

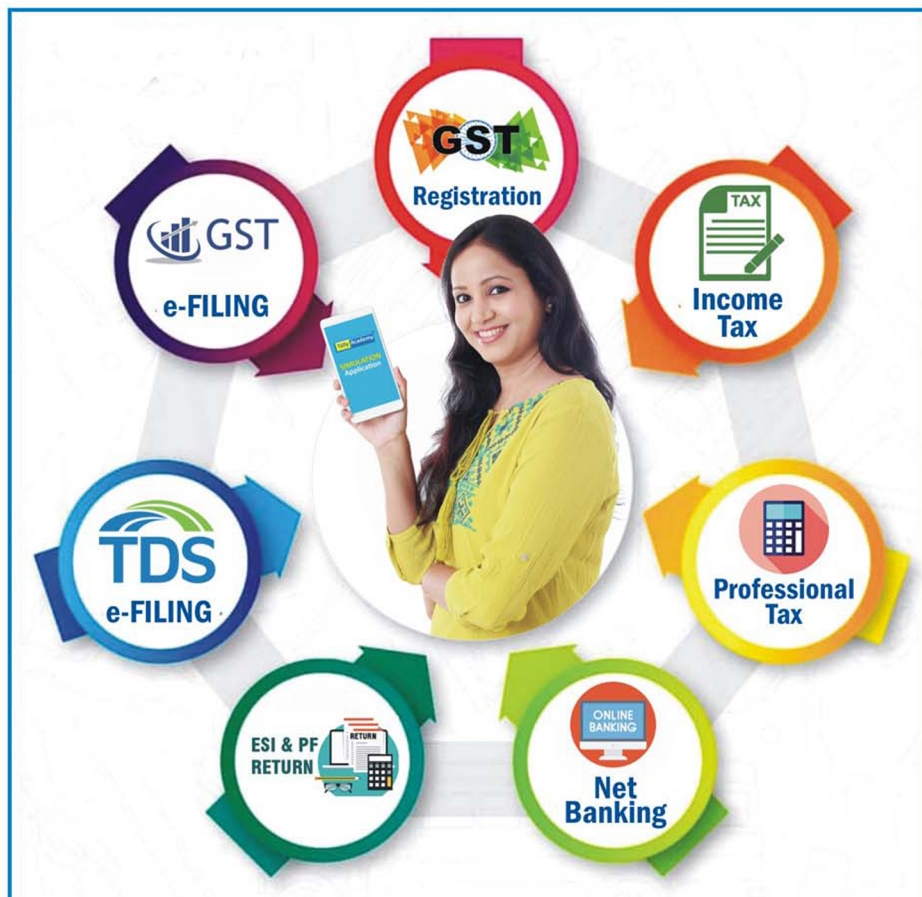
Tally Academy™

Tally Academy's own
SIMULATION TAXATION PORTAL

e-filing Hands-on Experience

7 SIMULATION
Applications

GST Registration



Tally Academy is another website for simulation applications

www.student.tallysoftwareacademy.com

1. How to register tally academy portal ?

Step 1 : open website www.student.tallysoftwareacademy.com/

Step 2 : Goto **Register** > then put name, choose your center name, your valid email address and mobile no > then Signup

The screenshot shows the Tally Academy website's registration page. At the top, there is a navigation bar with 'Register?' highlighted. Below the navigation bar, there are three icons: 'Audio Guide', 'Audio & Video Guide', and 'PDF Guide'. A 'Student Registration' form is overlaid on the page, containing fields for 'Student Name', 'Email', and 'Mobile No', along with a 'Signup' button. A dropdown menu for 'Center Name' is also visible. Red arrows point to the 'Register?' link, the 'Student Name' field, the 'Email' field, the 'Mobile No' field, and the 'Signup' button.

