

# Assign Functionality Rights to User (Multiuser Login)

To use this functionality, you need to create new user ids whom you want to assign the functionality to issue road permits. This ppt will cover three parts,

- 1) How to create New User Id
- 2) Assign functionality (generate Road permit) to this new id
- 3) Permit generation and view/ print.

## Part One - New User Sign Up

Go to [eseva.jharkhandcomtax.gov.in](http://eseva.jharkhandcomtax.gov.in) and click on 'New User? SignUp'

Home | | | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

Note:- 1) Transporter

Department of Commercial Taxes, Jharkhand is introducing **e-Services**

**Existing User Sign Up:**

- Login with TIN and Password.
- Forgot your Password - Call helpdesk to receive a default Password.
- Upon successful Login, Complete your Profile, Ensure you give correct E Mail Id, Mobile Number and PAN, since an E mail Verification link and a secret Verification Code will be sent to your E Mail and your Mobile Number respectively.
- Ensure that you have not done any other (New User or Transporter) Sign Up process with the E Mail Id and Mobile Number with which you wish to update your Profile, also refer do's and don'ts of "Existing User Sign Up" process.
- Ensure that E Mail Id and Mobile Number you enter does not belong to an Individual in case of corporate or is not frequently Changed or Updated in other cases.
- Upon Successful completion of Your Profile, You can only Login with your E Mail Id.

**New Dealer Sign Up:**

- New Dealer? - Use "New User Sign Up" Process.
- Already have a TIN and did not have a Web portal account - Please sign Up with "Do you have TIN" as "Yes" and enter your TIN details on the New User Sign Up Page, this will directly map your E Mail Id with your existing TIN.
- Already have a TIN and had a Web portal account in Version-1 Web portal, please do not use "New User Sign Up", instead directly Login with your TIN and existing password.

**Transporter Sign Up:**

- Already have portal account in version-1, directly login with your version -1 credentials.
- Wish to Register as a Transporter? Use "Transporter SignUp for Transit Pass" in the footer.

Sign In

Login Id:

Password:

☐ Virtual KeyBoard

Please enter result for **78-13=?**

expression

[New User? SignUp](#)

[Forgot Password](#)

**NOTE :**

- Please read the instructions on the left,if you have login related issues
- If you are Consignor,Please click on Consignor to login with Permit No as his user ID and Password as secret code.
- Please download latest ODS templates as some changes are made.

Powered By **TATA CONSULTANCY SERVICES**

Terms of use | [Disclaimer](#) | [Privacy Policy](#) | [Feedback](#) | [FAQ](#) | [Contact Us](#) | [Consignor](#) | [Online Payment](#) | [Transporter SignUp for Transit Pass](#) | [SiteMap](#)

Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated All rights reserved

Total Visits: 4216  
Last updated on: 13/12/2014

Provide your details with valid e-mail id and mobile no and click on submit

[Home](#) | [A A A](#) | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

You are here >> [Home](#) >> [New User SignUp](#)

### New User SignUp


Do you have a TIN? ☐ Yes ☒ No

Email Id (This will be your Login ID) \*:

First Name \*:

Last Name \*:

Mobile Number \*:


Please enter result for expression:\*  85+11=?

Fields marked with \* are mandatory

Note:-

1. Please enter the E Mail Id with which you want to create the Portal Account and the same has to be provided in Principal Place of Business during Registering as a Dealer.
2. Please enter the Mobile Number which you wish to provide in Principal Place of Business during Registering as a Dealer.

[Submit](#) [Back](#)

Powered By  **TATA CONSULTANCY SERVICES**

Terms of use | Disclaimer | Privacy Policy | Feedback | FAQ | Contact Us | Consignor | Online Payment | Transporter SignUp for Transit Pass | SiteMap

Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated. All rights reserved.

Total Visits: 4216  
Last updated on: 13/12/2014


This portal belongs to Department of Commercial Taxes Portal, State Government of Jharkhand, India. It is being developed with an objective to enable a single window access to information and e-services provided by the department. The content in this Portal is owned by the Department of Commercial Taxes, State Jharkhand, Government of India.  
"In case you receive any e-mail from an address appearing to be sent by DCT, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is DCT's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."

On successful submission you will get below screen

[Home](#) | [A A A](#) | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

You are here >> [Home](#) >> [Success](#)




Operation Successful

Verification link has been successfully sent to your email ID and SMS verification code has been sent to your mobile number. Kindly click on that link to verify your email address and verify the mobile number.

