



TRACES

TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

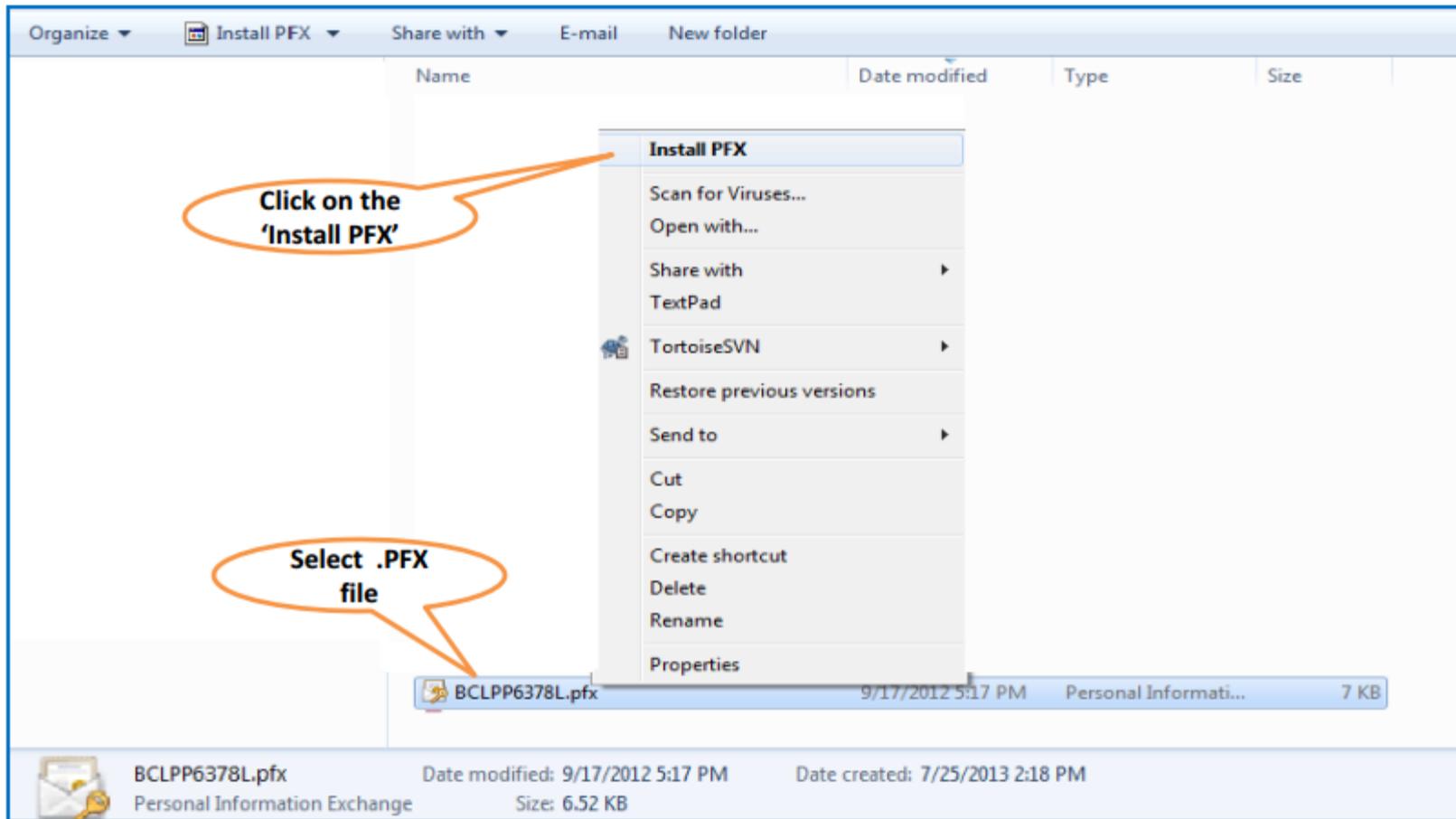
Digital Signature Registration

Steps of Installation of Install Digital Signature certificate PFX file/Hard Token

Requirement for usage of Digital signature certificate :

- Valid Digital Signature should be obtained from Third Party Vendor.
- Only class 2 or class 3 digital Signature certificates are allowed for the purpose of registration on TRACES.
- TRACES supports downloadable pfx files as well as Crypto Tokens (Hard Token) for Digital Signature Registration.
- However, it is advisable to use certificate downloaded on hard crypto token (USB protection device) .
- For Hard Token based certificates, please refer manual provided by Certifying Authority for certificate download, enrollment and usage of hard token.

