

**New User Registration Process on Income Tax Website for filing of Income Tax Returns (ITR).**

Registration process on income tax website has been changed and made more secure.

- 1) Users have to register themselves on incometaxindiaefiling.gov.in before filing any income tax return.
- 2) While registration, users have to provide their Email Address.
- 3) After successful registration of user, one email is sent to the provided email address.
- 4) This Email address contains User Activation URL.
- 5) Once the user clicks on this URL, his account gets activated on incometaxindiaefiling website. Unless his account is activated, Assessee can not file the return.
- 6) Only after activation of his account, Assessee can file his income tax return.
- 7) If user does not activate his/her account within 10 days of time period after registration, then his account gets expired and the user needs to re-register again.

**Update Phone & Email for existing users**

Existing users can update their phone and email using My Account Menu -> Update Phone & Email.

**Secret Question and Answer?**

Secret Question and answer has been introduced in the registration process. Now user has to provide a secret question and answer while registering. This is useful in case the user forgets his password. If the user forgets his password, he can request for password reset through "forget password" link. Here Same Secret Question is asked to the user and user is expected to put same answer as was during the time of registration. If answer is correct, password of the user is reset. Users who have already registered, they can update their secret question and answer once they login to the website.

**Registration of Digital Certificate**

Users can file their returns using their digital certificates. Now for Return filing with the digital certificate user has to register/update the digital certificate before upload. If the user wants to upload with the digital certificate, the user needs to go to My Account Menu -> Update Digital Certificate page and register his digital certificate.