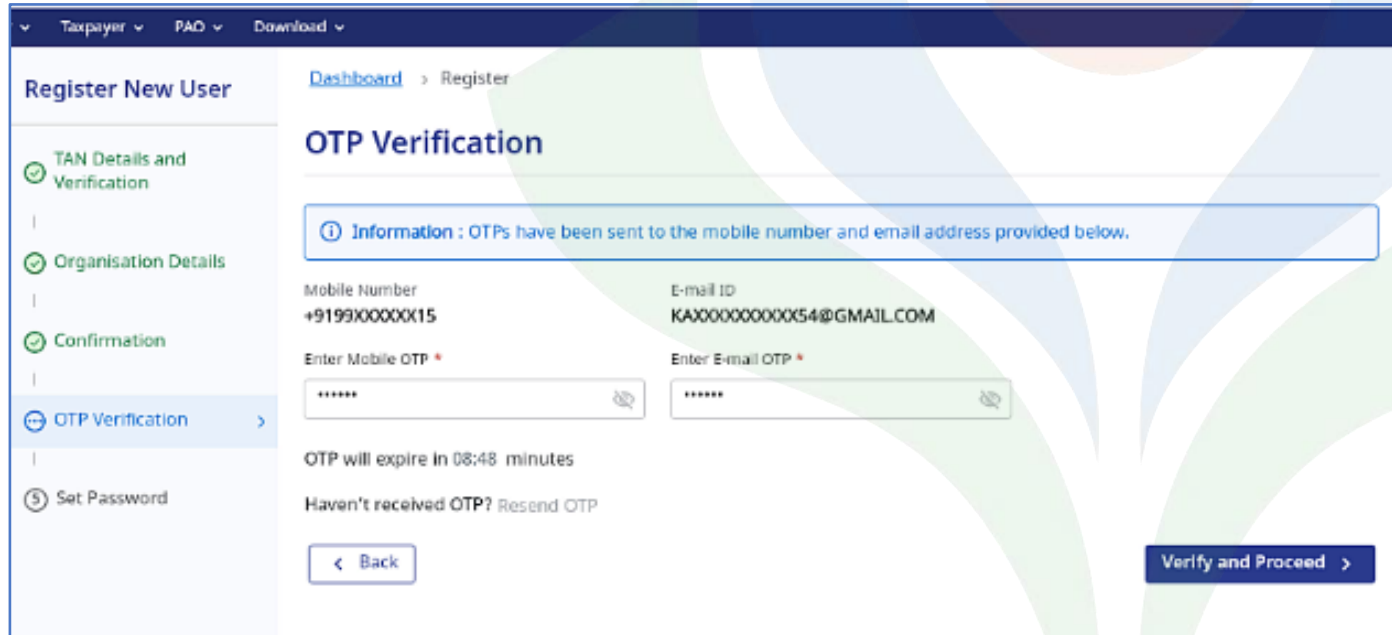
[Edit](#)

PAN for Authorised Person <b>BJTPD6543R</b>	Full Name <b>Roshita Kumari</b>	Date of Birth <b>15-10-1998</b>
Are you an employee of the deductor? <b>I am an employee</b>	Designation of Authorised Person <b>Manager</b>	

[< Back](#) [Submit >](#)

13

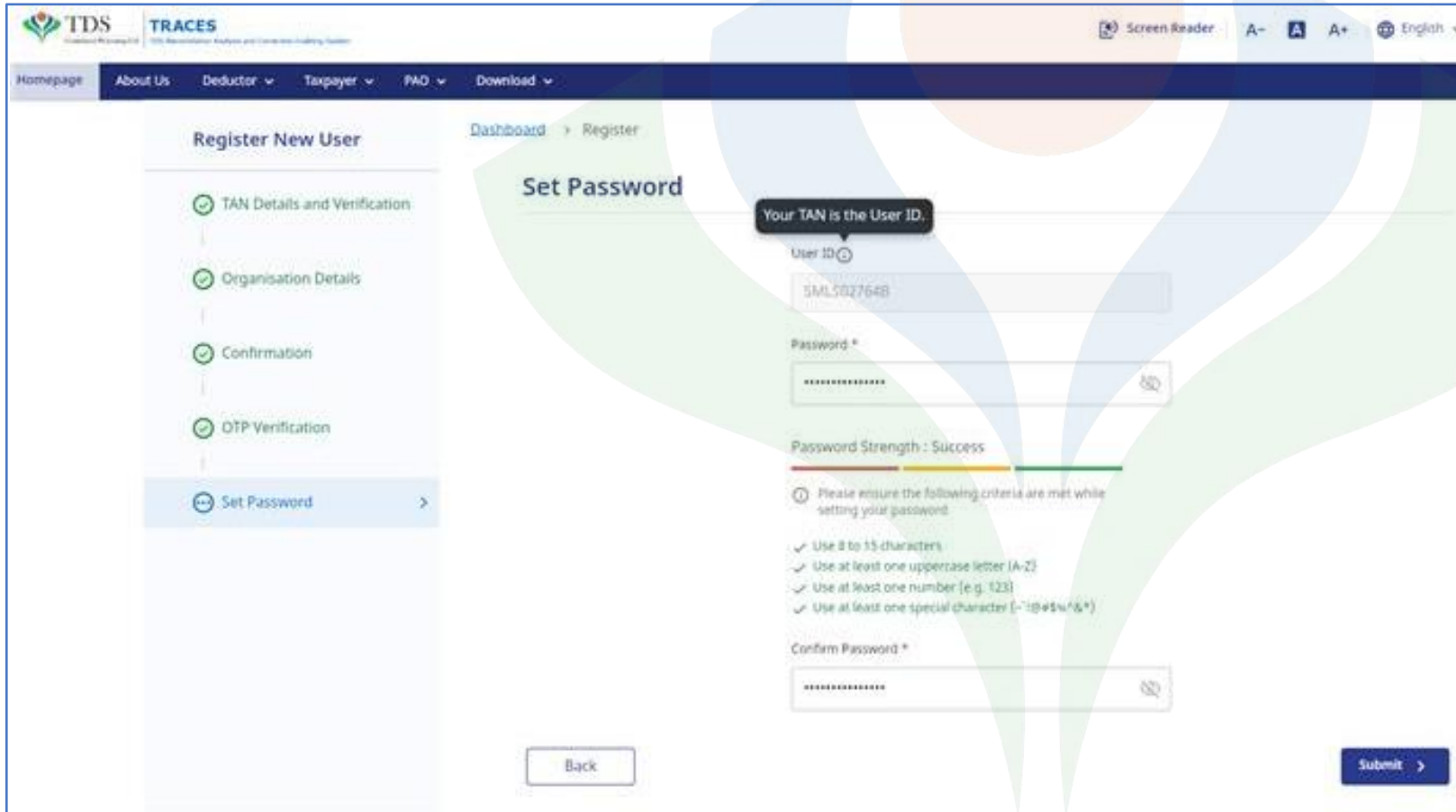
- Validate the **Communication and Authorised Person Details** for its correctness.
- Use the **Edit** option to update any editable details, if required and click **Submit**.



The screenshot shows the 'OTP Verification' page in the TDS portal. The page title is 'Register New User' and the breadcrumb is 'Dashboard > Register'. The main heading is 'OTP Verification'. An information box states: 'Information : OTPs have been sent to the mobile number and email address provided below.' Below this, the 'Mobile Number' is '+9199XXXXXX15' and the 'E-mail ID' is 'KAXXXXXXXXXX54@GMAIL.COM'. There are two input fields: 'Enter Mobile OTP' and 'Enter Email OTP', both containing asterisks. A timer indicates 'OTP will expire in 08:48 minutes'. A link 'Haven't received OTP? Resend OTP' is present. At the bottom, there are buttons for '< Back' and 'Verify and Proceed >'. The left sidebar shows a progress indicator with steps: 'TAN Details and Verification', 'Organisation Details', 'Confirmation', 'OTP Verification' (highlighted), and 'Set Password'.

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Enter the **OTPs** received on your **Mobile Number** and **E-mail ID** and click **Verify and Proceed**.



Register New User

- TAN Details and Verification
- Organisation Details
- Confirmation
- OTP Verification
- Set Password**

### Set Password

Your TAN is the User ID.