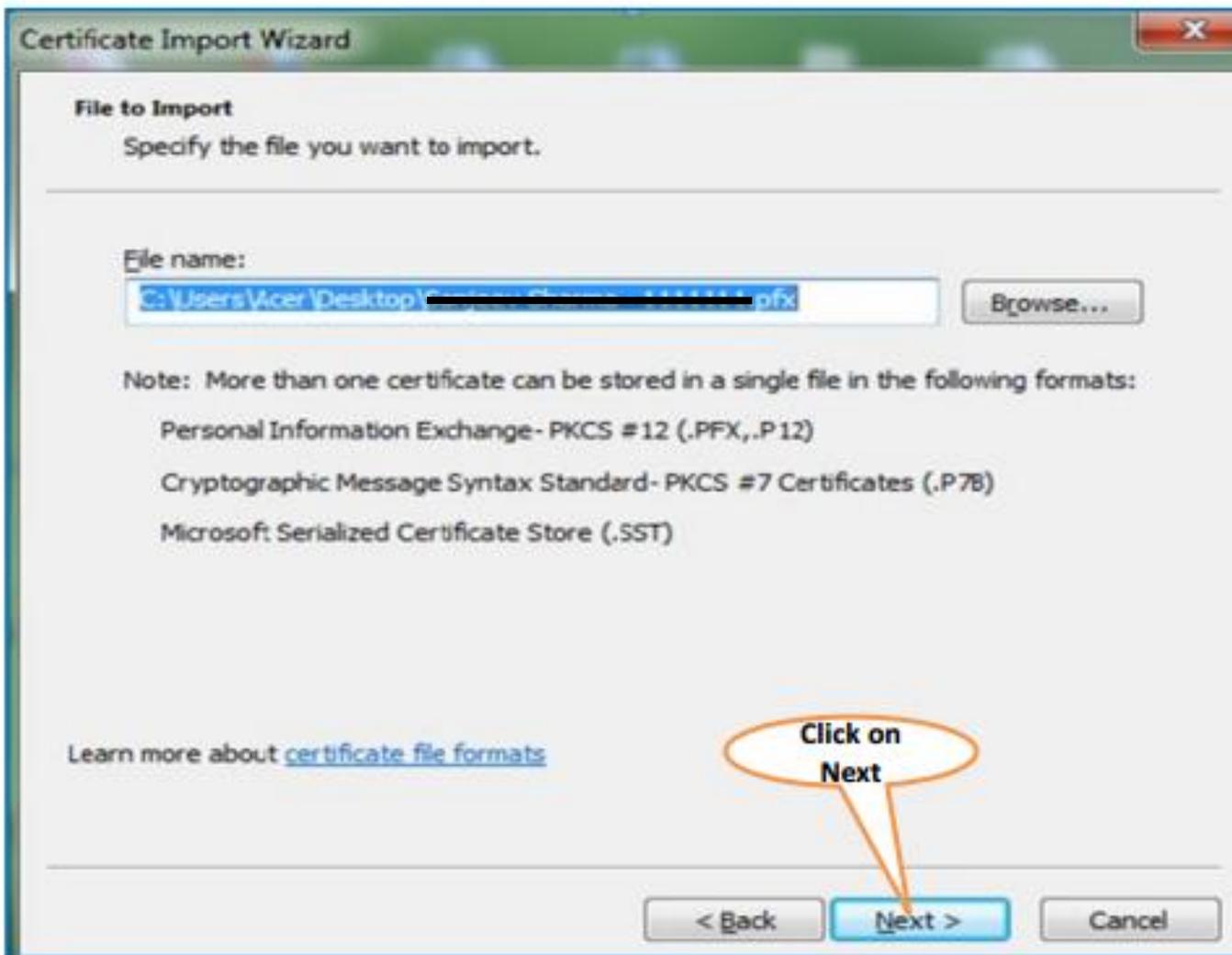
Steps for Installation of Digital Signature Certificate (.PFX file)



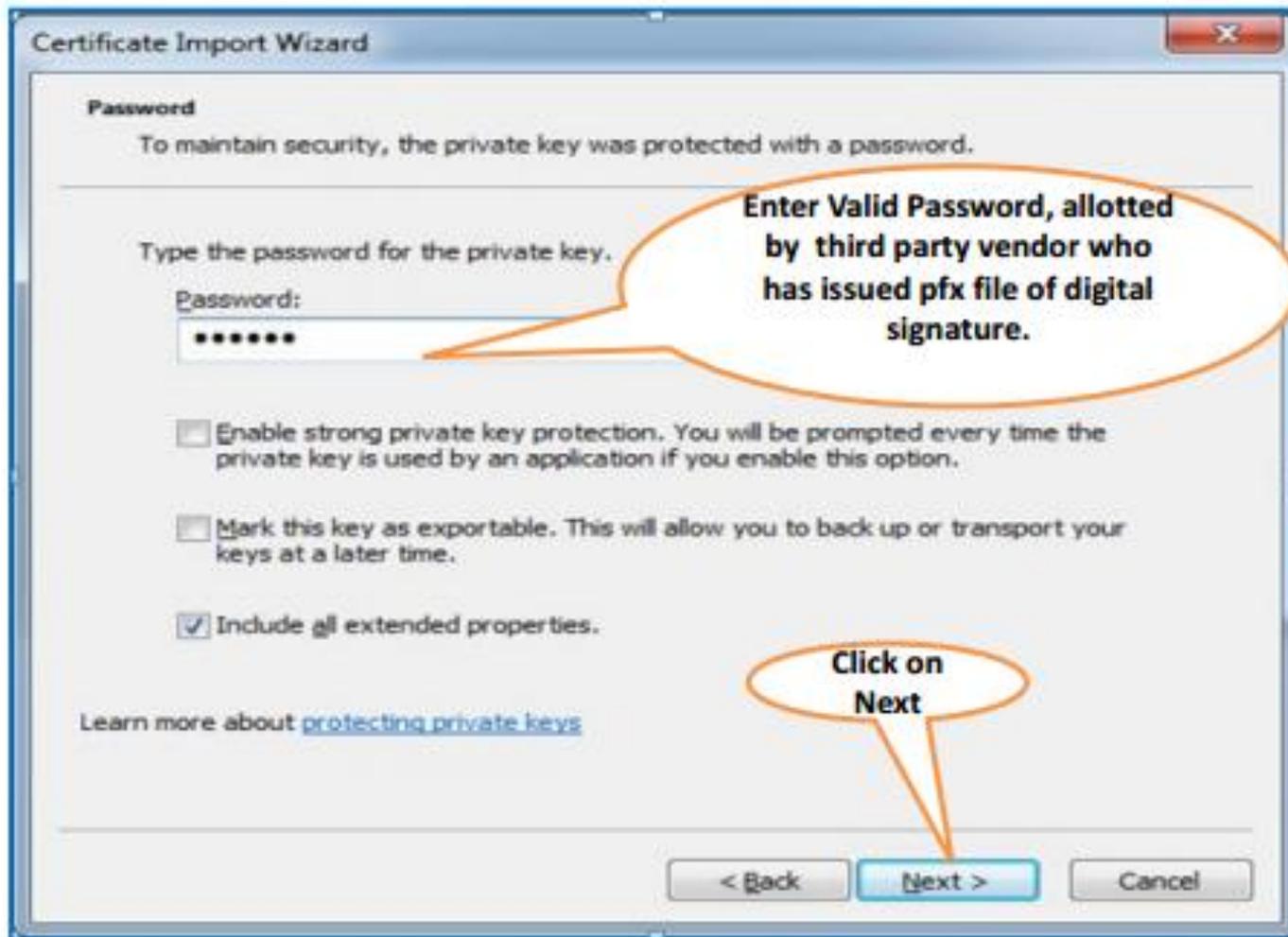
Steps for Installation of Digital Signature Certificate (.PFX file)



