



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
XXXXXXXXXXXX	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

हिन्दी

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 [Login](#) | [Register](#)




[Home](#) [Downloads](#) [News & Updates](#)

Login

User ID *

Password *

Captcha Code



Enter Captcha *

Login

Forgot Password?

[New Users? Register](#)

[e-Filing Login Through NetBanking](#)

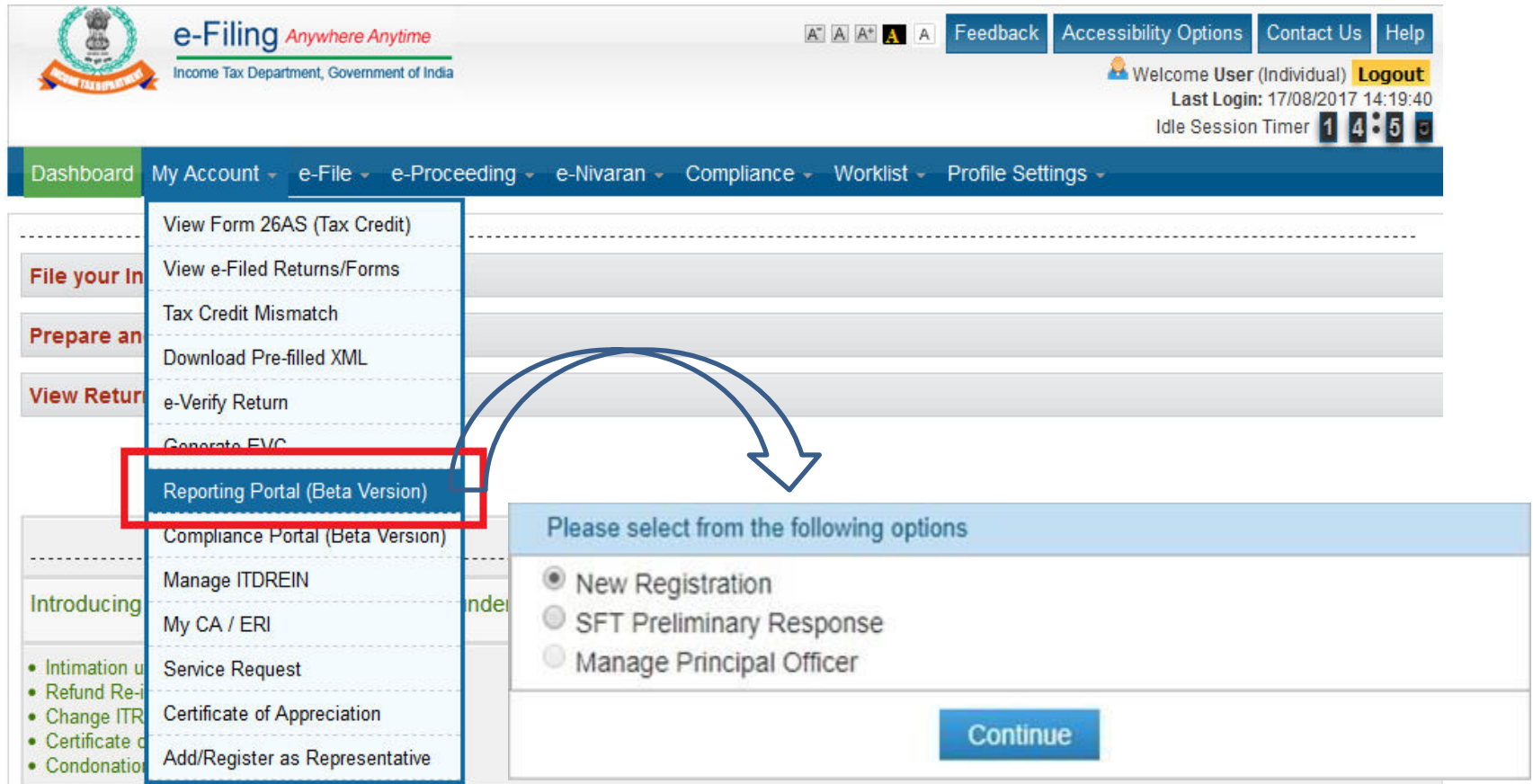
Trouble Logging In?

