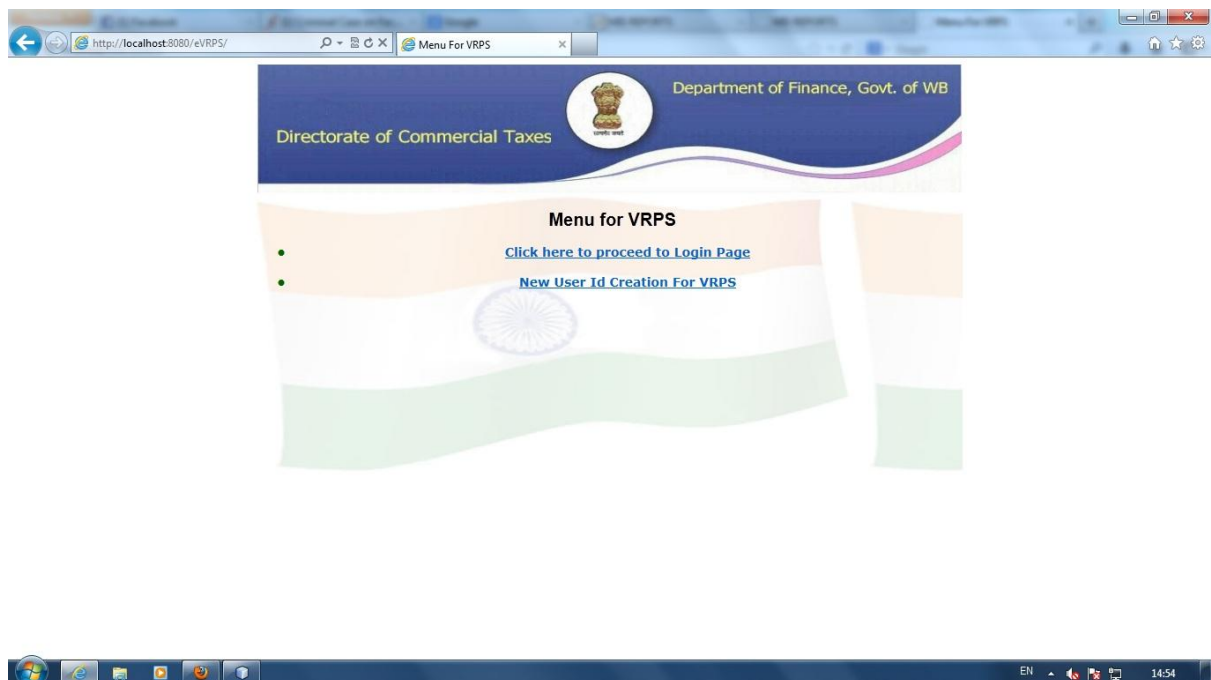


# **User Manual for eVRPS Registration**

**1.1 Login to the System:** Visit the Directorate's website: [www.wbcomtax.gov.in](http://www.wbcomtax.gov.in). Below is the front page of the portal.