Steps for Installation of Digital Signature Certificate (.PFX file)



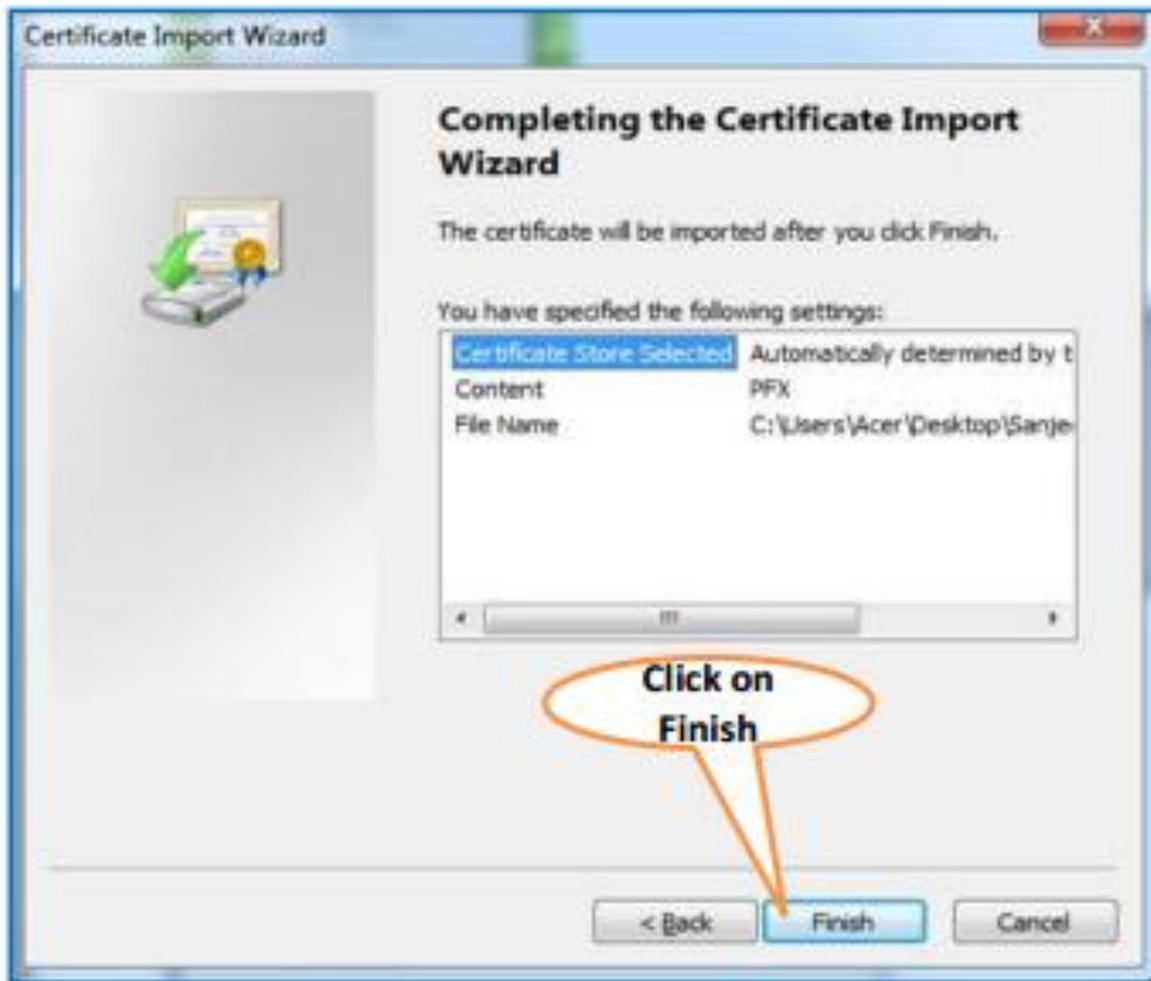
Steps for Installation of Digital Signature Certificate (.PFX file)