User ID

Password \*

Password Strength : Success

Please ensure the following criteria are met while setting your password

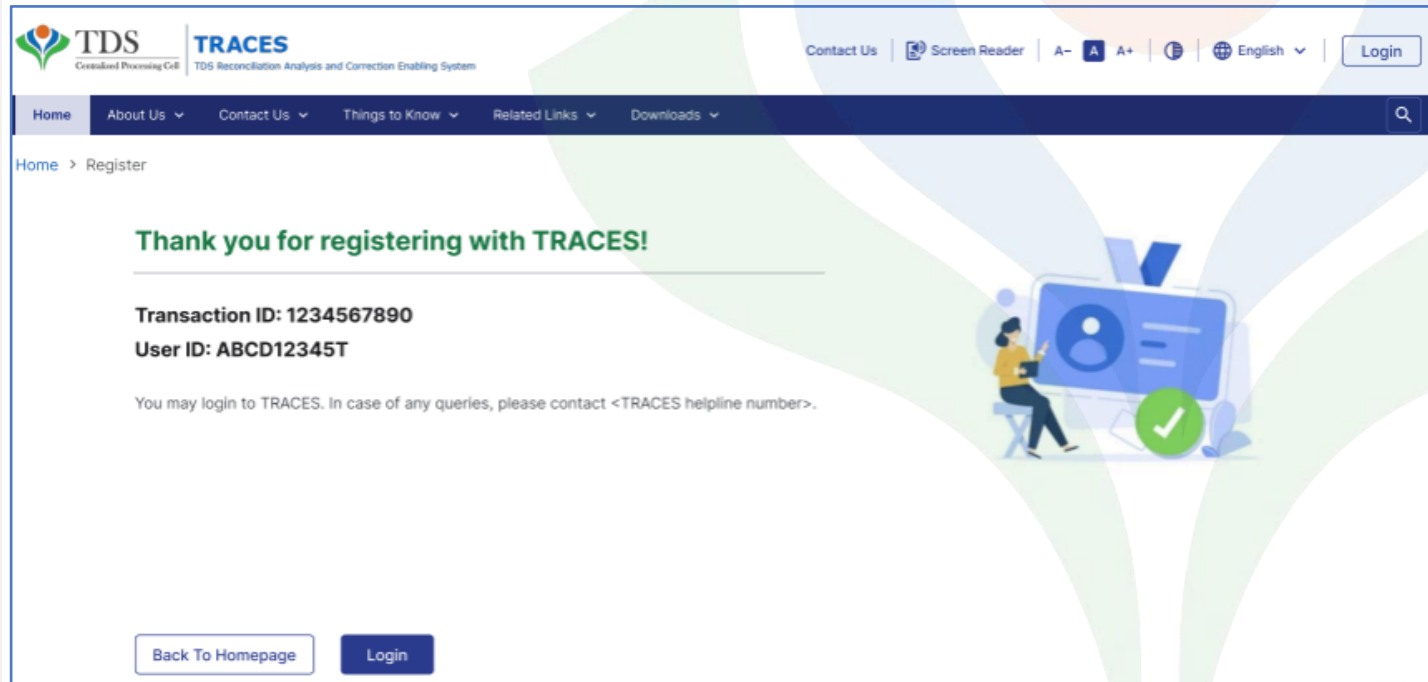
- ✓ Use 8 to 15 characters
- ✓ Use at least one uppercase letter (A-Z)
- ✓ Use at least one number (e.g. 123)
- ✓ Use at least one special character (~!@#\$%^&\*)

Confirm Password \*

15

- Set a **Password** as per the specified criteria.
- **Re-enter Password** to confirm and **Submit**.

16



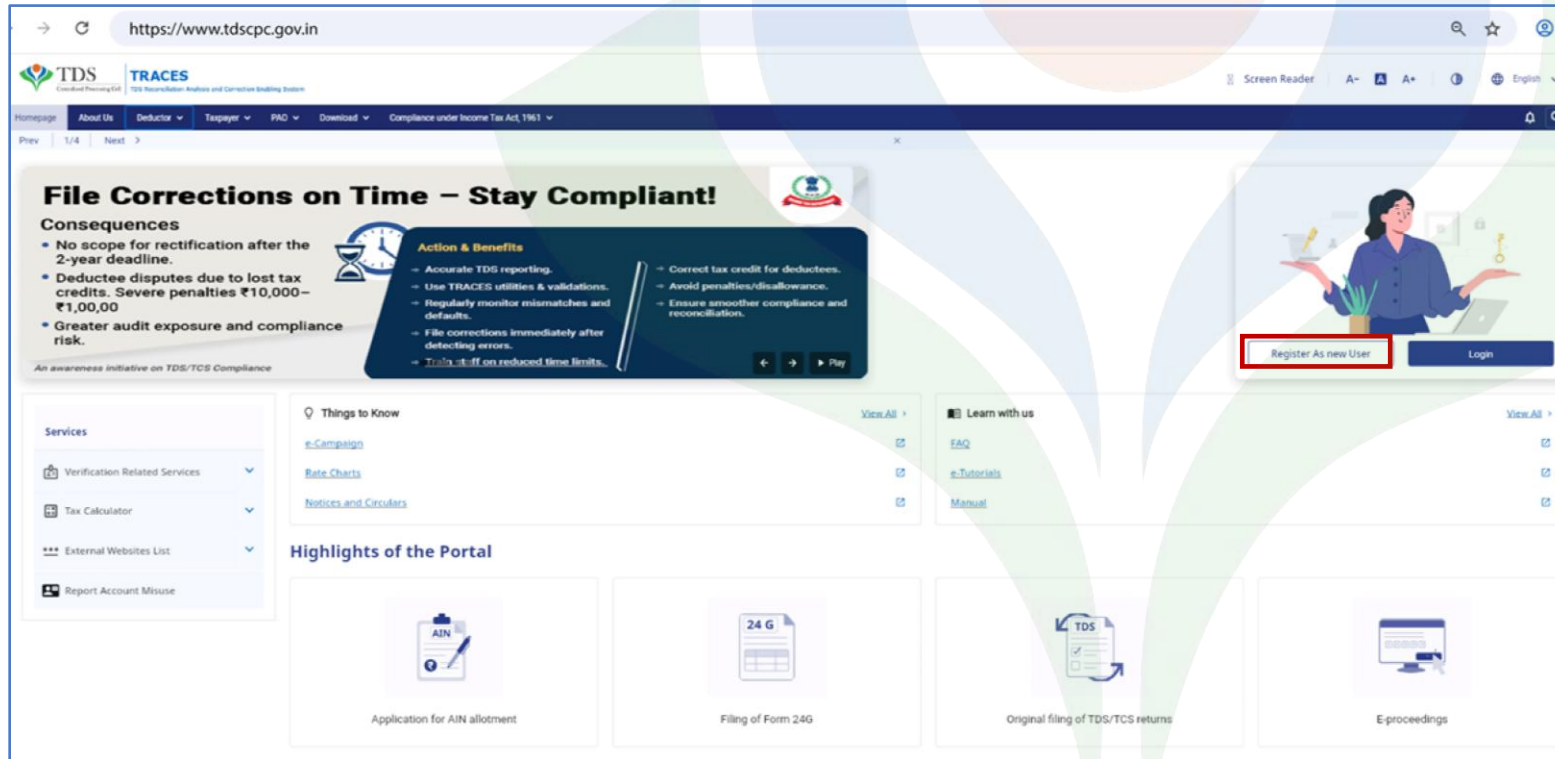
The screenshot shows the TRACES portal registration completion page. The header includes the TDS logo, the TRACES logo, and navigation links for Contact Us, Screen Reader, font size adjustments (A-, A, A+), language selection (English), and a Login button. The main content area displays a green heading "Thank you for registering with TRACES!" followed by the Transaction ID: 1234567890 and User ID: ABCD12345T. Below this, there is a note: "You may login to TRACES. In case of any queries, please contact <TRACES helpline number>." At the bottom, there are two buttons: "Back To Homepage" and "Login". An illustration of a person at a computer with a checkmark is also visible.

- The registration process is completed. A confirmation message is displayed showing the **Transaction ID** and **User ID (TAN)**.
- An email and SMS have also been sent to your registered email ID and mobile number, confirming your successful registration as a Deductor on the TRACES Portal.
- You may now **Login** to **TRACES** Portal as a **Deductor** using your **TAN** and **Password**.



