

A
Handbook on
Electronic Payment

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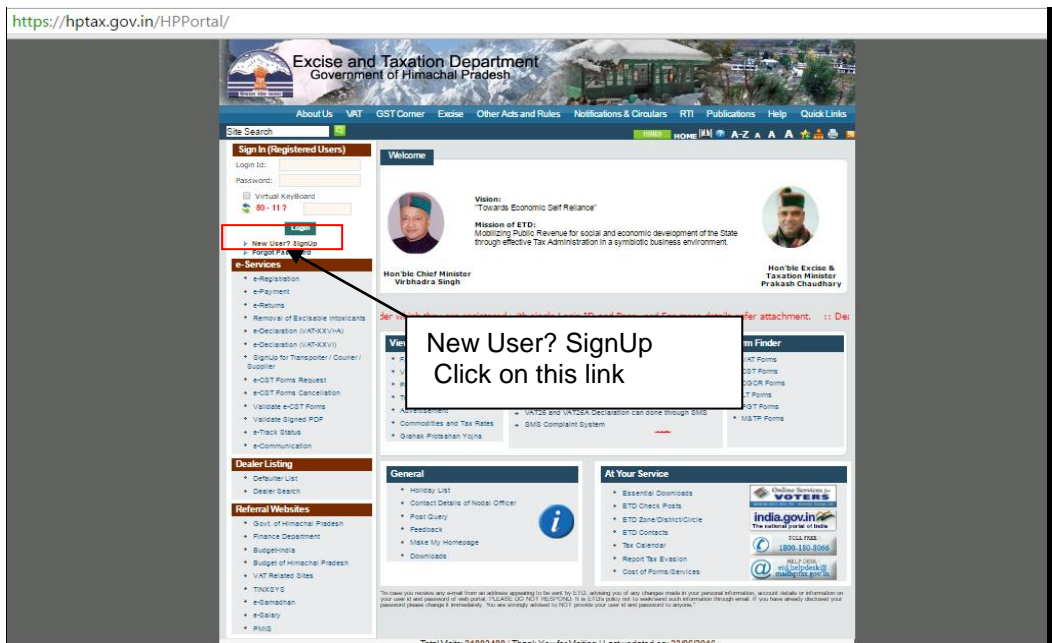
1 Operational Instructions

Procedure to make online Payment is very simple. A computer with internet connectivity is required to make an e-Payment. There are four steps to make online Payment as mentioned below:

1.1 Sign Up

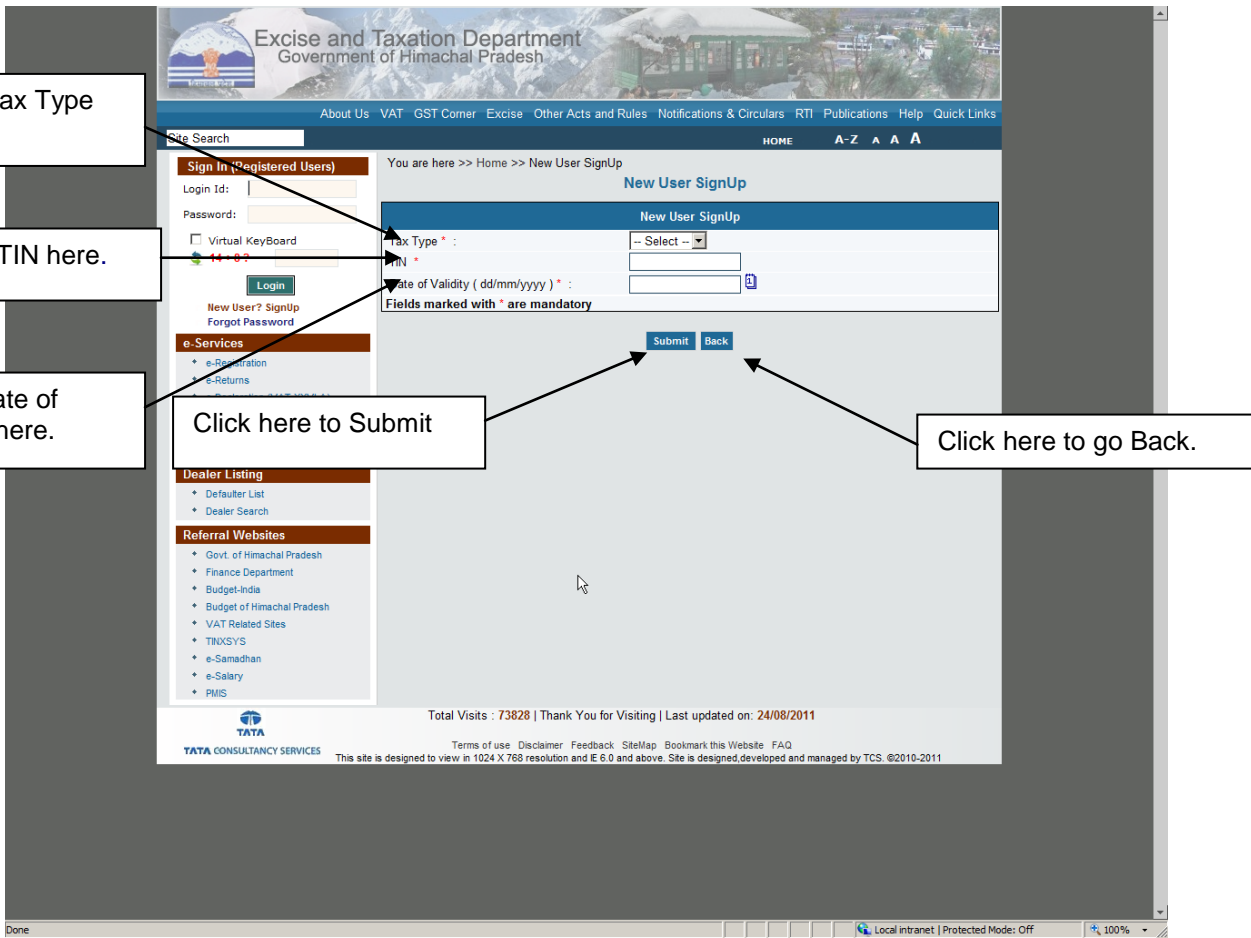
User can Sign Up on the Web Portal (One time Activity) using following steps:

1. To register on web site, click on the Internet Explorer icon. The browser appears
2. Type the URL given below in the address bar : <https://hptax.gov.in/HPPortal/>
3. Once the web site is connected the Home page will appear as shown below (Screen-1)
4. On the left hand corner of the home page there is a SignUp link. Please click on it.



Screen: 1

5. A new screen will open (Screen-2). This screen displays the details required to be filled by the dealer for registering on the web portal. Please enter the details on the screen as per the instructions given in the table below.



