



**TDS**

Centralized Processing Cell

**TRACES**

TDS Reconciliation Analysis and Correction Enabling System



## **Register and Login to TRACES:**

Deductors registered on TIN and having a TAN Account need not register again on TRACES, the Deductor details will be migrated from TIN to TRACES. Such users will have to login to TRACES for first time, login with existing User Id and Password as in TIN (for your TAN Account). After successful login using TIN Credentials, user will have to enter few additional details. After this short registration process, user will have to activate their account, user will be able to login to TRACES after account is activated and will be able to view all functionalities after activating TAN account.

Deductors can perform the following activities through TRACES.

- Registration of Admin User for a TAN
- Creation of sub-users by Admin User
- View challan status
- Download Justification Report
- Download NSDL Consolidated .TDS file
- Download Form 16 / 16A
- View TDS - TCS credit for a PAN
- View PAN master for the TAN
- Provide feedback
- Manage user profile and change password

The TIN has already stopped new and re-registration of TAN Account. Also the Form16 / 16A download and Challan Status of the filed returns are not available at TIN. The services will get resumed at TRACES shortly.

As such the related features in SaralTDS will not be functioning. We are already in process of updating the software with regard to TRACES login and its functionalities. Once TRACES is fully operational we will be providing the update to perform the above said functionalities within the application where user can use the said functionalities without any hassles.

Meanwhile let's have a look at the Registration and Login process.

Below are the detailed steps showing how to login to TRACES for the TANs already registered at TIN.

1. Login to TDS-CPC portal <https://www.tdscpc.gov.in/>
2. Click 'Login' to go to the login screen.

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

**TDS** Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

संघर्षरहित भारत  
Government of India  
Income Tax Department

Home Deductor Tax Payer

**Login**

Register your TAN on TRACES to view statement & challan status and to download Form 16 / 16A

How can I download Form 16 / 16A?

Customer Care  
Aaykar Bhawan,  
Sector - 3, Vaishali,  
Ghaziabad, U. P. - 201010

Tag Cloud  
Tax Payer PAN  
**Status** Challan

Quick Links  
Forms  
Rates and Tables  
FAQ

About the Portal [View All](#)  
TRACES is a web-based application of the Income Tax Department that provides an interface to all stakeholders associated with TDS administration. It enables viewing of challan status, downloading of NSDL Conso File, Justification Report and Form 16 / 16A as well as viewing of

3. Provide user ID and Password as in TIN, in the login screen and click on 'Go'.

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संघर्षरहित भारत  
Government of India  
Income Tax Department

Home Deductor Tax Payer

**Login**

User Id\*  ?

Password\*

Go

Forgot User Id?

Forgot Password?

Register as New User

- The login will have only Profile menu activated, click on Profile menu, provide the Deductor responsible person details and submit to get the TRACES account activated for further functionalities.

Home | About Us | Contact Us | Help | Related Links | Logout

Search In Keyword

English

**TDS** Centralized Processing Cell | **TRACES** TDS Reconciliation Analysis and Correction Enabling System

My Home **Profile**

Welcome RELYON, You have logged in on 04-Dec-2012 at 07:24 PM

Please click on 'Profile' to update your details in TRACES. You will be able to view all functionalities after activating your account. Click [here](#) to view e-Tutorial

You have logged into TRACES from IP: 125.21.246.202. You have last logged in on:04-Dec-2012 at 07:24 PM

Refrain from using Back or Refresh button on any page as this may lead to inconsistent behavior

**Quick Links**

- My Home
- Challan Status
- Request for Justification Report Download
- Request for NSDL Conso

**Welcome to TRACES!**

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
- View challan status and challan consumption details

**Customer Care**

Aaykar Bhawan,  
Sector - 3, Vaishali,  
Ghaziabad, U. P. - 201010

My Home **Profile**

Welcome RELYON, You have logged in on 04-Dec-2012 at 07:24 PM

**Profile** Step 1 ---- Step 2

PAN Of Deductor\*

Category of Deductor\*

PAN of Authorised Person\*

DOB of Authorised Person\* (dd-mmm-yyyy)

First Name of Authorised Person

Middle Name of Authorised Person

Last Name of Authorised Person

Father's Name of Authorised Person

Designation of Authorised Person\*

New Password\*

Confirm New Password\*

Mobile Number\*

Email Id\*

**Proceed**

**Note:** The password must be changed during first time login to TRACES, after activation of the account the user must login using existing User ID and new Password.

5. Provide the details, click on Proceed, verify and click on Submit.
6. On successful submission the message will be displayed as “Registration Successful”.

