



## **E-Filing Vault – Higher Security**

# **E-Filing Vault –Higher Security**

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# E-Filing Vault –Higher Security

## E-Filing Vault – Higher Security

Restricting the methods/options for Login and locking the reset password options will secure account from possible mis-use. This is for additional security or secured access.

### Pre-requisites

- User should be registered in the e-Filing portal.
- A valid DSC is already registered in the e-Filing application.
- A valid Aadhaar should be linked with PAN in e-Filing (In Case of Individual Users)

## Steps involved in E-Filing Vault-Higher Security Process

**Step 1 – Login** to e-Filing portal using **user Credentials**.

**Step 2 –** Navigate to **Profile Settings** → **E-Filing Vault-Higher Security**. The following screen is displayed.

E-filing Vault - Higher Security

**Login with Higher Security Options**

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-filing account.

Login through net-banking  
 Login using DSC  
 Login using Aadhaar OTP

**Lock Reset Password Options**

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

You can always login through net-banking and reset your password (default)  
 Using DSC  
 Using Aadhaar OTP

**Proceed** **Cancel**

**Step 3 –** User can select the required options to secure the account. On Success, user will be allowed to login and Reset Password only with the above selected option(s).

Fields	Pre-requisite to avail the options
Login through Net Banking	<ul style="list-style-type: none"><li>• Users should have logged-in to e-Filing portal through Net-banking atleast once to avail this option</li></ul>
Login Using DSC	<ul style="list-style-type: none"><li>• Users need to register Digital Signature Certificate before opting for 'Login Using DSC'. To register DSC, Go to My Profile → Register Digital Signature Certificate.</li></ul>
Login Using Aadhaar OTP	<ul style="list-style-type: none"><li>• Users need to Link Aadhaar to the PAN before opting for 'Login Using Aadhaar OTP'. To Link Aadhaar, Go to My Profile → Link Aadhaar.</li></ul>