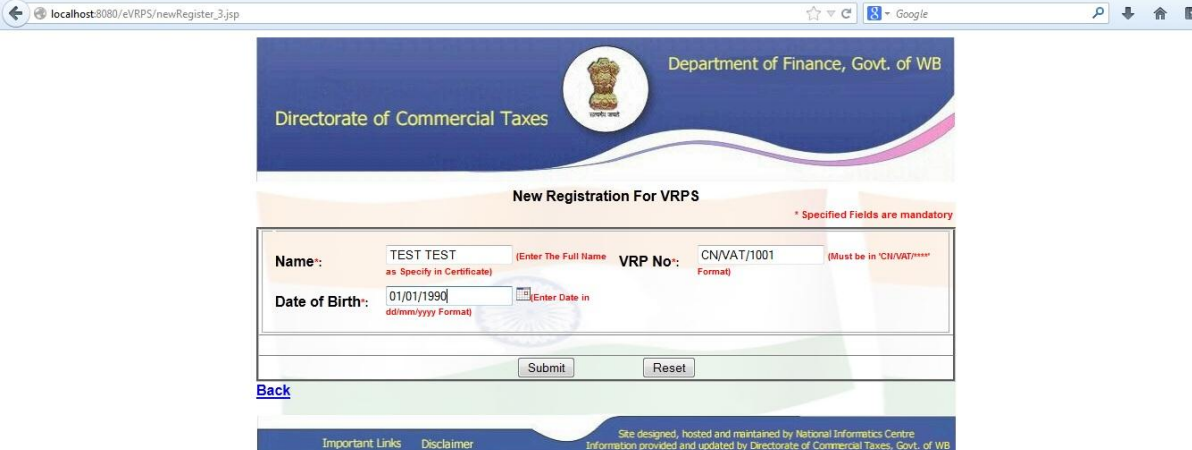


You may now click eVRPS . The following screen will be displayed on clicking this link



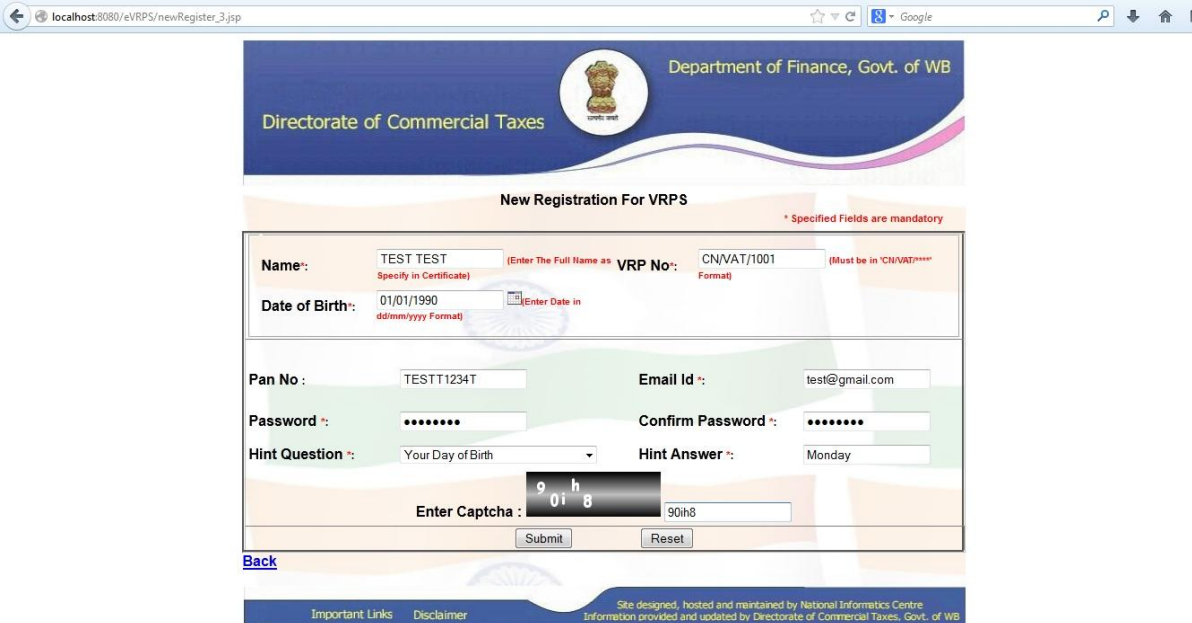
Then for new registration, you have to click on the link "New User Id Creation For VRPS". On clicking this link, registration page will be opened.

## 1.2 VRPS Registration :



The screenshot shows a web browser window with the URL localhost:8080/eVRPS/newRegister\_3.jsp. The page header includes the Department of Finance, Govt. of WB logo and the Directorate of Commercial Taxes. The main heading is "New Registration For VRPS" with a note that specified fields are mandatory. The form contains the following fields: Name (TEST TEST), VRP No (CN/VAT/1001), and Date of Birth (01/01/1990). There are "Submit" and "Reset" buttons at the bottom of the form, along with a "Back" link.

