



A PRESENTATION ON S.F.T.
Statement of Financial Transactions (Form 61A)
REGISTRATION OF ENTITIES (PAN OR TAN BASED)

Presentation for Members of
WIRC (ICAI)
by
S. N. KABRA JDIT (OSD) (I&CI), Mumbai
On 17.05.2018



Registration of Reporting Entity

2018

Overview

- PAN Based registration
- User Activation

&

- TAN Based registration
- User Activation

About ITDREIN

- Income Tax Department Registered Entity Identification Number
- Unique ID issued by ITD, communicated after the registration of the reporting entity with ITD
- 16-character number in the format XXXXXXXXXXXX.YZNNN

ITDREIN component	Description
XXXXXXXXXX	PAN or TAN of the reporting entity
Y	Form Code
Z	Reporting Entity Category Code
NNN	Sequence number

- Entity having PAN can take only PAN based ITDREIN
 - In case of Post Office and Government Property Registrar, ITDREIN can be issued on TAN



PAN Based Registration

PAN Based Registration

- Registration Details of Reporting entities already registered with e-filing portal has been migrated to Reporting Portal
 - No need to register again
 - Mail will be sent with new login credentials
- Reporting entities not registered with e-filing portal
 - First Time Registration to be done through e-filing portal

New Registration

Login to e-filing Portal



e-Filing *Anywhere Anytime*
Income Tax Department, Government of India

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Login

User ID *	<input type="text"/>
Password *	<input type="password"/>
Captcha Code	  
Enter Captcha *	<input type="text"/>
<input type="button" value="Login"/> Forgot Password?	
New Users? Register	
e-Filing Login Through NetBanking	

Trouble Logging In?

- User ID is not case sensitive.
- Password is case sensitive.
- Make sure that the details entered are correct.

- Enter valid e-filing credentials to login

New Registration

Navigate to Reporting Portal

The screenshot displays the e-Filing portal interface. At the top, the logo of the Income Tax Department, Government of India, is visible alongside the text "e-Filing Anywhere Anytime". The user is logged in as "User (Individual)" with a "Logout" button. The navigation menu includes "Dashboard", "My Account", "e-File", "e-Proceeding", "e-Nivaran", "Compliance", "Worklist", and "Profile Settings". A dropdown menu is open under "e-File", listing various options. The "Reporting Portal (Beta Version)" option is highlighted with a red box. A blue arrow points from this option to a modal dialog box titled "Please select from the following options". The dialog box contains three radio button options: "New Registration" (selected), "SFT Preliminary Response", and "Manage Principal Officer". A "Continue" button is located at the bottom of the dialog box.

Navigation from e-filing portal needed only for:

- Initiate New Registration
- Submit Preliminary Response
- Manage Principal Officer

Reporting Portal Home Page



Reporting
Portal



Welcome to Reporting Portal !!

New to Reporting Portal?

Register

Registered Reporting Entity?

Login

I want to...

- Edit User Details
- Register as Reporting Entity
- Upload Statement
- Edit Reporting Entity Details

Quick Links

- E-filing portal
- Income Tax Act
- Income Tax Rules

News & Updates

- **15-01-2017**
The 13-member task force has been asked to submit its report on the new tax assessment process
- **09-01-2017**
A partial relief has been given by the Supreme Court to those who do not have Aadhaar.
- **27-01-2017**
The central board of direct taxation (CBDT) has clarified that General Anti Avoidance Rule (GAAR) will be deferred by a year and will be implemented from FY18.
- **17-01-2017**
The CBDT has held in abeyance, a circular on taxing indirect tax transfers that it had issued on December 21.

