

CompuTax

Tool for Tax Professionals

Help on Update Profile Contacts on Income Tax Site

Income Tax Department has made mandatory to update/ complete contact details of assessee in profile on Department Website. We have introduced a system to manage updation of the contact details in bulk. Procedure of same is explained underneath.

Step 1:- Select clients for update profile contacts

Click “Update Profile Contacts” in Office Assistant.. Selection window will open which will have 4 options: at bottom

All	List of all assessee’s will be displayed.
Not applied	List of assessee’s, whose profile have not been updated will show.
Applied	List of assessee’s, whose contact details has been updated, but verification PIN has not been entered.
Verified	List of assessee’s, whose contact details have been updated and their verification PIN is already updated.

Select the option according to work you want to do.

- If you want to update the profile of the assessee, select “Not applied”. Select the assessee and press OK.
- If you received the PIN of the assessee, whose profile you already updated, select “Applied” and select the assessee whose PIN you received and press OK

Step 2:- Verify Contact Details and Proceed

After selection of parties `Update Profile Contacts` page open.

2.1 If you are going to update the contact details, check the contact details.

- Assessee contact details will show in the primary Contact which pick first time from default address selected in database.
- Professional Contact details will show in Secondary Contact Details.
 - Professional contact detail will pickfirst time from Setup. Computax>setup>miscellaneous under e-return fill setup
- All the information is modifiable, if you modify, it will updated in the database.
- Input of Primary Contact Detailsare mandatory. If you fill any secondary contact details then column "SecondaryBelong To"is also mandatory.
- Now click on "Proceed".Software will check the details and the complete records display in yellow color and Software automatically pick the assessee one by one. If a record is not complete then it will show in red color. It will login to the Income tax website and update the contact details of the assessee.
- If Secondary Contact Details entered then the check box regarding Emails/Alerts/Notifications send to Secondary Contact Details Also is automatically tick by the Software.
- After that Department send the unique Mobile & E-Mail ID Pin on primary contacts.
- After updation of the contact details Response status of the assessee will update to "PIN has been send successfully"

2.2 If you are going to enter the verification PIN

- Enter the PIN received in respective column.
- The PIN send by the department is valid for 24 hours.

- If PIN not entered then software give message and that code ignored in the process of verification of PIN.
- Now click on proceed. Software automatically pick the assessee one by one. It will login to the Income tax website and enter the PIN automatically.
- In case PIN are wrongly entered or expired due to end of validation period i.e. 24 hours then Response status of the assessee will update to ``Invalid PIN due to wrong pin entered or PIN expired``.
- If Pins successfully verified then thanks message display by the Department and the Response status will change to ``Contact Details Already Updated`` and display with green color.

2.3 There may be a situation that you have already updated the contact details on the department website.

- In case you select the record of the assessee, whose profile has already been updated, the software will go to the website and status of the assessee will updated to "Contact details already updated". It will also update the database from the department website.
- In case you do not want to run process, where contact details has been updated manually. Select those records and then click on ``Already Verified`` button. Response status will update to ``Manually Verified`` and display with green color.