Screen: 2

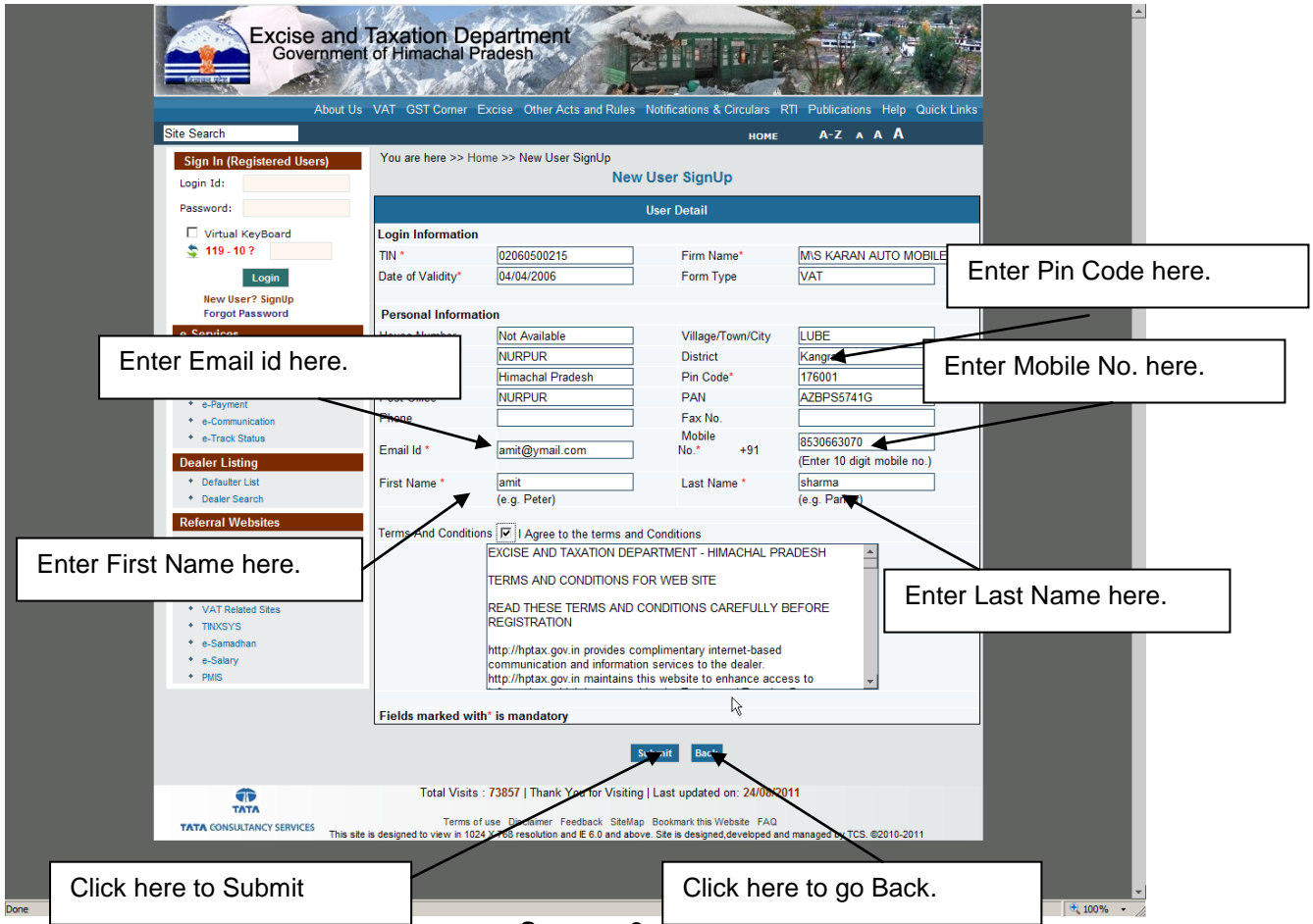
Description of labels:

Sr. No.	Label Type	Data Type	Action to be performed
1.	Tax Type	Characters	Select from the dropdown list.
2.	TIN	Numeric	Enter your TIN.
3.	Date of Validity	Date	Enter your Date of Validity. (This date is mentioned in the registration certificate issued to you by the department.)

Description of Buttons:

Sr. No.	Button	Description
1.	Submit	Submit the details.
2.	Back	Back from current page

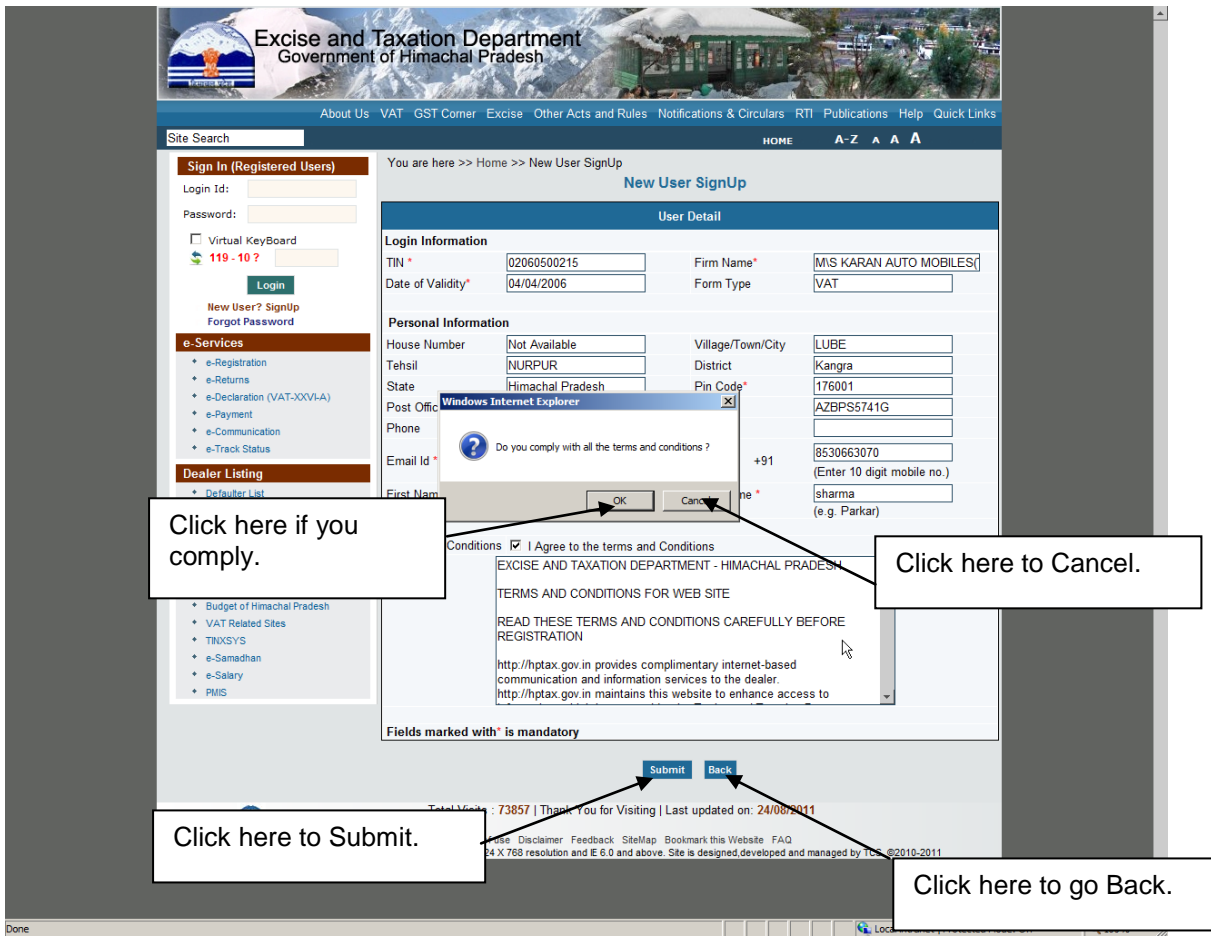
- After filling up the details as above, please click on Submit. A page containing all the details of the user filled during registration will be displayed. (Screen-3)