2. How to login tally academy portal ?

****YOU WILL GET PASSWORD FROM YOUR CENTER.**

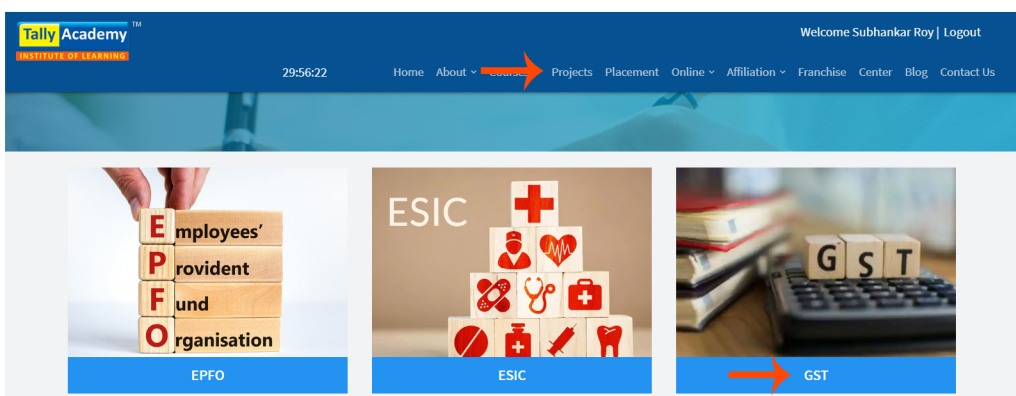
Step 1 : put id (your email) and password > Then login.

The screenshot shows the login form with two input fields and a 'Login' button. A red arrow points to the first input field.

****1 user have 30 hr validity for used this portal**

3. How to do GST registration ?

Step 1 : Goto Project menu > then Click on GST

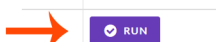


Step 3 : Create company >



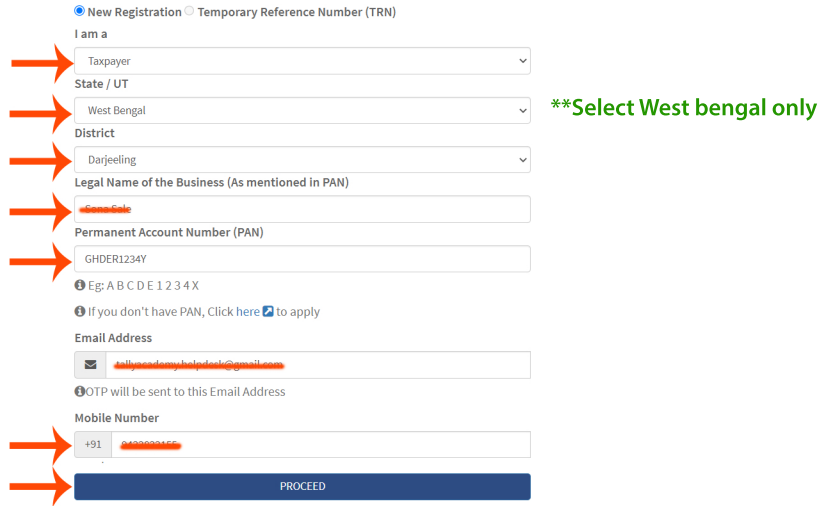
Then Put any title > Module type GST registration > Then Submit

The screenshot shows the 'CREATE COMPANY' form. It has a 'Title' field with 'Enter Title' placeholder, a 'Module Type' dropdown menu with 'Gst Registration' selected, and 'SUBMIT' and 'BACK' buttons. Red arrows point to the 'Title' field and the 'SUBMIT' button.

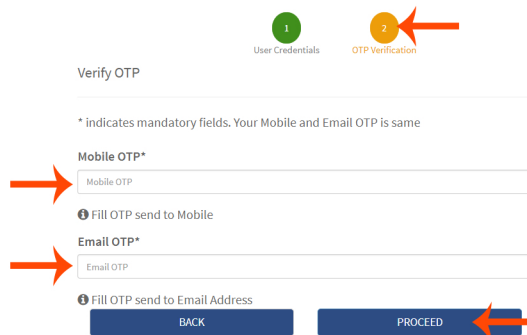
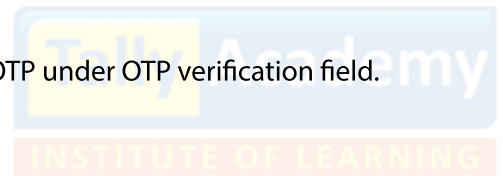
Step 4 : Then Run .  and goto GST Portal.

Step 5 : Then Service > Registration > New Registration.