[Click here to re-send verification link or verification code](#)

[Back](#)

Powered By  **TATA CONSULTANCY SERVICES**

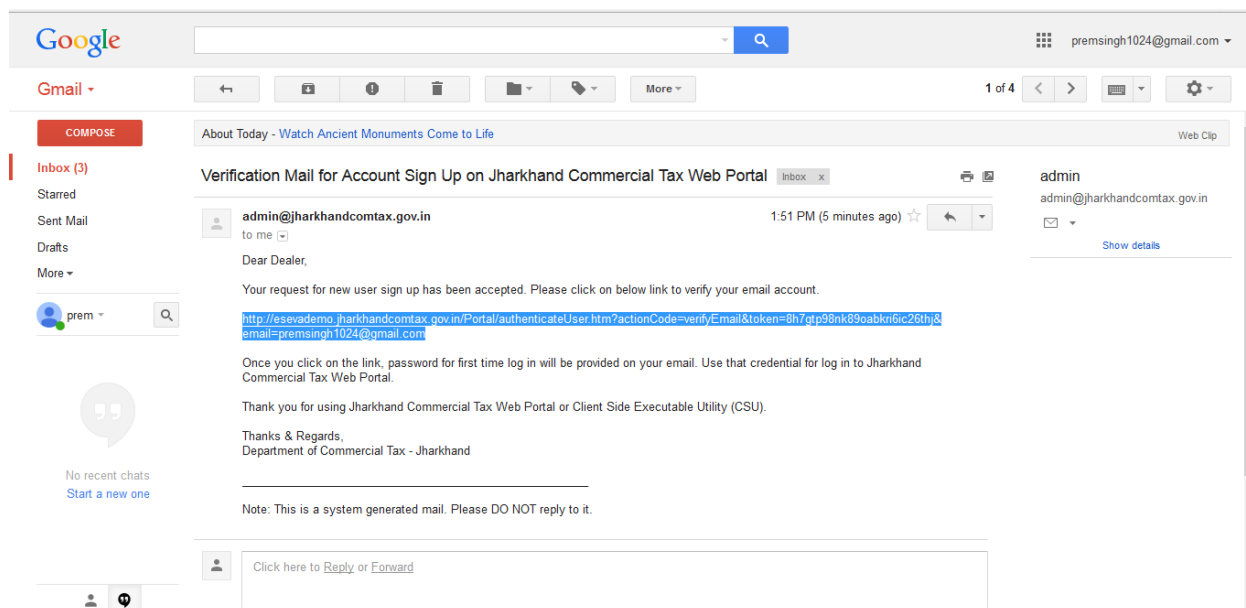
Terms of use | Disclaimer | Privacy Policy | Feedback | FAQ | Contact Us | Consignor | Online Payment | Transporter SignUp for Transit Pass | SiteMap

Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated. All rights reserved.

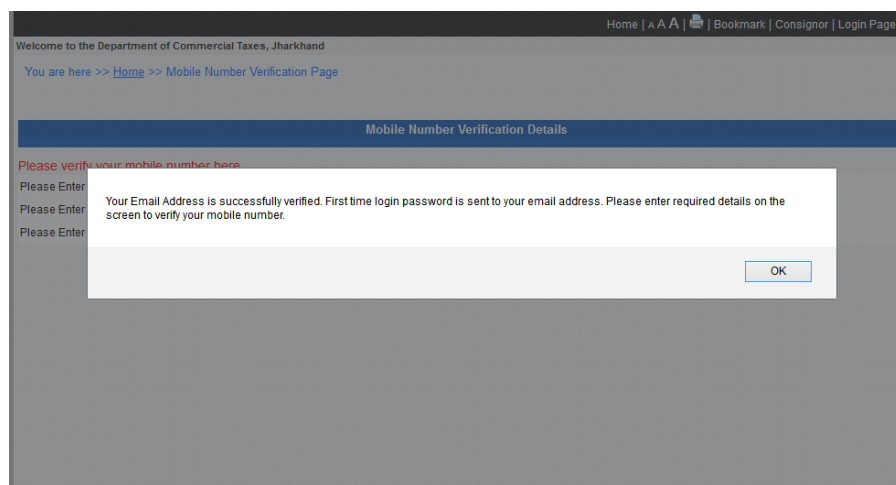
Total Visits: 4216  
Last updated on: 13/12/2014

This portal belongs to Department of Commercial Taxes Portal, State Government of Jharkhand, India. It is being developed with an objective to enable a single window access to information and e-services provided by the department. The content in this Portal is owned by the Department of Commercial Taxes, State Jharkhand, Government of India.  
"In case you receive any e-mail from an address appearing to be sent by DCT, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is DCT's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."