Screen: 3

Sr. No	Label	Data Type	Compulsory Fields	Action to be performed
1.	TIN	Numeric	Yes	Auto-Populated
2.	Registration Effective Date	Date	Yes	Auto-Populated
3.	Mobile No.	Numeric	Yes	Auto-Populated and editable
4.	Firm Name	Alphanumeric	Yes	Auto-Populated
5.	Address of Business Premises	Alphanumeric	Yes	Auto-Populated
6.	Pin code	Numeric	Yes	Auto-Populated and editable
7.	First Name	Alphabets	Yes	Enter your first Name
8.	Last Name	Alphabets	Yes	Enter your last Name
9.	E-mail Id	Alphanumeric	Yes	Auto-Populated and editable
10.	Terms and Conditions	Text Area	N/A	Auto-Populated
11.	I agree to the terms & Condition	Check box	Yes	Read the terms and tick the check box.
12.	Back	Button	N/A	Click on this button to go back to home page
13.	Submit	Button	N/A	After checking the terms & conditions, User would need to submit the request for Sign Up creation

7. Check all the details and tick on "I Agree to the terms and Conditions". On clicking on Submit a message appears "Do you comply with all the terms and conditions?"(Screen-4).



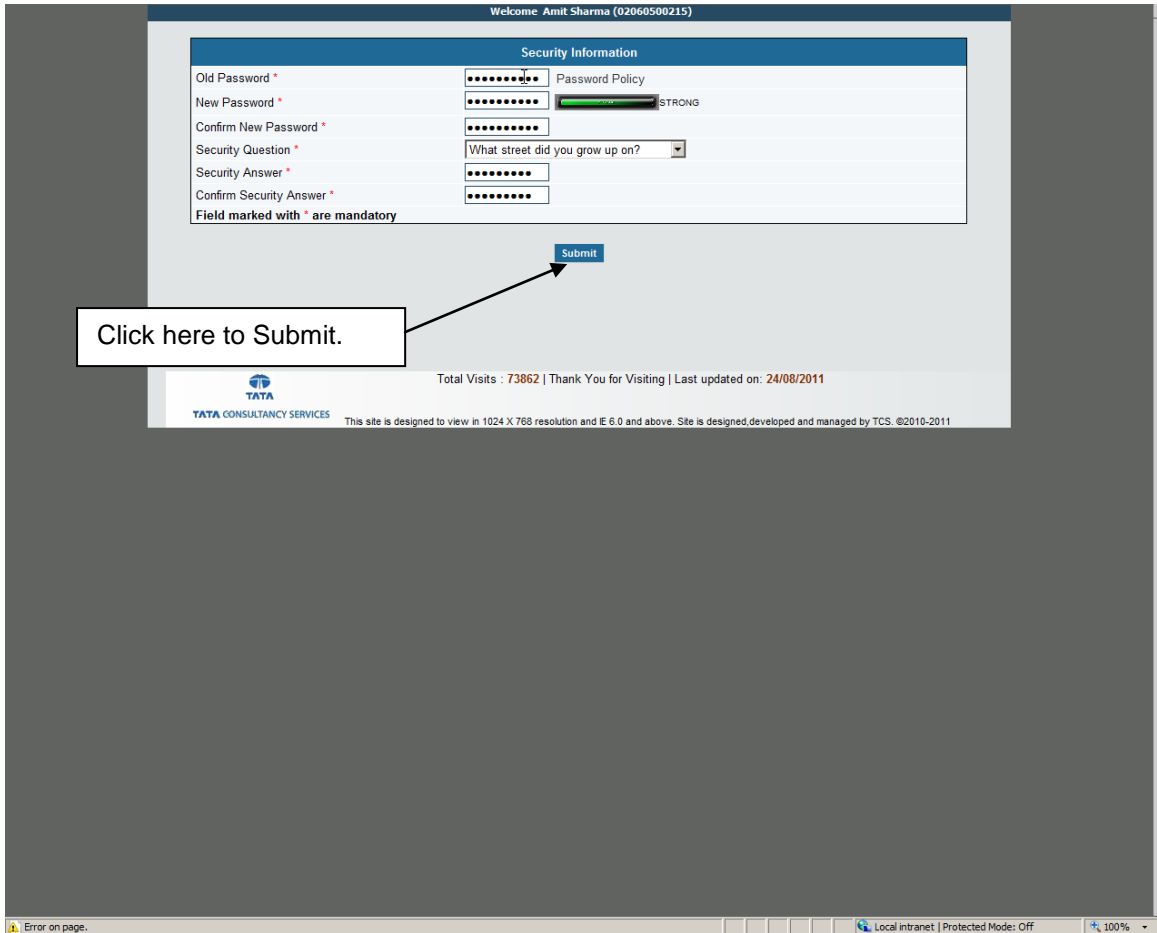
Screen: 4

Description of Buttons:

Sr. No.	Button	Description
1.	Submit	Submit the form.
2.	Back	Back from current page
3.	OK	Agreeing to the message.
4.	Cancel	Cancel the process.

- When the dealer clicks on “OK” the user details are submitted. The login id and password are communicated to his e-mail id as well as on his mobile no. given while signing up.

- When the dealer logs in for the first time using the Login Id (TIN No.) and Password provided at the time of registering, system will prompt to change the password and the following screen appears (Screen-6). Please enter the details on the screen as per the instructions given in the table below.



