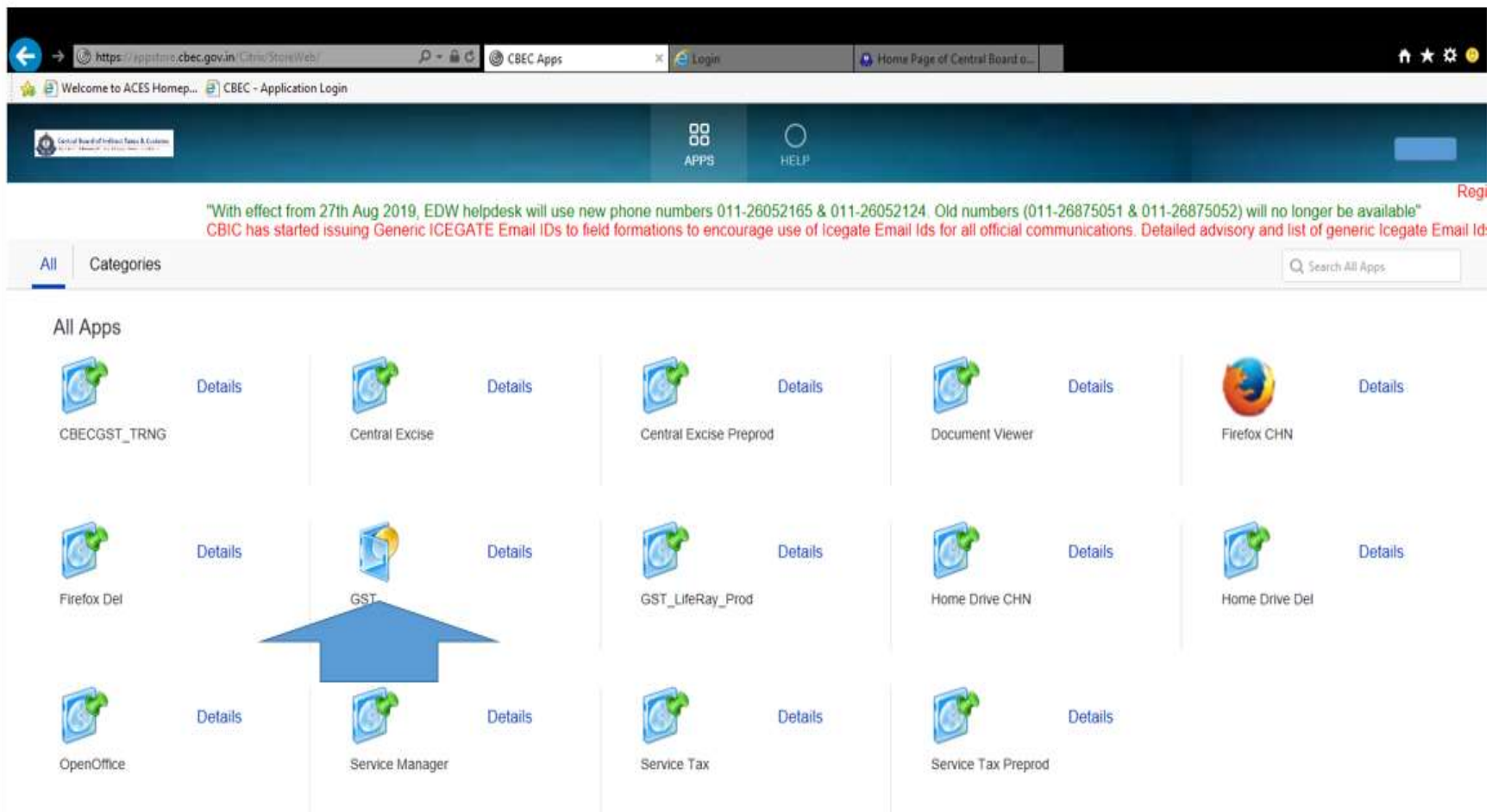


ACES GST Integration- Issue of Advisory for Tax officers to “Update the email id and mobile number” of the existing/erstwhile Tax payers of Central Excise and Service Tax to enable them to use “Unlock User-account” functionality after updation in the integrated CBIC-GST Tax Payer portal – reg.

(i) The Tax Officer to click on “GST” Icon to get access to the integrated CBIC-ACES-GST Application



(ii) On clicking the "Menu" on the Top Left, separate option "Access Control" is displayed.

(iii) On clicking the "Access Control" option, "Change Assessee Password" option is displayed.