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Help



Resources

- Utilities
- Training Material
- User Manual

FAQ

- Overview
- Registration
- Login
- Reporting Entity & User Profile
- Statement of Financial Transactions (Form 61A)
- Resources

• URL: <https://report.insight.gov.in/>

• Click on “Login” link at reporting portal home page

New Registration

Select Form Type & Reporting Entity Category

Fields with *mark are mandatory

Reporting Entity Type and Category	
Form Type*	Select Form ▼
Reporting Entity Category*	Select Category ▼
Next	

Form Type

- Form 61
- Form 61A
- Form 61B

Reporting Entity Category (For Form 61A)

- B - Banking Company
- C - Co-operative Bank
- M - Mutual Fund
- D - Depository
- N - NBFC/Nidhi
- P - Post Office
- S - Securities Market Intermediary
- I - Insurer
- G - Government
- R - Reserve Bank of India
- O - Others

New Registration

Enter Reporting Entity Details

Resources News & Updates Help Login

Reporting Entity Details - FORM 61A	
Reporting Entity Name*	<input type="text" value="Enter Reporting Entity Name"/>
Reporting Entity Type	<input type="text" value="Select Type"/>
Regulator Name	<input type="text" value="Select Regulator Name"/>
Regulator Registration Number (if available)	<input type="text" value="Enter Registration Number"/>
Flat/Door/Building	<input type="text" value="Enter Flat/Door/Building"/>
Road/Street	<input type="text" value="Enter Road/Street"/>
Area/Locality	<input type="text" value="Enter Area/Locality"/>
Town/City/District	<input type="text" value="Enter Town/City/District"/>
Pin Code	<input type="text" value="Enter Pin Code"/>
State	<input type="text" value="Select State"/>
Country	<input type="text" value="Select Country"/>
<input type="button" value="Back"/> <input type="button" value="Add Principal Officer"/>	

Fields with * mark are mandatory

- Enter Reporting Entity details
- Click on “Add Principal Officer”

New Registration

Enter Principal Officer and Designated Director Details

Principal Officer Details - FORM 61A	
Authorized Person Type	Principal Officer
PAN*	Enter PAN
Person First Name*	Enter First Name
Middle Name	Enter Middle Name
Last Name*	Enter Last Name
Designation*	Enter Designation
Access Type*	Operational
Date Of Birth(DD-MM-YYYY)	Enter Date Of Birth
Mobile Number*	+91 Enter Mobile No
Email ID*	Enter Email Id
Alternate Email ID	Enter Alternate Email Id
Flat/Door/Building*	Enter Flat/Door/Building
Road/Street	Enter Road/Street
Area/Locality*	Enter Area/Locality
Town/City/District*	Enter Town/City/District
Pin Code*	Enter Pin Code
State*	Select State
Country*	Select Country
Upload Digital Signature	Browse... No file selected.
Back Add Designated Director Preview Submit	

Fields with * mark are mandatory

- **Principal Officer** means an officer designated by the reporting person
 - Will be able to manage other users of the reporting person/entity
- **Designated Director** will sign, verify and upload the statement of financial transaction
- **Nodal Officers** are additional users (e.g. technical persons) who can be added to access Reporting Portal (limited rights)

Registration Acknowledgement



Reporting
Portal



Your details have been successfully submitted, Please find registration Request Number :
REG0000000262. An email has been sent to registered email id.

[Download Acknowledgement PDF](#)

[Continue to Login](#)

- ITDREIN will be generated upon successful registration
- E-mail and SMS will be sent for **User Activation**



User Activation

User Activation

User receives an e-mail and SMS along with **temporary credentials**

User will log into Reporting Portal using **temporary credentials**

User will be prompted to change the temporary password

User shall be deemed active once password is changed successfully



TAN Based Registration

TAN Based Registration

- Registration Details of Reporting entities (in this case Registrars, Sub-Registrars, Post Master General, Inspector General) already registered with e-filing portal has been migrated to Reporting Portal
 - No need to register again
 - Mail will be sent with new login credentials to registered users
- Reporting entities not registered with e-filing portal
 - First Time Registration to be done through e-filing portal

Registering TAN on E-filing (1/10)

The screenshot shows the homepage of the Department of Income Tax (Government of India) e-filing portal. The browser address bar displays the URL: <https://incometaxindiaefiling.gov.in/home>. The page features a navigation menu with links for 'हिन्दी', 'About Us', 'Feedback', 'Accessibility Options', 'Contact Us', 'e-Nivaran', and 'Help'. A search bar is located in the top right corner. The main content area is divided into several sections:

- Header Banner:** A yellow banner with the text: "Taxpayer Submitting Income Tax Return for Assessment year 2017-18 to ensure Incomes/Receipts and deduction claimed matches with Form 16/16A issued by deductor."
- Left Column:** A blue box with the text: "List of Income Tax Return and Forms available for e-Filing".
- Center Column:** A blue box with the text: "Taxpayer Submitting Income Tax Return for Assessment year 2017-18 to ensure Incomes/Receipts and deduction claimed matches with Form 16/16A issued by deductor. Differences will lead to delay in processing and / or increased tax liability due to adjustments U/S 143(1)(a). Response can be submitted under e-Proceedings section in eFiling portal for the notice issued by CPC seeking explanation for such differences. For Clarification, please contact: 18004252229 / 18001034455".
- Right Column:** A blue box with three options: "New To e-Filing? Register Yourself", "Registered User? Login Here", and "Need Assistance? Help Center".
- Quick Links:** A list of links including: Link Aadhaar, Update PAN/Aadhaar Details, Filing of Income Tax Return, Submit Returns/Forms, e-Verify Return, View Form 26AS(Tax Credit), Outstanding Tax Demand, ITR Status, Know Your PAN | TAN | AO, Tax Calculator | Tax Calendar, e-Pay Tax | Challans, and Check Refund Dispatch Status.
- News & Updates:** A section with three news items dated 08/11/2017, 31/10/2017, and 12/10/2017, each providing details about direct tax collections and filing deadlines.
- Download:** A section with links for "Offline Utilities(Updated on 16/11/17)" and "Schema".
- Statistics:** A section displaying various statistics: Individual Registered Users (64232250), Registered and Aadhaar Linked (38244765), Not-Registered but Aadhaar Linked (22653479), and e-Verified ITRs (17-18) (14743704).
- Footer:** A blue box with the text: "This is one portal which makes us feel proud as an Indian - it shows the strength of our IT to make life easy for the citizens. It is at par with the most developed nations. Full credit and Jai Hind. 04-07-2017".

Go to E-filing Website. Click on 'Register Yourself'

Registering TAN on E-filing (2/10)

The screenshot shows the e-filing registration page for the Department of Income Tax, Government of India. The page title is "Registration" and the URL is "https://www.incometaxindiaefiling.gov.in/e-Filing/Registration/Regi...". The page features a navigation bar with "Home", "Downloads", and "News & Updates". The main content area is titled "Registration" and contains a form with a dropdown menu labeled "Select User Type *". The dropdown menu is open, showing the following options: "Select", "Individual", "Hindu Undivided Family (HUF)", "Other than Individual/HUF", "External Agency", "Chartered Accountants", "Tax Deductor and Collector", and "Third Party Software Utility Developer". The "Tax Deductor and Collector" option is highlighted in blue. The footer of the page includes the "india.gov.in" logo, the text "The national portal of India", and various certification logos such as CQM, Entrust, bsi, ISO/IEC 20000-1, ISO 22301, and ISO/IEC 27001.

Select on 'Tax Deductor and Collector'

Registering TAN on E-filing (3/10)

The screenshot displays the e-filing portal interface. The main window is titled 'Registration Form - Tax Deductor and Collector' and is at 'Step 1: Enter Basic Details'. A text input field for 'TAN' contains the value 'AAAA9999X', and a green 'Continue' button is positioned below it. A blue arrow originates from the 'Continue' button and points to a smaller, overlapping window titled 'Registration TDS Validation.html'. This smaller window shows a 'Disclaimer' dialog box with the following text: 'This is to inform that by clicking on the hyper-link, you will be leaving e-Filing Portal and entering website operated by other parties. Such links are provided only for the convenience of the client and e-Filing Portal does not control or endorse such websites, and is not responsible for their contents. The use of such websites is also subject to the terms of use and other terms and guidelines, if any, contained within in each such website. In the event that any of the terms contained herein conflict with the terms of use or other terms and guidelines contained within any such website, then the terms of use and other terms guidelines for such website shall prevail.' Below the disclaimer text are 'Confirm' and 'Cancel' buttons. The footer of the page includes the 'india.gov.in' logo, copyright information for the Income Tax Department, Ministry of Finance, Government of India, and several certification logos including ISO/IEC 20000-1, ISO 22301, and ISO/IEC 27001.