Go to the e-mail account which you had provided during sign up and click on the verification link. In case you do not find this mail in your Inbox then please check on Spam folder. In case there is no hyper link then just copy paste the link and paste on browser (Google Chrome/ Mozilla/ IE) and press enter.



Below screen will appear on successful verification. Click on ok. Provide your e-mail, mobile and the mobile verification code sent to your mobile and click on 'Verify Code'



Home | [A](#) [A](#) [A](#) | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

You are here >> [Home](#) >> [Mobile Number Verification Page](#)

### Mobile Number Verification Details

Please verify your mobile number here.

Please Enter email ID \*

Please Enter Mobile Number \*

Please Enter Verification Code \*

[Verify Code](#)

---

Powered By **TATA** Terms of use | Disclaimer | Privacy Policy | Feedback | FAQ | Contact Us | Consignor | Online Payment | Transporter SignUp for Transit Pass | SiteMap Total Visits: 4216  
**TATA CONSULTANCY SERVICES** Last updated on: 13/12/2014  
Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated. All rights reserved.


This portal belongs to Department of Commercial Taxes Portal, State Government of Jharkhand, India. It is being developed with an objective to enable a single window access to information and e-services provided by the department. The content in this Portal is owned by the Department of Commercial Taxes, State Jharkhand, Government of India.  
"In case you receive any e-mail from an address appearing to be sent by DCT, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is DCT's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."

You will get following screen on successful verification of your code. A mail will be sent to your e-mail with the password. Please take the Dealer Password. Provide e-mail as Login and the Dealer Password as password to login. You need to change your password and after that provide your e-mail and changed password to complete the sign up. Following home page will appear.

Home | [A](#) [A](#) [A](#) | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

You are here >> [Home](#) >> [Success](#)



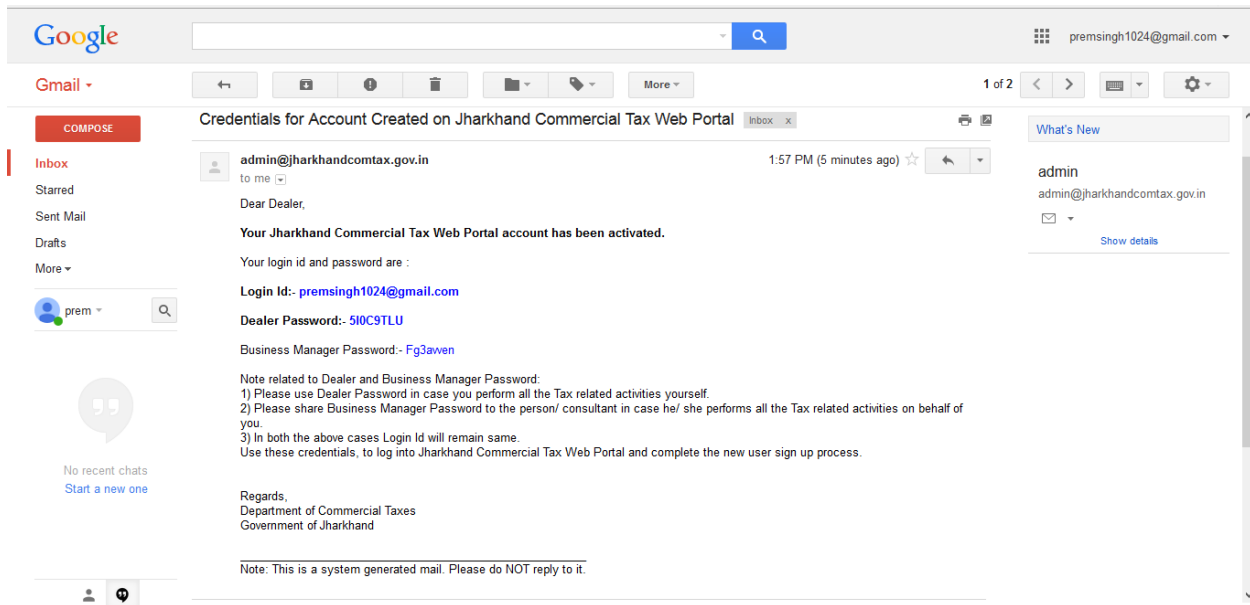
SMS verification code has been successfully verified. A confirmation mail has been sent and you need to login with your E-mail and earlier password.

