

REGISTRATION STEPS E-WAY BILL PORTAL

How to register on E-Way bill portal ?

- I. With respect to e-Way Bills, three kinds of taxpayers/ users are involved:
 1. Registered Suppliers or Receivers of Goods
 2. Registered/ Unregistered Transporters
 3. Unregistered Suppliers
- II. Registration on the e-way bill portal is compulsory to generate the e-Way Bills.
- III. In this note, we cover step-by-step process of how to register on the e-Way Bill system for the following users:
 1. For taxpayers (Suppliers of Goods or Receivers of Goods / Registered Transporters)
 2. For GST unregistered transporters
 3. Steps in Registration for forgot Username/Password/Transaction ID

IV) Prerequisites for the Registration :

- GSTIN of the registered taxpayer/ transporter, if registered
- Registered Mobile number with the GST system

V) For Taxpayers (Suppliers of Goods and Receiver of Goods) /Registered Transporters

Here is the step-by-step process for registration on the e-Way Bill portal ::

- a. **Step-1:** Visit the e-Way Bill portal.(ewaybill.nic.in)



<http://www.ewaybill.nic.in>

E - WAY BILL SYSTEM

HOME LAWS SEARCH CONTACT US

Welcome to Tax Payers and Transporters. Have a nice...
Now, One Nation One e-Waybill for movement of goods

Login

Username
Password

674 PA

Login

Forgot Password? Forgot Username?

e-Way Bill Registration
Enrolment for Transporters
Enrolment for Citizens Forgot Trans ID

Latest Updates - 11/01/2018
between tax payers of Karnataka, Rajasthan, Uttarakhand, Kerala, Jharkhand & Sikkim

- SMS module has been released



Steps in registration for registered person

02 Click on link 'e-Way Bills Registration Form'

Enter GSTIN & captcha to open GSTIN form - 2

03 GSTIN registration form - 2

- On the basis of valid GSTIN provided by user GST registration form - 2 will be auto populated which as follows:
 - Applicant Name
 - Trade Name
 - Address
 - Mobile number of authorised signatory – **Without registered number user cannot registered on the portal**
- User needs to click on 'Send OTP' to get the OTP on the registered mobile and enter the same in the system for verification
- After OTP verification user needs to provide User ID
 - The user name should be of at least 8 characters with a combination of alphabets (A-Z/a-z), number (0-9) and special characters (@, #, \$, %, *, ^) and can't exceed more than 15 characters
 - If User ID is valid as per the system, then said User ID and password will get registered on portal

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164.100.180/ewbnat10/Account/EWBUserRegistration.aspx

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E - WAY BILL SYSTEM

E-Way Bill Registration Form

Enter GSTIN 24AA LCS1097B1Z1

HKQFQ
Enter the code as shown above HKQFQ

Go Exit

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Applicant Name GOEX FREIGHT SOLUTIONS PRIVATE LI

Trade Name GOEX FREIGHT SOLUTIONS PRIVATE LI

ii. Address

Line 1	2022ndbright house
Line 2	GIDC char rastavapi
City	Valsad,
PIN:	396191
State:	GUJARAT

Mail ID *****noplax.com

Mobile *****9955

Note: If the details shown above have changed or incorrect then click on 'Update from GST Common Portal' button or click on 'Send OTP'

Send OTP Update from GST Common Portal

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Not secure | 164.100.80.180/ewbnat10/Account/EWBUserRegistration.aspx

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Mail ID: *****@noplast.com

Mobile: *****9955

Note: If the details shown above have changed or incorrect then click on 'Update from GST Common Portal' button or click on 'Send OTP'

Send OTP | Update from GST Common Portal

Enter OTP: 337157

Verify OTP

User Name: GOEXLO

Password: *****
Strong!

Re enter Password: *****

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164.100.80.180/ewbnat10/mainmenu.aspx

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E - WAY BILL SYSTEM

GSTIN : 24AALCS1097B1Z1 - Legal Name : GOEX FREIGHT SOLUTIONS PRIVATE LIMITED - User : Tax Payer

Dash Board for Date 18/01/2018

EWBs generated by me	EWBs cancelled by me	EWBs rejected by me	EWBs generated by other party on my GSTIN	My EWBs rejected by other party
0	0	0	0	0

Note: Android APK for Tax Payers has been released. Please go to Registration-->For Android and register your IMEI. You will receive a link as SMS to your mobile, download the APP by clicking that link and install on your mobile.

Notifications Panel

- General Alerts
- Specific Alerts
- E-WayBill Notifications
- GST Common Portal Alerts

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The screenshot shows a web browser window with the URL `164.100.80.180/ewbnat10/Account/EWBUserRegistration.aspx`. A dialog box from the IP address `164.100.80.180` displays the message "User Created Successfully!!!". The main page is the registration form for the E-Way Bill System, featuring the following fields:

- Enter GSTIN:
- Enter the code as shown above: (with a CAPTCHA icon)
- Go: Exit:
- Applicant Name:
- Trade Name:
- ii. Address:

Line 1	<input type="text"/>
Line 2	<input type="text"/>
City	<input type="text"/>
PIN:	<input type="text"/>
State:	<input type="text" value="- Select State -"/>

The Windows taskbar at the bottom shows the search bar "Search the web and Windows" and the system tray with the time "12:30 PM" and date "1/19/2018".

b. Steps in Registration for Unregistered Transporters



Steps in registration for unregistered transporters

01 Open EWB portal

<http://www.ewaybill.nic.in>

02 Click on link 'Enrolment for Transporters' link

03 Application for enrolment u/s 35(2)

- User has to select the State and enter legal name as given in PAN, PAN details & Aadhar number, applicable only in case of proprietorship concern
- User needs to validate the same by click on 'Validate' button
- After validation of above details, the User needs to provide its business and contact details & generate OTP and verify the mobile number
- After verification of mobile number, User can create username and password of its choice
- After submission of validation application, system will generate 15 digit TRANSID
- The above 15 digit TRANSID will enable the clients of transporters to enter in their EWB so as to enable the transporter to enter vehicle details for movement of goods

c. Steps in Registration : Forgot Username/password/TransID

Steps in registration forgot username/password/transid

Forgot Username	Forgot Trans ID	Forgot password
<ul style="list-style-type: none">• Click on 'Forgot Username?' link• Forgot Username window will open and User needs to provide details as follows:<ul style="list-style-type: none">➢ GSTIN➢ State➢ Pin code of principal place of business➢ Registered mobile number• System will generate OTP & send it on registered mobile• After OTP verification system will send the Username on registered number via SMS	<ul style="list-style-type: none">• Click on 'Forgot Trans ID?' link• Forgot Trans ID window will open and Transporter needs to provide details as follows:<ul style="list-style-type: none">➢ State➢ PAN• System will generate OTP on registered mobile number provided at the time of enrolment• After submitting of above information portal will send the Trans ID on registered number via SMS• There is no separate link has been provided for forgot password for transporter, same option is available for transporters also	<p><i>If the entered username & password is wrong for three times continuously then the system freezes the user for 5 minutes, after that user will be able to enter credentials</i></p> <ul style="list-style-type: none">• Click on 'Forgot Password?' link• Forgot Password window will open and Transporter needs to provide details as follows:<ul style="list-style-type: none">➢ Username➢ GSTIN➢ State➢ Pin code of principal place of business➢ Registered mobile number• System will generate OTP & send it on registered mobile• After OTP verification User can login and create new password

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