- 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

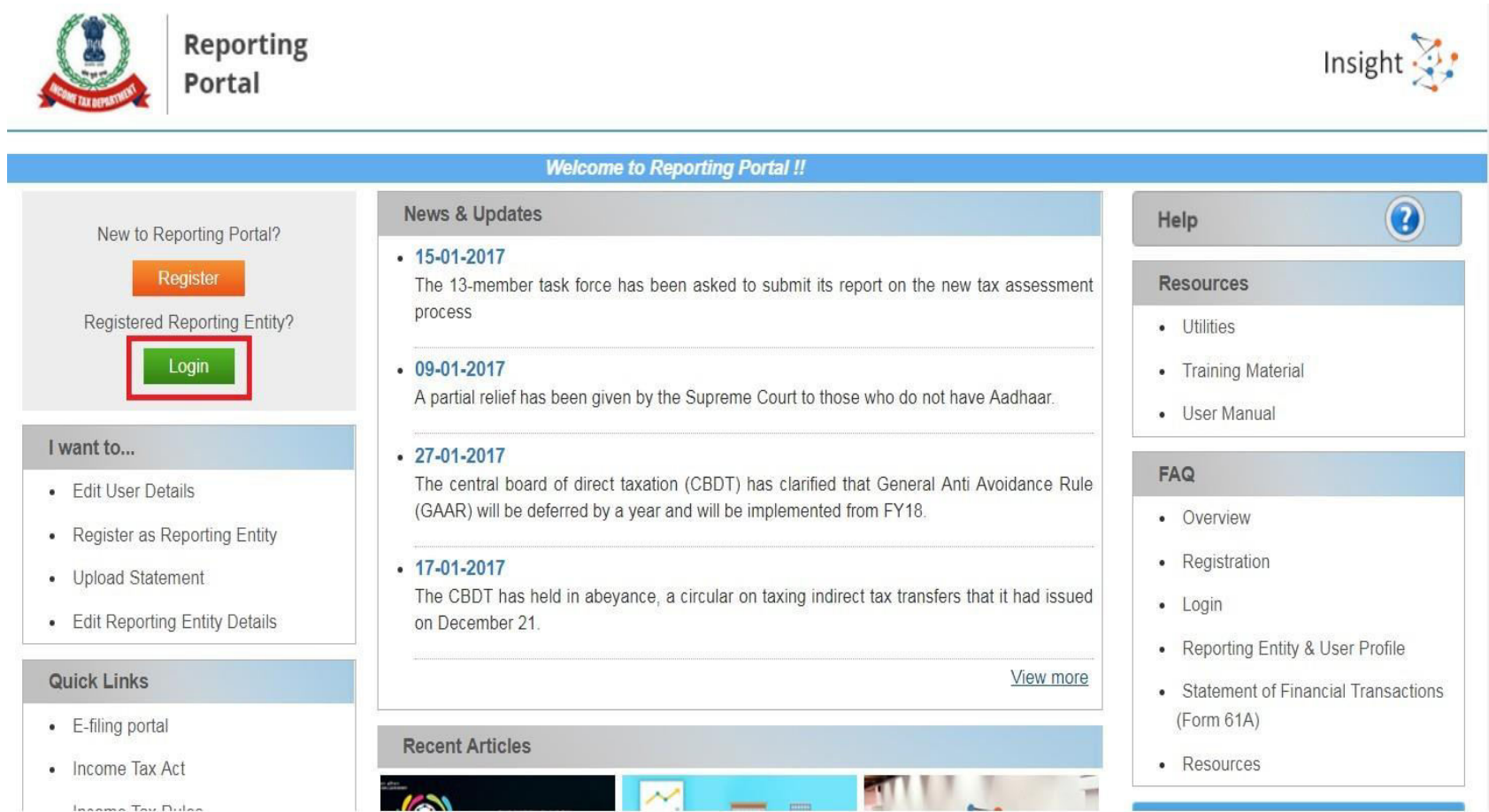


The screenshot displays the e-Filing portal interface. At the top, the header includes the e-Filing logo, the text "e-Filing Anywhere Anytime", and the "Income Tax Department, Government of India". Navigation links for "Feedback", "Accessibility Options", "Contact Us", and "Help" are present. A user is logged in as "User (Individual)" with a "Logout" button. The "Last Login" is 17/08/2017 14:19:40, and the "Idle Session Timer" is 14:5. The main navigation bar contains "Dashboard", "My Account", "e-File", "e-Proceeding", "e-Nivaran", "Compliance", "Worklist", and "Profile Settings". The "e-File" dropdown menu is open, showing options like "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. A blue arrow points from this option to a modal window titled "Please select from the following options". This modal contains three radio button options: "New Registration" (selected), "SFT Preliminary Response", and "Manage Principal Officer". A "Continue" button is at the bottom of the modal.