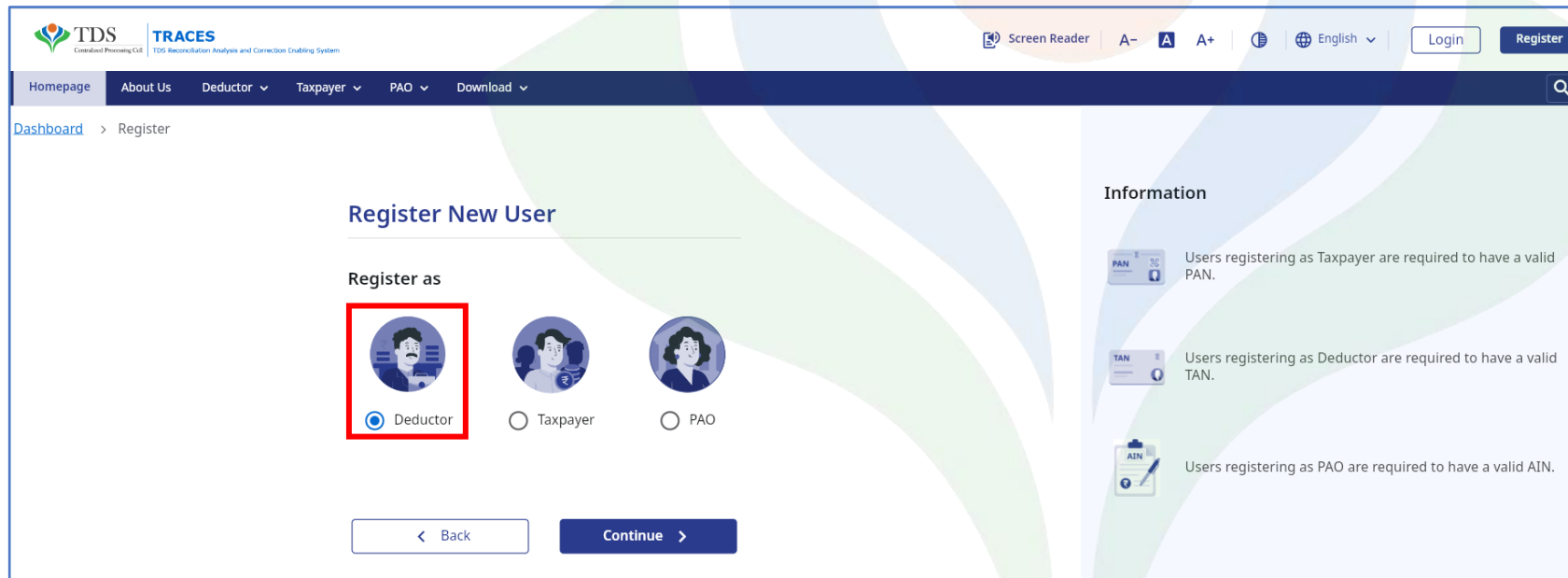
# Government Deductor not having AIN

## Step-by-step Registration process



1  
Enter URL -  
<https://www.tdscpc.gov.in>

2  
Click on Register as New User.



The screenshot shows the 'Register New User' page in the TDS TRACES system. The page has a dark blue header with navigation links: 'Homepage', 'About Us', 'Deductor', 'Taxpayer', 'PAO', and 'Download'. A search icon is on the right. Below the header, the breadcrumb 'Dashboard > Register' is visible. The main content area is titled 'Register New User' and contains a 'Register as' section with three options: 'Deductor', 'Taxpayer', and 'PAO'. The 'Deductor' option is selected, indicated by a blue radio button and a red rectangular highlight. Below these options are 'Back' and 'Continue' buttons. To the right, an 'Information' section provides details for each user type: Taxpayer (requires valid PAN), Deductor (requires valid TAN), and PAO (requires valid AIN).

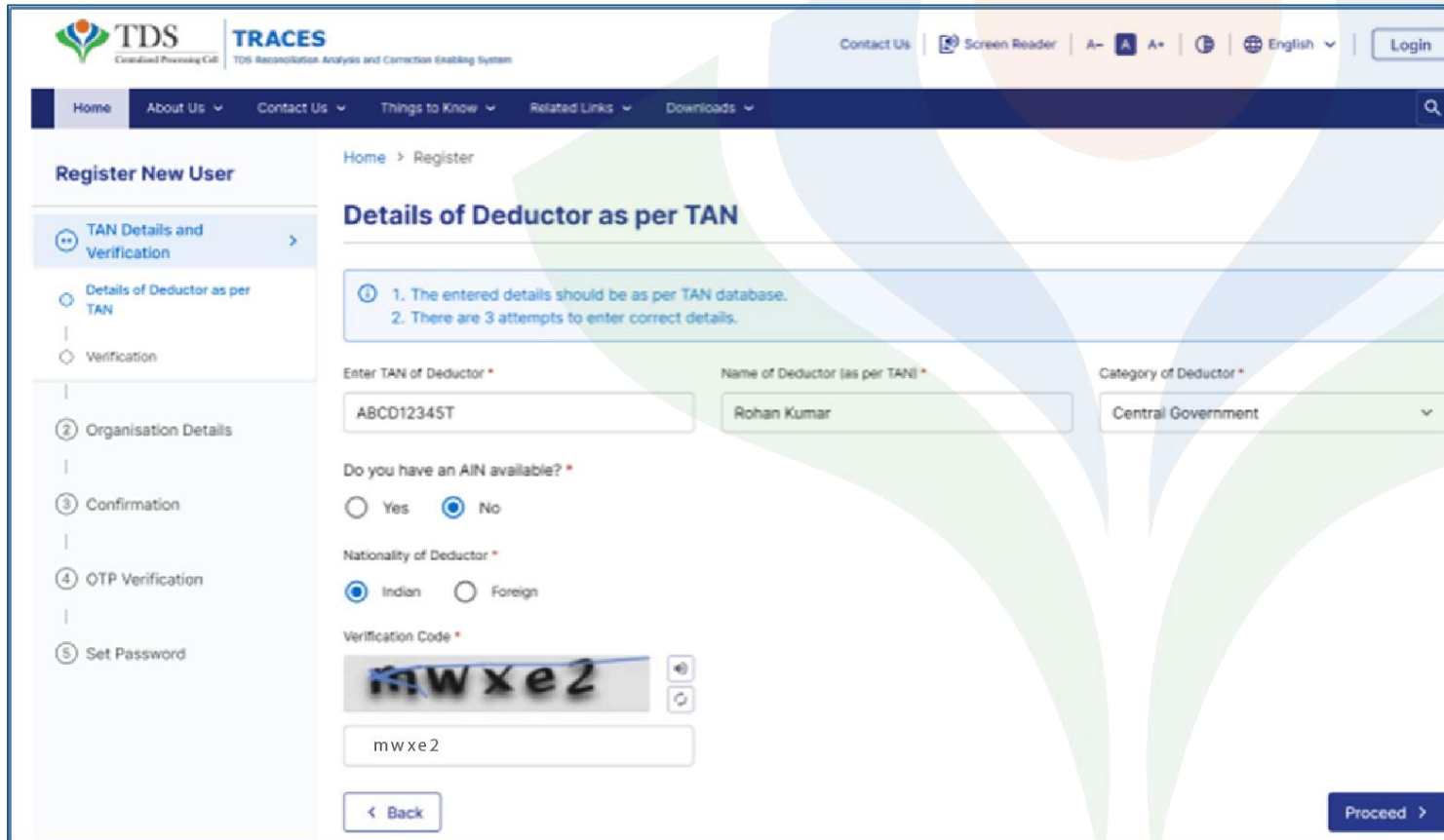
3 Select user type as **Deductor** and click **Continue**.

4

- Enter the details of the Deductor as per TAN.  
Please ensure that the information entered is accurate. If incorrect details are furnished three times consecutively, the registration process will be blocked for 30 minutes.

