Manual for Digital Signature Certificate (DSC) Service

Thanks for accessing the website of the Directorate of Commercial Taxes, West Bengal.

Now the dealers registered under West Bengal Value Added Tax Act, 2003 will be provided with the Digital Signature Certificate service in website of the Directorate of Commercial Taxes, West Bengal. However, initially this facility is available only to the Registered Dealers who have been selected for the purpose. Letters either have been issued or will be issued individually to all such selected dealers intimating such selection.

To enjoy this DSC service the selected dealers are required to go through the website of the Directorate of Commercial Taxes, West Bengal and go through the following the instruction given below.

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**Purpose:**
Steps for enjoying the Digital Signature Certificate at Directorate’s website are explained in this User Manual.

**Definition, Acronyms and Abbreviations:**

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**Procedure and Guideline for Digital Signature Certificate Service:**

1. **Who can get DSC (DSC registration & DSC deregistration) service?**
   Any dealer who is registered under VAT Act 2003 and selected for DSC service can get DSC service.

2. **How to create your Login account so as to enjoy DSC service?**
   Dealers selected for DSC service will use the user-id and password provided by the Directorate of Commercial Taxes to login for DSC service. Letters have been sent to the dealers by Directorate of Commercial Taxes informing their selection for the DSC service. A list of dealer selected for DSC service is available in the website of Directorate.
If the above mention letter is not received by the selected dealer, he may contact the help-desk of the directorate (Room No. 310 in the 3rd floor of the main building at Beliaghata, Kolkata or call 2251-6784, Ext 257/337/581).

**Pre-requisite for Digital Signature Service (DSC)**

1. A dealer selected for DSC can access the DSC service with their valid User-id and password. Without valid user-id or password no dealer can access the DSC service.
2. Dealers must change their password if login for the first time
3. Client computer must have the following components installed.
   - Windows-XP / Windows 2000
   - The driver of Smart Card/USB Token the dealer is using
   - JRE 1.6 or above which can be downloaded free of cost from the website link [http://www.java.com/en/download/index.jsp](http://www.java.com/en/download/index.jsp)
   - Internet Explorer v6.0 and above additionally

**DSC Service**

User want to get DSC are required to go through the website of the Directorate of Commercial Taxes, West Bengal ([http://wbcomtax.nic.in/welcome.asp](http://wbcomtax.nic.in/welcome.asp)) and click on the link provided for DSC service. On clicking on the link following instruction page will be displayed.
The user will have click on “Proceed to step1” button “Proceed to step1” and the user will be redirected to login page.
This is the Login Page for Digital Signature Certificate service. This is where the dealer enters their user-id and password. If mistaken during user-id or password typing, it can be canceled by Clicking on “Cancel” button. After user-id and password are being entered the “Submit” button will have to be pressed for user authentication by the server.

If the user-id or password is incorrect following page will be displayed.
At this stage “Go to Login Page” will have to be clicked by the user to go back to the login page to try again. If the user is entering for the first time, on successful authentication, the user will be prompted to change Password, as shown in the following screen.
The user is required to click on “Go to change password”. Following screen will appear.
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In the above screen, the user is required to enter the User-Id and Password provided by the Directorate of Commercial Taxes for the first time. Next new password as per user's choice, has to be entered in the area particularly provided for. Password must be of 8 characters and a combination of alphabets, numbers and special characters. Special character to be selected from list- "@", "!", "#", "", "*", "$", "+", "," except first and last position of password.

Example of password composition - ab1cT*x4

The user will have to re-enter the new password and confirm the new password entered. A hint question will have to be selected by the user and an answer has to be entered in the box provided for. The user is required to remember this answer and provide the same for authentication if the password is forgotten by the user ever.

On "Submit", the system displays the message after storing the new password. ‘Reset’ button will reset all data entered. Henceforth you will have to access only
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with new password. You may change the Password at will at any periodic interval.

**Forget Password**

In case the user forget the password, the user will have to Login page.

For password recovery the user will have to click on "Forgot Password". On doing so the following page will be displayed.
The user will have provide his own user-id and click on “Submit” button. Following screen will be displayed.
The user will have to provide the answer of the hint question and click on Submit button. If the answer is correct a password will be sent to user’s mail-id from Directorate of Commercial Taxes. The user is suggested to change the password after receiving the same.

Note – ‘Forgot Password’ facility is provided to you if you have changed your Password after first entry as hint answer and email-id has been provided for sending the newly generated Password’.