Enter TAN and choose option 'Register on TRACES'. It will redirect to TRACES website

Registering TAN on E-filing (4/10)

The screenshot displays the TRACES website interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, Skip to main content, and Login. A search bar and language selector (English) are also present. The main header includes the TDS logo and the TRACES title: "TRACES TDS Reconciliation Analysis and Correction Enabling System". Below the header is a navigation menu with buttons for Home, Deductor, Tax Payer, PAO, and Help.

The "Login" menu is expanded, showing options: Login, Register as New User (highlighted), Forgot Password, and Forgot User ID. A sub-menu for "Register as New User" is visible, with "Deductor" selected. Other options in the sub-menu are "Tax Payer" and "PAO".

The main content area features a news item: "Income Tax Department has launched a mobile application - Aayakar Setu for multiple taxpayer services at one place. Please dow...". Below this is a section titled "Centralized Processing Cell(TDS), Income Tax Department is presented National Award for e-Governance, 2014-15 'Gold Award' For Excellence in Government Process Re-engineering".

The "Quick Links" section includes: TDS CPC Communications (New), e-Tutorials, Circulars and Notifications, Rates and Tables, Forms, Conso File Formats, TDS on Sale of Property, Right to Information, and Section codes for 26A/27BA (New).

The "Highlights of the Portal" section lists: 26QB Correction, Request for Resolution : a. Deductor , b. Tax Payer, Online Correction, Form 16 / 16A / 16B / 27D., Refund Functionality, and Download Conso File / Justification Report / Form 26AS.

The "Updates" section shows: Corrections, Outstanding Demand, and 26QB Filing.

The "Customer Care" section provides: Toll-Free 1800 103 0344, 0120 4814600, 0120 4816105, and contactus@tdscpc.gov.in.

The "New FAQ View All" section lists: Deductor, Tax Payer, and General.

The "Tag Cloud" section includes: Tax Payer PAN, Tax Conso File, and Statement.

The footer contains the URL: https://www.tdscpc.gov.in/app/dedregs1.xhtml and a note: B Correction functionality has been enabled on Tax Payer login -> 26QB ->

Select the option 'Register as New User' and choose 'Deductor'

Registering TAN on E-filing (5/10)

The image displays two screenshots of the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website. The left screenshot shows the 'Register as New User' page, which includes a 'Validation Details' section with instructions to enter TAN details. It features input fields for 'TAN of Deductor*', 'Verification Code*' (with a CAPTCHA image), and 'Enter text as in above image*'. A 'Proceed' button is located below these fields. A large blue arrow points from the 'Proceed' button to the right screenshot. The right screenshot shows the 'Redirection to Register at E-Filing Website' page, which includes an 'Organisation Details' section with the following information: TAN of Deductor: BPLS07502F; Name of Deductor: SUB REGISTRAR BAIKUNTHPUR; Category of Deductor: State Government; PAN of Deductor: PANNO7AI/BL; PAN of Authorised Person: AAAAA99994. A 'Redirect to E-Filing Website' button is visible at the bottom of the form.

- Enter 'TAN'. Click Proceed. Fill the details and choose 'Redirect to E-filing Website'
- PAN of the deductor will be auto populated.

Registering TAN on E-filing (6/10)

Fill in the Registration Form



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Registration Form - Tax Deductor and Collector

Step 1: Enter Basic Details **Step 2: Registration Form** Step 3: Registration Verification Step 4: Registration Successful

User ID :	<input type="text" value="TEST18181A"/>
Password Details	
Password *	<input type="password" value="••••••••"/> Strong
Confirm Password *	<input type="password" value="••••••••"/> Confirmed
Select Secret questions from the drop-down. This can be used to reset your password. -	
Primary Secret Question *	<input type="text" value="In what city or town wa"/>
Primary Secret Answer *	<input type="password" value="••••••"/>
Secondary Secret Question *	<input type="text" value="What is the name of you"/>
Secondary Secret Answer *	<input type="password" value="••••••"/>
<input type="checkbox"/> Show Secret Answer	

Instructions

- ♦ Fields marked with asterisk(*) are mandatory.