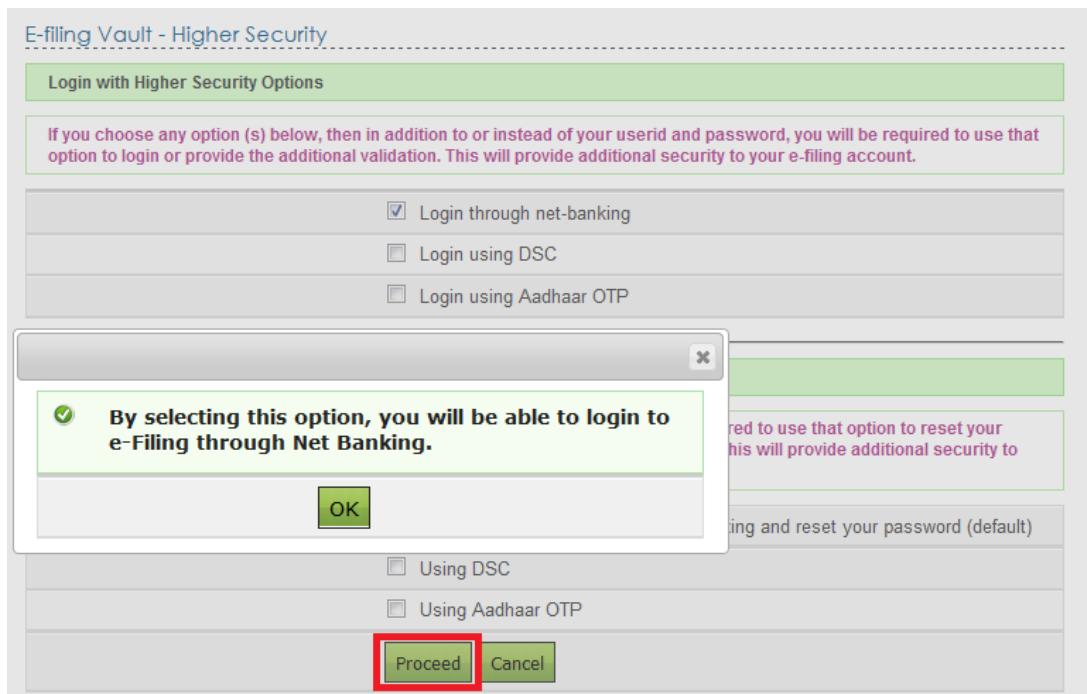
# E-Filing Vault –Higher Security

## Login with Higher Security Options

### Login through net-banking

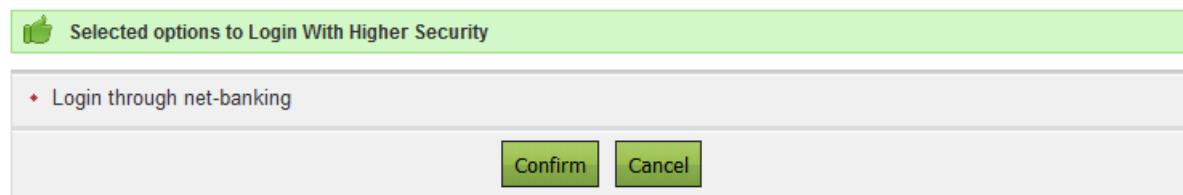
If the user chooses Login through net-banking, along with e-Filing User ID and Password, user will be required to login through Net Banking. This ensures additional security to user's e-Filing account.

- User needs to select the option "Login through net-banking". Once the user selects the checkbox, below confirmation appears. Click "OK" and click the "Proceed" button.



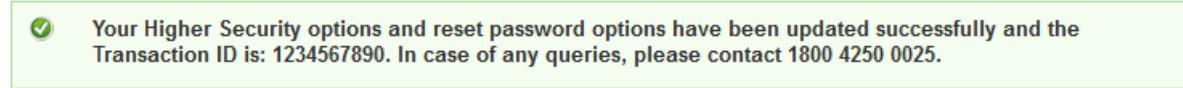
- User will be redirected to a confirmation page.

### Confirm Selected Higher Security Options



- Click on "Confirm" button. Success message is displayed on the screen.

### Success



- Next time the user logs in, the user is redirected to "e-Filing Login Through NetBanking" page where the user needs to select his / her bank and login to the bank.

# E-Filing Vault –Higher Security

## e-Filing Login Through NetBanking

Taxpayer can use the NetBanking facility provided by the Banks to login to e-Filing Portal to avail all the e-Filing services and manage the profile.

### Below are the list of Banks providing the e-Filing login facility

ANDHRA BANK

Bank of India

CITY UNION BANK LTD

CORPORATION BANK

HDFC Bank Limited

IDBI BANK Ltd

Punjab National Bank

SBI

THE KARUR VYSYA BANK LTD

Union Bank Of India

Union Bank of India

e-Filing India

- User must select his/her bank from the list of the banks provided.
- After login to NetBanking account, click on the link “Login to the IT e-Filing account”.
- User will be redirected to e-Filing dashboard.

## Dashboard

[View Returns / Forms](#)

[My Pending Actions](#)

User can deactivate the Secured Login at any time.

Go to Profile Settings → E-Filing Vault - Higher Security and unselect the option “Login through NetBanking” and click Proceed button.

## E-filing Vault - Higher Security

### Login with Higher Security Options

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-filing account.

Login through net-banking

Login using DSC

Login using Aadhaar OTP

### Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

You can always login through net-banking and reset your password (default)

Using DSC

Using Aadhaar OTP

**Proceed**

**Cancel**

## E-Filing Vault –Higher Security

➤ User will be redirected to a confirmation page.

### Disable Selected Higher Security Options



Selected Options to Disable Higher Security

- >Login through net-banking

Disable Cancel

➤ Click on Disable button. Success message is displayed on the screen.