The screenshot displays the GST portal dashboard. At the top, the header includes the Central Board of Indirect Taxes and Customs logo, the text "Ministry of Finance - Department of Revenue", and a user profile icon with a notification badge showing "135". Below the header, there are input fields for "Name", "Designation", and "SSO ID", along with buttons for "EXECUTIVE SETUP" and "RANGE". A "Menu" dropdown is open on the left, showing options like "My Privileges", "Access Control", "GST", "CE", "ST", "Reports", "Change Formation", "Formation Task Details", and "TaxPayer Details". The "Access Control" option is selected, and a sub-menu is visible with "Change Assessee Password" and "View Migrated Taxpayers (CE & ST)". The main content area shows a "Summary" table with columns for "Taxpayer" and "Registration", and a "Stage" section with a "Pending for Approval" status. At the bottom, there are two charts: "Transaction Chart" and "Activity Chart".

Transaction Chart

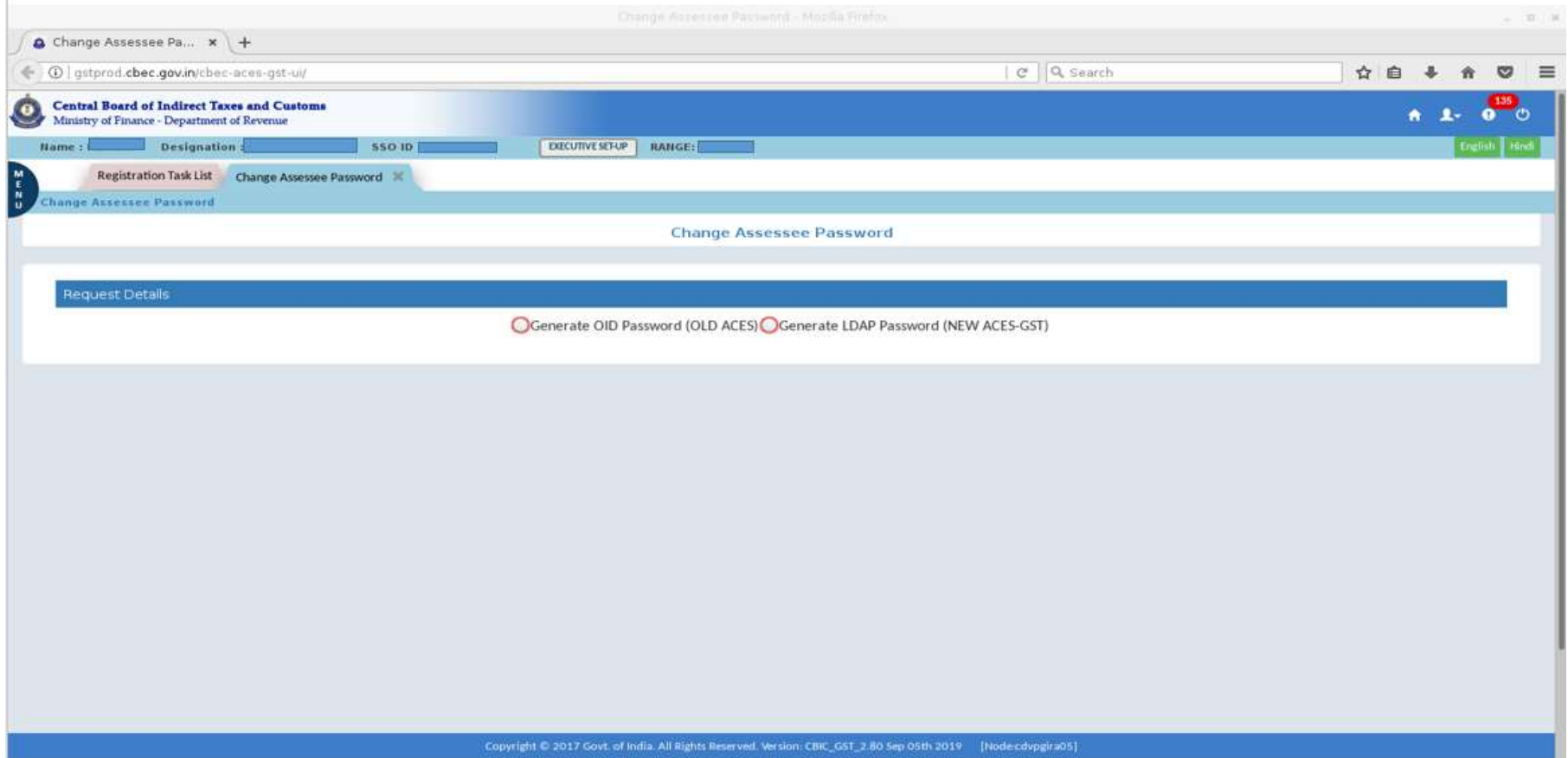
Category	Color
Cancellation by Tax Payer	Green
Amendment	Blue
Physical Verification	Yellow
Existing Amendment Registration	Red

Activity Chart

Category	Color
Pending for Approval	Green

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(iv) On clicking the “Change Assessee Password” the options “Generate OID Password (OLD ACES)” and “Generate LDAP Password (NEW ACES-GST)” appears in the screen.