Navigation from e-filing portal needed only for:

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

Reporting Portal Home Page



The screenshot shows the Reporting Portal Home Page. At the top left is the Income Tax Department logo. To its right is the text "Reporting Portal". At the top right is the "Insight" logo. Below the header is a blue banner with the text "Welcome to Reporting Portal !!". The main content area is divided into three columns. The left column has a "New to Reporting Portal?" section with a "Register" button, a "Registered Reporting Entity?" section with a "Login" button (highlighted with a red rectangle), and two sections: "I want to..." with a list of links (Edit User Details, Register as Reporting Entity, Upload Statement, Edit Reporting Entity Details) and "Quick Links" with a list of links (E-filing portal, Income Tax Act, Income Tax Rules). The middle column has a "News & Updates" section with three bullet points: "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), and "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). Below these is a "17-01-2017" bullet point (The CBDT has held in abeyance, a circular on taxing indirect tax transfers that it had issued on December 21). A "View more" link is at the bottom right of the news section. Below the news section is a "Recent Articles" section with three article thumbnails. The right column has a "Help" section with a question mark icon, a "Resources" section with a list of links (Utilities, Training Material, User Manual), and a "FAQ" section with a list of links (Overview, Registration, Login, Reporting Entity & User Profile, Statement of Financial Transactions (Form 61A), Resources).

Reporting Portal

Insight

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.

[View more](#)

Recent Articles

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.

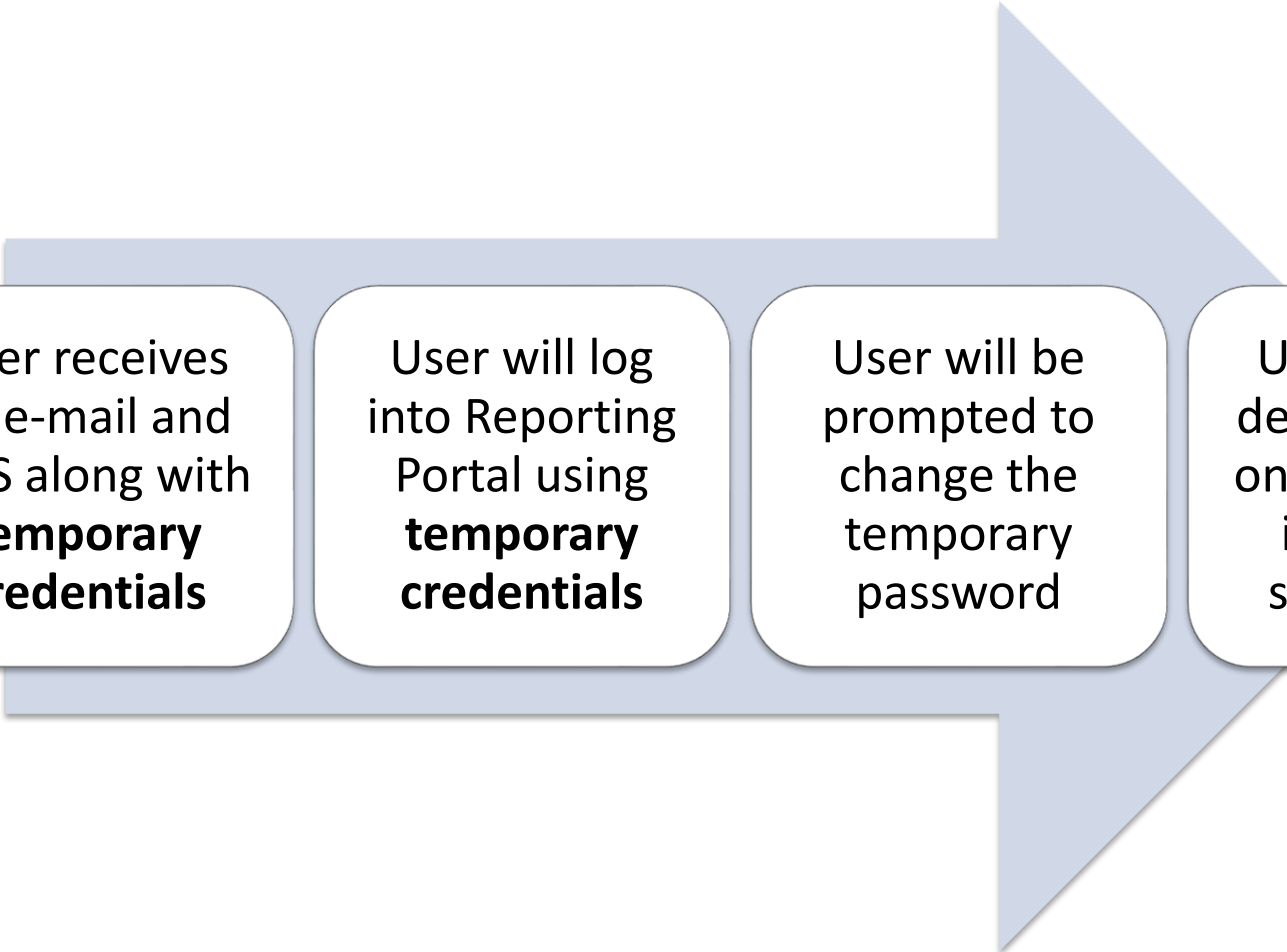
[Download Acknowledgement PDF](#)