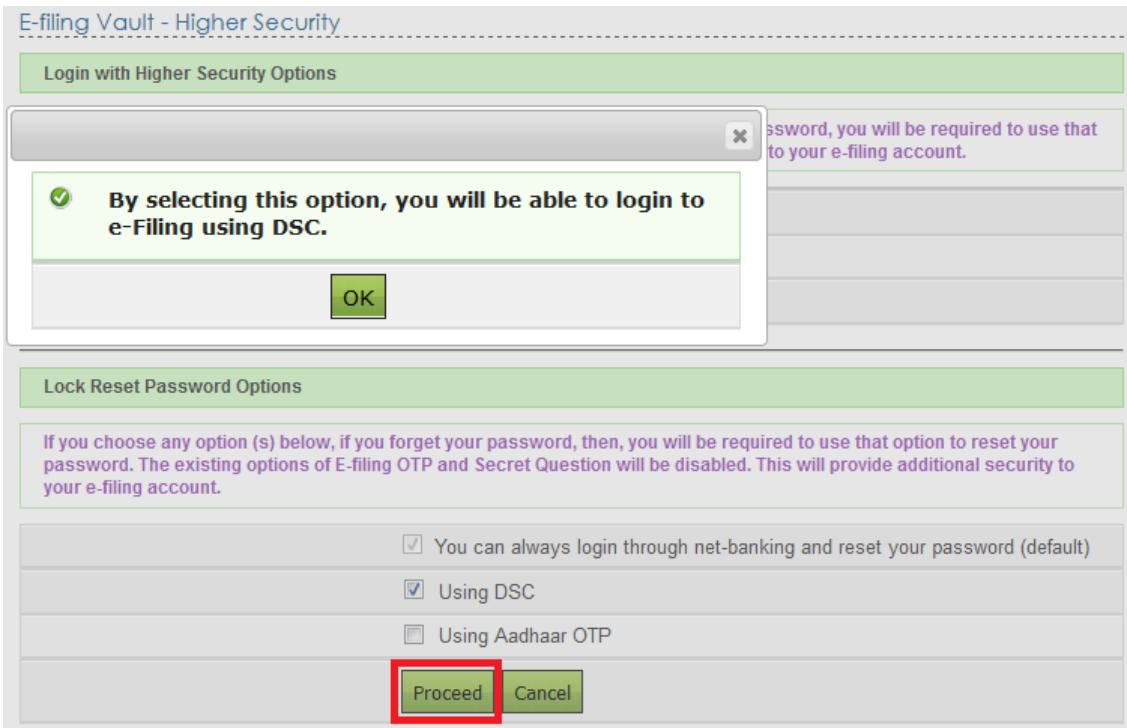
### Success

✓ Your Higher Security options have been disabled successfully and the Transaction ID is: 1010103902. In case of any queries, please contact 1800 4250 0025.

### Login Using DSC

If the user chooses Login using DSC, along with e-Filing User ID and Password, user will be required to login using DSC. This ensures additional security to user's e-Filing account.

➤ User needs to select the option "Login using DSC". Once the user selects the checkbox, below confirmation appears. Click "OK" and click the "Proceed" button.



E-filing Vault - Higher Security

Login with Higher Security Options

By selecting this option, you will be able to login to e-Filing using DSC.

OK

Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

You can always login through net-banking and reset your password (default)

Using DSC

Using Aadhaar OTP

Proceed Cancel

➤ User will be redirected to a confirmation page.

# E-Filing Vault –Higher Security

## Confirm Selected Higher Security Options

 Selected options to Login With Higher Security

♦ Login using DSC

**Confirm** **Cancel**

➤ Click on “Confirm” button. Success message is displayed on the screen.

## Success

 Your Higher Security options and reset password options have been updated successfully and the Transaction ID is: 1234567890. In case of any queries, please contact 1800 4250 0025.

➤ Next time the user logs in, the user is redirected to Secured Login Option page where the user needs to select the either New or Registered DSC, and upload the signature file generated using DSC Management utility. Click Submit.

Sign using	Select
 <a href="#">Click here to download the DSC Utility</a> 	
 Steps to Generate Signature File : <ul style="list-style-type: none"><li>♦ Download the "ITD e-Filing DSC Management Utility".</li><li>♦ Generate the signature file. Follow the instructions in the Utility.</li><li>♦ Attach the generated signature file.</li></ul>	
Attach the Signature file *	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Submit"/>	

➤ User will be redirected to e-Filing dashboard.

## Dashboard

[View Returns / Forms](#)

[My Pending Actions](#)

User can deactivate the Secured Login at any time.

Go to Profile Settings → E-Filing Vault - Higher Security and unselect the option “Login using DSC” and click Proceed button.

# E-Filing Vault –Higher Security

## E-filing Vault - Higher Security

### Login with Higher Security Options

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-filing account.

- Login through net-banking
- Login using DSC
- Login using Aadhaar OTP

### Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

- You can always login through net-banking and reset your password (default)
- Using DSC
- Using Aadhaar OTP

**Proceed** **Cancel**

- User will be redirected to a confirmation page.

## Disable Selected Higher Security Options

### Selected Options to Disable Higher Security

- ♦ Login using DSC

**Disable** **Cancel**

- Click on Disable button. Success message is displayed on the screen.

## Success

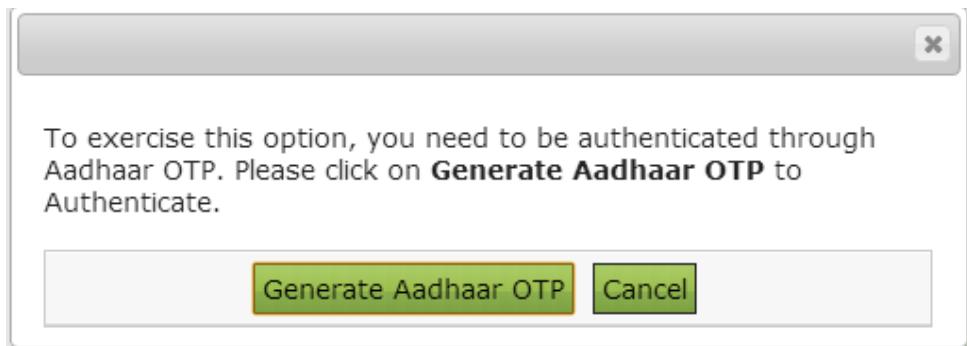
✓ Your Higher Security options have been disabled successfully and the Transaction ID is: 1010103902. In case of any queries, please contact 1800 4250 0025.