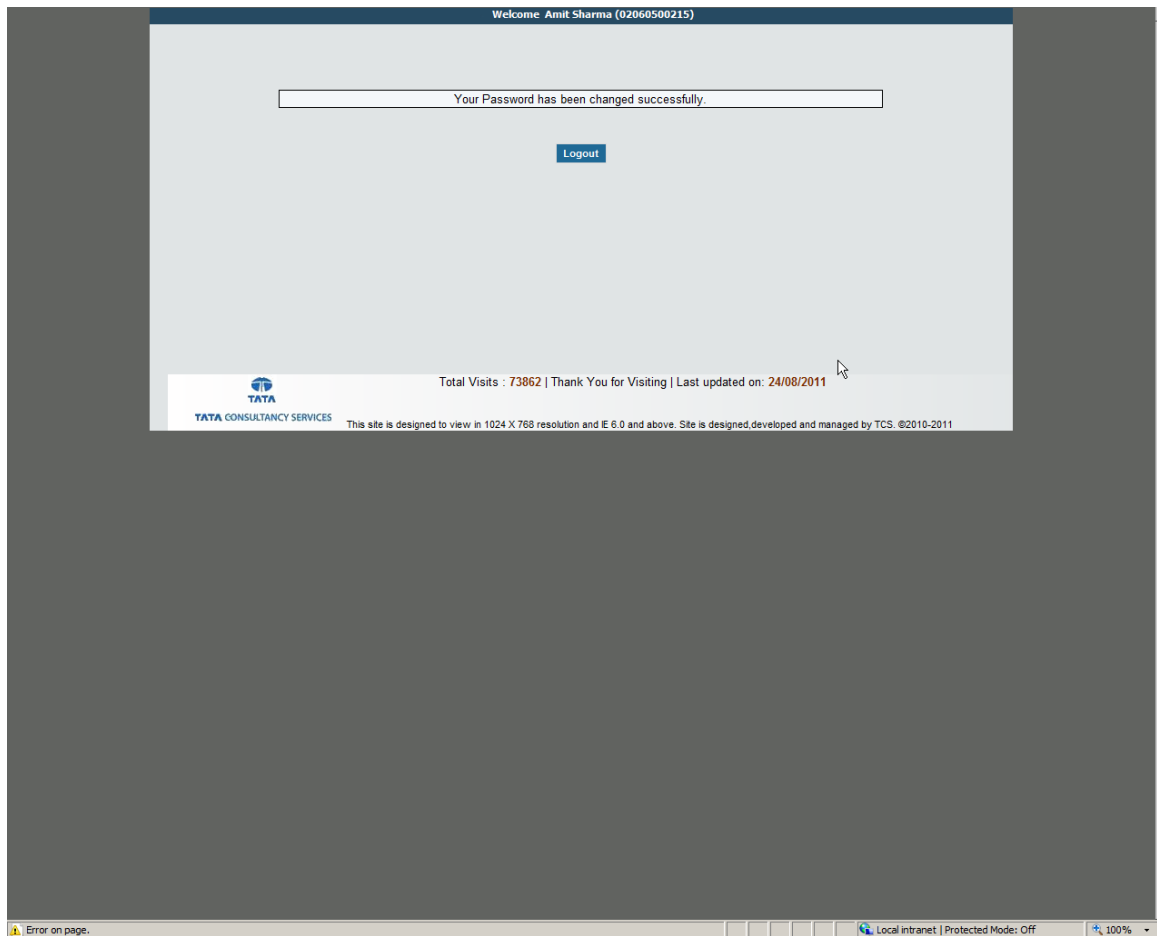
Screen: 5

Sr. No.	Label Type	Data Type	Action to be performed
1.	Old Password	Characters	Enter the existing password.
2.	New Password	Characters	Enter a new password complying with the password policy.
3.	Confirm New Password	Characters	Re-enter the new password.
4.	Security Question	Characters	Select a Security Question from the dropdown list.
5.	Security Answer	Characters	Enter a security answer for the security question selected.
6.	Confirm Security Answer	Characters	Re-enter the security answer.

Description of Buttons:

Sr. No.	Button	Description
1.	Submit	Submits the security information.

10. On entering the correct values , the user will receive a message of successful password change as shown in Screen- 7

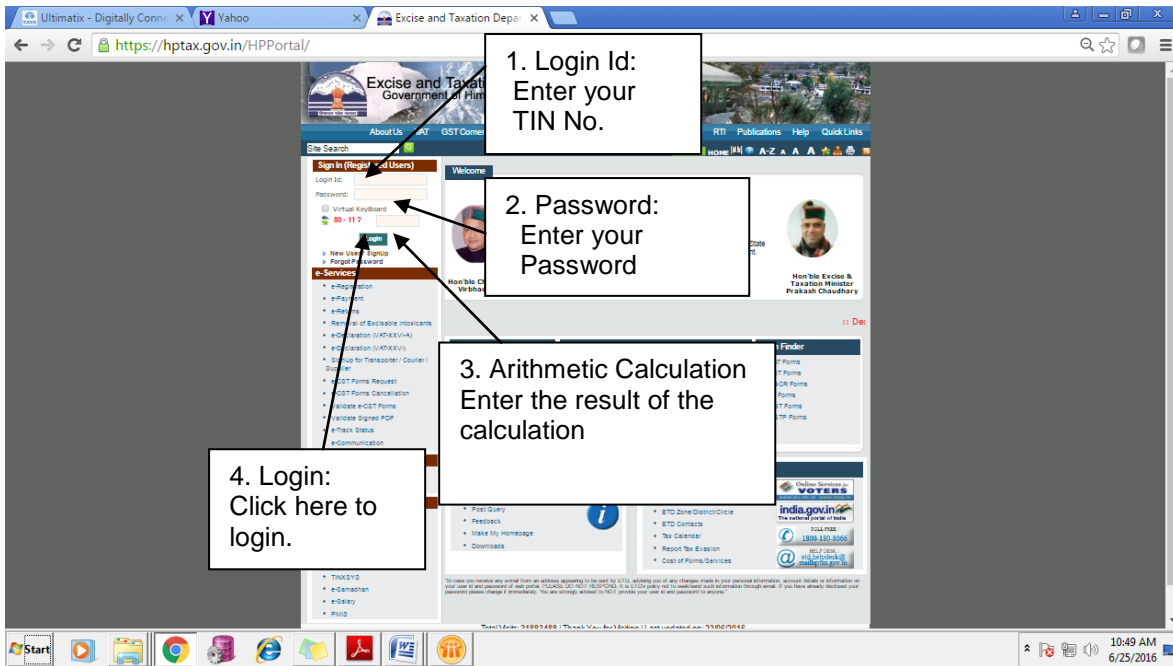


Screen: 6

1.2 Login

User can Login on to the Web Portal using User Id (Dealer's TIN) and Password by following below steps:

1. A dealer registered on the web site is required to **Login** for the purpose of filing e-Payment. Process of **Login** is as under:
2. Connect to Internet and open the website <https://hptax.gov.in/HPPortal/> . On the Home page, there is a column on left hand side as indicated in Screen–8.



Screen: 7

3. Please enter following details in the screen (Screen-8) shown above:

Sr. No.	Label	Data Type	Action to be performed
1.	Login Id	Numeric	Alphanumeric
2.	Password	Alphanumeric	Enter the password that you entered at the time of sign-up.
3.	Mathematical Expression	Numeric	Enter the answer of mathematical expression.
4.	Login	Button	Click on this button to enter the web portal.dropdown list.

1.3 Fill the Payment

User can Fill the Payment Details in the Challan Form following the below steps:

1. If the details entered by you are found correct; you will be logged in. You are entitled for number of e- Payment. Please select e- Payment link in the e- Payment column (Screen-9).
2. Once the dealer has logged on the Web Portal successfully, select e-Payment link from the center of the home page (as mentioned in Screen-9) under e-payments box.