[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

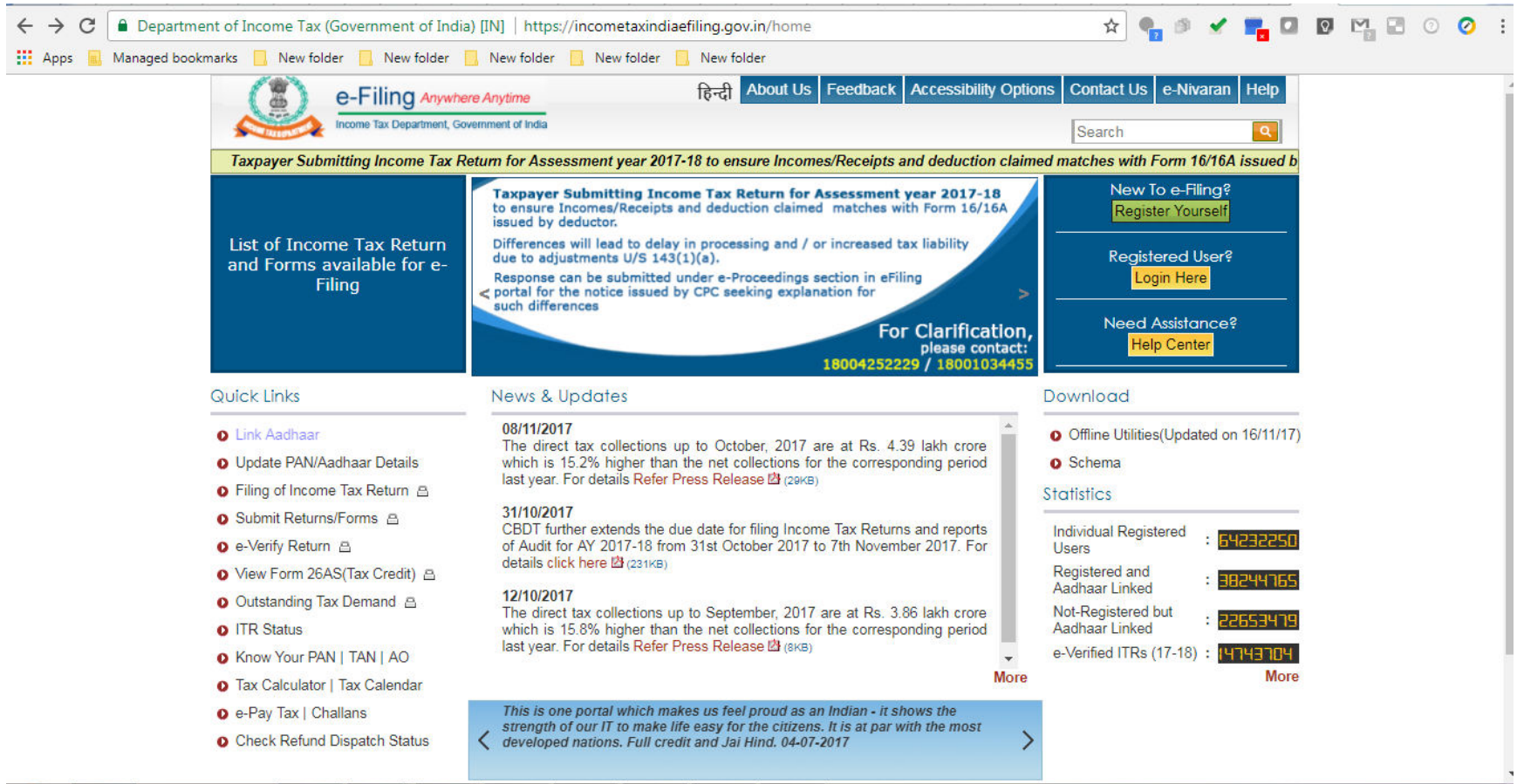
User shall be
deemed active
once password
is changed
successfully

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 e-Filing portal homepage. At the top, there's a navigation bar with links like 'About Us', 'Feedback', 'Accessibility Options', 'Contact Us', 'e-Nivaran', and 'Help'. Below this is a search bar and a banner for 'Taxpayer Submitting Income Tax Return for Assessment year 2017-18'. The main content area is divided into three columns. The left column has a 'List of Income Tax Return and Forms available for e-Filing'. The middle column contains a detailed notice about the assessment year 2017-18, mentioning that differences will lead to delay in processing and/or increased tax liability, and provides contact information for clarification: 18004252229 / 18001034455. The right column has links for 'New To e-Filing?' (Register Yourself), 'Registered User?' (Login Here), and 'Need Assistance?' (Help Center). Below the main content, there are three sections: 'Quick Links' with links like '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' with dates 08/11/2017, 31/10/2017, and 12/10/2017, each followed by a brief summary of tax collection news; and 'Download' with links for 'Offline Utilities' and 'Schema'. A 'Statistics' section on the right shows counts for 'Individual Registered Users' (64232250), 'Registered and Aadhaar Linked' (38244765), 'Not-Registered but Aadhaar Linked' (22653479), and 'e-Verified ITRs (17-18)' (14743704). At the bottom, there's a quote: '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'.