5

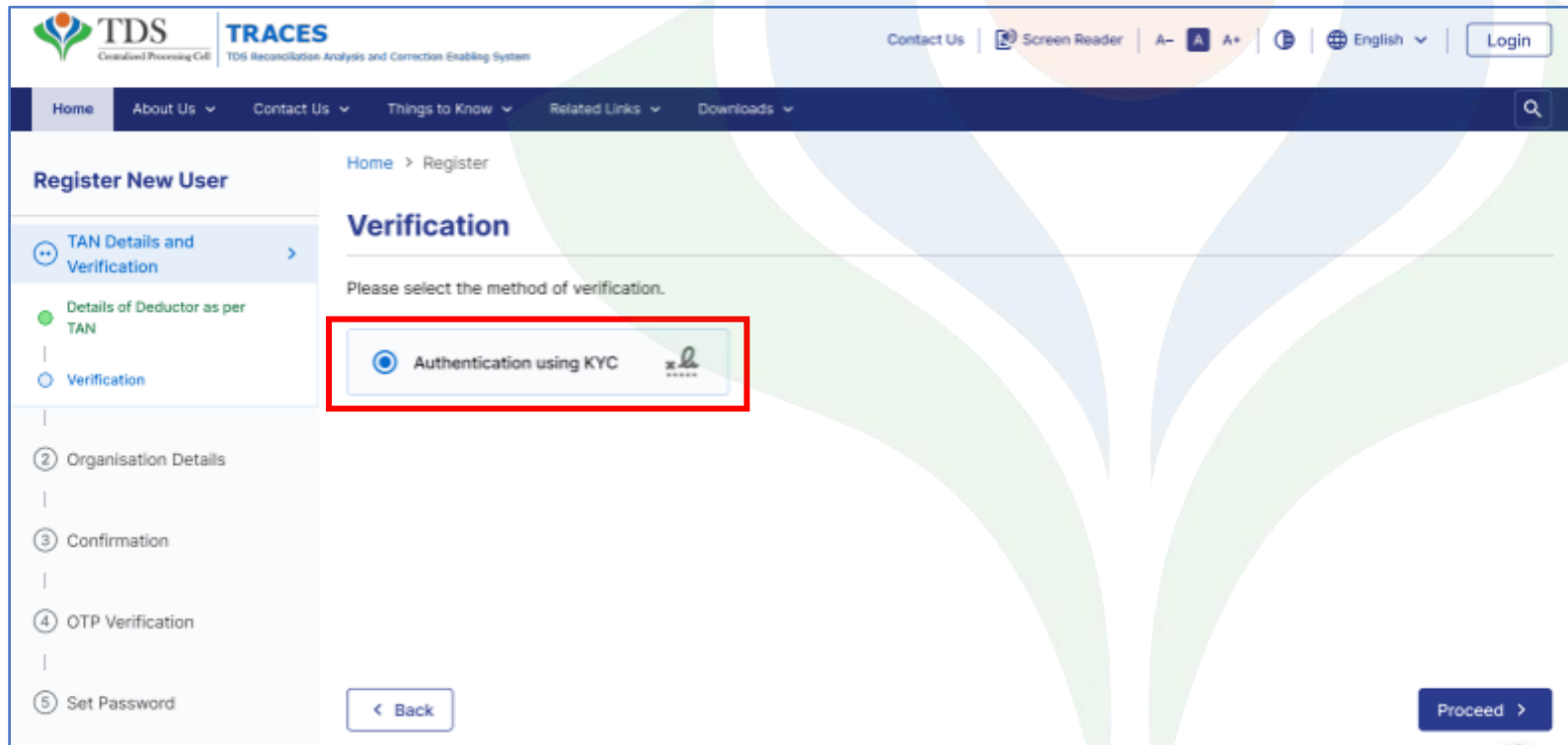
- Select “No” under the field “Do you have an AIN available?”
- Select the appropriate **Nationality of Deductor**.
- Enter the **Verification Code**, and click **Proceed**.



The screenshot shows the 'Register New User' page on the TDS TRACES portal. The current step is 'Details of Deductor as per TAN'. The form includes the following fields and options:

- Enter TAN of Deductor \***: ABCD12345T
- Name of Deductor (as per TAN) \***: Rohan Kumar
- Category of Deductor \***: Central Government
- Do you have an AIN available? \***:  Yes  No
- Nationality of Deductor \***:  Indian  Foreign
- Verification Code \***: A CAPTCHA image showing 'mwxe2' and a text input field containing 'mwxe2'.

Navigation buttons include '< Back' and 'Proceed >'. A warning box at the top of the form states: '1. The entered details should be as per TAN database. 2. There are 3 attempts to enter correct details.'




Register New User

Home > Register

## Verification

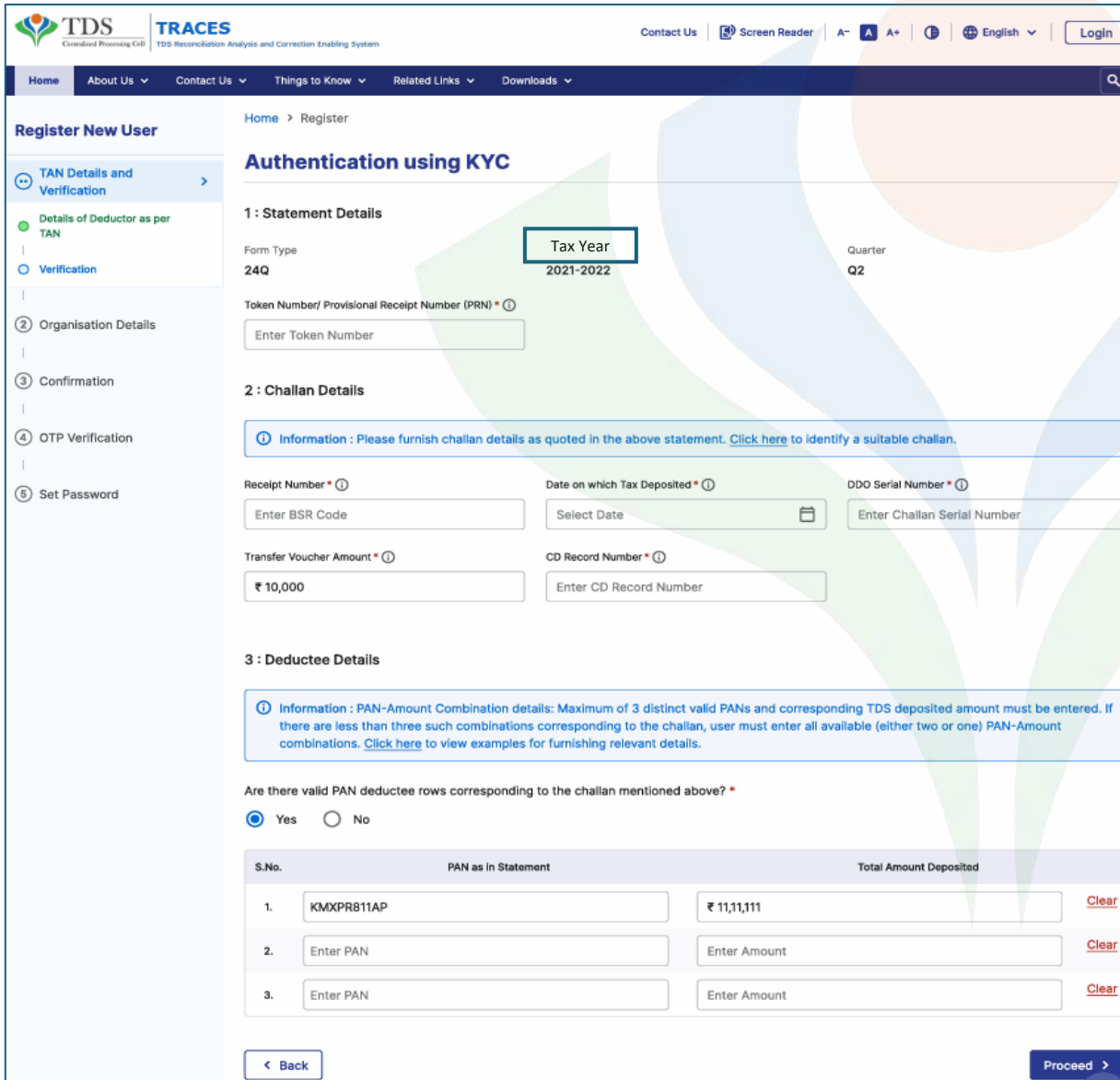
Please select the method of verification.

Authentication using KYC 

[< Back](#) [Proceed >](#)

6

Select Authentication using KYC and Proceed.