Password

- ♦ Password is case sensitive.
- ♦ A password needs to be between 8-14 characters. It should be a combination of upper and lower case letters and must contain atleast one alphabet, one number and one special character
- ♦ Space is not allowed in password.
- ♦ The Password and the Confirm Password should be the same
- ♦ The Primary E-mail ID and Primary Mobile Number will be used for all future communication. Please ensure you enter them correctly

Organisation PAN

- ♦ If user is providing Organisation PAN, then registration request is sent to Organisation PANs worklist for approval/rejection. Please ensure that details of Organization PAN is valid.

Registering TAN on E-filing (7/10)

Fill in the Registration Form

Authorized person Details	
PAN *	[REDACTED]
Designation *	Sub Registrar Officer
Surname *	[REDACTED]
Middle Name	[REDACTED]
First Name	[REDACTED]
Date Of Birth *	30/08/1990
Primary Mobile Number *	91 8071234567
Primary Mobile Number belongs to *	Self
Secondary Mobile Number (India No.)	91 9876541111
Secondary Mobile Number belongs to	Authorised Representati
Primary E-mail ID *	krishna@gmail.com
Primary E-mail ID belongs to *	Self
Secondary E-mail ID	radhakrishna@yahoo.co
Secondary E-mail ID belongs to	Authorised Representati

- ♦ If details of Organisation PAN is invalid please update your details in Traces and register in e-Filing.

Registering TAN on E-filing (8/10)

Organisation Details	
Organisation Name (As per TAN)	VANS^[w\d\s.&+,-!@#
Date of TAN Allotment (DD/MM/YYYY)	19/02/2015
PAN of the Organisation	
Organisation Name / Surname (As in PAN)	
Reasons if PAN not Available *	Government Entity
AIN /BIN *	10023333
Please select the files to upload *	<input checked="" type="checkbox"/> TAN allotment letter <input checked="" type="checkbox"/> Letterhead authorizing DDO for this purpose (PAN card copy of Authorized Officer)
Attachment in PDF Format *	<input type="button" value="Browse..."/> RO.pdf
Landline Number	91 1801122222
Fax Number	91 1902222221

- Account Identification Number (AIN) or Book Identification Number (BIN) to be obtained from Treasury
- Registrars, Sub-Registrars to upload the copy of three documents – TAN letter from JDR, Authorised Person letter from JDR, Authorised Person's PAN Card

Registering TAN on E-filing (9/10)

AIN /BIN *	<input type="text" value="10023333"/>
Please select the files to upload *	<input checked="" type="checkbox"/> TAN allotment letter <input checked="" type="checkbox"/> Letterhead authorizing DDO for this purpose (PAN card copy of Authorized Officer)
Attachment in PDF Format *	<input type="button" value="Browse..."/> RO.pdf
Landline Number	<input type="text" value="91"/> <input type="text" value="1801122222"/>
Fax Number	<input type="text" value="91"/> <input type="text" value="1902222221"/>
Corporate Office Postal Address	
Country *	
Flat/Door/Bui	
Road/Street	
Area/Locality	
Pincode *	<input type="text" value="686661"/>
District/City *	<input type="text" value="ERNAKULAM"/>
State *	<input type="text" value="KERALA"/>
<input type="button" value="Continue"/>	

♦ OTP1 will be sent to **8071234567** and OTP2 will be sent to **krishna@gmail.com**. These OTPs are required to complete your registration process, ensure that the given primary mobile number and Primary E-mail ID are correct and are in use. Click on confirm button to proceed further or click on Back button to change the details

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Site Last Updated on 09/02/2018
This site is best viewed in latest version of Chrome, Firefox, Safari and Internet Explorer.