## Login Using Aadhaar OTP

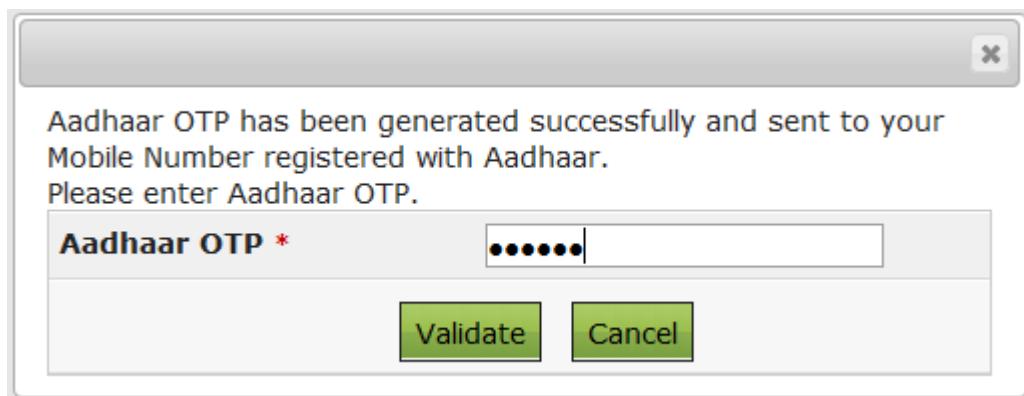
If the user chooses Login using Aadhaar OTP, along with e-Filing User ID and Password, user will be required to login using Aadhaar OTP generated. If user has linked Aadhaar to the PAN a request is made to the Aadhaar Web service, OTP is generated and sent to the Mobile Number registered with UIDAI. This ensures additional security to user's e-Filing account.

- User needs to select the option "Login using Aadhaar OTP". Once the user selects the checkbox, below confirmation appears. Click "Generate Aadhaar OTP" button.

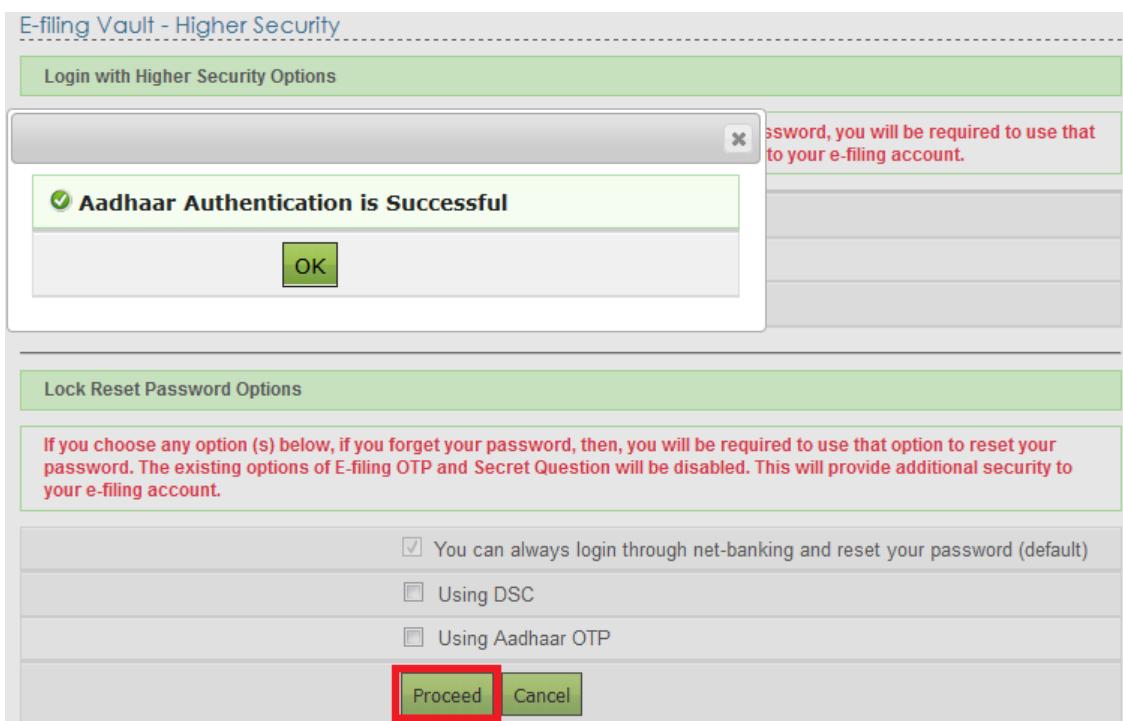
## E-Filing Vault –Higher Security



- Aadhaar OTP is successfully generated and will be sent to the Mobile Number registered with Aadhaar.



