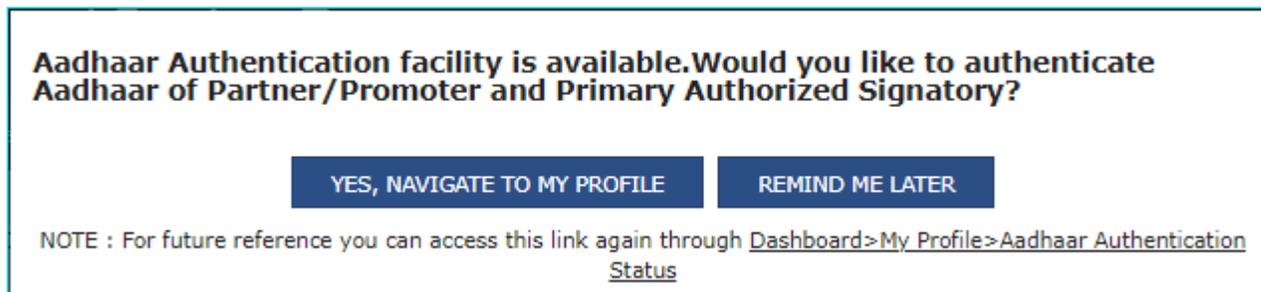


Manual > Aadhaar Authentication for Existing Taxpayers (Regular and Composition)

For Aadhaar Authentication of existing taxpayer, perform following steps:

1. Access the www.gst.gov.in URL. The GST Home page is displayed. Login to the GST Portal with valid credentials i.e. your user id and password
2. A pop-up message window is displayed with the question "Aadhaar Authentication facility is available. Would you like to authenticate Aadhaar of Partner/ Promoter and Primary Authorized Signatory?". Two options are displayed: **YES, NAVIGATE TO MY PROFILE** and **REMIND ME LATER**.



Note:

- In case the taxpayer selects the option, **REMIND ME LATER**, the pop-up message window is closed.
- In case the taxpayer selects the option, **YES, NAVIGATE TO MY PROFILE**, the My Profile page is displayed.

3. The following two options are displayed on the My profile page:

- a) SEND AADHAAR AUTHENTICATION LINK
- b) UPLOAD E-KYC DOCUMENTS

3 (a) SEND AADHAAR AUTHENTICATION LINK

3.1. In case the taxpayer selects the option, **SEND AADHAAR AUTHENTICATION LINK**, the color of tab changes from blue to green and the Aadhaar Authentication Status page is displayed. The Aadhaar Authentication Status page displays the list of Promoters/ Partners and Primary Authorized Signatory.

3.2. Select the Promoter/ Partner for Aadhaar authentication by selecting the check box in Select for Aadhaar Authentication column.

Note:

- Selecting the check box changes the status as Aadhaar Authentication required.
- In case, the column of Promoter/ Partner displays more than one name, the taxpayer can select only one name out of them.

- If the Promoter/ Partner is same as the Primary Authorized Signatory, in that case the check box against the name would be auto selected and the taxpayer is required to directly click the **SEND VERIFICATION LINK**.

3.3. Click the **SEND VERIFICATION LINK** to send link to the selected promoter/ partner.

3.4. A pop-up message window is displayed stating the link has been shared on the registered Email and mobile number.

3.5. Click **OK** to close the window.

Note: The status gets changed to Pending for Aadhaar Authentication.

3.6. Once you have clicked on **SEND AADHAAR AUTHENTICATION LINK**, an authentication link will be shared on GST registered mobile number and e-mail IDs of the Promoters/ Partners and Authorized Signatories. Aadhaar authentication link will be received on e-mail IDs of the Promoters/ Partners or Authorized Signatories as mentioned in the registration application and is valid only for 15 days.

Note: Please note you will receive common OTP on mobile number and E-mail ID linked with your Aadhaar for its authentication.

3.7. Click the authentication link received on GST registered mobile number and e-mails IDs of the Promoters/ Partners, Authorized Signatories. Select the **Consent for Authentication**. Enter your **VID** or **Aadhaar Number**.