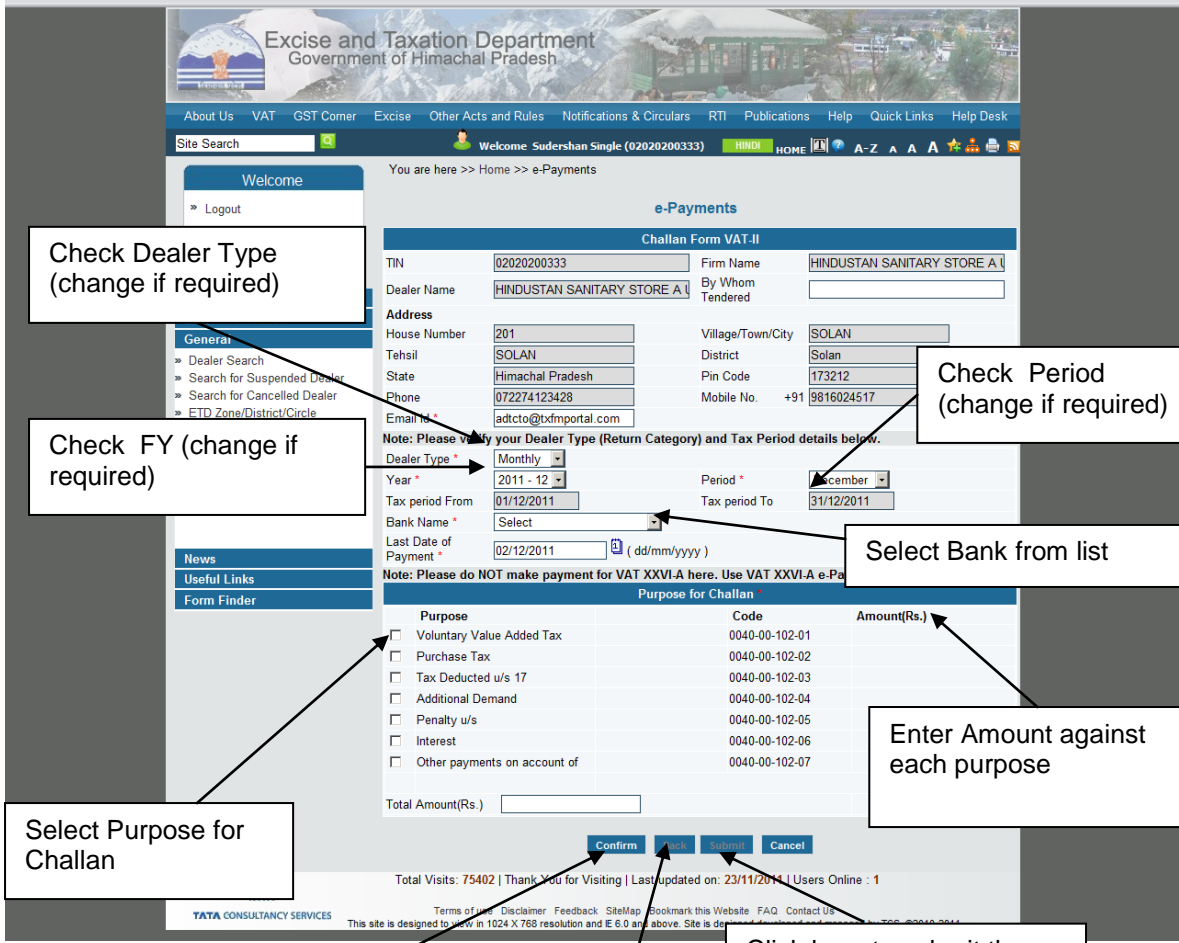


Screen: 8

3. After clicking on “VAT e-Payment” link, options for making payment under VAT will be displayed. Click on VAT link, following page (Screen-10) with purpose details is displayed in which dealer’s basic information will be auto-populated. The dealer has to provide values for Payment Period, Payment Quarter, Tax Period from and to, Purpose for Challan and Amount against each purpose as displayed in Screen-10.

4. Dealer can select one bank from the list of banks through which he wants to make the electronic payment.

Challan Form VAT-II



Check Dealer Type (change if required)

Check FY (change if required)

Check Period (change if required)

Select Bank from list

Enter Amount against each purpose

Select Purpose for Challan

Click here to confirm the payment

Click here to go back

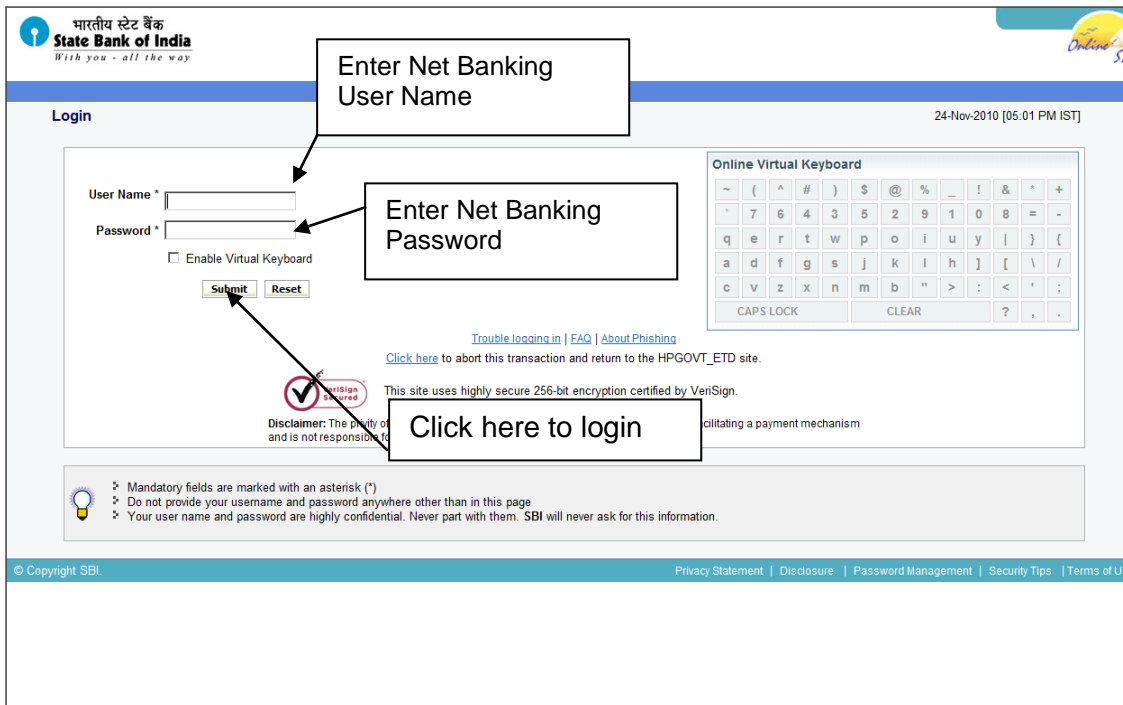
Click here to submit the payment and go to the bank's online payment site

Screen: 9

5. After filling the Challan form for e-Payment, click on "Confirm" button. This will prompt the dealer to verify all the information entered by him in the Challan form. If the dealer wants to modify any information, they needs to click on "Back" button else click on "Submit" button.
6. On Click of submit button, dealer would be redirected to the bank's Web Portal, which dealer has selected earlier. Dealer has to log on to the bank's portal using his Internet Banking Id and Password as provided by the bank (Screen-11).

1.4 Auto Redirection on The Bank’s Portal:

1. If the net banking user name and password is correct then following page with all the information which the dealer had filled on the ETD portal (e-Payment) will be shown on the bank’s portal. The dealer will have to select the account from which he wants to make e-Payment and hit the confirm button. (Screen - 12A and 12B)
2. The bank’s portal will be displayed a verification screen where the dealer can view all the details of Payment, amount and selected account. Once the dealer feels that all the data is correct, he can click on the confirm button and the payment will be debited from his account. Screen for verification is displayed as follows (Screen - 13A and 13B).



Screen: 10

भारतीय स्टेट बैंक
State Bank of India
With you - all the way

Online SBI
Welcome : INTERNET BANKING TEST ACCOUNT
Logout

Your previous site visit: 21-Nov-2010 14:48 IST

Excise and Taxation Department - Govt. of Himachal Pradesh 24-Nov-2010 [17:02 IST] Help

You can debit any of your transaction accounts to pay Excise and Taxation Department - Govt. of Himachal Pradesh.
Select an account and enter Excise and Taxation Department - Govt. of Himachal Pradesh payment details

Account No. / Nick name	Account Type	Branch	Balance
INTERNET BANKING	Savings Account	KONKAN BHAVAN	INR 402.90

Selected Account INTERNET BANKING

Challan Identification No	000071800696241110
TIN number of the dealer	00000000000
HP Govt. ETD Reference Number	90190280009288
Name of the dealer	TEST USER
Name of the district circle belongs	SHIMLA
Name of the circle	MALL ROAD
Dealer House No.	101
Dealer Village/Town/City	SHIMLA
Dealer Tehsil	SHIMLA
Dealer District	SHIMLA
State	Himachal Pradesh
Pin Code	300100
E-mail	testuser@gmail.com
From Date	01/10/2010

Screen : 11 A (Sample Screenshot with Dummy Information)

From Date	01/10/2010
To Date	31/10/2010
Major head	0040
Sub Major Head	00
Minor Head1	102
Sub head1	01
Purpose Code1	001
Amount1	1
Department Code	1
Last payment Date	24/11/2010
Current Date	24/11/2010
Amount	1

Confirm Reset

[Click here](#) to abort this transaction and return to the Excise and Taxation Department - Govt. of Himachal Pradesh site

Mandatory fields are marked with an asterisk (*)

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Screen : 11 B (Sample Screenshot with Dummy Information)

- Dealer may also be required to enter his transaction password here if required by the bank. Once dealer clicks on “Confirm”, a verification screen appears as shown in Screen – 12A and 12B.