Then, you provide Name(As per the Certificate ), VRP Certificate No(In CN/VAT/\*\*\*\* Format) and Date of Birth in 'dd/mm/yyyy' format. You can also use the calendar for choosing the Date of Birth. And then, click on submit button. On clicking submit button, The following form will be displayed.



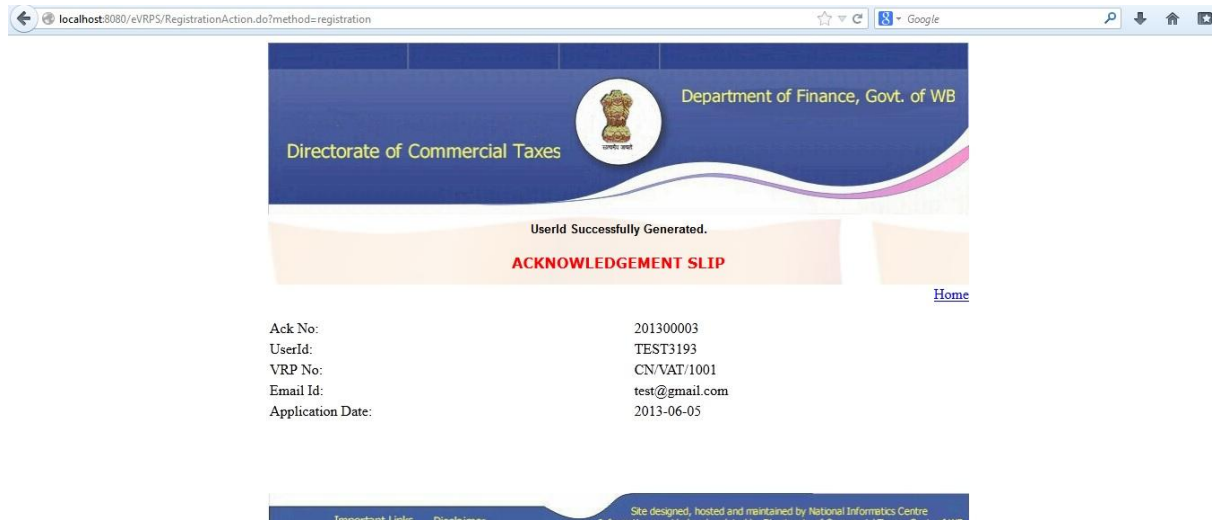
The screenshot shows the same web browser window, but the form has advanced to the second step. It includes the following fields: Pan No (TESTT1234T), Email Id (test@gmail.com), Password (masked with dots), Confirm Password (masked with dots), Hint Question (Your Day of Birth), Hint Answer (Monday), and Enter Captcha (90ih8). There are "Submit" and "Reset" buttons at the bottom of the form, along with a "Back" link.

Then, you have to enter the 'PAN NO'(In Capital Letter), a valid email-id, password, confirm password, hint question and hint answer and captcha. For choosing the password field, you have to follow the following informations:

1. Password should have atleast 8 character
2. Password should have atleast one Special Character Except in First and Last Position and atleast one number

After completing the form, you just press the "Submit" button.

**1.3 Acknowledgement Slip:** After click on submit button, the following acknowledgement slip will be generated which contain Ack No, User Id, VRP certificate No, email-ID etc.



The screenshot shows a web browser window with the URL `localhost:8080/eVRPS/RegistrationAction.do?method=registration`. The page header features the logo of the Government of West Bengal and the text "Department of Finance, Govt. of WB" and "Directorate of Commercial Taxes". The main content area displays "UserId Successfully Generated." followed by a red banner that reads "ACKNOWLEDGEMENT SLIP". Below this, a table lists registration details. A "Home" link is visible on the right. The footer contains "Important Links" and "Disclaimer" on the left, and "Site designed, hosted and maintained by National Informatics Centre" on the right.

Ack No:	201300003
UserId:	TEST3193
VRP No:	CN/VAT/1001
Email Id:	test@gmail.com
Application Date:	2013-06-05