**New Signatory Registration**

For new signatory registration the user will have to follow the link for DSC service in the website of Directorate of Commercial Taxes. This link will prompt the user to login page for DSC service. After successful login following page specifying user’s vatrc number, cstrc number and number of signatory will be displayed.
The user will have to click on the link “DSC Registration” for smart card/USB Token/Digital certificate registration. On doing so following screen will be displayed.
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User having smart card/USB token will have to select the option “Insert Smart Card/USB Token”, next insert the smart card/USB token and will have to click on “Read Card” button. On clicking “Read Card” button a popup window asking for “PIN” will be displayed which is shown below.
The user will enter “PIN” of his smart card/USB token and Press “Submit” button.

*Note*- *Insertion of more than one smart card simultaneously is not recommended.*
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User having Digital certificate file (.pfx) will have to select the option “Browse the Certificate File” and press “Read Card” button. Following screen will be displayed when the “Read Card” button is pressed.
The user having their Digital Signature Certificate file (.pfx) will have to browse the same by clicking on “Browse” button. After browsing properly “PIN” will have to be entered by the user and the “Submit” button will be pressed.

After successful reading the user will be prompted to press the “REGISTER” button, which is shown below.
The user will have to click on “REGISTER” button. On doing so the user will be redirected to the confirmation page which is given below.
The user will have to press “Confirm” button to confirm the registration. To cancel the DSC registration “Cancel” button will have to be pressed. While clicking on “Confirm” button following screen will be displayed.
On clicking “Cancel” button DSC registration will be canceled and cancelation message will be displayed. On pressing “OK” button successful message of DSC registration will be displayed which is shown below.
Here email-id is optional but the users are suggested to provide their correct email-id and press “Save” button. Alternatively the users can logout by pressing the “Logout” button or “home” button. After providing email-id if the save button is pressed following page will be displayed.
Subsequent Signatory Registration

After successful Login the following page will be displayed.

Here the total number of registered signatory of a particular trade will be displayed. It is notable that in this case this number will be greater than 0 and less than 5. The user will have to click on “DSC Registration” link and the following page will be displayed.
For subsequent signatory registration in a trade, authorization of a person who is already registered for DSC is required. When the user clicks on “Drop down List” those signatories already registered in the trade will be displayed. What the user will have to do is to select one person from the list for authorization of new signatory registration. After selecting one registered signatory, either smart card of the selected person or his Digital Signature Certificate file will have to be read. To get the detail of smart card insertion please go the “New Signatory Registration” (page no. 10) section. After successful smart card reading the user will be prompted to press the “CONTINUE” button which is shown below.
When the user press the “CONTINUE” button following screen will be displayed.
The registered signatory who is authorizing the new DSC registration will be displayed. Now pull the smart card of the person who vouch the new registration and insert the new smart card to be registered. From that stage process is same as previously mentioned in New Signatory Registration.

**Note:** Insertion of more than one smart card simultaneously is not recommended
De-registration of Registered Signatory
After successful login following page will be displayed.

If the number of registered signatory is greater than one “DSC Deregistration” link will be visible to the user. To deregister a register signatory the user will have to click on the link “DSC Deregistration”. On doing so following screen will be displayed.
At first user will have to select the person from the list to be deregistered. Secondly the user will have to select the person from the list who vouch this deregistration. Next the user will have to insert smart card/USB token or browse the certificate file of the selected person who vouch this deregistration.

In case of smart card the user will have to insert the smart card/USB token of the selected person who vouch the deregistration, press the "Read card" button. Following pop up window asking for “PIN” will be displayed.
“PIN” of the smart card/USB token will have to be provided by the user. Next the “Submit” button will have to be pressed.

**Note:** Insertion of more than one smart card simultaneously is not recommended.

In case of user, having Digital Signature certificate file, will have to select the option “Browse the certificate file” and “Read card” button will have to be pressed. On clicking “Read Card” button following screen with the browsing window will be displayed.
The user will have to browse the certificate file of the selected person by clicking on “Browse” button. After browsing properly “PIN” will have to be given and next “Submit” button will have to be pressed. On doing so the user will be prompted to press the “Deregister” button which is displayed below.
Thus the user will be prompted to press the “DEREGISTER” button. On doing so the user will be asked for confirmation.
On pressing "OK" button selected signatory will be deregistered and the following deletion successful message will be displayed.
Note: DSC deregistration is not permitted when the number of registered signatory is one. In this case the user is suggested either to register the new signatory and deregister the previous one or contact the Directorate of Commercial Taxes, Beliaghata West Bengal.