



**User Manual –
Registration, Upload & View – Form 61,
Form 61B & Form 15CC**

Registration, Upload & View Form 61, Form 61B & Form 15CC

Introduction

Users who has already registered in e-Filing portal can use this functionality to generate ITDREIN (Income Tax Department Reporting Entity Identification Number) and upload certain forms in e-Filing portal using the generated ITDREIN.

ITDREIN is the Unique ID issued by ITD which will be communicated by ITD after the registration of the reporting entity with ITD. The ITDREIN is a 16-character identification number in the format XXXXXXXXXXX.YZNNN where

XXXXXXXXXX → PAN or TAN of the reporting entity

Y → Code of Form Code

Z → Code of Reporting Entity Category for the Form Code

NNN → Code of sequence number.

ITDREIN Services

The below table provides the services available for ITDREIN Users.

S.N	Services
1	Upload and View Form 61
2	Upload and View Form 61B
3	Upload and View Form 15CC

Steps to Generate ITDREIN

Step 1 – Login to e-Filing portal using **User ID, e-Filing Password and DOB.**

Step 2 – Go to My Account →Manage ITDREIN.

Step 3 – To generate new ITDREIN click on the button "Generate New ITDREIN".

[Manage ITDREIN](#)

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
No ITDREINs found				

Generate New ITDREIN

Step 4 – A Pop up with Form Type and Reporting Entity Category is displayed. Select the Form Type and Reporting Entity Category from the dropdown.

Form Type*

Reporting Entity Category*

Generate ITDREIN Cancel

Step 5 – Based on the Form Type and Reporting Entity Category selected, the ITDREIN will be generated and the user will be able to upload and view the corresponding Form.

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Step 6 – Click **Generate ITDREIN** button

Step 7 – Success Message is displayed as shown below. User receives a confirmation e-mail on successful **generation of ITDREIN** to the **registered Email ID**. An SMS is also sent to the **registered Mobile number**.



Step 8 – On Successful Generation of ITDREIN, the screen is displayed as shown.

[Manage ITDREIN](#)

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERAA8001A.AB224	Form 61	Banking company	10/03/2016

[Generate New ITDREIN](#)

Note – If the Form Type is FORM61B, fill in the additional details like GIIN, Reporting Entity Type, Regulator Name, Registration Number and the details of Sponsored Entity or Trustee Documented Trust if applicable and Click on Generate ITDREIN.

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Form Type*	FORM61B
Reporting Entity Category*	Depository Instit
Additional details	
GIIN :	<input type="text"/>
Reporting Entity Type :*	Select
Regulator Name :*	Select
Registration number (if any) :	<input type="text"/>
Sponsored Entity or Trustee Documented Trust (If Applicable)	
Name of Sponsored Entity or Trustee Documented :	<input type="text"/>
PAN :	<input type="text"/>
GIIN :	<input type="text"/>
Flat/Door/Building :	<input type="text"/>
Road/Street :	<input type="text"/>
Area/Locality :	<input type="text"/>
Town/City/District :	<input type="text"/>
Pincode :	<input type="text"/>
State :	Select
Country :	Select

Steps to Add Authorised Person

Step 1 – Login to e-Filing portal using **User ID**, e-Filing **Password** and **DOB**.

Step 2 – Go to My Account →Manage ITDREIN.

Step 3 – To add Authorised Person for the generated ITDREIN, click on the link provided in the **ITDREIN** Column.

Manage ITDREIN

S.No.	ITDREIN	Form Name	Reporting Entity Category	CreatedDate
1	PERAA8001A.AB224	Form 61	Banking company	10/03/2016

Step 4 – Click on the button Add Authorised Person.

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status
No Authorised person found for the ITDREIN								

Step 5 – A Pop up with Authorised Person details appears as shown below.

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Authorised Person Type *	Select
PAN *	
Person Name *	
Designation *	
Access Type *	Upload and View
Date of Birth (DD/MM/YYYY) *	
Mobile No. *	+91
Email ID *	
Flat/Door/Building *	
Road/Street	
Area/Locality *	
Town/City/District *	
Pincode *	
State *	Select
Country *	Select
<input type="button" value="Add Authorised Person"/> <input type="button" value="Cancel"/>	

Note – If the Form Type is FORM61B, user needs to select “Authorised Person Type” from the drop down. This field is not available for “Form 61” and “Form15CC”.

Step 6 – Enter all the details and Click on **Add Authorised Person** button. Success Message is displayed as shown below

 Authorised Person Added Successfully
<input type="button" value="OK"/>

Manage ITDREIN

S.No.	Authorised Person Type	PAN	Name	Designation	Access Type	Created date	Date of De-Activation	Status	
1	Designated Director	XXXPX3305X	SWAMY AAA RAM	DR	Upload and View	18/03/2016	-	Pending Activation	Resend Activation Link

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Step 7 – User receives a confirmation e-mail on successful **Addition of Authorised Person** to the **registered Email ID**. An SMS is also sent to the **registered Mobile number**

Step 8 – Authorised Person receives a confirmation e-mail with an **activation link to the Authorised Person's Email ID**. An SMS along with OTP (One time Password) is sent to the **Authorised Person's Mobile Number**.

In order to activate the account, the user should click on the **Activation link, enter the Mobile PIN, Password and Confirm Password** and click on **Activate Button**. On success, the user account is activated and the database is updated.

Activation

ITDREIN	XXXAX8001X.BD225
Authorised Person PAN	XXXPX2300X
Authorised Person Name	AAA BBB CCC
Mobile Pin *	<input type="text"/>
Password *	<input type="password"/> Zero Length ■ ■ ■ ■
Confirm Password *	<input type="password"/>
<input type="button" value="Activate"/>	

Note – If the Form Type is FORM61B, the **Additional details** tab will also be displayed along with Authorised Person Details. User can also edit the Additional Details.