Department of Income Tax (Government of India) [IN] | <https://incometaxindiaefiling.gov.in/home>

Apps Managed bookmarks New folder New folder New folder New folder New folder

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Search

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.

List of Income Tax Return and Forms available for e-Filing

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

New To e-Filing?
[Register Yourself](#)

Registered User?
[Login Here](#)

Need Assistance?
[Help Center](#)

Quick Links

- [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](#)
- [Check Refund Dispatch Status](#)

News & Updates

08/11/2017
The direct tax collections up to October, 2017 are at Rs. 4.39 lakh crore which is 15.2% higher than the net collections for the corresponding period last year. For details [Refer Press Release](#) (29KB)

31/10/2017
CBDT further extends the due date for filing Income Tax Returns and reports of Audit for AY 2017-18 from 31st October 2017 to 7th November 2017. For details [click here](#) (231KB)

12/10/2017
The direct tax collections up to September, 2017 are at Rs. 3.86 lakh crore which is 15.8% higher than the net collections for the corresponding period last year. For details [Refer Press Release](#) (8KB)

Download

- [Offline Utilities\(Updated on 16/11/17\)](#)
- [Schema](#)

Statistics

Individual Registered Users : **64232250**

Registered and Aadhaar Linked : **38244765**

Not-Registered but Aadhaar Linked : **22653479**

e-Verified ITRs (17-18) : **14743704**

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 of the Income Tax Department, Government of India. The page is titled 'Registration' and features a dropdown menu for '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 (highlighted), and Third Party Software Utility Developer. The page also includes a header with the e-Filing logo and navigation links, and a footer with the India.gov.in logo and various certification logos.