State Bank of India
With you - all the way

Welcome : INTERNET BANKING TEST ACCOUNT

Your previous site visit: 21-Nov-2010 14:48 IST

Excise and Taxation Department - Govt. of Himachal Pradesh

24-Nov-2010 [17:03 IST] Help

Please find below the last three transactions made by you for Excise and Taxation Department - Govt. of Himachal Pradesh.

Reference No.	Account No.	Branch Name	Transaction Date	Amount (INR)	Status
IK06424130	00000030444052610	KONKAN BHAVAN	22-Nov-2010	1.00	Success
IK06412998	00000030444052610	KONKAN BHAVAN	21-Nov-2010	2.00	Success
IK06403957	00000030444052610	KONKAN BHAVAN	20-Nov-2010	1.00	Success

Verify and confirm Excise and Taxation Department - Govt. of Himachal Pradesh transaction details

Debit Account Details

Account No.	Description	Branch
00000030444052610	Savings Account	KONKAN BHAVAN

Challan Identification No 000071800696241110

TIN number of the dealer 00000000000

HP Govt. ETD Reference Number 90190280009288

Name of the dealer TEST USER

Name of the district circle belongs SHIMLA

Name of the circle MALL ROAD

Dealer House No. 101

Dealer Village/Town/City SHIMLA

Dealer Tehsil SHIMLA

Dealer District SHIMLA

State Himachal Pradesh

Pin Code 300100

E-mail testuser@gmail.com

From Date 01/10/2010

To Date 31/10/2010

Major head 0040

Sub Major Head 00

Minor Head1 102

Sub head1 01

Purpose Code1 001

Amount1 1

Department Code 1

Last payment Date 24/11/2010

Current Date 24/11/2010

Amount 1

Confirm Back

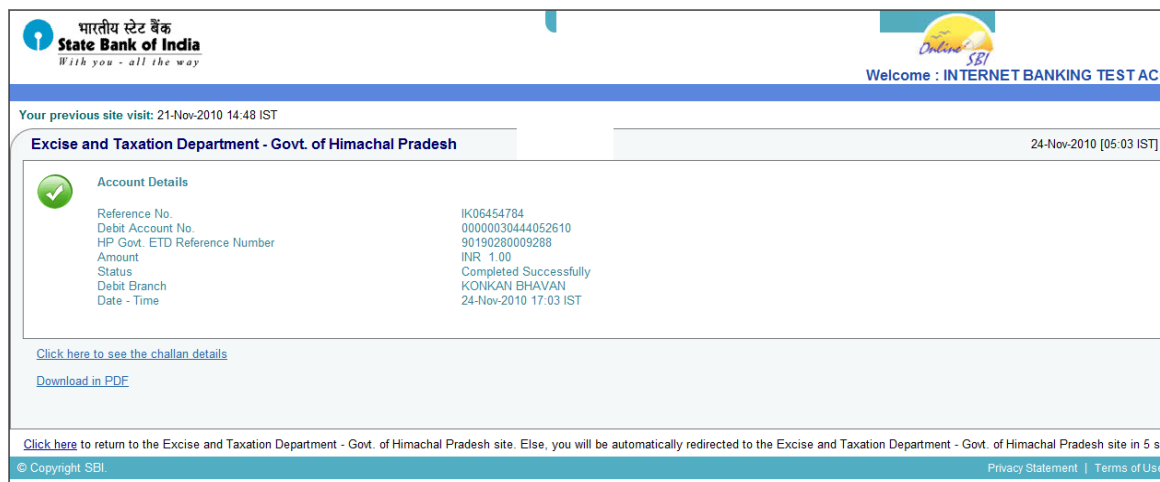
[Click here](#) to abort this transaction and return to the Excise and Taxation Department - Govt. of Himachal Pradesh site

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Screen 12 A (Sample Screenshot with Dummy Information)

Screen : 12 B (Sample Screenshot with Dummy Information)

4. If the dealer wants to cancel the transaction, he can select a link “click here to abort this transaction and return to the Excise & Taxation Department, Government of Himachal Pradesh Portal, displayed at the end of the page.
5. If the Information displayed on the screen is correct click on “Confirm” button to proceed with the payment on the bank’s Web Portal. Once this activity will successfully complete, a payment confirmation message will be displayed. A unique reference number will also be generated by the bank and displayed as confirmation (Screen-14).



Screen : 13 (Sample Screenshot with Dummy Information)

6. The dealer will be provided a link for viewing the Challan details, “Click here to see the Challan details” on clicking which, the dealer can view and print the complete Challan of form VAT-II-A (Screen-14).

7. A 20 digit Challan Identification Number (CIN) will be displayed. This is the unique number generated at bank’s end to uniquely identify all Challan payments. This number should be carefully preserved. The CIN will also be printed on the form VAT-II-A which is generated at the bank’s Portal as a challan receipt as per screen -15.

Form VAT – II A (e-Challan) as Generated on Bank’s Web Portal

Form VAT-II-A
[See Rule 37A]