Authorised Person Details		Additional Details		<input type="button" value="Edit"/>
GIIN	<input type="text"/>			
Reporting Entity Type *	Full Fledged Money Chang			
Regulator Name *	SEBI			
Registration number (if any)	<input type="text"/>			
Name of Sponsored Entity or Trustee Documented	<input type="text"/>			
PAN	<input type="text"/>			
GIIN	<input type="text"/>			
Flat/Door/Building	<input type="text"/>			
Road/Street	<input type="text"/>			
Area/Locality	<input type="text"/>			
Town/City/District	<input type="text"/>			
Pincode	<input type="text"/>			
State	<input type="text"/>			
State	Select <input type="button" value="v"/>			
Country	<input type="text"/>			
Country	Select <input type="button" value="v"/>			
<input type="button" value="Back"/>				

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Steps to Upload Forms

Step 1 – Login to e-Filing portal using **ITDREIN, Authorised Person PAN and Password.**

Step 2 – Based on the Form Type and Reporting Entity Category selected during registration, the ITDREIN user will be able to upload and view the corresponding Form.

Step 3 – Go to **e-File → Upload Form ZZZ** where **ZZZ refers to the Form Name for which ITDREIN is generated.**

Step 4 – Enter the following details and click on **Validate.**

Step 1: Enter Statement Details Step 2: Upload File Step 3: Upload Successful

Statement Details

PAN *	XXXXPX8001X
Form Name *	FORM ZZZ
Financial Year *	Select
Reporting Entity Category *	Banking company
Half Year *	Select
Upload Type *	Select

Validate

Step 5 – On successful validation upload the corresponding ZIP file, generate the Signature file using DSC Management Utility and Click on Upload.

PAN	XXXXPX8001X
Form Name	FORM ZZZ
Financial Year	2015
Reporting Entity Category	Banking company
Half Year	H1
Upload Type	0
Attach the FormZZZ(.zip) File *	Browse... No file selected.
Click here to download the DSC Utility ?	
Steps to Digitally Sign the Form: <ul style="list-style-type: none">◆ Download the "ITD e-Filing DSC Management Utility".◆ Generate the signature file. Follow the instructions in the Utility.◆ Attach the generated signature file.	
Attach the Signature file *	Browse... No file selected.
Upload	

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Step 6 – On successful upload user records are captured in the e-Filing system and the below success message must be displayed along with the Transaction ID.

Upload Successful

Step 1: Enter Statement Details

Step 2: Upload File

Step 3: Upload Successful

FORM ZZZ has been filed and the Transaction ID is: **1000484938** In case of any queries, please contact 1800 4250 0025.

An e-mail confirming the successful submission of your Form along with the Receipt number has been sent to **demo@gmail.com**

Kindly login after 24 hours to check the status of the uploaded form, (GO TO 'My Account' -> 'View Form ZZZ').

Step 7 – Once uploaded the status of the statement shall be "Uploaded". The uploaded file shall be processed and validated. Upon validation the status shall be either "Accepted" or "Rejected" which will reflect within 24 hours from the time of upload. In case if "Rejected", the rejection reason shall be available and the corrected statement can be uploaded.

Reporting Entity PAN	XXXGX8001X	Calendar Year	2014	Form Name	FORM ZZZ
S.No	Transaction No	Filed On	Filing Type	Status	
1	1000491035	23/03/2016	O	Rejected	

Step 8 – User can view the rejected reason by clicking on the Transaction Number against the rejected record.

Details Of Acknowledgement Number - 1000491035 ✕

Reporting Entity PAN	Calendar Year	Form Name
XXXGX8001X	2014	FORMZZZ

Error Details

Status	Error Description
Rejected	Reporting Entity Category mentioned in XML does not match.

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Steps to View Forms

Step 1 – Login to e-Filing portal using **ITDREIN, Authorised Person PAN and Password.**

Step 2 – Based on the Form Type and Reporting Entity Category selected during registration, the ITDREIN user will be able to upload and view the corresponding Form.

Step 3 – Go to **My Account →View Form ZZZ** where **ZZZ refers to the Form Name for which ITDREIN is generated.**

Step 4 – Enter the following details and click on **View Details.**

PAN	<input type="text" value="XXXGX8001X"/>
Financial Year *	<input type="text" value="Select"/>
Form Name *	<input type="text" value="Select"/>
Half Year *	<input type="text" value="Select"/>
<input type="button" value="View Details"/>	

View Filed Form ZZZ

PAN	XXXGX8001X	Financial Year	2015	Form Name	FORM ZZZ	Half Year	H1
S.No	Transaction No	Filed On	Upload Type	Status			
1	1000484657	10/03/2016	Original	Accepted			
2	1000484655	10/03/2016	Original	Accepted			

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Step 5 – Click on the Transaction No. Filer can see the below details by clicking on “Transaction No”

- ✓ PAN
- ✓ Financial Year
- ✓ Form Name
- ✓ Half Year/Quarter
- ✓ Status (Accepted / Rejected)
- ✓ XML (In case of Acceptance)
- ✓ Acknowledgement Number (In case of Acceptance)
- ✓ Receipt
- ✓ Rejection Reason (In case of rejection)

Details Of Transaction Number - 1000484657 ✕

PAN	Financial Year	Form Name	Half Year
XXXGX8001X	2015	FORM ZZZ	H1

Statement Details		
Status	Acknowledgement Number	XML
Successfully e-Filed	1000000000000000	XML Receipt

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