**Register New User**

Home > Register

### Authentication using KYC

**1 : Statement Details**

Form Type: **24Q** Tax Year: **2021-2022** Quarter: **Q2**

Token Number/ Provisional Receipt Number (PRN) \*

Enter Token Number

**2 : Challan Details**

Information : Please furnish challan details as quoted in the above statement. [Click here to identify a suitable challan.](#)

Receipt Number \*

Date on which Tax Deposited \*

DDO Serial Number \*

Transfer Voucher Amount \*

CD Record Number \*

**3 : Deductee Details**

Information : PAN-Amount Combination details: Maximum of 3 distinct valid PANs and corresponding TDS deposited amount must be entered. If there are less than three such combinations corresponding to the challan, user must enter all available (either two or one) PAN-Amount combinations. [Click here to view examples for furnishing relevant details.](#)

Are there valid PAN deductee rows corresponding to the challan mentioned above? \*

Yes  No

S.No.	PAN as in Statement	Total Amount Deposited	
1.	<input type="text" value="KMXPR811AP"/>	<input type="text" value="₹ 11,11,111"/>	<a href="#">Clear</a>
2.	<input type="text" value="Enter PAN"/>	<input type="text" value="Enter Amount"/>	<a href="#">Clear</a>
3.	<input type="text" value="Enter PAN"/>	<input type="text" value="Enter Amount"/>	<a href="#">Clear</a>

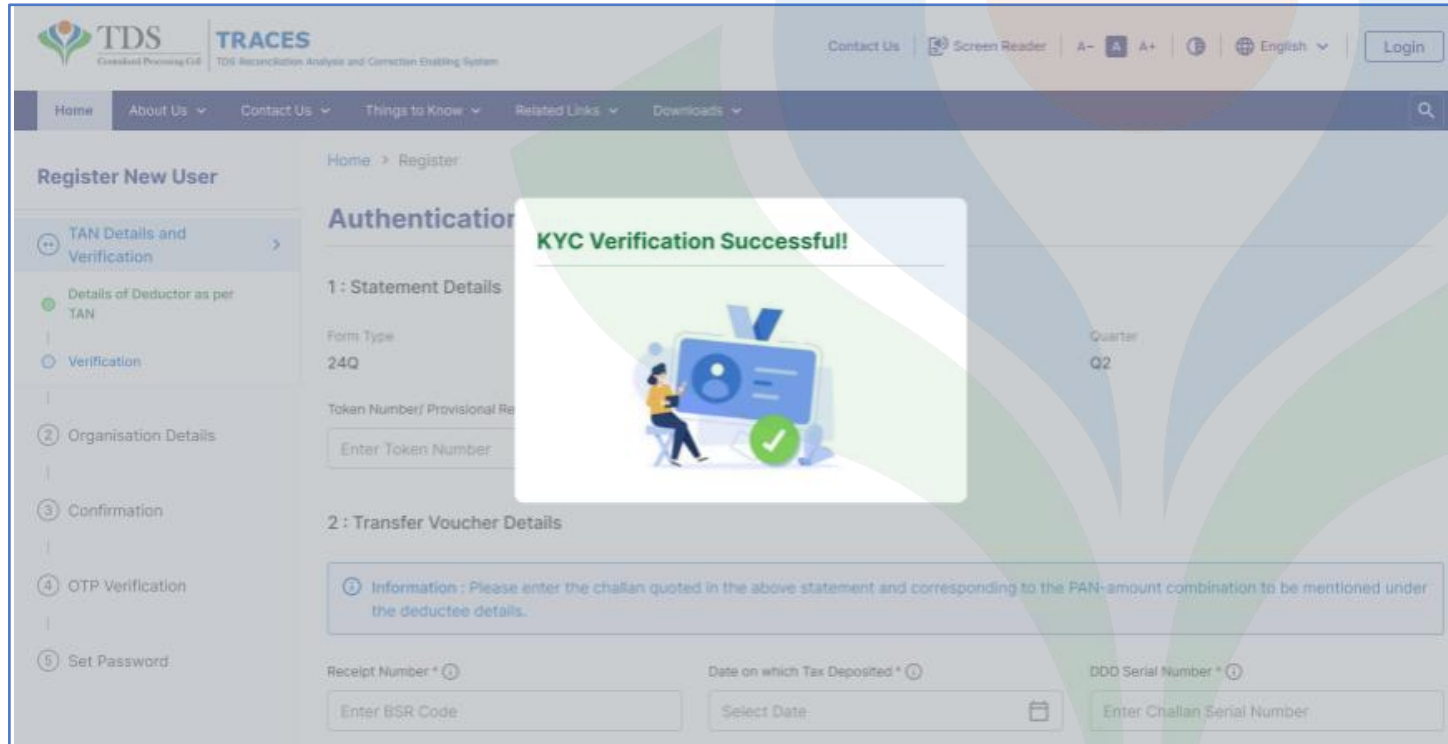
[Back](#) [Proceed](#)

7

Furnish the following details:

- Statement details (Form Type, Financial Year, Quarter, and Token/PRN)
- Challan details [BSR Code, Date of Tax Deposit, Challan Serial Number, Challan Amount, and CD Record Number (optional field)]
- You may enter up to three distinct valid PAN–Amount combinations of deductees, as reported in the filed TDS/TCS statement. If fewer than three combinations are available, enter all that exist (either two or one).

Then click **Proceed**.