- After filling the Registration Form. OTP will be sent to the registered Email and Mobile Number of the Authorised Person

Registering TAN on E-filing (10/10)

The image shows two screenshots of the e-filing portal. The left screenshot is titled "Registration Form - Tax Deductor and Collector" and is at "Step 3: Registration Verification". It prompts the user to "Please provide the OTP sent to your E-mail ID and Mobile Number". There are input fields for "E-mail OTP *" and "Mobile OTP *", each with a masked input field. Below these are "Validate" and "Resend OTP" buttons. A note at the bottom says: "Please check for Email from Department for OTP in your Inbox as well as in the Spam folder (mail id - DONOTREPLY@incometaxindiaefiling.gov.in)". The right screenshot is titled "Registration Form - Tax Deductor and Collector Registration" and is at "Step 4: Registration Successful". It displays a confirmation message: "Thank you for registering in e-Filing. Your Transaction ID is 1001148477. Your User ID is TEST18181A to login to e-Filing. An confirmation E-mail is sent to krishna@gmail.com and an SMS to 8071234567. In case of any queries, please contact 1800 103 0025".

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The footer contains several logos and text. On the left is the "india.gov.in" logo with the tagline "The national portal of India". In the center, there are logos for "CQCW", "Entrust", and "bsi". On the right, there are three ISO certification logos: "ISO/IEC 20000-1 Information Technology Service", "ISO 22301 Business Continuity", and "ISO/IEC 27001 Information Security Management".

- Enter the OTPs
- Registration of TAN on E-filing is Successful



Registration on Reporting Portal (Generation of ITDREIN)

New Registration (1/5)

Login to e-filing Portal



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Login

User ID *

Password *

Captcha Code



Enter Captcha *

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Trouble Logging In?

- User ID is not case sensitive.
- Password is case sensitive.
- Make sure that the details entered are correct.

- Enter valid TAN based e-filing credentials to login

New Registration (2/5)

Navigate to Reporting Portal

The screenshot displays the e-Filing portal interface. At the top, the logo of the Income Tax Department, Government of India, is visible alongside the text "e-Filing Anywhere Anytime". The user is logged in as "User (Individual)" with a "Logout" button. The navigation menu includes "Dashboard", "My Account", "e-File", "e-Proceeding", "e-Nivaran", "Compliance", "Worklist", and "Profile Settings".

The "e-File" menu is expanded, showing options such as "View Form 26AS (Tax Credit)", "View e-Filed Returns/Forms", "Tax Credit Mismatch", "Download Pre-filled XML", "e-Verify Return", "Generate EVC", "Reporting Portal (Beta Version)", "Compliance Portal (Beta Version)", "Manage ITDREIN", "My CA / ERI", "Service Request", "Certificate of Appreciation", and "Add/Register as Representative". The "Reporting Portal (Beta Version)" option is highlighted with a red box.

An arrow points from the "Reporting Portal (Beta Version)" option to a modal dialog box titled "Please select from the following options". The dialog box contains three radio button options: "New Registration" (selected), "SFT Preliminary Response", and "Manage Principal Officer". A "Continue" button is located at the bottom of the dialog box.

Navigation from e-filing portal needed only for:

- Initiate New Registration
- Submit Preliminary Response
- Manage Principal Officer

New Registration (3/5)

Select Form Type & Reporting Entity Category

The screenshot shows the 'Reporting Portal' registration page. The 'Form Type*' dropdown menu is open, displaying three options: 'Select Form Type', 'FORM 61', and 'FORM 61A'. The 'FORM 61A' option is highlighted in blue. A 'Next' button is visible below the dropdown. The text 'Fields with * mark are mandatory' is displayed at the bottom of the form area.

Form Type

- Form 61
- Form 61A

The screenshot shows the 'Reporting Portal' registration page. The 'Reporting Entity Category*' dropdown menu is open, displaying three options: 'Select Category', 'Post Office', and 'Government'. The 'Select Category' option is highlighted in blue. A 'Next' button is visible below the dropdown. The text 'Fields with * mark are mandatory' is displayed at the bottom of the form area.