[Back](#)

---

Powered By **TATA** Terms of use | Disclaimer | Privacy Policy | Feedback | FAQ | Contact Us | Consignor | Online Payment | Transporter SignUp for Transit Pass | SiteMap Total Visits: 4216  
**TATA CONSULTANCY SERVICES** Last updated on: 13/12/2014  
Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated. All rights reserved.

This portal belongs to Department of Commercial Taxes Portal, State Government of Jharkhand, India. It is being developed with an objective to enable a single window access to information and e-services provided by the department. The content in this Portal is owned by the Department of Commercial Taxes, State Jharkhand, Government of India.  
"In case you receive any e-mail from an address appearing to be sent by DCT, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is DCT's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."



[Home](#) | [A A A](#) | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

**Note:- 1) Transporter has to login with Email ID and his Password 2) Consignor has to login with Permit No as his user ID**

### Department of Commercial Taxes, Jharkhand is introducing e-Services

#### Existing User Sign Up:

- Login with TIN and Password.
- Forgot your Password - Call helpdesk to receive a default Password.
- Upon successful Login, Complete your Profile, Ensure you give correct E Mail Id, Mobile Number and PAN, since an E mail Verification link and a secret Verification Code will be sent to your E Mail and your Mobile Number respectively.
- Ensure that you have not done any other (New User or Transporter) Sign Up process with the E Mail Id and Mobile Number with which you wish to update your Profile, also refer do's and don'ts of "Existing User Sign Up" process.
- Ensure that E Mail Id and Mobile Number you enter does not belong to an Individual in case of corporate or is not frequently Changed or Updated in other cases.
- Upon Successful completion of Your Profile, You can only Login with your E Mail Id.

#### New Dealer Sign Up:

- New Dealer? - Use "New User Sign Up" Process.
- Already have a TIN and did not have a Web portal account - Please sign Up with "Do you have TIN" as "Yes" and enter your TIN details on the New User Sign Up Page, this will directly map your E Mail Id with your existing TIN.
- Already have a TIN and had a Web portal account in Version-1 Web portal, please do not use "New User Sign Up", instead directly Login with your TIN and existing password.

#### Transporter Sign Up:

- Already have portal account in version-1, directly login with your version -1 credentials.
- Wish to Register as a Transporter? Use "Transporter SignUp for Transit Pass" in the footer.

### Sign In

Login Id:

Password:

☐ Virtual KeyBoard

Please enter result for expression **156-4=?**

[Login](#)

[New User? SignUp](#)

[Forgot Password](#)

**NOTE :**

- Please read the instructions on the left,if you have login related issues
- If you are Consignor,Please click on Consignor to login with Permit No as his user ID and Password as secret code.
- Please download latest ODS templates as some changes are made.

Powered By **TATA** CONSULTANCY SERVICES

[Terms of use](#) | [Disclaimer](#) | [Privacy Policy](#) | [Feedback](#) | [FAQ](#) | [Contact Us](#) | [Consignor](#) | [Online Payment](#) | [Transporter SignUp for Transit Pass](#) | [SiteMap](#)

Total Visits: **4216**  
Last updated on: **13/12/2014**

Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated All rights reserved.

Home | | | [Bookmark](#) | [Logout](#)

Welcome Prem Singh (PREMSINGH1024@GMAIL.COM) User Type: Dealer

Security Information

Old Password \*

.....

New Password \*

.....

STRONG

Confirm New Password \*

.....

Security Question \*

In which city were you born?

Security Answer \*

.....

Confirm Security Answer \*

.....