Steps for Installation of Digital Signature Certificate (.PFX file)



Steps for Installation of Digital Signature Certificate (.PFX file)

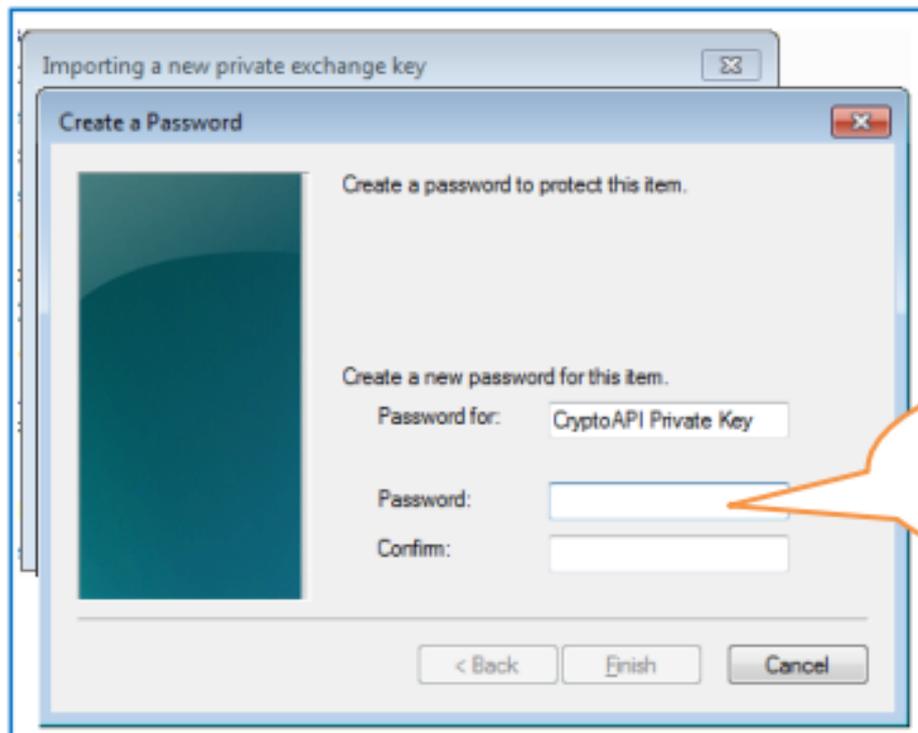


Steps for Installation of Digital Signature Certificate (.PFX file)



Note : Feature is browser specific, depends on security settings set by admin and on the security level set in internet options. Since, user will be asked to provide the private key while installing the certificate, browser may not ask for key again.

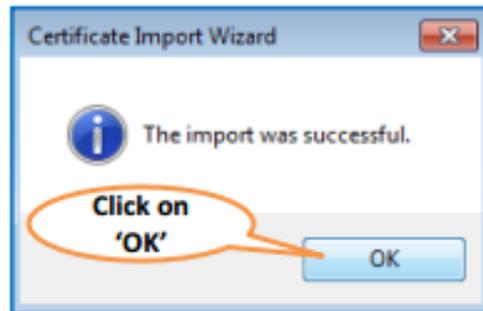
Steps for Installation of Digital Signature Certificate (.PFX file)



Enter Password to set high security level and confirm Password. The same will be asked at the time of registration of digital signature.

Note : Feature is browser specific, depends on security settings set by admin and on the security level set in internet options. Since, user will be asked to provide the private key while installing the certificate, browser may not ask for key again.

Steps for Installation of Digital Signature Certificate (.PFX file)



Note : Feature is browser specific, depends on security settings set by admin and on the security level set in internet options. Since, user will be asked to provide the private key while installing the certificate, browser may not ask for key again.

Steps of Installation of Digital Signature Certificate (Hard Token)

For Hard Token based certificates, please refer manual provided by Certifying Authority for certificate download, enrollment and usage of hard token.

Login to TRACES

Home | About Us | Contact Us | Help | Related Links | Login

Search In Keyword

English

 **TDS**
Centralized Processing Cell

TRACES
TDS Return Analysis and Correction Enabling System



Home Deductor **Help**

Login

User Id* ?

Password* Password is mandatory

TAN for Deductor / PAN for Tax Payer* TAN / PAN is mandatory

Verification Code*  Click to refresh image

Enter text as in above image* Verification Code is mandatory

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

For Tax Payers:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

Click on help icon next to each field for more details

For more details on any screen, click on Help icon

Enter userid and password

Enter TAN

Enter the text as displayed in Verification Code

Welcome Page

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

A A A

English



TDS
Centralized Processing Cell



TRACES
TDS Reconciliation Analysis and Correction Enabling System



सत्यमेव जयते
Government of India
Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Quick Links

- Challan Status
- Request for Justification Report Download
- Request for Conso File
- Download Form 16
- Requested Downloads
- PAN Verification
- Inbox **New**

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
- Downloads
 - Download requested files
 - Download Form 16 / 16A
- Profile
 - Update Communication Details

Landing page will be displayed

Customer Care

Toll-Free: 1800 103 0344

 0120 4814600

 contactus@tdscpc.gov.in

User Login Details

TAN

IP:

Last logged in on:

Steps to Register Digital Signature Certificate

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Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

My Profile

User Details

Organisation Details Communication Details Signature Change Password User Management

You are yet to register your Digital Signature Certificate with TRACES. Click on 'Register DSC' to start. Click on Help menu to know more about DSC registration process