3.8. Enter the OTP sent to email and mobile number of the Authorized Signatory registered at the UIDAI and click the **VALIDATE OTP** button.

Note: You can request for Aadhaar OTP again only after 45 seconds has passed from the previous request of Aadhaar OTP.

3.9. A success message is displayed when Aadhaar is successfully verified for e-KYC authentication. Click **OK**.

Note:

- Aadhaar authentication link will be received on e-mail IDs of the Promoters/ Partners or Authorized Signatories as mentioned in the registration application and is valid only for 15 days.
- Please note you will receive common OTP on mobile number and E-mail ID linked with your Aadhaar for its authentication.

- If Aadhaar authentication link is used once for authentication, same authentication link cannot be accessed again.

Note:

- The pop-up message window for pending Aadhaar authentication will not appear again when the taxpayer logs in to the GST Portal. However, until the authentication is completed, the taxpayer will receive three Email reminders for Aadhaar authentication on 5th, 10th and 15th day.
- In case the link expires before Aadhaar authentication is completed, the taxpayer will again receive the pop-up message window on log in to GST Portal.
- If both persons were required to authenticate Aadhaar and both of them has tried to authenticate Aadhaar and out of them one person authentication has passed successfully and one has failed then again pop up will be shown whenever taxpayer will login into the GST Portal. And again taxpayer will have two options either to upload e-KYC document or send verification link. If taxpayer chooses to send verification link, then link will be send to one only whose authentication has failed on his/her email id and mobile number.
- If both persons were required to authenticate Aadhaar and one of them has tried to authenticate Aadhaar and has passed and other one didn't try to authenticate till 15 days of the link, then again pop up will come to taxpayer after the expiry of 15 days of the link. And again taxpayer will have two options either to upload e-KYC document or send verification link. If taxpayer chooses to send verification link, then link will be send to one only whose authentication has failed on his/her email id and mobile number.
- If both of the Person tried to authenticate Aadhaar and both of them has failed or both of them has not tried till 15 days, then again pop up will come every time when ever taxpayer will login to the GST Portal. And again taxpayer will have two options either to upload e-KYC document or send verification link.
- If both of the Person tried to authenticate Aadhaar and both of them failed, then link will start coming from the day on which both has tried once and has failed within 15 days of the link.

3 (b) UPLOAD E-KYC DOCUMENTS

3.1. To upload E-KYC documents, click the **UPLOAD E-KYC DOCUMENTS** tab.

3.2. Clicking the tab, turns the color of tab from blue to green and the details of promoter/ partner and Primary Authorized Signatory are displayed.

3.3. Click the **Type of E-KYC Document** drop-down list to select the type of document for E-KYC. The list of type of documents that can be attached is displayed.

3.4. Select the document from the list that you wish to upload.

3.5. Click the **UPLOAD DOCUMENTS** button.

3.6. A confirmation message is displayed that documents have been uploaded successfully.

Note:

- Once taxpayer has uploaded the documents by clicking on **UPLOAD DOCUMENTS** then ARN will be generated for this and it will go to Tax Official queue and Tax Official can either approve or reject the documents.
- If Tax Official approves the document, then taxpayer will be considered E-KYC Authenticated and not Aadhaar Authenticated. Pop up will not come to taxpayer after this. Although if taxpayer himself wishes to authenticate Aadhaar then taxpayer can do by navigating to **MY PROFILE > AADHAAR AUTHENTICATION STATUS > SEND AADHAAR AUTHENTICATION LINK**. Taxpayer won't be able to upload documents again if once approved by the Tax Official. However, taxpayer can view the document uploaded in Upload E-KYC Document column.
- Till the time Tax Official doesn't take any action on the ARN, taxpayer won't be able to upload documents again.
- If Tax Official rejects the documents, then taxpayer will again get the same pop up whenever taxpayer will login into the GST Portal and same procedure will follow. Taxpayer will have two options either to Authenticate Aadhaar or Upload E-KYC Documents.
- If the taxpayer has not done the Aadhaar Authentication through link, in that case the taxpayer will again get the pop-up for Aadhaar authentication.