Registration

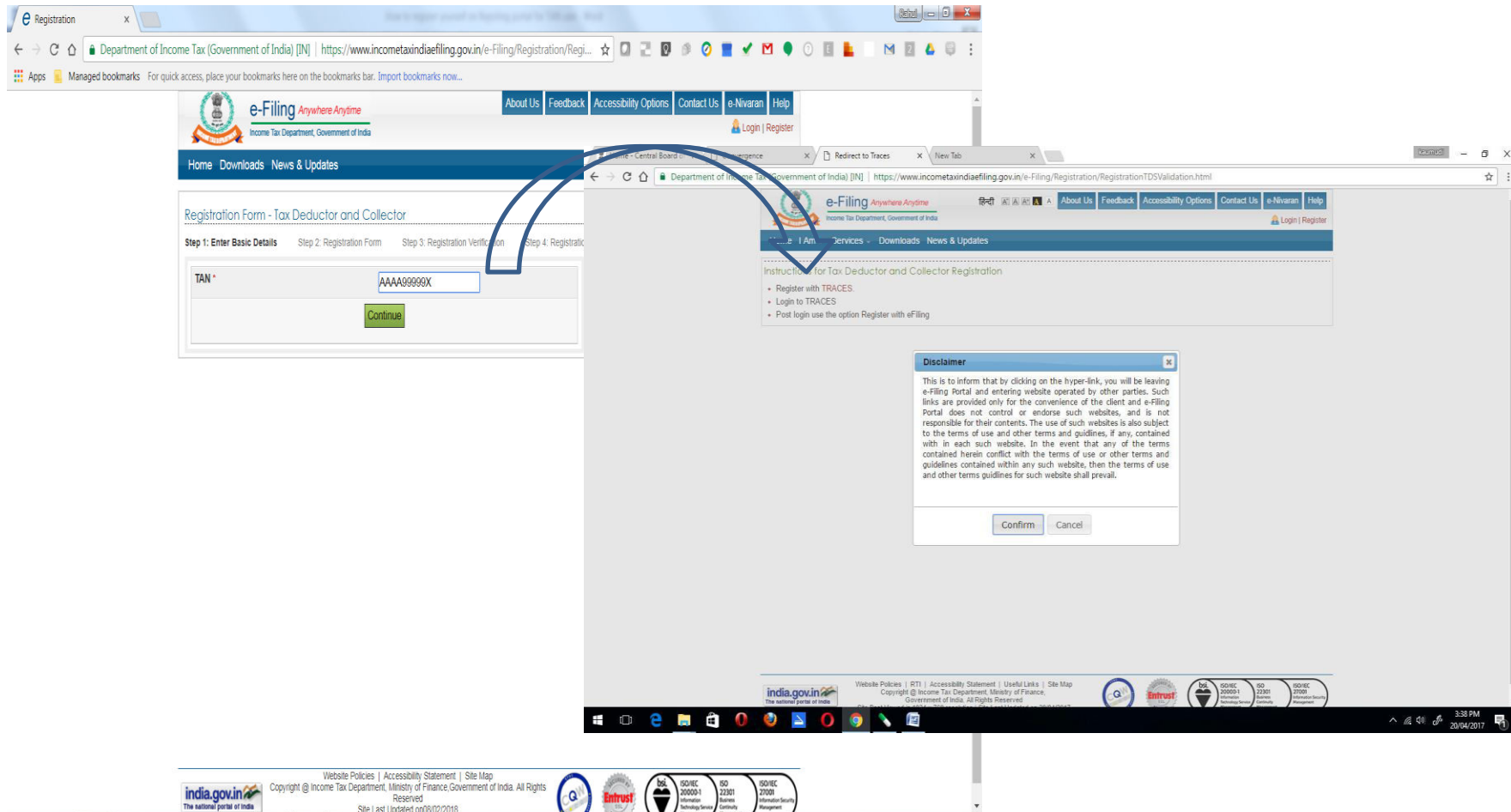
Select User Type *

- Select
- Individual
- Hindu Undivided Family (HUF)
- Other than Individual/HUF
- External Agency
- Chartered Accountants
- Tax Deductor and Collector**
- Third Party Software Utility Developer

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Site Last Updated on 08/02/2018

Select on 'Tax Deductor and Collector'

Registering TAN on E-filing (3/10)



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 (TDS Reconciliation Analysis and Correction Enabling System) website. The browser window shows the URL <https://contents.tdscpc.gov.in>. The page layout includes a top navigation bar with links like Home, About Us, Contact Us, e-Tutorials, and Related Links. A search bar and language selector (English) are also present. The main header features the TDS logo and the TRACES title. Below this, a navigation bar offers options for Home, Deductor, Tax Payer, PAO, and a Help button. The left sidebar contains a 'Login' section with links for Login, Register as New User, Forgot Password, and Forgot User ID. A 'Quick Links' section lists various services like TDS CPC Communications, e-Tutorials, and Circulars. The main content area highlights the 'Register as New User' option, with a dropdown menu showing 'Deductor', 'Tax Payer', and 'PAO'. A banner on the right mentions the 'National Award for e-Governance, 2014-15'. The bottom of the page shows a status message: '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 screenshot shows the TRACES (TDS Reconciliation Analysis and Correction Enabling System) website. The left pane displays the 'Register as New User' section under 'Validation Details'. It includes a message: 'Please enter TAN details as per details from "Know Your Tan Link" on incometaxindiaefiling site'. There are input fields for 'TAN of Deductor*', 'Verification Code*', and 'Enter text as in above image*'. A 'Proceed' button is at the bottom. A large blue arrow points from the 'Proceed' button to the 'Redirect to E-Filing Website' button on the right pane.

The right pane shows the 'Redirection to Register at E-Filing Website' section. It includes a message: 'This registration process enables a user to register only on e-filing website and not on TRACES Website.' and another message: 'Please check if Pop up blocker is disabled in your browser settings or not. If not please disable the same for using this functionality'. Below this is the '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*	PANNO7AIBL
PAN of Authorised Person*	AAAA99999

At the bottom of the right pane, there are buttons for '<Back' and 'Redirect to E-Filing Website'.

- 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 :

Password Details

Password * Strong

Confirm Password * Confirmed

Select Secret questions from the drop-down. This can be used to reset your password. -

Primary Secret Question *

Primary Secret Answer *

Secondary Secret Question *

Secondary Secret Answer *

☐ 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 *	
Designation *	Sub Registrar Officer
Surname *	
Middle Name	
First Name	
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 * 10023333

Please select the files to upload *

☒ TAN allotment letter

☒ Letterhead authorizing DDO for this purpose (PAN card copy of Authorized Officer)

Attachment in PDF Format * Browse... RO.pdf

Landline Number 91 1801122222

Fax Number 91 1902222221

Corporate Office Postal Address

Country *

Flat/Door/Bui

Road/Street

Area/Locality

Pincode * 686661

District/City * ERNAKULAM

State * KERALA

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

Confirm Back

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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.

india.gov.in The national portal of India

CAW

Entrust

bsi

ISO/IEC 20000-1 Information Technology Service Management

ISO 22301 Business Continuity Management

ISO/IEC 27001 Information Security Management

- 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)

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Income Tax Department, Government of India

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Login | Register

Home | Downloads | News & Updates

Registration Form - Tax Deductor and Collector

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

Please provide the OTP sent to your E-mail ID and Mobile Number

E-mail OTP *

Mobile OTP *

Please check for Email from Department for OTP in your Inbox as well as in the Spam folder (mail id - DONOTREPLY@incometaxindiaefiling.gov.in)

Registration Form - Tax Deductor and Collector Registration

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

Thank you for registering in e-Filing. Your Transaction ID is **100148477**.