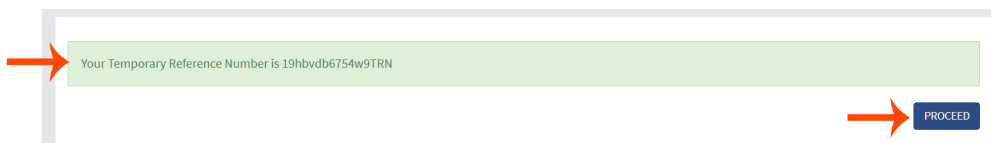
Step 6 : Then select New Registration radio button > I am choose - Taxpayer > State - West Bengal > choose any district > put any Legal Name of the Business > put PAN no like (ABCDE1234X) > then Mobile no > **PROCEED.**



Step 7 : you will get OTP in your email. after that put this Mobile & email OTP under OTP verification field. Then **PROCEED.**

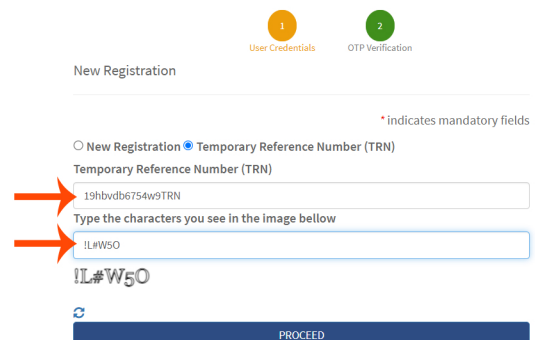



Step 8 : after that you will get a TRN no copy and save this TRN no.



Then **PROCEED.**

Step 9 : Then paste this TRN no & put captcha > then Proceed.



Step 10 : After proceed you will get OTP in your email. need to put this OTP under Mobile/ Email OTP field. Then **PROCEED.**

Step 11 : you will get TRN verify OTP in your email > put this OTP > and **PROCEED**.

Step 12 : Then you will go Application save page > there click on Action

My Saved Applications

Creation Date	Form No	Form Description	Expiry Date	Status	Action
10-11-2022	GST REG-01	Application for New Registration	2022-11-25	Draft	

Step 13 : Then add business details Trade name :(if you need) >

Constitution of Business : **Proprietorship**

District : **already selected** >

Sector / Circle / Ward /Charge / Unit : **Mumbai** >

choose Commissionerate :(Any One) >

Division : **Any one** >

Range : **Any one** >

Reason to obtain registration : **Voluntary Basis** >

Date of Commencement of Business : **Current date** >

Date on which liability to register arises : **Current date**

Type of Registration : **Voluntary Basis** >

Date of Registration : **Current date** >

Then **Save And Continue**

Step 14 : you will get TRN verify OTP in your email > put this OTP > and **PROCEED**.

Step 15 : Then you will go Application save page > there click on Action

My Saved Applications

Creation Date	Form No	Form Description	Expiry Date	Status	Action
10-11-2022	GST REG-01	Application for New Registration	2022-11-25	Draft	

Step 16 : Then add business details Trade name :(if you need) >

Constitution of Business : **Proprietorship**

District : **already selected** >

Sector / Circle / Ward /Charge / Unit : **Mumbai** >

choose Commissionerate :(Any One) >

Division : **Any one** >

Range : **Any one** >

Reason to obtain registration : **Voluntary Basis** >

Date of Commencement of Business : **Current date** >

Date on which liability to register arises : **Current date**

Type of Registration : **Voluntary Basis** >

Date of Registration : **Current date** >

Then **Save And Continue**



Step 17 : you will get Save message and goto next tab also checked Business details tab.