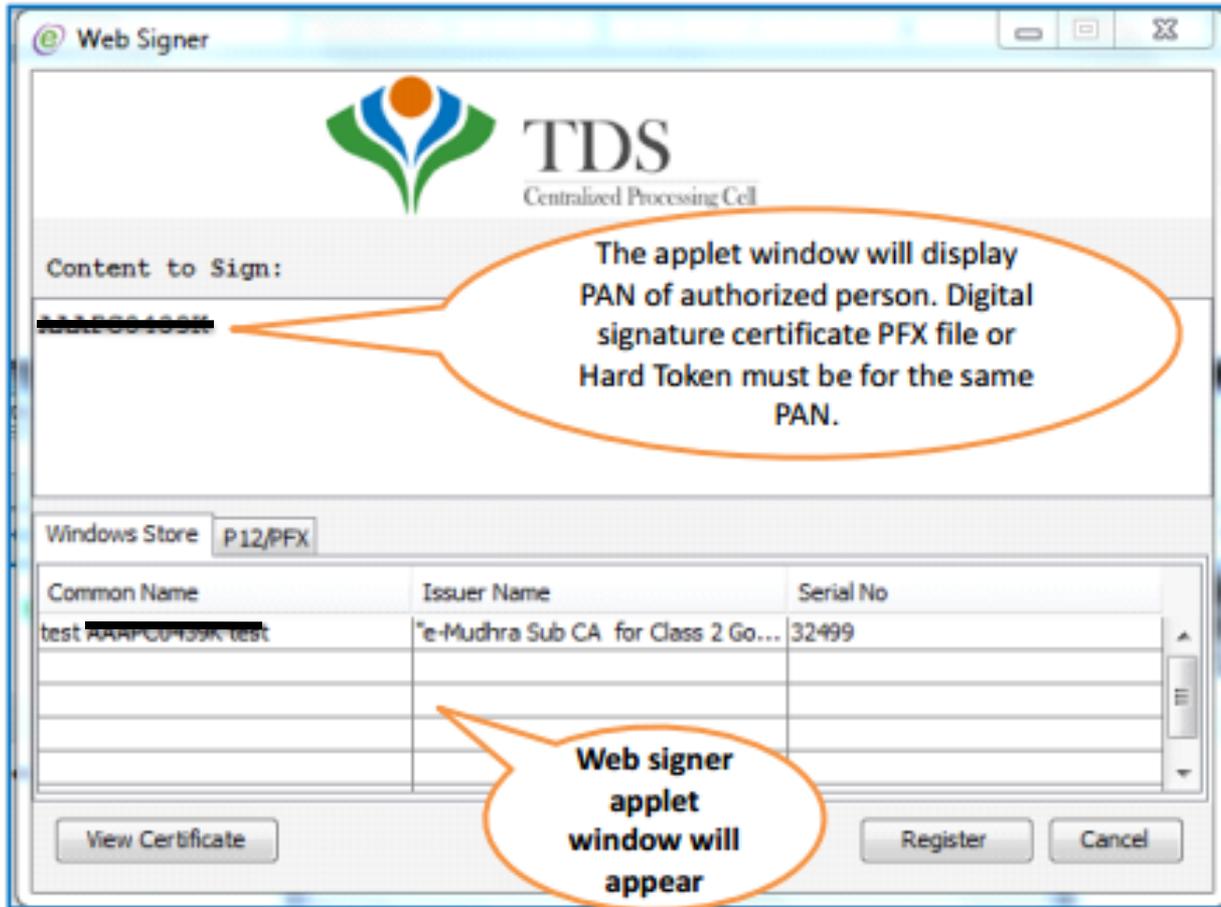
Register DSC

Select 'Profile' tab

Select 'Digital Signature' under 'Signature' tab

Click on 'Register DSC'

Steps to Register Digital Signature Certificate (Contd.)



Steps to Register Digital Signature Certificate (Contd.)

The screenshot shows the TDS TRACES portal interface. A 'Web Signer' window is open, displaying the TDS logo and 'Centralized Processing Cell'. The window contains a 'Content to Sign' field, a table of certificates, and buttons for 'View Certificate', 'Register', and 'Cancel'. A callout points to the 'Register' button, and another callout points to a specific certificate in the table.

Content to Sign:

██████████

Windows Store: P12/PFX

Common Name	Issuer Name	Serial No
test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
New CA1	Sub 2 CA	32456
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213
New RA1	Sub 2 CA	32455

Click on 'Register'

Select Digital signature certificate for the same PAN mentioned in the applet window.

Steps to Register Digital Signature Certificate (Contd.)

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Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Default Communication Downloads Profile

User Details
Type of User : Deductor Admin

Organisation Details

Click on Register button to register

Register DSC

Signing data with your private exchange key

An application is requesting access to a Protected item.

Password for:
CryptoAPI Private Key

Remember password

OK Cancel Details...

Click on 'OK'

Enter 'Password' which was set at the time of installing the certificate

Note : Feature is browser specific and depend on the security level set in internet options

Steps to Register Digital Signature Certificate (Contd.)