- Enter the Aadhaar OTP and click Validate.
- Success message is displayed on the screen. Click on "OK" and click "Proceed" button.



- User will be redirected to a confirmation page.

# E-Filing Vault –Higher Security

## Confirm Selected Higher Security Options

 Selected options to Login With Higher Security

♦ Login using Aadhaar OTP

**Confirm** **Cancel**

- Click on “Confirm” button. Success message is displayed on the screen.

## Success

 Your Higher Security options and reset password options have been updated successfully and the Transaction ID is: 1234567890. In case of any queries, please contact 1800 4250 0025.

- Next time the user logs in, the user is redirected to Aadhaar OTP Login page where the user needs to generate Aadhaar OTP. Click Generate Aadhaar OTP button.

## Aadhaar OTP Login

Your PAN is linked to Aadhaar Number :49XXXXXX0760. Please click on Generate Aadhaar OTP to Authenticate.

**Generate Aadhaar OTP** **Cancel**

- Aadhaar OTP is successfully generated and will be sent to the Mobile Number registered with Aadhaar.

## Validate Aadhaar OTP

Aadhaar OTP has been generated successfully and sent to your Mobile Number registered with Aadhaar. Please enter Aadhaar OTP.

User ID *	AMPPN2080E
Aadhaar OTP *	*****
<b>Validate</b> <b>Cancel</b>	

- Aadhaar OTP will be validated and the User will be redirected to e-Filing dashboard.

## Dashboard

**View Returns / Forms**

**My Pending Actions**

User can deactivate the Secured Login at any time.

Go to Profile Settings → E-Filing Vault - Higher Security and unselect the option “Login using Aadhaar OTP” and click Proceed button.

# E-Filing Vault –Higher Security

## E-filing Vault - Higher Security

### Login with Higher Security Options

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-filing account.

- Login through net-banking
- Login using DSC
- Login using Aadhaar OTP

### Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

- You can always login through net-banking and reset your password (default)
- Using DSC
- Using Aadhaar OTP

**Proceed** **Cancel**

- User will be redirected to a confirmation page.

## Disable Selected Higher Security Options

### Selected Options to Disable Higher Security

- ♦ Login using Aadhaar OTP

**Disable** **Cancel**

- Click on Disable button. Success message is displayed on the screen.

## Success

- ✓ Your Higher Security options have been disabled successfully and the Transaction ID is: 1010103902. In case of any queries, please contact 1800 4250 0025.**

# E-Filing Vault –Higher Security

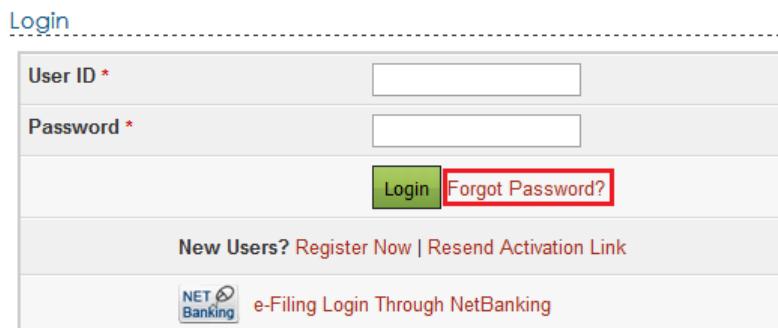
## Lock Reset Password Options

If the user forgets his/her password, then the user will be required to use the option selected using this process to reset password. The existing options of e-Filing OTP and Secret Question will be disabled. This will provide additional security to e-Filing account.

### Reset Password through net-banking

This is a default option available. At any time the user can reset his/her password using NetBanking option.

- In the Login Page, click "Forgot Password?" link.



Login

User ID \*

Password \*

Login Forgot Password?

New Users? [Register Now](#) | [Resend Activation Link](#)

 [e-Filing Login Through NetBanking](#)

- User will be redirected to a Reset Password page. Enter the User ID and Captcha Code and click Continue.