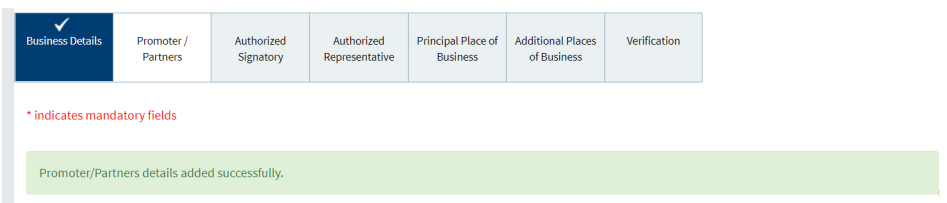


Step 18 : Then you need to put Promoter/ Partners details

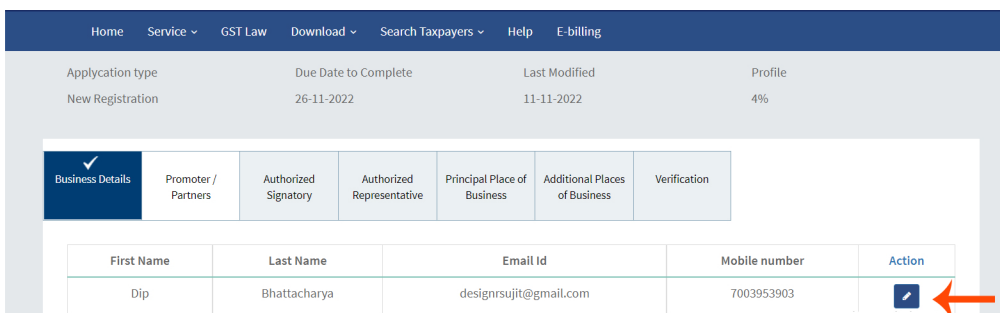
First Name & Last Name : >
Name of Father : >
Date of Birth >
Mobile Number : **Already added** >
Email Address : **Already added** >
Gender : >
Telephone Number : **033 26641234** >
Designation / Status : **Individual**
Director Identification Number : **45625** >
Are you a citizen of India : **Yes** >
Permanent Account Number : **Already added** >
Passport Number : **No need** >
Aadhaar Number : **457814789658** >
Declaration : **Need to checked**
Building No : **16** >
Floor No : **3rd** >
Name of the Premises / Building : **Atlas house**
Road / Street : **N.S Road** >
City / Town / Locality / Village : **Kolkata**
Country, State , District: **Already added** >
ZIP Code : **874478** >
Select File to Upload : **need a jpg picture (100 KB)**

Then **Save And Continue**

Step 19 : you will get Save message like this



After that you will get edit option for Promoter/Partners details. If you don't want edit it so will do **CONTINUE**



If you don't want edit  **CONTINUE**

Step 20 : Will go next tab also **checked Promoter/ Partners** tab.

Step 21 : Then you need to put Authorized Signatory details



First Name & Last Name : **Already added if you need another name you can change it**>
Name of Father : **Already added if you need another name you can change it**
Date of Birth **Already added if you need another date you can change it**
Mobile Number : **Already added if you need another no you can change it**
Email Address : **Already added if you need another email you can change it**
Gender : **Already added if you need another gender you can change it**
Telephone Number : **033 26641234** >
Designation / Status : **Already added**
Director Identification Number : **Already added**
Are you a citizen of India : **Already added**
Permanent Account Number : **Already added** >
Passport Number : **No need** >
Aadhaar Number : **Already added**
Residential Address : **All are added if you need another you can change it**

Then **Save**

Step 22 : you will get Save message like this and you will go next tab with checked **Authorized Signatory** tab.

Authorized Signatory added successfully.

Step 23 : Then need to add **Authorized Representative** details > click on check box

Details of Authorized Representative

Do you have any Authorized Representative?

Name of Person

First Name

Middle Name

Last Name

Mobile Number

Email Address

Permanent Account Number (PAN)

Aadhaar Number

Telephone Number (with STD Code)

Fax Number (with STD Code)

STD

STD

Enter Fax Number

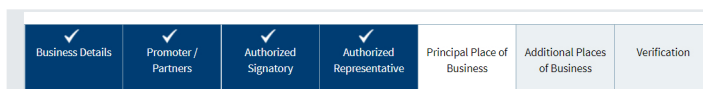
First Name & Last Name : **Already added if you need another name you can change it** >
Mobile Number : **Already added if you need another no you can change it** >
Email Address : **Already added if you need another email you can change it** >
Permanent Account Number : **Already added** >
Aadhaar Number : **Already added** >
Telephone no : **033 26641234** >
Fax : **no need**

Then **Save & Continue**

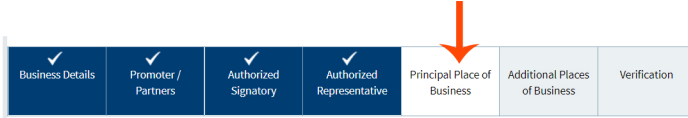
Step 24 : Then you will get Save message like this

Authorized Representative details has been added successfully.

and will go next tab with checked **Authorized Representative** tab..