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Profile Help

Certificate details are displayed in a modal dialog window for the certificate selected during registration process

Certificate Details

Serial Number :	34213
Issued By :	teste test test
Issued Date :	05-Sep-2013
Expiry Date :	05-Sep-2014
Certificate Class :	

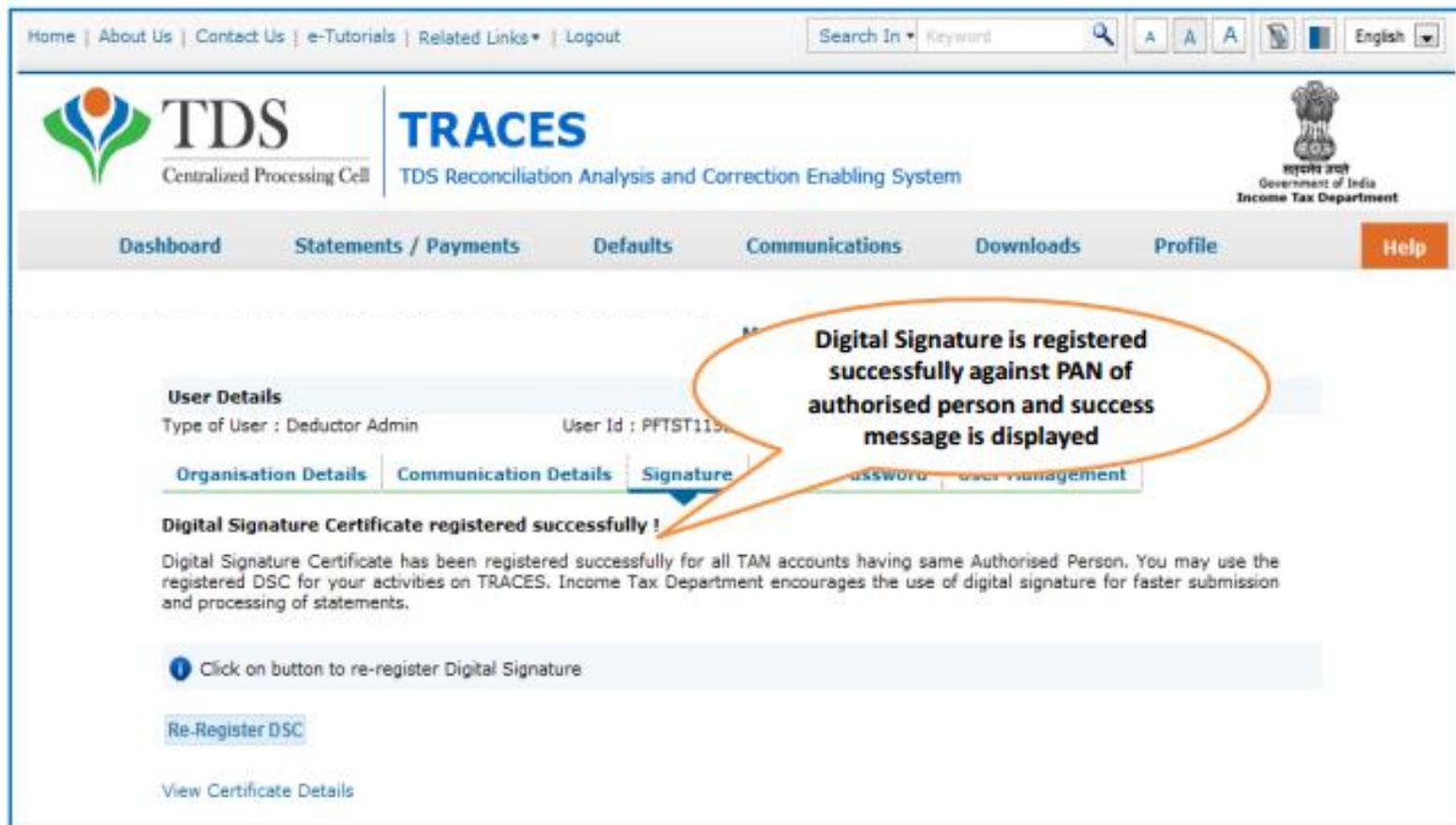
Click on 'OK' to successfully complete registration

OK Cancel

User Detail
Type of User
Organisat
You are yet about DSC
Register DSC

Note : Feature is browser specific and depend on the security level set in internet options

Steps to Register Digital Signature Certificate (Contd.)



