

**Demonstration on User Acceptance Testing(UAT) of Enrolment and
Registration module of GST Common Integrated Portal
At Commercial Tax Complex, Ernakulam On 18-08-2011**

To access the Goods and Services Tax (GST) Common Integrated Portal (GST-CIP) enter the following address in the address bar of the browser

<http://gstpilot.nsdl.co.in/GSTJBossPlugin/HomePage.jsp>

6 EASY STEPS FOR REGISTRATION

STEP 1: *Dealer Enrollment*

STEP 2: *Login*

STEP 3: *Dealer Home Page*

STEP 4: *Initiate New Registration*

STEP 5: *Registration Application Form*

STEP 6: *Submit Registration Application Form*

STEP 1: *Dealer Enrolment*

Click on the “Enrollment” link on home page of GSTN portal. “Enrollment for registration” screen appears. Enter the details of person enrolling for legal entity and the details of legal entity. Click on “submit” button. You will get a message like “ *Your enrollment for GST successful. Your login credential will be mailed to your email address and your account will be activated after successful PAN validation*” . In the pilot phase, PAN validation process may take a day or two, post which User-ID & Password will be communicated to the User.

STEP 2: *Login*

On activating the account after PAN validation, click on the “Login” link on the portal. Enter the Userid and Password allotted and click on “Login” Button. A screen for changing the password appears. Users should change their password on first login. Enter current and new password and click on “Submit” button

STEP 3: *Dealer Home Page*

In the dealer home page click on “*Initiate New Registration*” link.

STEP 4: *Initiate New Registration*

Enter the “Constitution of Business”, “Name of State and Code” and click on “Next” Button

STEP 5: *Registration Application Form*

Following tabs are part of the registration application form:

- ✓ Business Details
- ✓ Registration Details
- ✓ Principal Place of Business
- ✓ Dealer Bank Details
- ✓ Details of Goods & Services

- ✓ Additional Place of Business
- ✓ Details of Interested Person
- ✓ Authorised Signatory
- ✓ Payment Details
- ✓ Documents
- ✓ Declaration
- ✓ Instructions

After entering all the above details click on the “Complete registration” link on the dealer home page . Then enter the ARN(Application Reference Number) and submit the application.

All participants will be required to report the defects and issues encountered while performing the UAT. Severity level (High/ Medium/ Low) will be indicated by the participant. The defects/ issues will be reported in the following Excel format

Reporting State : (Name of Office)				Reported On : / / (Date)				
S.No.	Module (Dealer Enrolment / Registration)	Sub-module --	Screen / TAB name	Problem Description	Severity (High/ Medium/ Low)	Reported By (Name, Mob No and Email Address)	Test data used	Details of the snap shot attached with problem report

Users will be required to prioritize the defects observed during the UAT. The users may document the defects in words and screenshots wherever required. The defects can be assigned one of the following three levels of severity:

- 1) **High** – Any defect which acts as an obstacle in completion of the application process. These defects may lead to a situation where the user cannot proceed to the next level or complete the workflow till that defect is resolved. These are the defects that may put the implementation date at risk and the implementation cannot be done without rectifying these defects e.g. inability to proceed to the next page at any stage in the flow, inability to submit the form etc.
- 2) **Medium** – Testing defects that do not stop the user from proceeding. However, the defect should be resolved before implementation date. These defects are the ones for which a workaround can be identified e.g. format level checks for mandatory fields etc.
- 3) **Low** – These are the defects that even if not resolved don’t hinder the functionality. They may be scheduled to be corrected even after the implementation.