The screenshot shows the TRACES website interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, Help, Related Links, and Login. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are visible in the top right corner. Below the header, there is a menu with 'Home', 'Deductor', and 'Tax Payer' options. The main content area displays a 'Registration Successful!' message. The message states: 'Activation link and codes have been sent to your email address and mobile number. Please click on the activation link within 24 hours of receipt of email to avoid deactivation of your account. You can add your Signature details through Profile page after activating your account and logging in to TRACES. Income Tax Department encourages the use of digital signature for faster submission and processing of statements.' A 'Go to Home Page' button is located at the bottom of the message.

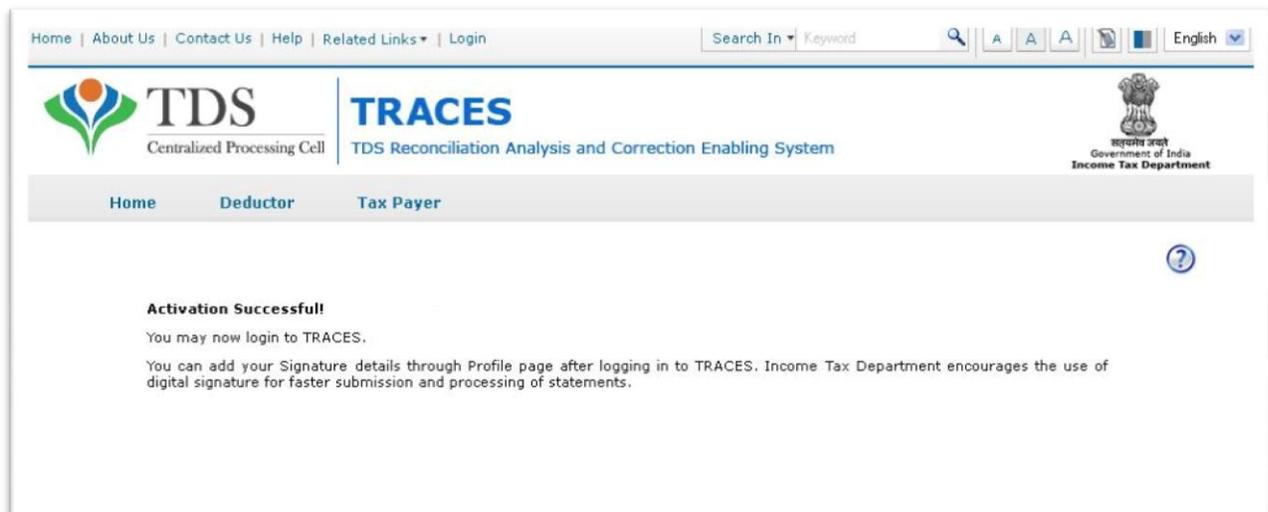
7. An activation link and codes will be sent to the email address mentioned and mobile number.
8. Click on the activation link sent to email address, the following “Account Activation” screen will open.

The screenshot shows the 'Account Activation' screen on the TRACES website. The header and navigation bar are identical to the previous screenshot. The main content area displays the 'Account Activation' form. The form includes three input fields: 'User Id\*', 'Code sent through email\*', and 'Code sent through SMS\*'. Each input field has a small question mark icon to its right. A 'Submit' button is located below the input fields.

Account activation must be completed within 24 hours of registration, else account will be deactivated and Deductor will have to register again on TRACES.

If the activation email not received, and the 24 hours deadline to activate account has not passed, Deductor can enter the TAN details in Step-1 of Deductor registration form and submit. If it is verified that you have registered but not activated your account and if the 24 hours has not passed, system will display an alert asking if you want the activation link and codes to be re-sent. Click 'Ok' and the activation link and codes will be resent to your email id and mobile number.

9. Enter the User ID as registered in TIN, enter the code sent through email and code sent through SMS and click on Submit. The following message will be displayed on successful activation.



10. On successful activation, Deductor will be able to login to the TRACES account and perform further functionalities.

#### **Register as New User:**

The users, who have not yet registered their TAN at TIN, can register the TAN as new user at TRACES. The Deductor must have filed at least one TDS/TCS statement in TIN to be able to register at TRACES. Below are the steps to be followed for registering as a new user.

- Login to TRACES home page <https://www.tdscpc.gov.in/> and click 'Register as New User'
- Select 'Type of User' as Deductor from drop down and proceed.
- Enter the validation details in Step 1, its mandatory to enter either Token Number or TAN Registration Number along with TAN of the Deductor. Continue providing details in Step-2 to Step-5, confirm details in confirmation screen and submit.
- On successful registration, as activation link will be sent to registered email id and mobile number as mentioned in the above process for existing users.
- Click on the activation link and enter User ID and activation codes.
- After activation, user can login to TRACES.