Field marked with \* are mandatory

Submit

Password Policy

Sr. No.	Details
1	Minimum length of Password should be 8 characters. Maximum length should be 50 characters.
2	The Password should contain atleast one Numeric value (0-9).
3	The Password should contain atleast one Alphabet (a-z/A-Z).
4	The Password should contain atleast one Special character out of the folloing values : - _ @ * , . & ! ( )
5	The Password should not conatin any of the following values: + [ ] { } \ ' % ^ : / > < `
6	Secret Question and Answer will be required and Verified in order to recover your Password in case you forget it. So please do remember the same.

Powered By TATA CONSULTANCY SERVICES

Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated.All rights reserved.

Total Visits: 4216  
Last updated on: 13/12/2014  
Users Online : 1

Home | | | [Bookmark](#) | [Consignor](#) | [Login Page](#)

Welcome to the Department of Commercial Taxes, Jharkhand

Your Password has been changed successfully.

Re-Login

Powered By TATA CONSULTANCY SERVICES

[Terms of use](#) | [Disclaimer](#) | [Privacy Policy](#) | [Feedback](#) | [FAQ](#) | [Contact Us](#) | [Consignor](#) | [Online Payment](#) | [Transporter SignUp for Transit Pass](#) | [SiteMap](#)

Copyright © 2014 Jharkhand Department of Commercial Taxes Incorporated.All rights reserved.

Total Visits: 4216  
Last updated on: 13/12/2014

This portal belongs to Department of Commercial Taxes Portal, State Government of Jharkhand, India. It is being developed with an objective to enable a single window access to information and e-services provided by the department. The content in this Portal is owned by the Department of Commercial Taxes , State Jharkhand, Government of India.  
"In case you receive any e-mail from an address appearing to be sent by DCT, advising you of any changes made in your personal information, account details or information on your user id and password of web portal, PLEASE DO NOT RESPOND. It is DCT's policy not to seek/send such information through email. If you have already disclosed your password please change it immediately. You are strongly advised to NOT provide your user id and password to anyone."



## Part Two - Assign Functionality Rights to User (Multiuser Login)

Login with the Dealer who wants to assign functionality (generate road permit) to other users. Click on 'Assign Functionality Rights to User (Multiuser Login)' under e-Services

The dashboard is divided into several sections:

- Welcome:** Return to Homepage, Add Registration Details, View Profile, Logout.
- e-Communication:** Received Messages, Compose Message, View Sent Messages.
- Accessibility:** Change Password, Update Login Id, Edit Mobile Number, Logout.
- e-Services:** Make e-Payment, Payment History, e-Registration, File e>Returns, Preview and Submit Uploaded Returns Forms, e-Amendment, View e>Returns, e-Cancellation, Update CST Profile, Assign Functionality Rights to User (Multiuser Login), Download ODS Templates to generate XML, Excess Payment Adjustment.
- File e>Returns:** File e>Returns, View e>Returns.
- e-Road Permit (Sugam):** e-Road Permit(SUGAM), Status and View e-Road Permit(SUGAM).
- e-CST Forms:** e-CST Forms Request, e-CST Forms Status, e-CST Cancellation.
- General:** FAQ, Citizen Charter, Directory, Post Query, Commodities & Tax Rates.

Following screen will appear. Provide the 'Login Id' which already signed up in the system. Select 'Module' as Statutory Forms and select the 'Form' type (SUGAM Type) for which you want to provide the right to generate permit and click on 'Submit'

**Assign Functionality Rights to User**

You are here >> [Home](#) >> Assign Functionality Rights to User

Login ID: \*

Module: \*

Form: \*

**Rights Assignment for Logged In User**

Module	Form Name	Rights Given To User
SFCS	Request for SUGAM P	SUDIP.ROY33@YAHOO.COM
SFCS	Request for SUGAM B	SUDIP.ROY33@YAHOO.COM
SFCS	Request for SUGAM G	SUDIP.ROY33@YAHOO.COM