New Registration (4/5)

Enter Reporting Entity Details

Resources News & Updates Help Login

Reporting Entity Details - FORM 61A	
Reporting Entity Name*	<input type="text" value="Enter Reporting Entity Name"/>
Reporting Entity Type	<input type="text" value="Select Type"/>
Regulator Name	<input type="text" value="Select Regulator Name"/>
Regulator Registration Number (if available)	<input type="text" value="Enter Registration Number"/>
Flat/Door/Building	<input type="text" value="Enter Flat/Door/Building"/>
Road/Street	<input type="text" value="Enter Road/Street"/>
Area/Locality	<input type="text" value="Enter Area/Locality"/>
Town/City/District	<input type="text" value="Enter Town/City/District"/>
Pin Code	<input type="text" value="Enter Pin Code"/>
State	<input type="text" value="Select State"/>
Country	<input type="text" value="Select Country"/>
<input type="button" value="Back"/> <input type="button" value="Add Principal Officer"/>	

Fields with * mark are mandatory

- Enter Reporting Entity details
- Click on “Add Principal Officer”

New Registration (5/5)

Enter Principal Officer and Designated Director Details

Principal Officer Details - FORM 61A	
Authorized Person Type	Principal Officer
PAN*	Enter PAN
Person First Name*	Enter First Name
Middle Name	Enter Middle Name
Last Name*	Enter Last Name
Designation*	Enter Designation
Access Type*	Operational
Date Of Birth(DD-MM-YYYY)	Enter Date Of Birth
Mobile Number*	+91 Enter Mobile No
Email ID*	Enter Email Id
Alternate Email ID	Enter Alternate Email Id
Flat/Door/Building*	Enter Flat/Door/Building
Road/Street	Enter Road/Street
Area/Locality*	Enter Area/Locality
Town/City/District*	Enter Town/City/District
Pin Code*	Enter Pin Code
State*	Select State
Country*	Select Country
Upload Digital Signature	Browse... No file selected.
Back Add Designated Director Preview Submit	

Fields with * mark are mandatory

- **Principal Officer** means an officer designated by the reporting person
 - Will be able to manage other users of the reporting person/entity
- **Designated Director** will sign and verify the statement of financial transaction
- **Nodal Officers** are additional users (e.g. technical persons) who can be added to access Reporting Portal (limited rights)

Registration Acknowledgement



Reporting
Portal

Insight 

Your details have been successfully submitted, Please find registration Request Number :
REG0000000262. An email has been sent to registered email id.

[Download Acknowledgement PDF](#)

[Continue to Login](#)

- ITDREIN will be generated upon successful registration
- E-mail and SMS will be sent for **User Activation**



User Activation

User Activation

User receives an e-mail and SMS along with **temporary credentials**

User will log into Reporting Portal using **temporary credentials**

User will be prompted to change the temporary password

User shall be deemed active once password is changed successfully

Thank You!!



For any further details contact :

**Directorate of Income Tax
(Intelligence and Criminal Investigation),
12th Floor, Earnest House, Opp. NCPA Marg, Nariman Point
Mumbai-400021**

Tel No. 022 22876781

E-mail: mumbai.ddit.ici2.1@incometax.gov.in

<https://report.insight.gov.in>



Frequently Asked Questions

Who can initiate the new registration?

Principal Contact of reporting entity (on e-filing portal) shall initiate new registration.

Does reporting entity need to access e-filing portal every time?

Reporting entity need to access e-filing portal only for new registration, managing principal officer and submit preliminary response. Once registration is complete, reporting entity users can directly login to reporting portal.

Can a Reporting Entity be registered using both PAN and TAN?

Except Post offices and Property registrar all other Reporting Entities must register using their PAN. Post offices & Registrar can register using TAN.

Can Designated Director and Principal Officer be the same person?

Yes. The Principal Contact of the Reporting Entity can assign the role of the Designated Director and Principal Officer to the same person. At the time of login user will be able to select for which role he wishes to proceed.

Is it necessary to provide details of all the users at the time of registration?

Reporting Entity and Principal Officer details are mandatory at the time of registration to obtain ITDREIN. Other users can be added from the profile section on Reporting Portal later. However it is advised to add designated director at the time of registration only.