Reset Password

User ID \*

Captcha Code

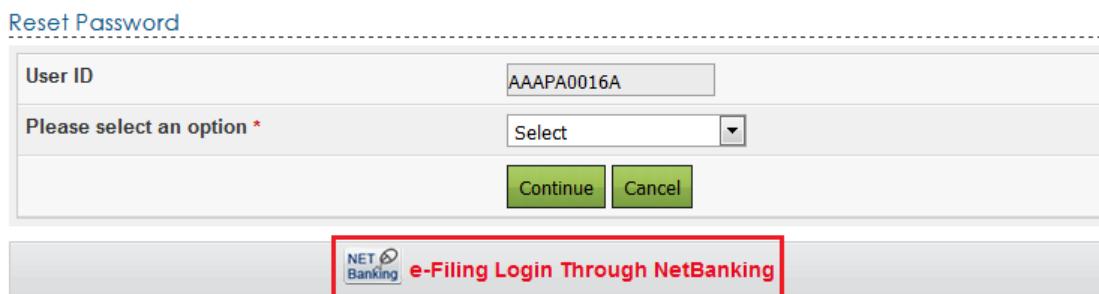
Image

Enter the number as in above image \*

Continue

 [e-Filing Login Through NetBanking](#)

- Click on "e-Filing Login Through NetBanking" link.



Reset Password

User ID

Please select an option \*

Continue Cancel

 [e-Filing Login Through NetBanking](#)

- User must select the bank from the list of the banks provided.

## E-Filing Vault –Higher Security

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### e-Filing Login Through NetBanking

Taxpayer can use the NetBanking facility provided by the Banks to login to e-Filing Portal to avail all the e-Filing services and manage the profile.

#### Below are the list of Banks providing the e-Filing login facility

ANDHRA BANK

Bank of India

CITY UNION BANK LTD

CORPORATION BANK

HDFC Bank Limited

IDBI BANK Ltd

Punjab National Bank

SBI

THE KARUR VYSYA BANK LTD

Union Bank Of India

Union Bank of India

e-Filing India

- After login to NetBanking account, click on the link “Login to the IT e-Filing account”.
- User will be redirected to e-Filing dashboard.

### Dashboard

**View Returns / Forms**

**My Pending Actions**

- User can change the password under Profile Settings → Reset Password.

### Reset Password Using DSC

If the user chooses to reset the password using DSC, all the other options to reset the password will be disabled and the user can reset the password only using DSC. This ensures additional security to user's e-Filing account.

- User needs to select the option “Using DSC”. Once the user selects the checkbox, below confirmation appears. Click “OK” and click the “Proceed” button.

## E-Filing Vault –Higher Security

E-filing Vault - Higher Security

Login with Higher Security Options

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that to your e-filing account.

By selecting this option, you will be able to reset password using DSC

Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

You can always login through net-banking and reset your password (default)

Using DSC

Using Aadhaar OTP

- User will be redirected to a confirmation page.

### Confirm Selected Higher Security Options

 Selected options to Lock Reset password

♦ Using DSC

- Click on "Confirm" button. Success message is displayed on the screen.

### Success

 Your reset password options have been updated successfully and the Transaction ID is: 1000485654. In case of any queries, please contact 1800 4250 0025.

- Next time the user wishes to reset password, click on "Forgot Password link?" in the Login Page.

Login

User ID \*

Password \*

New Users? [Register Now](#) | [Resend Activation Link](#)

 e-Filing Login Through NetBanking

## E-Filing Vault –Higher Security

➤ User will be redirected to a Reset Password page. Enter the User ID and Captcha Code and click Continue.

Reset Password

User ID *	<input type="text"/>
Captcha Code	 <small>273680</small>
Image	
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Continue"/>	

➤ User can reset his password only using DSC.

Reset Password

User ID	AQZPK2300C
Please select an option *	<input type="button" value="Select"/> Select Using DSC

➤ Select the option “Using DSC” and click Continue. User is redirected to a page where he can select the type of DSC and upload the signature file generated using DSC Management Utility.

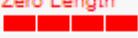
Reset Password with DSC

User ID	XXXPX8001X
Digital Signature Certificate Selection *	<input type="button" value="Registered DSC"/> Registered DSC
<a href="#">Click here to download the DSC Utility</a> <small>(?)</small>	
<b>Steps to Generate Signature File :</b> • 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 *	<input type="button" value="Choose File"/> No file chosen
<input type="button" value="Validate"/> <input type="button" value="Cancel"/>	

➤ Click on “Validate” button. User is redirected to a page where he can Change the Password.

## E-Filing Vault –Higher Security

### Change Password

Enter New Password *	<input type="text"/>	Zero Length 
Confirm Password *	<input type="text"/>	
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>		

➤ Enter the New Password and re-enter the Password and click "Submit" button. Success message is displayed on the screen.