Step 25 : Then you need to put **Principal Place of Business** details



Address : **All are added if you need another you can change it**
Latitude & Longitude : **if you want**
Office Email Address : **Already added if you need another email you can change it**
Office Telephone Number: **033 26641234 >**
Mobile Number : **Already added if you need another no you can change it**
FAX : **Already added if you need another no you can change it**

Nature of possession of premises : **Rented**
Proof of Principal Place of Business : **Rented**
Select Rented File to Upload : **upload pdf file (1MB)**
Nature of Business Activity being carried out at above mentioned premises : **Retail Businessv**

Then **Save**

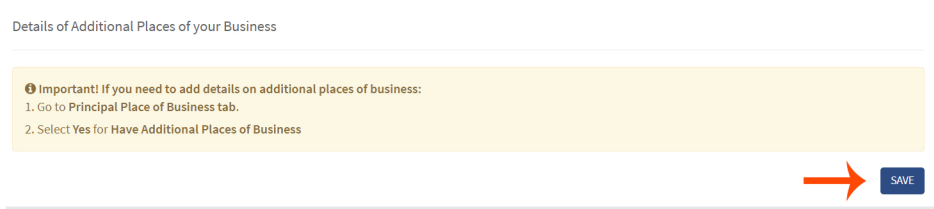
Step 26 : you will get Save message like this



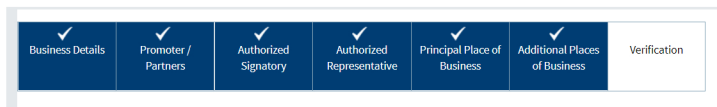
and you will go next tab with checked **Principal Place of Business** tab.



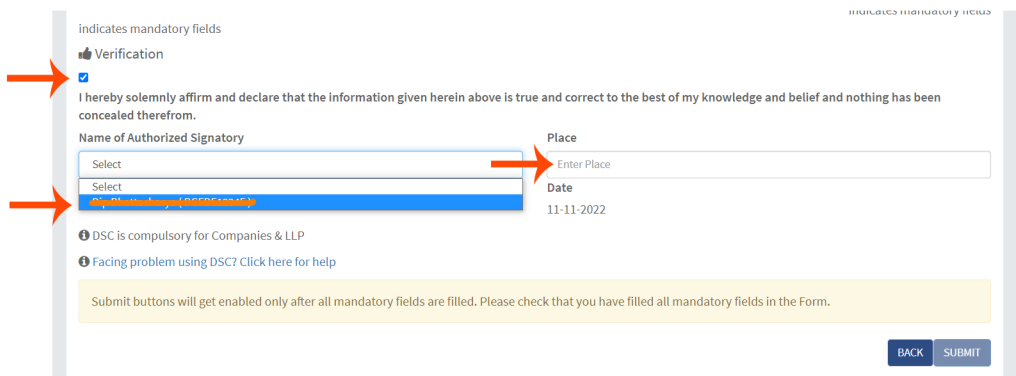
Step 27 : Then need to **Save Additional Places of Business**



Step 28 : Then you will go next tab **Verification** with checked Additional Places of Business



Step 29 : Then check Verification and choose Name of Authorized Signatory and put Place



Step 30 : Then **Submit**

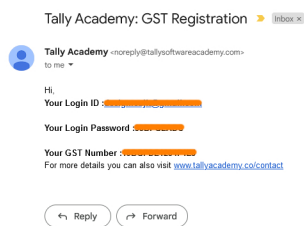
Step 31 : Then you will get successfully message like this



Step 32 : then you will go Registration status page and there display **Verification Pending**

Creation Date	Form No.	Form Description	Expiry Date	Status	Action
11-11-2022	GST REG-01	Application for New Registration	26-11-2022	Verification Pending ⓘ	---

Step 33 : Your GST Registration complete, and you will get an email with your **GST ID** and **password** and **GST no.** like this



Your GST registration **Complete and you have GST login detail.**

After that you will login GST portal with your **GST ID** and **password** for next step.

