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.

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

4. 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.

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.
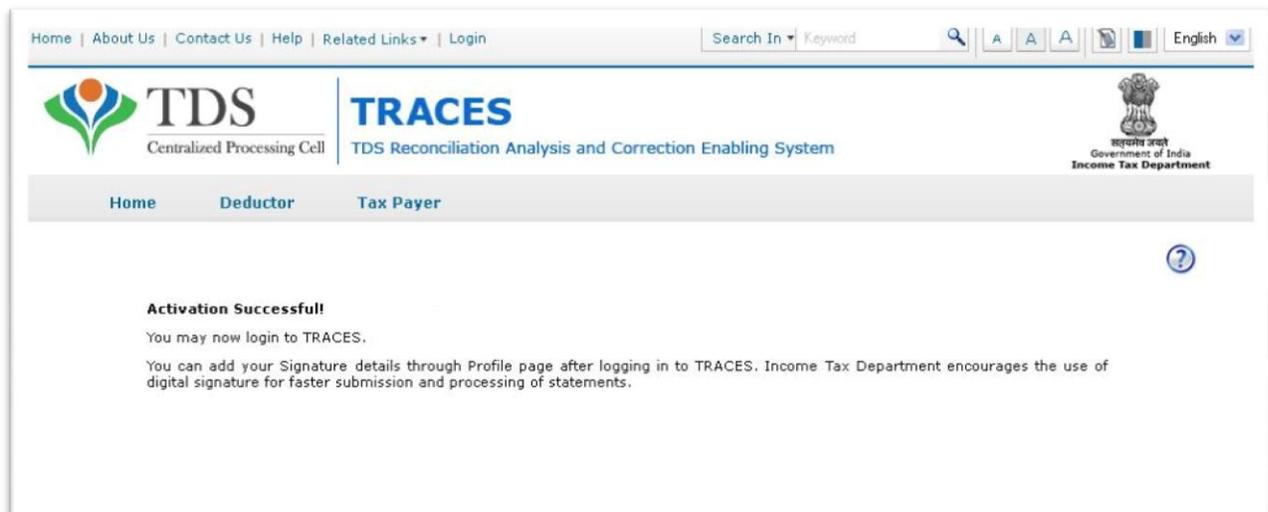6. On successful submission the message will be displayed as "Registration Successful".

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.

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.