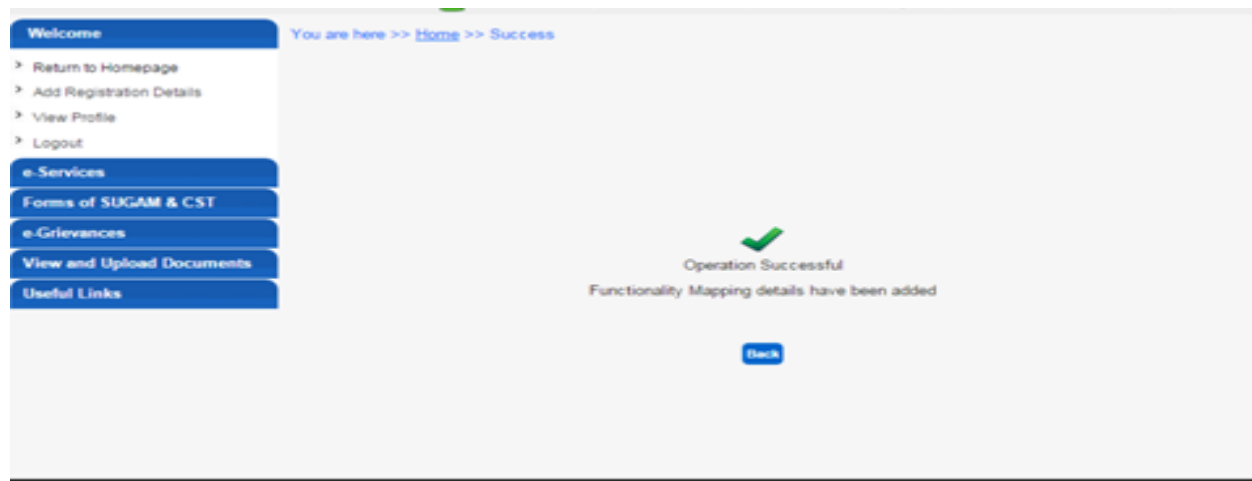
**Rights Assignment To Logged In User**

Module	Form Name	Rights Given On Behalf of
NO DATA FOUND		

Fields marked with \* are mandatory



Following screen will appear with the confirmation. You can also see the details added from Assign Functionality Rights to User



**Welcome** **Assign Functionality Rights to User**

You are here >> [Home](#) >> Assign Functionality Rights to User

Login ID: \*

Module: \*

**Rights Assignment for Logged In User**

Module	Form Name	Rights Given To User
SFCS	Request for SUGAM P	SUDIP.ROY33@YAHOO.COM
SFCS	Request for SUGAM B	SUDIP.ROY33@YAHOO.COM
SFCS	Request for SUGAM G	SUDIP.ROY33@YAHOO.COM
SFCS	Request for SUGAM G	PREMSINGH1024@GMAIL.COM

**Rights Assignment To Logged In User**

Module	Form Name	Rights Given On Behalf of
NO DATA FOUND		

Fields marked with \* are mandatory

## Part Three - Permit generation and view/ print

Now login with the id on which you have provided the rights to generate permit. Click on the 'e-Road Permit(SUGAM)' under 'Forms of SUGAM & CST'. Select the TIN and 'Form Type' for which you want to generate the Permit and click on Submit. The rest of the procedure is same as generate a permit. User can also view and take print out of the permit generated from Status and View e-Road Permit(SUGAM). You can refer any SUGAM (G/ B/ P) manual available in **Jharkhandcomtax.gov.in-Help** to generate permit and view status/ print.

Welcome Prem Singh (PREMSINGH1024@GMAIL.COM) User Type: Dealer

Welcome

> Return to Homepage

> Add Registration Details

> View Profile

> Logout

e-Services

Forms of SUGAM & CST

e-Grievances

View and Upload Documents

Useful Links

e-Road Permit Request

You are here >> [Home](#) >> e-Road Permit Select

Please Select TIN \*  
Form Type \*

20890100163  
SUGAM(G)

Only VAT registered dealer can submit Sugam(P) and Only CST registered dealer who is not presumptive or composite can submit Sugam(B) and Sugam(G).

SubmitBack

Welcome Prem Singh (PREMSINGH1024@GMAIL.COM) User Type: Dealer

Welcome

> Return to Homepage

> Add Registration Details

> View Profile

> Logout

e-Services

Forms of SUGAM & CST

e-Grievances

View and Upload Documents

Useful Links

e-Road Permit Request

You are here >> [Home](#) >> e-Road Permit Request

e-Road Permit Request

Consignee Details

TIN  
Name:  
Firm Name:  
Form Type:

20890100163  
MANGALAM LUBRICANTS (P) LT  
M/S MANGALAM LUBRICANTS (I  
JVAT504G

Mobile No.  
Email Address:  
Address:

9334401238  
SHUBHAMCOKE@GMAIL.COM  
Plot No. - 121, Khata No. - 76, Thana No. - 27E

Add RequisitionBack