E-CHALLAN
Government of Himachal Pradesh
Excise & Taxation Department

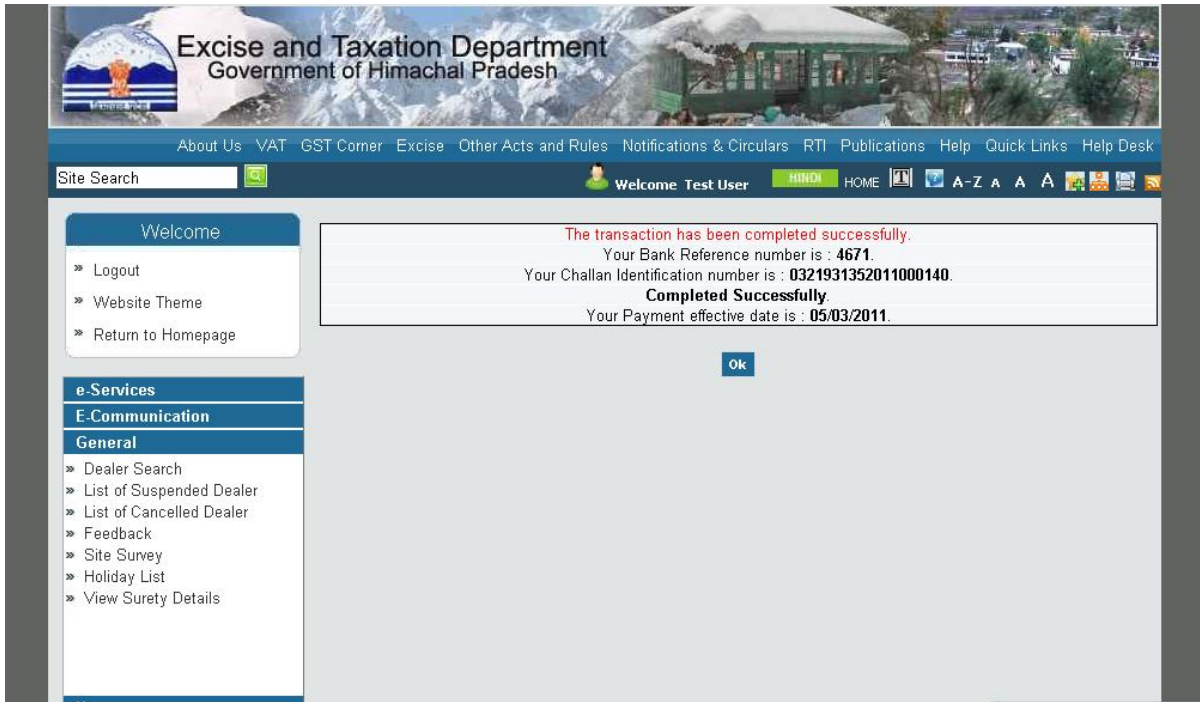
District: SHIMLA	0040 - VAT Receipts
Circle: CART ROAD-I	102 - Receipts from State Value Added Tax Act
Tax Period From...To...	01/07/2010 - 30/09/2010
TIN:	02010300128
Name of Dealer:	T I COMMUNICATION PVT. LTD.
Complete Address:	Not Available,KHALINI, SHIMLA,SHIMLA, Himachal Pradesh,000000
102 - Receipts from State Value Added Tax Act	
01 - Voluntary Value Added Tax.	Rs.10
02 - Purchase Tax.	Rs.
03 - Tax Deducted u/s 17.	Rs.
04 - Additional Demand.	Rs.
05 - Penalty u/s.	Rs.
06 - Interest.	Rs.
07 - Other payments on account of	Rs.
FORM VAT XXIV - A	
TOTAL IN FIGURES:	10.00
TOTAL IN WORDS:	Ten Rupees only
Challan Identification Number (CIN)	BSR Code Challan No. Date 0000718 00692 23/11/2010

Certified that all the particulars given above are correct.

<p>Online Payment Through Internet Banking</p> <p>Bank Name</p>

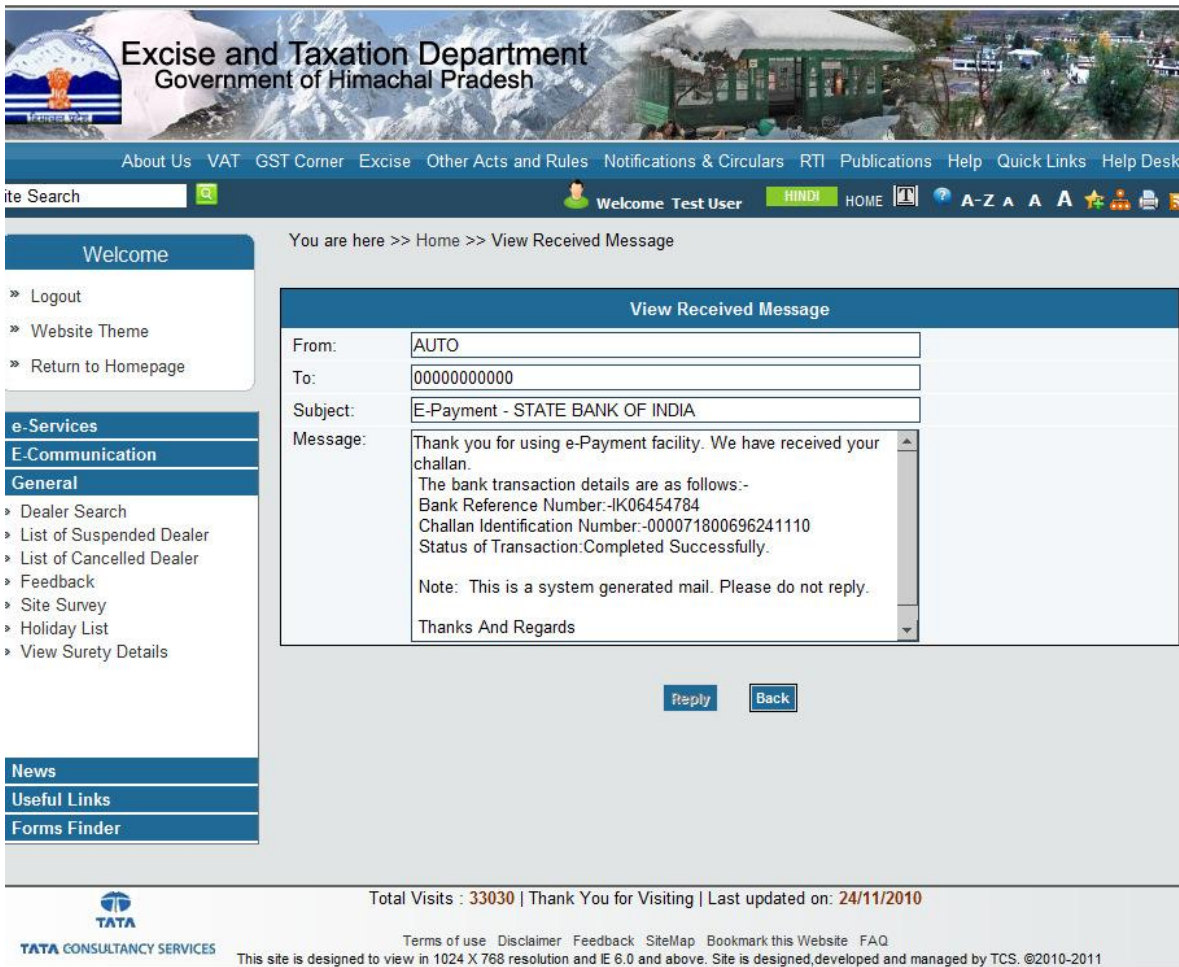
Screen : 14 (Sample e-Challan - Form VAT-II A with Dummy Information)

Once the payment is done, the dealer will be redirected back to the ETD Web Portal after few seconds, where the unique bank reference number and CIN number will be displayed (Screen-16).