(v) The Tax Officer to select the option “Generate OID Password (OLD ACES)”, if not migrated to the new CBIC-ACES-GST integrated portal.

Change Assessee Password - Mozilla Firefox

gstprod.cbec.gov.in/cbec-aces-gst-ui/

Central Board of Indirect Taxes and Customs
Ministry of Finance - Department of Revenue

Name: [] Designation: [] SSO ID: [] EXECUTIVE SET-UP RANGE: [] English Hindi

Registration Task List Change Assessee Password

Change Assessee Password

Request Details

Generate OID Password (OLD ACES) Generate LDAP Password (NEW ACES-GST)

Registration Number (CE/ST) []

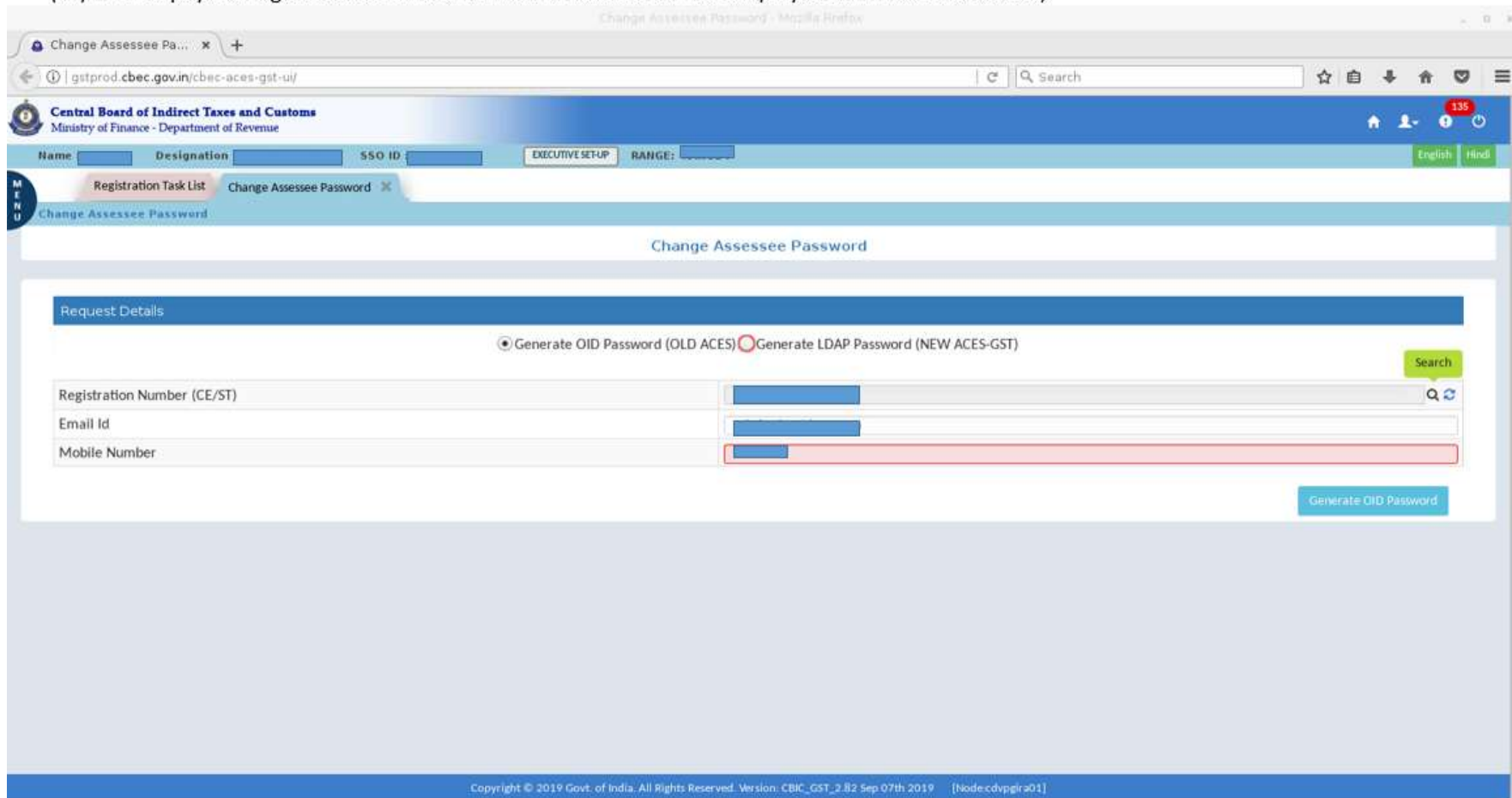
Email Id []

Mobile Number []

Generate OID Password

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- (vi) The Tax Officer (Range Superintendent or Divisional AC/DC) to feed the Taxpayer CE/ ST Registration Number and “click” the search icon;
- (vii) The Taxpayer’s registered email id and Mobile Number will be displayed as in ACES data base;



(viii) The Tax officer can update/ edit the active email id or Mobile Number or both, and click “Generate OID Password”.