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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bsi ISO/IEC 20000-1 Information Technology Service ISO 22301 Business Continuity 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 *	<input type="text"/>
Password *	<input type="password"/>
<hr/>	
Captcha Code	<div></div>
Enter Captcha *	<input type="text"/>
<hr/>	
<div>Login Forgot Password?</div>	
<div>New Users? Register</div>	
<div>e-Filing Login Through NetBanking</div>	

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

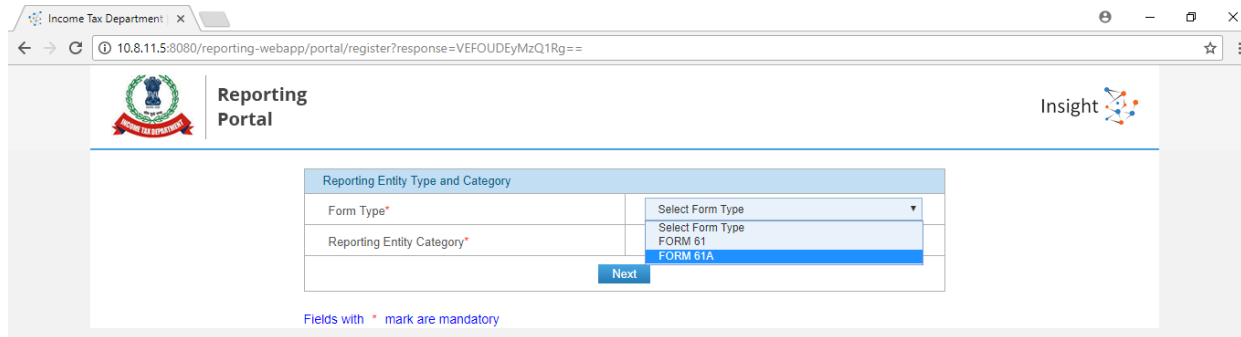
The screenshot shows the e-Filing portal interface. At the top, there is a header with the e-Filing logo, the text "e-Filing Anywhere Anytime", and the "Income Tax Department, Government of India". On the right, there are links for "Feedback", "Accessibility Options", "Contact Us", and "Help". Below the header, there is a navigation bar with tabs: "Dashboard", "My Account", "e-File", "e-Proceeding", "e-Nivaran", "Compliance", "Worklist", and "Profile Settings". The "e-File" tab is selected, and a dropdown menu is open, showing options: "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. A blue arrow points from this option to a modal window on the right. The modal window has a title "Please select from the following options" and contains three radio button options: "New Registration" (selected), "SFT Preliminary Response", and "Manage Principal Officer". At the bottom of the modal is a "Continue" button.

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 'FORM 61' and 'FORM 61A'. The 'Next' button is visible below the form fields.

Reporting Portal

Reporting Entity Type and Category

Form Type*

Select Form Type

Select Form Type

FORM 61

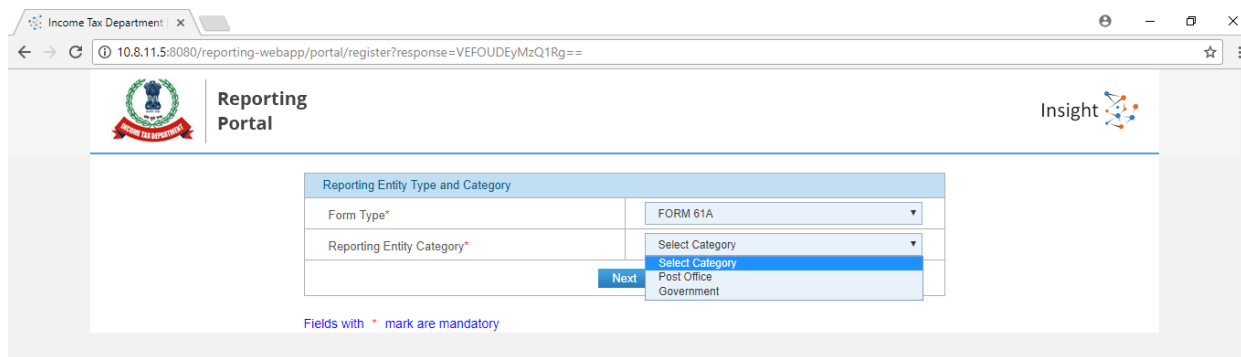
FORM 61A

Next

Fields with * mark are mandatory

Form Type

- Form 61
- Form 61A



The screenshot shows the 'Reporting Portal' registration page. The 'Reporting Entity Category' dropdown menu is open, displaying 'Post Office' and 'Government'. The 'Next' button is visible below the form fields.