 Your password has been updated successfully and the Transaction ID is: 1000485657. In case of any queries, please contact 1800 4250 0025.

User can deactivate the Secured Reset Password at any time.

Go to Profile Settings → E-Filing Vault - Higher Security and unselect the option "Using DSC" and click Proceed button.

### E-filing Vault - Higher Security

Login with Higher Security Options	
<b>If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-filing account.</b>	
<input type="checkbox"/> Login through net-banking	
<input type="checkbox"/> Login using DSC	
<input type="checkbox"/> Login using Aadhaar OTP	
Lock Reset Password Options	
<b>If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.</b>	
<input checked="" type="checkbox"/> You can always login through net-banking and reset your password (default)	
<input type="checkbox"/> <b>Using DSC</b>	
<input type="checkbox"/> Using Aadhaar OTP	
<input type="button" value="Proceed"/> <input type="button" value="Cancel"/>	

➤ User will be redirected to a confirmation page.

## E-Filing Vault –Higher Security

### Disable Selected Higher Security Options

Selected Options to Disable Reset Password options

Using DSC

Disable Cancel

- Click on Disable button. Success message is displayed on the screen.

### Success

✓ Your Higher Security options have been disabled successfully and the Transaction ID is: 1010103902. In case of any queries, please contact 1800 4250 0025.

### Reset Password Using Aadhaar OTP

If the user chooses Reset Password using Aadhaar OTP user will be required to reset the password using Aadhaar OTP generated. If user has linked Aadhaar to the PAN a request is made to the Aadhaar Web service, OTP is generated and sent to the Mobile Number registered with UIDAI. This ensures additional security to user's e-Filing account.

- User needs to select the option "Using Aadhaar OTP". Once the user selects the checkbox, below confirmation appears. Click "Generate Aadhaar OTP" button.

To exercise this option, you need to be authenticated through Aadhaar OTP. Please click on **Generate Aadhaar OTP** to Authenticate.

Generate Aadhaar OTP Cancel

Using Aadhaar OTP

- Aadhaar OTP is successfully generated and will be sent to the Mobile Number registered with Aadhaar.

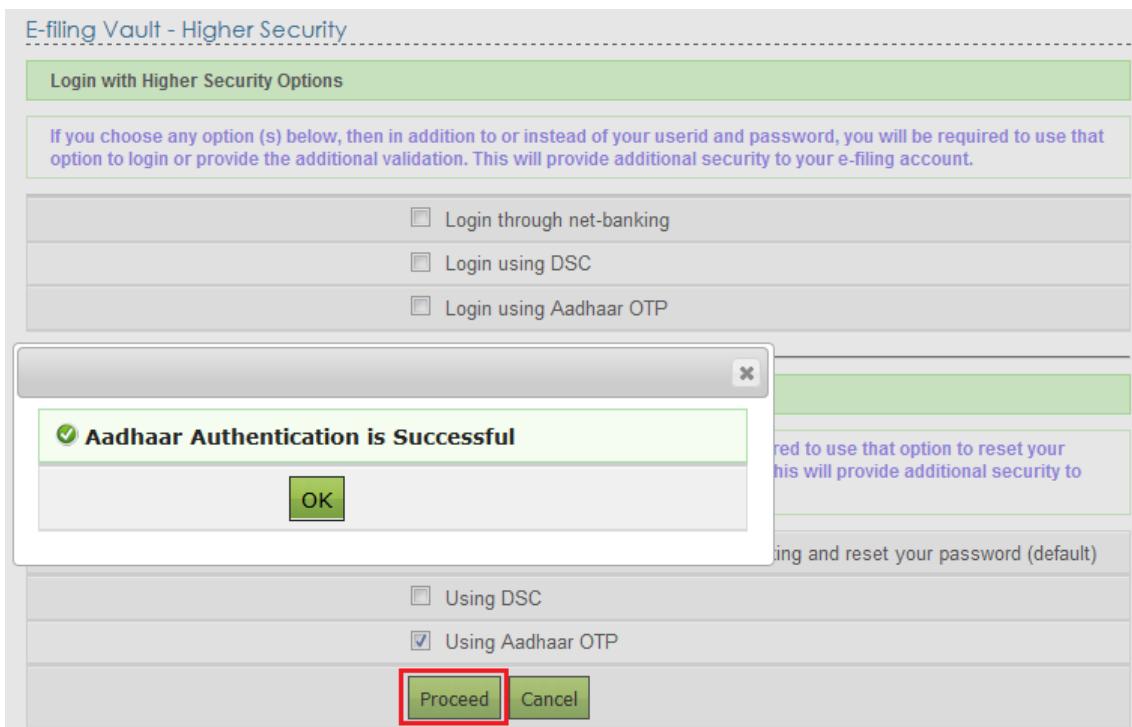
Aadhaar OTP has been generated successfully and sent to your Mobile Number registered with Aadhaar.  
Please enter Aadhaar OTP.