(ix) After clicking the “Generate OID password” confirmation will be displayed.

Once confirmed, the username and password generated will be sent to the Taxpayer’s updated email id and mobile number.

The screenshot shows a web browser window with the URL `gstprod.cbec.gov.in/cbec-aces-gst-ui/`. The page header includes the logo of the Central Board of Indirect Taxes and Customs, Ministry of Finance - Department of Revenue. Below the header, there are input fields for Name, Designation, SSO ID, EXECUTIVE SETUP, and RANGE. A language selector shows 'English' and 'Hindi'. The main content area is titled 'Change Assessee Password' and contains a 'Request Details' section. In this section, there are two radio buttons: 'Generate OID Password (OLD ACES)' (which is selected) and 'Generate LDAP Password (NEW ACES-GST)'. Below these are three input fields: 'Registration Number (CE/ST)', 'Email Id', and 'Mobile Number'. The 'Mobile Number' field has a red border. At the bottom right of the form, there are two buttons: 'Generate OID Password' (blue) and 'Generate Password' (green).

- (x) "Generate LDAP Password (NEW ACES-GST) facility may be utilised by the existing ACES users who have ALREADY migrated to ACES-GST integrated environment under www.cbic-aces.gst.gov.in.
- (xi) The Tax Officer (Range Superintendent or Divisional AC/DC) to feed the Taxpayer CE/ ST Registration Number and "click" the search icon;

The screenshot shows a web browser window with the URL gstprod.cbic.gov.in/cbec-aces-gst-uj/. The page title is "Change Assessee Password - Mozilla Firefox". The header includes the Central Board of Indirect Taxes and Customs logo and name, along with navigation links for "Registration Task List" and "Change Assessee Password". The main content area is titled "Change Assessee Password" and contains a "Request Details" section. This section has two radio buttons: "Generate OID Password (OLD ACES)" and "Generate LDAP Password (NEW ACES-GST)", with the latter selected. Below these are three input fields: "Registration Number (CE/ST)", "Email Id", and "Mobile Number". A search icon is present next to the Registration Number field. A "Generate LDAP Password" button is located at the bottom right of the form area.

- (xii) The Taxpayer's registered email id and Mobile Number will be displayed as in ACES data base;
- (xiii) The Tax officer can update the active email id or Mobile Number or both.

The screenshot shows a web browser window with the URL `gstprod.cbec.gov.in/cbec-aces-gst-ui/`. The page header includes the Central Board of Indirect Taxes and Customs logo and name, along with a user profile icon and a notification badge showing '135'. Below the header, there is a navigation menu with 'Registration Task List' and 'Change Assessee Password' (the active page). The main content area is titled 'Change Assessee Password' and contains a 'Request Details' section. This section has two radio buttons: 'Generate OID Password (OLD ACES)' (unselected) and 'Generate LDAP Password (NEW ACES-GST)' (selected). Below these are three input fields: 'Registration Number (CE/ST)', 'Email Id', and 'Mobile Number'. A 'Generate LDAP Password' button is located at the bottom right of the form area. The footer contains copyright information: 'Copyright © 2017 Govt. of India. All Rights Reserved. Version: CBIC_GST_2.80 Sep 05th 2019 [Node.cdvpgr05]'.

(xiv) After clicking the “Generate LDAP Password” confirmation will be displayed.

Once confirmed, the username and password generated will be sent to the Taxpayer’s updated email id and Mobile number.

Thereafter, the Taxpayer can use their “Unlock account” functionality available in the home page after entering username, updated email-id or updated Mobile number or both and click Generate OTP.

The screenshot shows a web browser window with the URL `gstprod.cbec.gov.in/cbec-aces-gst-ui/`. The page header includes the Central Board of Indirect Taxes and Customs logo and name, along with navigation links for 'Name', 'Designation', 'SSO ID', and 'EXECUTIVE SETUP RANGE'. The main content area is titled 'Change Assessee Password' and features a 'Request Details' section. This section contains two radio buttons: 'Generate OID Password (OLD ACES)' (unselected) and 'Generate LDAP Password (NEW ACES-GST)' (selected). Below these are three input fields for 'Registration Number (CE/ST)', 'Email Id', and 'Mobile Number', each with a search icon. At the bottom right, there are two buttons: 'Generate LDAP Password' (blue) and 'Generate Password' (yellow).