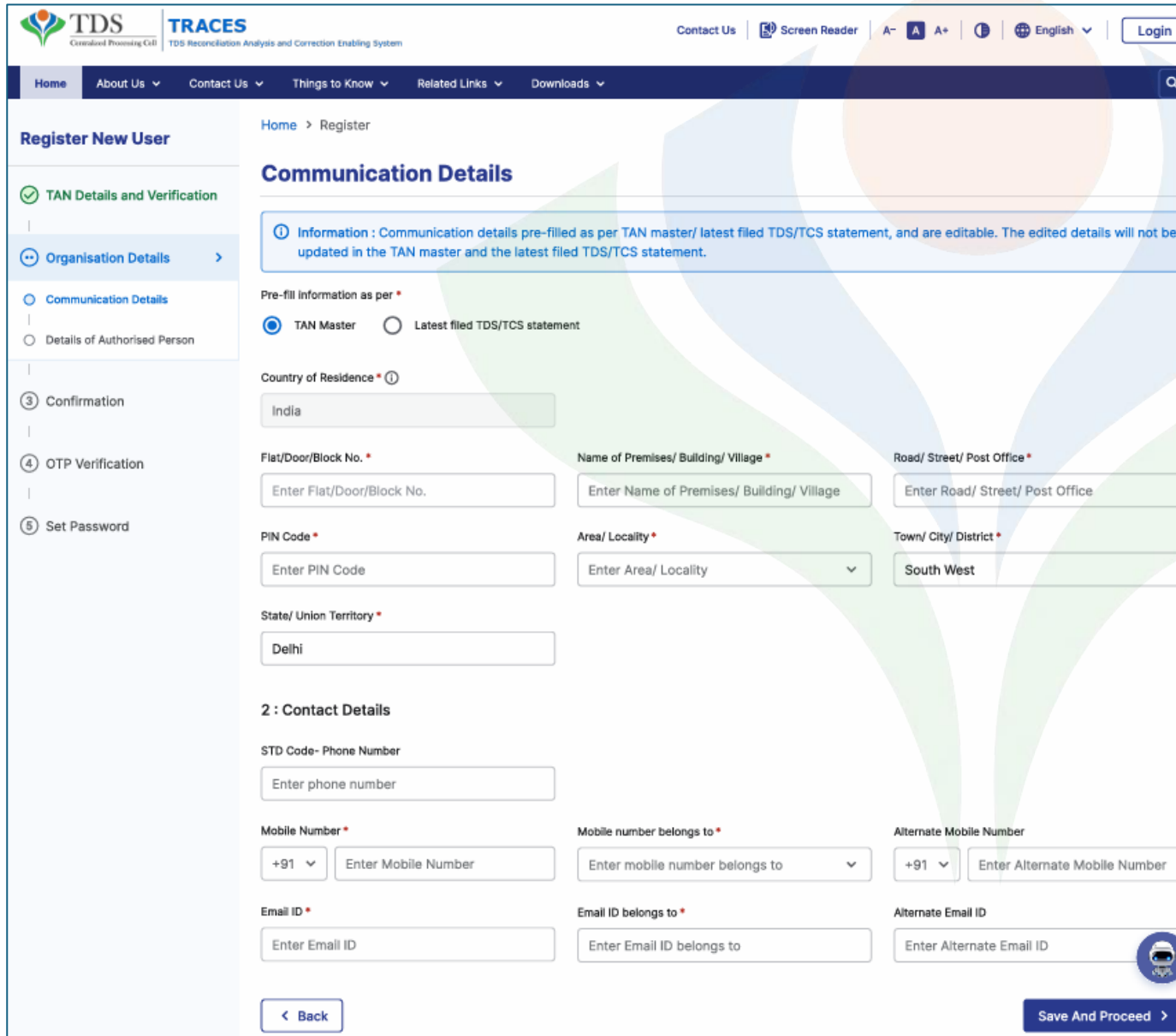


The screenshot displays the TDS TRACES portal interface. The main heading is 'Register New User'. A modal window is open in the center with the title 'Authentication' and the message 'KYC Verification Successful!'. The background form is partially obscured but shows sections for '1 : Statement Details' and '2 : Transfer Voucher Details'. The 'Statement Details' section includes 'Form Type: 24Q' and 'Quarter: Q2'. The 'Transfer Voucher Details' section has an information note: 'Information : Please enter the challan quoted in the above statement and corresponding to the PAN-amount combination to be mentioned under the deductee details.' Below this, there are input fields for 'Receipt Number \*', 'Date on which Tax Deposited \*', and 'DDD Serial Number \*'. The 'Receipt Number' field contains 'Enter BSR Code', the 'Date' field has a 'Select Date' button, and the 'DDD Serial Number' field contains 'Enter Challan Serial Number'.

8

When the **KYC** is successfully verified, the system displays a confirmation message indicating that **KYC Verification** is **Successful**.

The message will disappear after 10 seconds and you will be directed to the Communication Details page.



The screenshot shows the 'Communication Details' registration page on the TDS TRACES portal. The page includes a navigation menu, a sidebar with steps (1-5), and a main form area. The form is titled 'Communication Details' and contains an information box, a pre-fill selection, and various input fields for contact and location information.

**Information:** Communication details pre-filled as per TAN master/ latest filed TDS/TCS statement, and are editable. The edited details will not be updated in the TAN master and the latest filed TDS/TCS statement.

**Pre-fill information as per \***

TAN Master     Latest filed TDS/TCS statement

**Country of Residence \***

**Flat/Door/Block No. \***

**Name of Premises/ Building/ Village \***

**Road/ Street/ Post Office \***

**PIN Code \***

**Area/ Locality \***

**Town/ City/ District \***

**State/ Union Territory \***

**2 : Contact Details**

**STD Code- Phone Number**

**Mobile Number \***

**Mobile number belongs to \***

**Alternate Mobile Number**

**Email ID \***

**Email ID belongs to \***

**Alternate Email ID**

9

To continue, choose one of the following options to view the pre-filled Communication Details:

- TAN Master
- Latest TDS/TCS Statement Filed

You may edit the pre-filled details, if required, before proceeding

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- Furnish Authorised Person Details.
- Click Proceed.

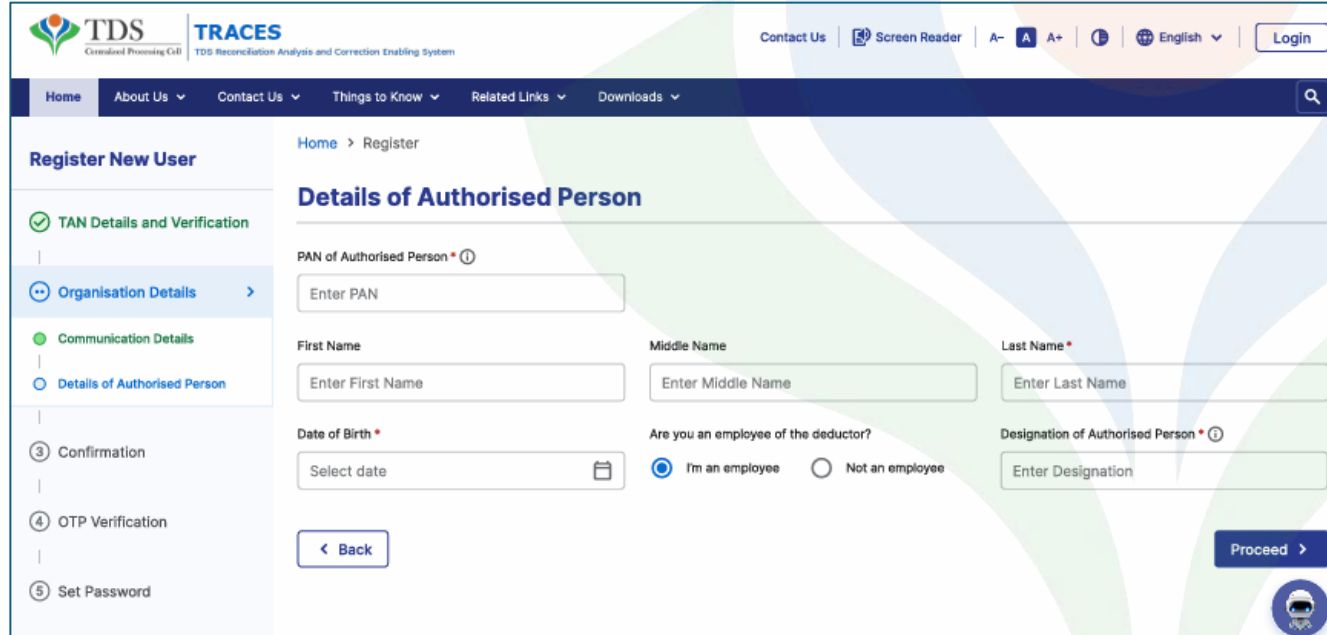
11

### Things to know:

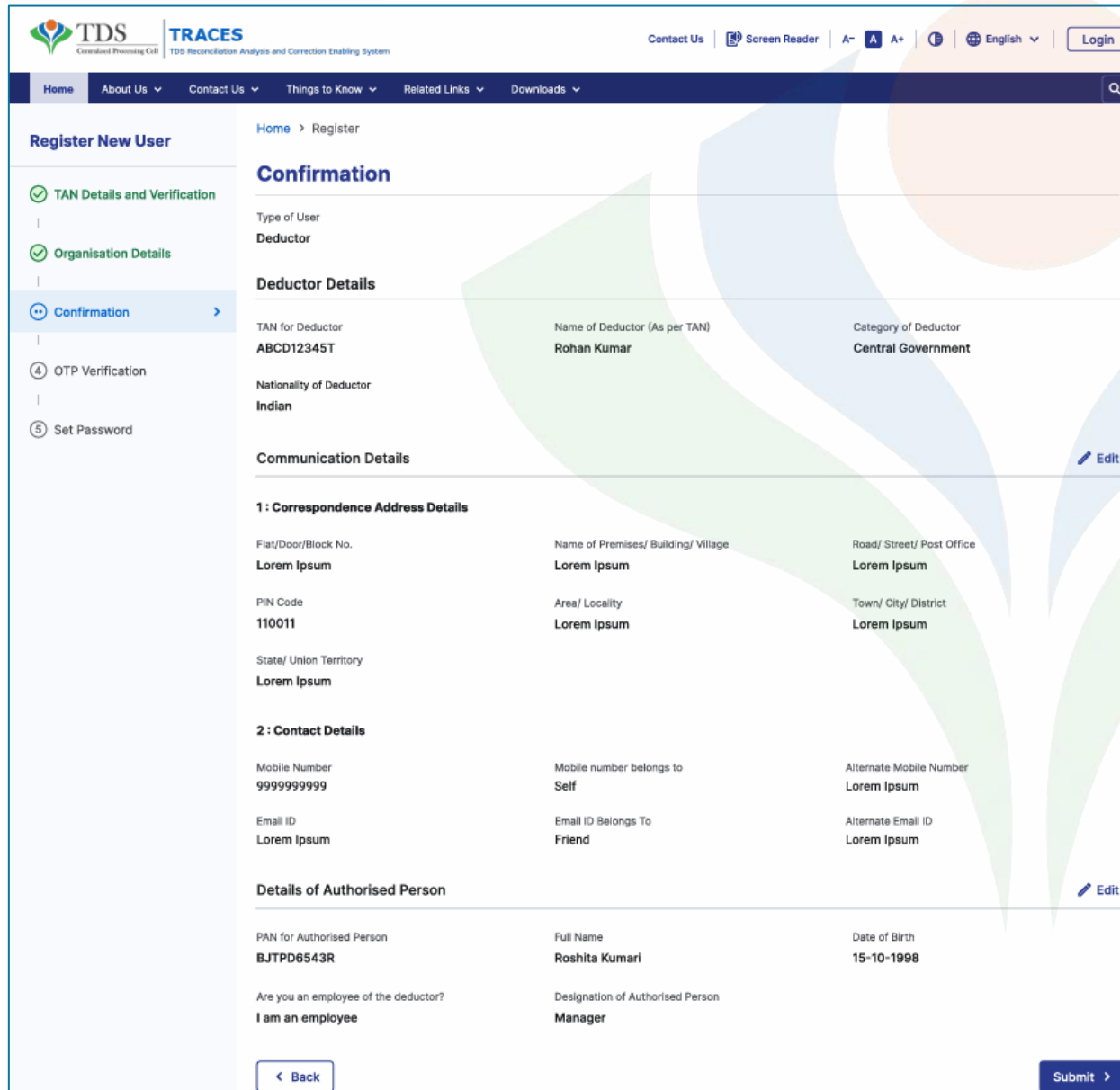
Enter your name exactly as it appears on your PAN. The Last Name field is mandatory.