**Aadhaar OTP \***

Validate Cancel

## E-Filing Vault –Higher Security

- Enter the Aadhaar OTP and click Validate.
- Success message is displayed on the screen. Click on “OK” and click “Proceed” button.



- User will be redirected to a confirmation page.

### Confirm Selected Higher Security Options



- Click on “Confirm” button. Success message is displayed on the screen.

### Success

✓ Your reset password options have been updated successfully and the Transaction ID is: 1000485662. In case of any queries, please contact 1800 4250 0025.

- Next time the user wishes to reset password, click on “Forgot Password link?” in the Login Page.

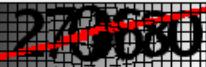
## E-Filing Vault –Higher Security

### Login

User ID *	<input type="text"/>
Password *	<input type="password"/>
<input type="button" value="Login"/> <input type="button" value="Forgot Password?"/>	
New Users? <a href="#">Register Now</a>   <a href="#">Resend Activation Link</a>	
 <a href="#">e-Filing Login Through NetBanking</a>	

➤ User will be redirected to a Reset Password page. Enter the User ID and Captcha Code and click Continue.

### Reset Password

User ID *	<input type="text"/>
Captcha Code	  
Image	
Enter the number as in above image *	<input type="text"/>
<input type="button" value="Continue"/>	

➤ User can reset his password only using Aadhaar OTP. Select the option "Using Aadhaar OTP" and click "Continue".

### Reset Password

User ID	AMPPN2080E
Please select an option *	<input type="button" value="Select"/> <input type="button" value="Select"/> <input style="background-color: #008000; color: white; border: 1px solid black;" type="button" value="Using Aadhaar OTP"/>
 <a href="#">e-Filing Login Through NetBanking</a>	

➤ Verify the User ID and Aadhaar Number and click "Generate Aadhaar OTP" button.

### Reset Password using Aadhaar OTP

User ID	XXXPX0000X
Aadhaar Number	49XXXXXX0760
<input type="button" value="Generate Aadhaar OTP"/> <input type="button" value="Cancel"/>	



Note :

Aadhaar OTP will be generated and sent to your Mobile Number registered with Aadhaar.

➤ Aadhaar OTP is successfully generated and will be sent to the Mobile Number registered with Aadhaar. Enter the Aadhaar OTP and click "Validate".

## E-Filing Vault –Higher Security

### Reset Password using Aadhaar OTP

Aadhaar OTP has been generated successfully and sent to your Mobile Number registered with Aadhaar.

Please enter Aadhaar OTP.

User ID *	AMPPN2080E
Aadhaar OTP *	<input type="text"/>
<input type="button" value="Validate"/> <input type="button" value="Cancel"/>	

- Aadhaar OTP will be validated and the User will be redirected where the user can reset the password.

### Change Password

Aadhaar Authentication is Successful

Enter New Password *	<input type="text"/> <span>Zero Length</span>
Confirm Password *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>	

- Enter the New Password and re-enter the Password and click "Submit" button. Success message is displayed on the screen.

Your password has been updated successfully and the Transaction ID is: 1000485657. In case of any queries, please contact 1800 4250 0025.

User can deactivate the Secured Reset Password at any time.

Go to Profile Settings → E-Filing Vault - Higher Security and unselect the option "Using Aadhaar OTP" and click Proceed button.

# E-Filing Vault –Higher Security

## E-filing Vault - Higher Security

### Login with Higher Security Options

If you choose any option (s) below, then in addition to or instead of your userid and password, you will be required to use that option to login or provide the additional validation. This will provide additional security to your e-filing account.

- Login through net-banking
- Login using DSC
- Login using Aadhaar OTP

### Lock Reset Password Options

If you choose any option (s) below, if you forget your password, then, you will be required to use that option to reset your password. The existing options of E-filing OTP and Secret Question will be disabled. This will provide additional security to your e-filing account.

- You can always login through net-banking and reset your password (default)
- Using Aadhaar OTP
- Using DSC

**Proceed** **Cancel**

- User will be redirected to a confirmation page.

## Disable Selected Higher Security Options



### Selected Options to Disable Reset Password options

- ♦ Using Aadhaar OTP

**Disable** **Cancel**

- Click on Disable button. Success message is displayed on the screen.

## Success

- Your Higher Security options have been disabled successfully and the Transaction ID is: 1010103902. In case of any queries, please contact 1800 4250 0025.