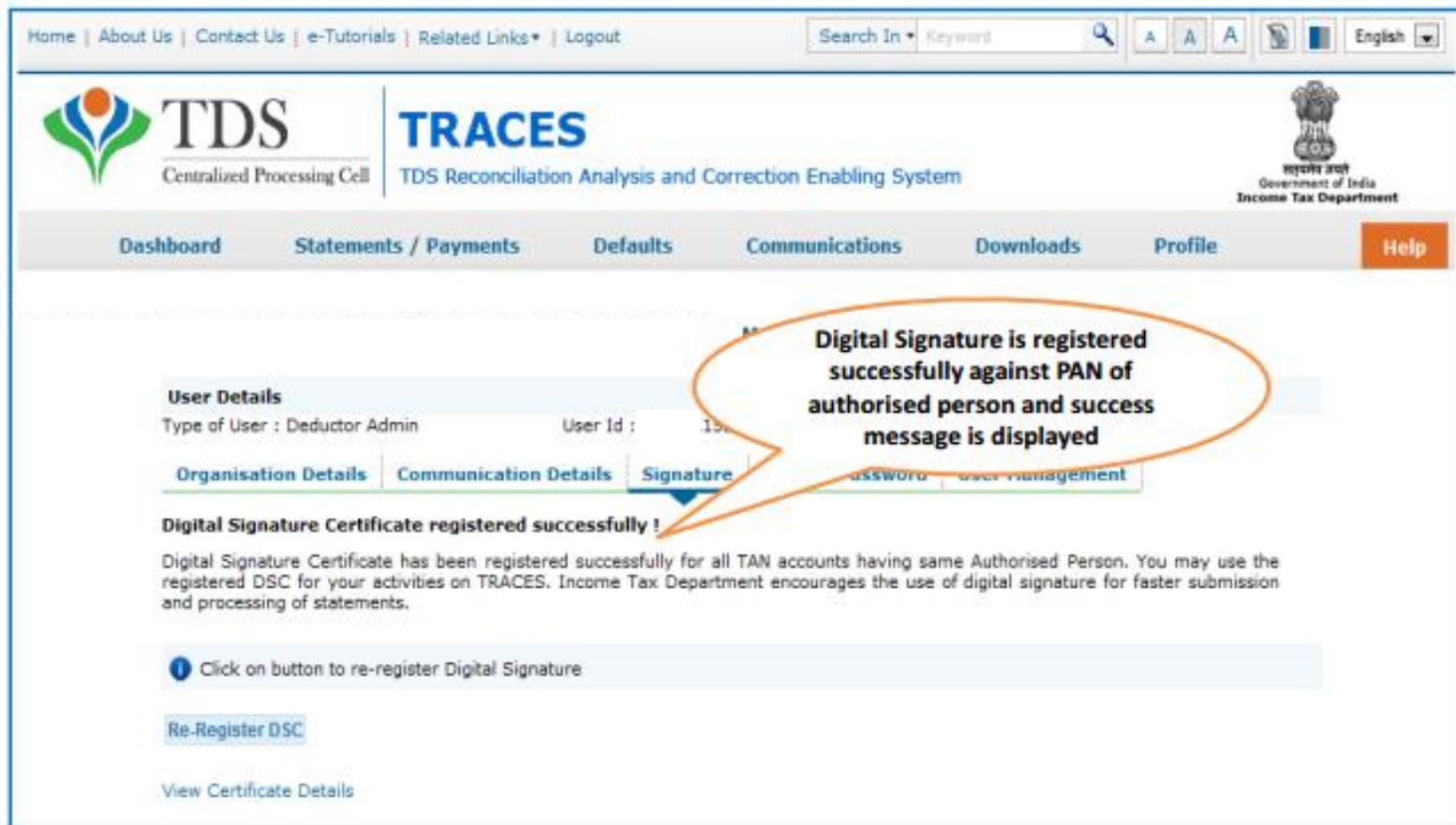
The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selection (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo. The Government of India Income Tax Department logo is visible in the top right corner. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help.

The main content area shows a message titled "Digital Signature Certificate registered successfully!". The message text reads: "Digital Signature Certificate has been registered successfully for all TAN accounts having same Authorised Person. You may use the registered DSC for your activities on TRACES. Income Tax Department encourages the use of digital signature for faster submission and processing of statements." Below the message, there is a button labeled "Re-Register DSC" and a link for "View Certificate Details".

An orange speech bubble highlights the message with the text: "Digital Signature is registered successfully against PAN of authorised person and success message is displayed".

Note : Feature is browser specific and depend on the security level set in internet options

Steps to Register Digital Signature Certificate (Contd.)



The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selection (English) are also present. The main header features the TDS logo and the TRACES title. Below the header is a menu with options: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The main content area shows a message titled "Digital Signature Certificate registered successfully!". A callout bubble points to this message with the text: "Digital Signature is registered successfully against PAN of authorised person and success message is displayed". Below the message, there is a "Re-Register DSC" button and a "View Certificate Details" link.

Home | About Us | Contact Us | e-Tutorials | Related Links | Logout

Search In Keyword

TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Digital Signature is registered successfully against PAN of authorised person and success message is displayed

Digital Signature Certificate registered successfully !

Digital Signature Certificate has been registered successfully for all TAN accounts having same Authorised Person. You may use the registered DSC for your activities on TRACES. Income Tax Department encourages the use of digital signature for faster submission and processing of statements.

Click on button to re-register Digital Signature

Re-Register DSC

View Certificate Details

Note : User can view certificate details registered by clicking on the hyperlink by navigating to 'Signature' tab or click on "Re-Register" button to re-register digital signature certificate using the same process

Steps to Register Digital Signature Certificate (Contd.)

The screenshot displays the TDS TRACES portal interface. A 'Web Signer' window is open, showing a 'Content to Sign' field with a masked PAN number. An error message is displayed in a dialog box, stating: 'Digital Signature Certificate credentials are invalid due to Pan mismatch. Do you want to try again?'. A callout bubble points to the error message, explaining: 'Error message will pop up indicating PAN validation mismatch if user selects incorrect digital signature certificate (not associated with the same PAN) and will not be allowed to proceed.' Below the error dialog, a table lists available certificates:

test test test	e-Mudhra Sub CA for Class 2 Gold...	34222
New CA1	Sub 2 CA	32456
test test test	e-Mudhra Sub CA for Class 2 Gold...	34214
teste test test	e-Mudhra Sub CA for Class 2 Gold...	34213
New RA1	Sub 2 CA	32455

Buttons for 'View Certificate', 'Register', and 'Cancel' are visible at the bottom of the certificate selection window.

Steps to Register Digital Signature Certificate (Contd.)

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar and language selector (English) are also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are visible on the right. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile (highlighted), and Help.