### Examples:

- If your name on PAN is **Rohini**  
→ Enter **Rohini** in the **Last Name** field.
- If your name on PAN is **Rohini Krishnan**  
→ Enter **Rohini** in the **First Name** field.  
→ Enter **Krishnan** in the **Last Name** field.
- If your name on PAN is **Rohini Priya Krishnan**  
→ Enter **Rohini** in the **First Name** field.  
→ Enter **Priya** in the **Middle Name** field.  
→ Enter **Krishnan** in the **Last Name** field.



The screenshot shows the 'Details of Authorised Person' registration page on the TDS TRACES portal. The page includes a navigation menu on the left with steps: 1. TAN Details and Verification, 2. Organisation Details (current step), 3. Communication Details, 4. Details of Authorised Person, 5. Confirmation, 6. OTP Verification, and 7. Set Password. The main form fields are: PAN of Authorised Person (text box), First Name (text box), Middle Name (text box), Last Name (text box, mandatory), Date of Birth (calendar icon), Are you an employee of the deductor? (radio buttons for 'I'm an employee' and 'Not an employee'), and Designation of Authorised Person (text box, mandatory). There are 'Back' and 'Proceed' buttons at the bottom.



Home > Register

## Confirmation

Type of User  
**Deductor**

### Deductor Details

TAN for Deductor <b>ABCD12345T</b>	Name of Deductor (As per TAN) <b>Rohan Kumar</b>	Category of Deductor <b>Central Government</b>
Nationality of Deductor <b>Indian</b>		

Communication Details [Edit](#)

#### 1 : Correspondence Address Details

Flat/Door/Block No. <b>Lorem Ipsum</b>	Name of Premises/ Building/ Village <b>Lorem Ipsum</b>	Road/ Street/ Post Office <b>Lorem Ipsum</b>
PIN Code <b>110011</b>	Area/ Locality <b>Lorem Ipsum</b>	Town/ City/ District <b>Lorem Ipsum</b>
State/ Union Territory <b>Lorem Ipsum</b>		

#### 2 : Contact Details

Mobile Number <b>9999999999</b>	Mobile number belongs to <b>Self</b>	Alternate Mobile Number <b>Lorem Ipsum</b>
Email ID <b>Lorem Ipsum</b>	Email ID Belongs To <b>Friend</b>	Alternate Email ID <b>Lorem Ipsum</b>

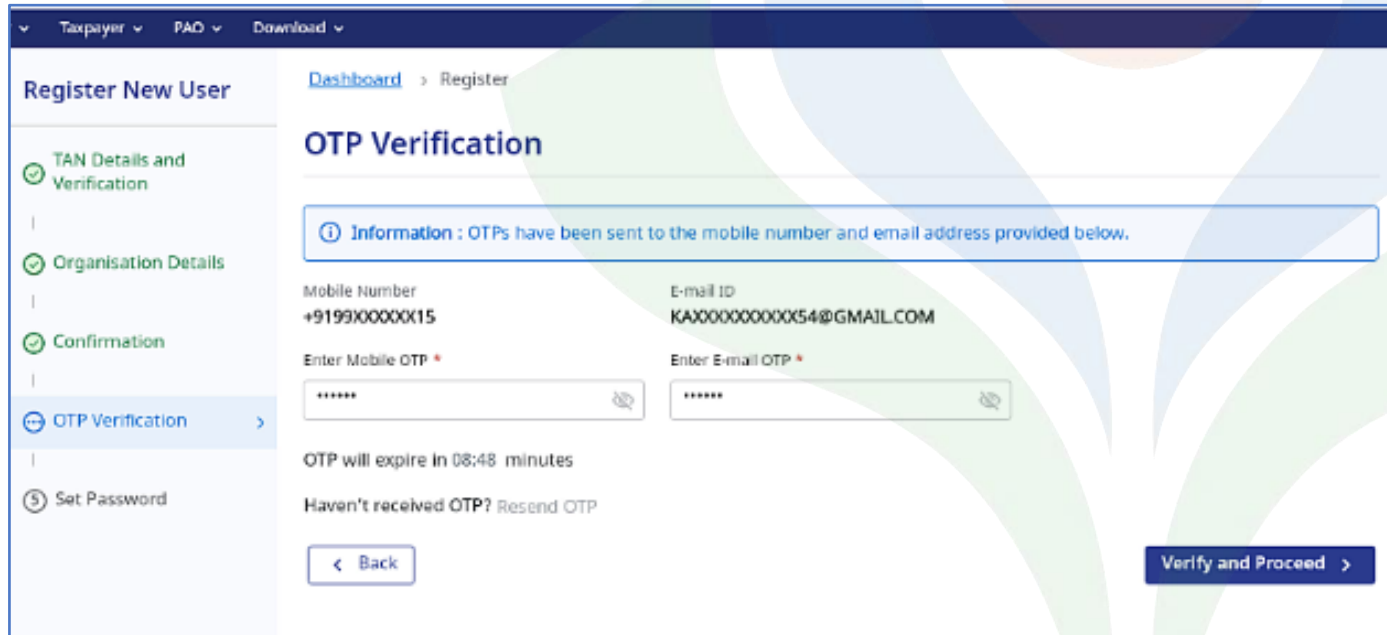
### Details of Authorised Person [Edit](#)

PAN for Authorised Person <b>BJTPD6543R</b>	Full Name <b>Roshita Kumari</b>	Date of Birth <b>15-10-1998</b>
Are you an employee of the deductor? <b>I am an employee</b>	Designation of Authorised Person <b>Manager</b>	

[Back](#) [Submit](#)

12

- Validate the **Communication Details** and **Submit**.
- Use the **Edit** option to update any editable details, if required and click **Submit**.