Reporting Portal

Reporting Entity Type and Category

Form Type*

FORM 61A

Reporting Entity Category*

Select Category

Select Category

Post Office

Government

Next

Fields with * mark are mandatory

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"/>

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.

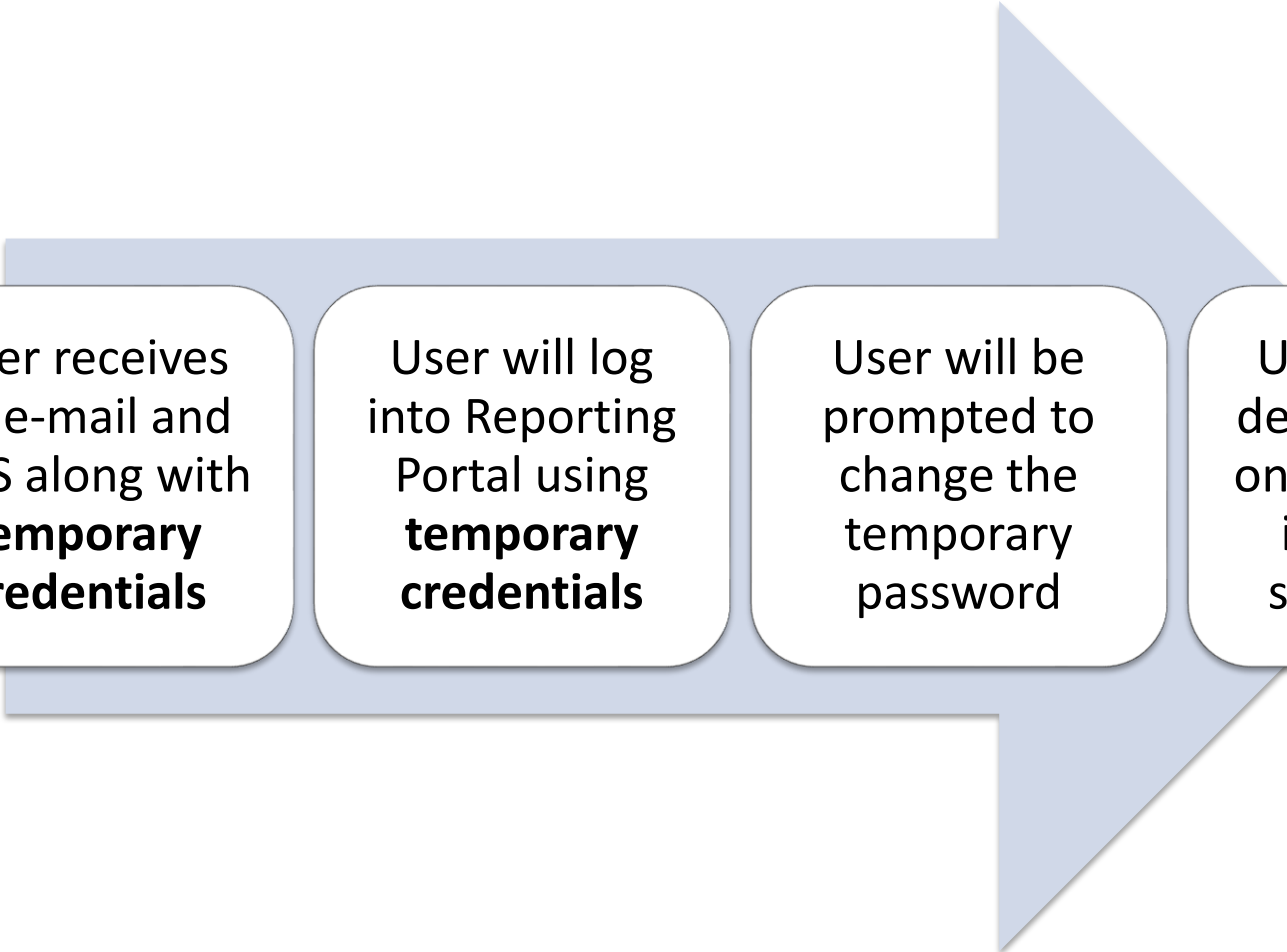
[Download Acknowledgement PDF](#)

[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.