The 'My Profile' section is active, showing 'User Details' (Type of User: Deductor Admin, User Id: F) and a tabbed interface with 'Organisation Details', 'Communication Details', 'Signature' (selected), 'Change Password', and 'User Management'. Under the 'Signature' tab, the 'Digital Signature Certificate Details' are listed, including fields for PAN, Serial Number, Issued By, Issued To, Issued Date, Expiry Date, and Certificate Class. A callout bubble points to the 'Signature' tab with the text: "Click on Signature tab and view certificate detail". Below the details, a callout bubble points to a button labeled "Re-Register DSC" with the text: "User can re-register the new digital signature by clicking here." A message icon indicates a notification: "Click on button to re-register Digital Signature".

Note : In case user tries to register / re-register with a digital signature certificate which is already registered before, an error message is displayed on the screen : "Certificate selected is already registered"

Error Messages at the time of Register Digital Signature

The screenshot displays the TRACES (TDS Reconciliation Analysis and Correction Enabling System) interface. At the top, there are logos for TDS Centralized Processing Cell and the Government of India Income Tax Department. A navigation bar includes links for Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Profile' section is active, showing 'My Profile' details for a user named 'Deductor Admin' with ID 'PIYUSH345'. Under the 'Signature' tab, a red error message states: 'Certificate selected is already registered'. Below this, the 'Digital Signature Certificate Details' section lists fields like PAN, Serial Number, Issued By, Issued To, Issued Date, Expiry Date, and Certificate Class. A blue button labeled 'Re-Register DSC' is visible at the bottom. Two orange callout boxes provide context: one points to the error message with the text 'Error message will be displayed if user tries to re-register the same digital signature certificate during the period when certificate is valid', and another points to the 'Re-Register DSC' button with the text 'Click on 'Re-Register DSC' for registering the renewed certificate'.

Error Messages at the time of Register Digital Signature (Contd.)

The screenshot displays the TDS TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India Income Tax Department logo is visible on the right. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile (highlighted), and Help.

The 'My Profile' section is active, showing 'User Details' with 'Type of User : Deductor Admin' and 'User Id'. Below this are tabs for 'Organisation Details', 'Communication Details', 'Signature' (selected), 'Change Password', and 'User Management'. An error message is displayed: 'Invalid DSC. Certificate selected is revoked'. A blue information icon is followed by the text: 'You are yet to register your Digital Signature more about DSC registration process'. A 'Register DSC' button is located below the message. A callout bubble points to the error message with the text: 'Error message will be displayed in case DSC is revoked'. To the right of the message, there is a link to 'Click on Help menu to know more about DSC registration process'.

Error Messages at the time of Register Digital Signature (Contd.)

The screenshot displays the TRACES portal interface. At the top, a yellow banner contains the message: "The Java plug-in was blocked because it is out of date." To the right of this message are two buttons: "Update plug-in..." and "Run this time". A callout box with an orange border points to the "Run this time" button and contains the following text:

If 'Java Plug-in' error is displayed, then 'Run this time' button needs to be clicked so that Web Signer can download on end user's machine. If this is not allowed, "System encountered technical problem" will be displayed on the screen.

The main content area of the page includes the TDS logo, the TRACES logo, and a navigation menu with options like "Dashboard", "Statements / Payments", and "Def". Below this, there is a "User Details" section with fields for "Type of User : Deductor Admin" and "User Id : 1". A tabbed interface shows "Organisation Details", "Communication Details", "Signature", "Change Password", and "User Management". A blue information icon is present next to a message: "You are yet to register your Digital Signature Certificate with TRACES. Click on 'Register DSC' to start. Click on Help menu to know more about DSC registration process." A "Register DSC" button is located below this message.

Error Messages at the time of Register Digital Signature (Contd.)

The screenshot displays the TRACES portal interface. At the top, there is a navigation bar with links for Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS logo (Centralized Processing Cell) and the TRACES logo (TDS Reconciliation Analysis and Correction Enabling System). The Government of India logo and the Income Tax Department name are also visible. A navigation menu includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Profile' section is active, showing 'My Profile' with tabs for User Details, Organisation Details, Communication Details, Signature, Change Password, and User Management. The 'Signature' tab is selected, displaying an error message: 'Error occurred while DSC registration. Please try after some time'. Below this, an information icon indicates that the user has not yet registered their Digital Signature Certificate (DSC) and provides a link for more information. A 'Register DSC' button is visible. A callout box with an orange border points to the error message, containing the text: 'Error message will be displayed if any of the certificate verification activities fail. In such case contact TRACES helpdesk or send mail to contactus@tdscpc.gov.in with error screen shot'.

Error Messages at the time of Register Digital Signature (Contd.)

- When certificate registered is about to expire, a prompt will be shown on the screen intimating the user regarding expiry of DSC. (“Your certificate will expire in ‘n’ days”)
- If certificate registered earlier, has expired then previous certificate details will not be shown to user. Instead, digital signature registration screen will be displayed with “Register DSC” button for initiation of fresh DSC registration
- In case certificate used has been revoked by certain Certifying Authority and Certificate Revocation List maintained on the server has been updated with the corresponding crl(certification revoking list) file, user shall not be allowed to register revoked certificate on TRACES. Error message will be displayed while registration.

THANK YOU

Please Note

- 1) **For Feedback** : You can share your feedback on contactus@tdscpc.gov.in
- 2) **For any Query** : You can raise your concern on “Request for Resolution” as Online Grievance on TRACES Website.
- 3) **For any query related to website:** You can raise your concern on below mentioned numbers
Toll Free Number - 1800103 0344
Land Line Number - 0120 4814600