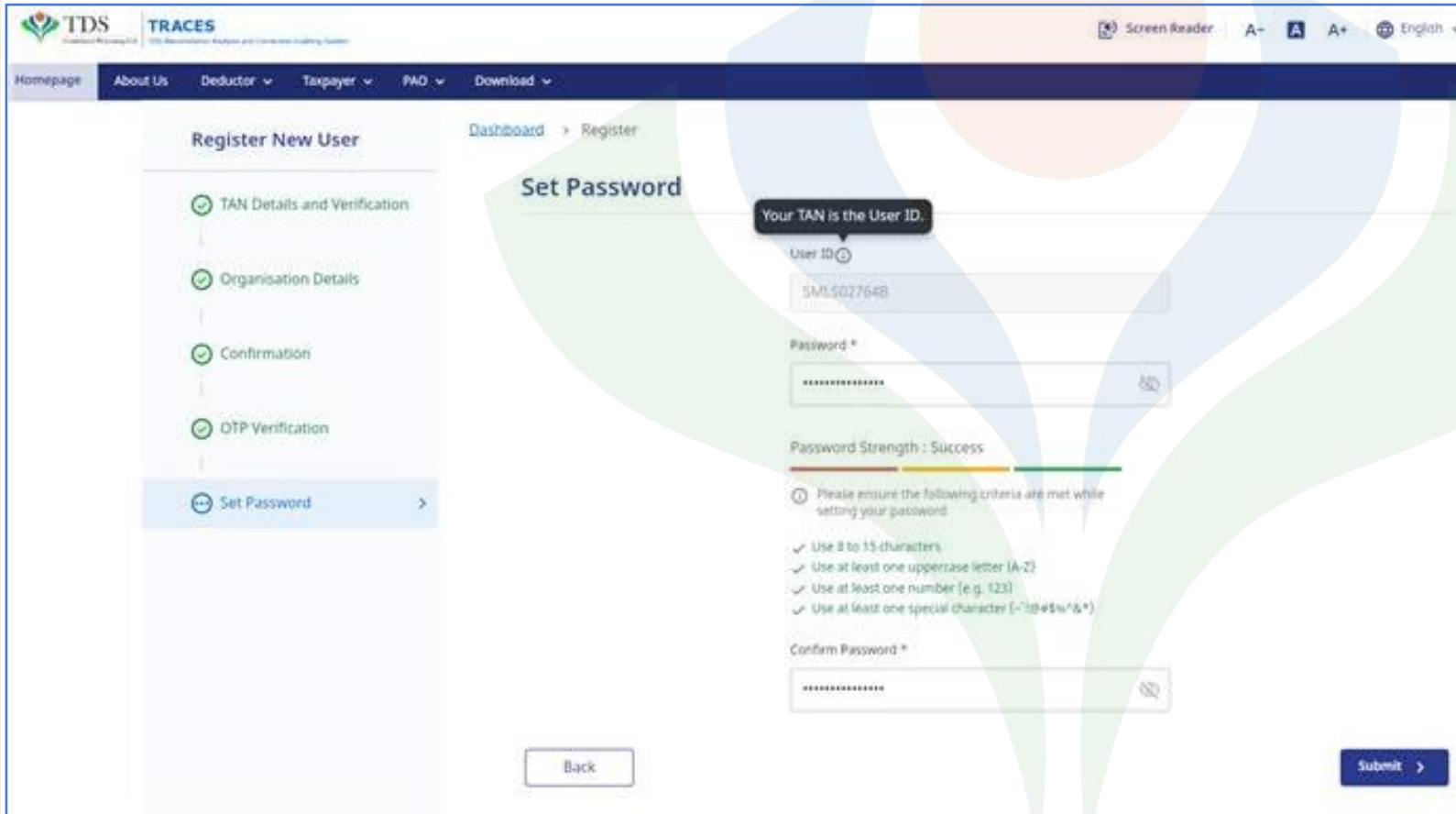


The screenshot shows the 'Register New User' process in the TDS portal. The 'OTP Verification' step is active, indicated by a blue highlight in the left sidebar. The main content area displays the following information:

- Information:** OTPs have been sent to the mobile number and email address provided below.
- Mobile Number:** +9199XXXXXX15
- E-mail ID:** KAXXXXXXXXXX54@GMAIL.COM
- Enter Mobile OTP:** A text input field with a masked value of six asterisks.
- Enter E-mail OTP:** A text input field with a masked value of six asterisks.
- OTP will expire in 08:48 minutes.**
- Haven't received OTP? Resend OTP** (link)
- Buttons:** '< Back' and 'Verify and Proceed >'.

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Enter the **OTPs** received on your **Mobile Number** and **E-mail ID** and click **Verify and Proceed**.



Register New User

- TAN Details and Verification
- Organisation Details
- Confirmation
- OTP Verification
- Set Password**

Dashboard > Register

### Set Password

Your TAN is the User ID.

User ID

Password \*

Confirm Password \*

Password Strength : Success

Please ensure the following criteria are met while setting your password:

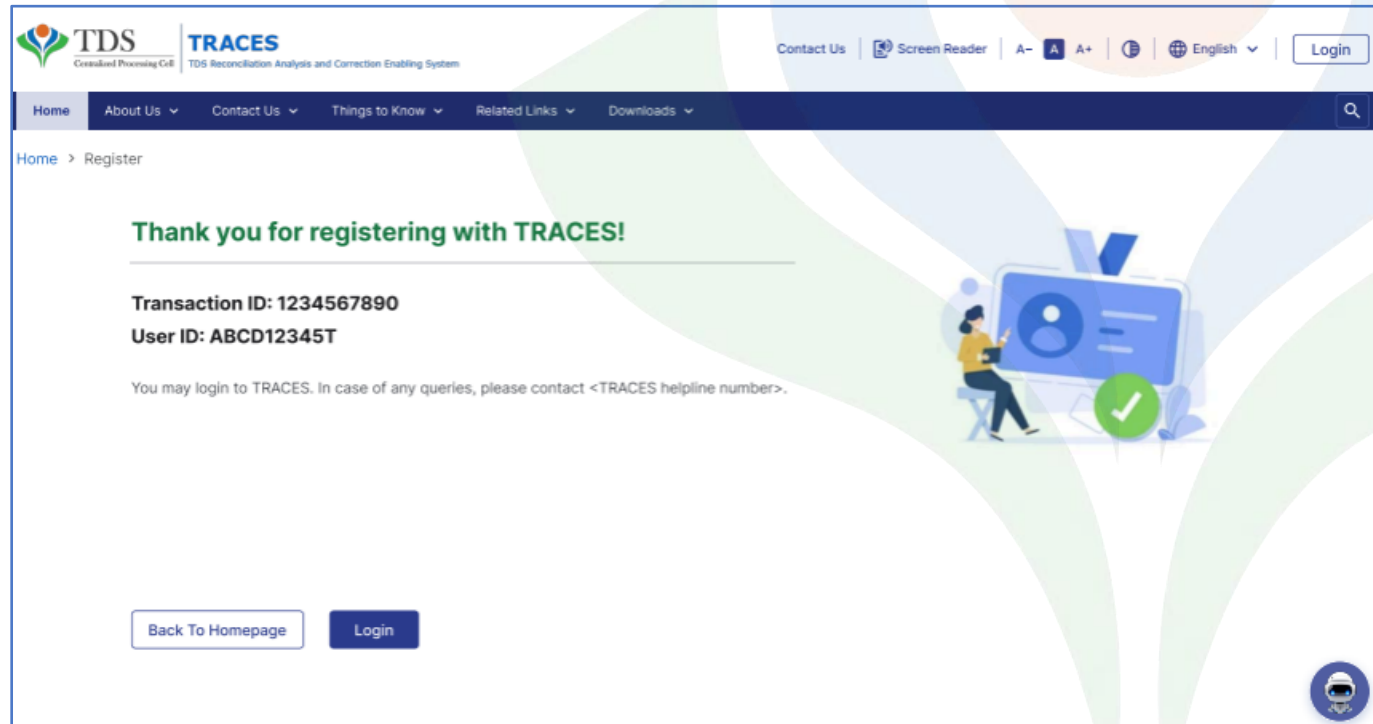
- Use 8 to 15 characters
- Use at least one uppercase letter [A-Z]
- Use at least one number [e.g. 123]
- Use at least one special character [~!@#%&\*]

[Back](#) [Submit >](#)

14

- Set a **Password** as per the specified criteria.
- **Re-enter Password** to confirm and **Submit**.

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The screenshot shows the TRACES portal registration completion page. The page features a green header with the TDS logo and navigation links. The main content area displays a confirmation message: "Thank you for registering with TRACES!". Below this, the Transaction ID (1234567890) and User ID (ABCD12345T) are listed. A small illustration of a person at a computer with a checkmark is visible. At the bottom, there are buttons for "Back To Homepage" and "Login".

- The registration process is completed. A confirmation message is displayed showing the **Transaction ID** and **User ID (TAN)**.
- An email and SMS have also been sent to your registered email ID and mobile number, confirming your successful registration as a Deductor on the TRACES Portal.
- You may now **Login** to **TRACES** Portal as a **Deductor** using your **TAN** and **Password**.


<b>TAN</b>	Tax Deduction and Collection Account Number
<b>PAN</b>	Permanent Account Number
<b>AIN</b>	Accounts Office Identification Number
<b>PAO</b>	Pay & Accounts Officer
<b>DDO</b>	Drawing and Disbursing Officer
<b>KYC</b>	Know Your Customer
<b>OTP</b>	One Time Password
<b>TDS</b>	Tax Deduction at Source
<b>BIN</b>	Book Identification Number
<b>TCS</b>	Tax Collected at Source
<b>V1</b>	Version 1 dated April 1, 2026 of the User Manual on Registration of Deductor at TRACES Portal

**THANK YOU**

For more information and detailed guides:

## Contact Us

### Helpdesk Numbers

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