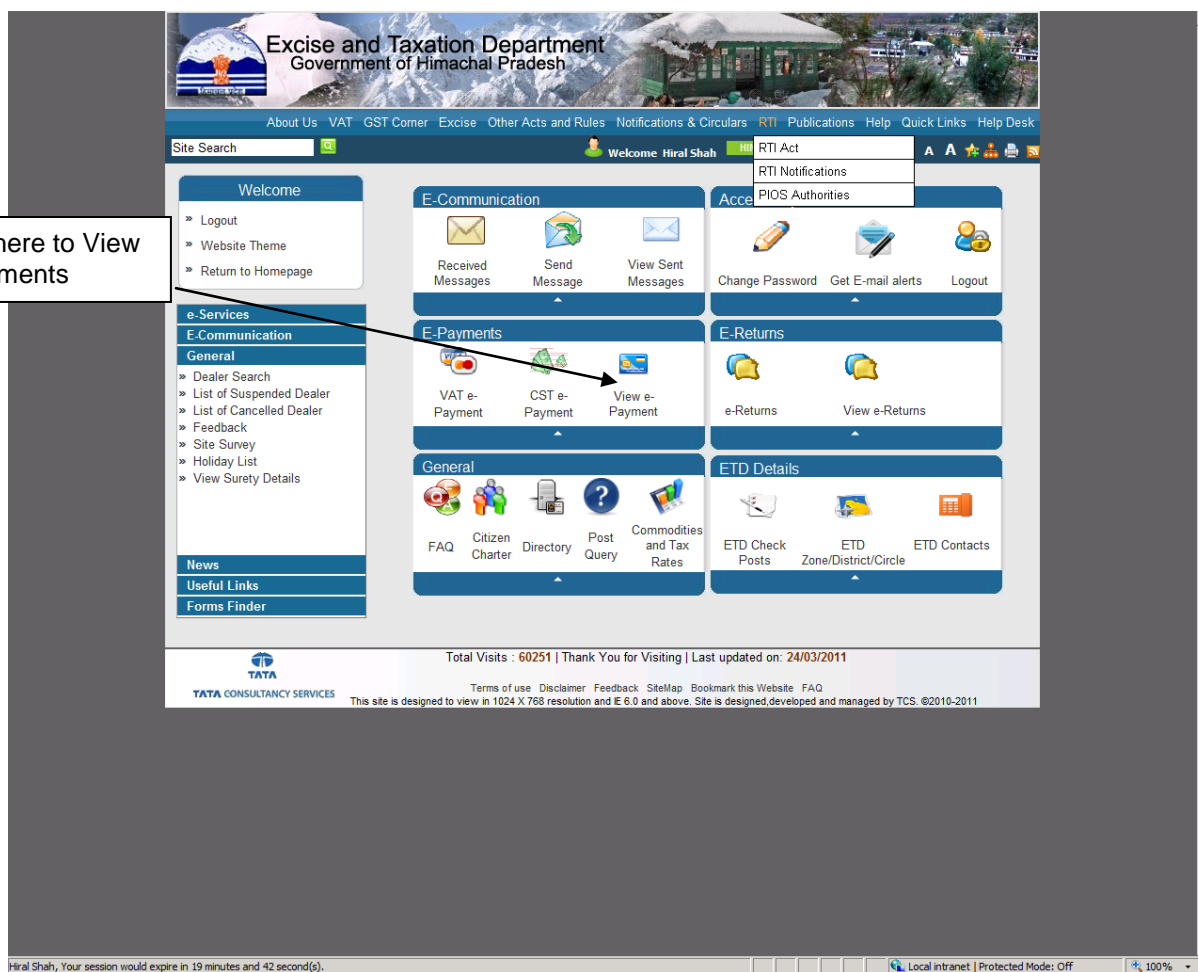
Screen: 15(Sample Payment Confirmation back at ETD Portal with Dummy Information)

On click of OK button message is sent to dealer's message box (Screen-17).



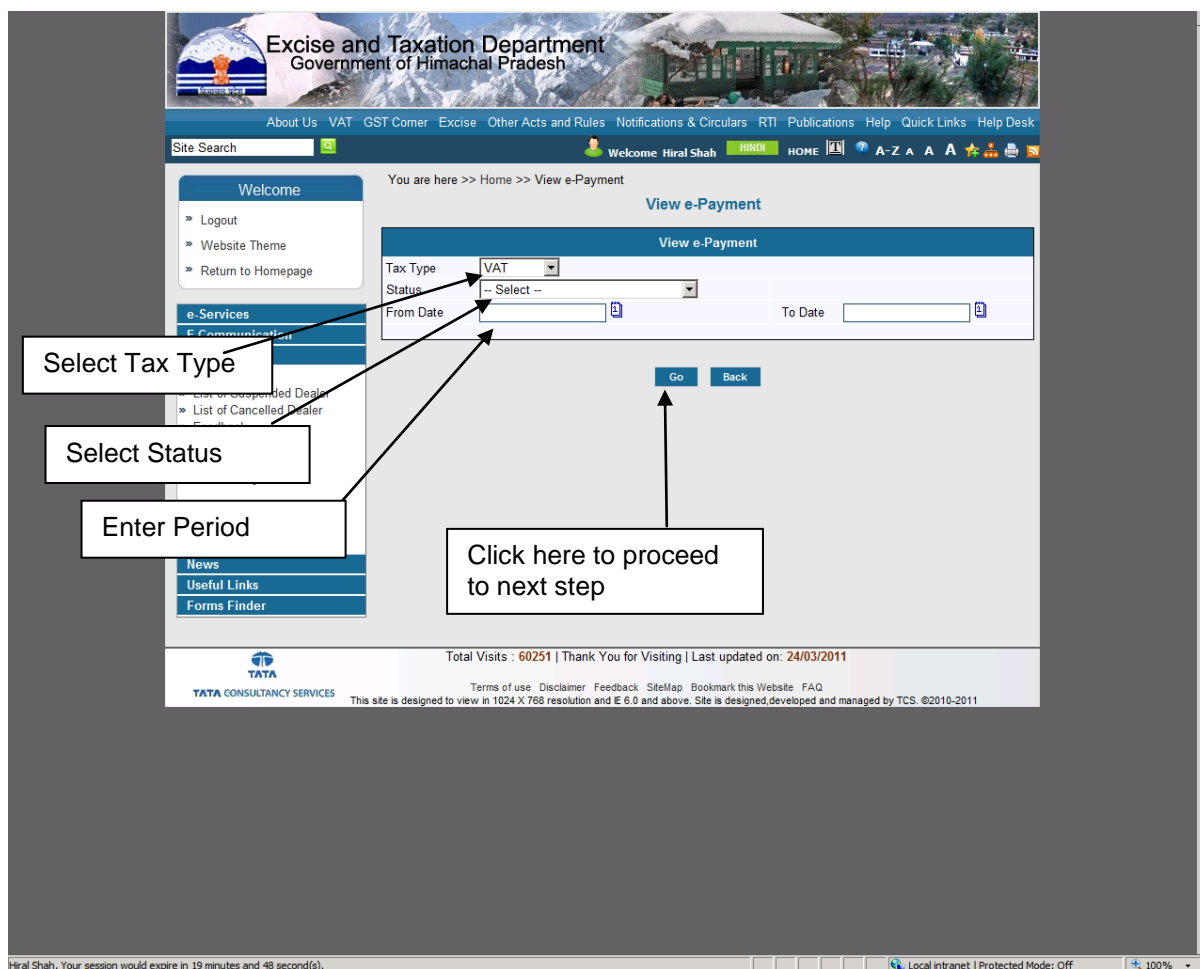
Screen: 16(Sample Payment Confirmation back at ETD Portal with Dummy Information)

1.5 View E-Payments



Screen: 17

After clicking on View e Payments, system will display following page, here, user can enter the criteria for searching e-Payments made earlier.



Screen: 18

After clicking on Go Button, system will display corresponding list of e-payments done according to the criteria given by the user.

The screenshot shows the website interface for the Excise and Taxation Department of Himachal Pradesh. The main content area is titled 'View e-Payment' and displays a table with one record. A callout box with the text 'Click on Transaction Number' points to the first row of the table.

Sr. No.	Transaction No.	Transaction Date	Payment Effective Date	Bank Ref.No	Bank	Challan Identification Number	Amount (Rs)	Status	Select All
1	90190280009438	25/03/2011			PUNJAB NATIONAL BANK		100,000.00	Awaiting Confirmation from the bank	<input type="checkbox"/>

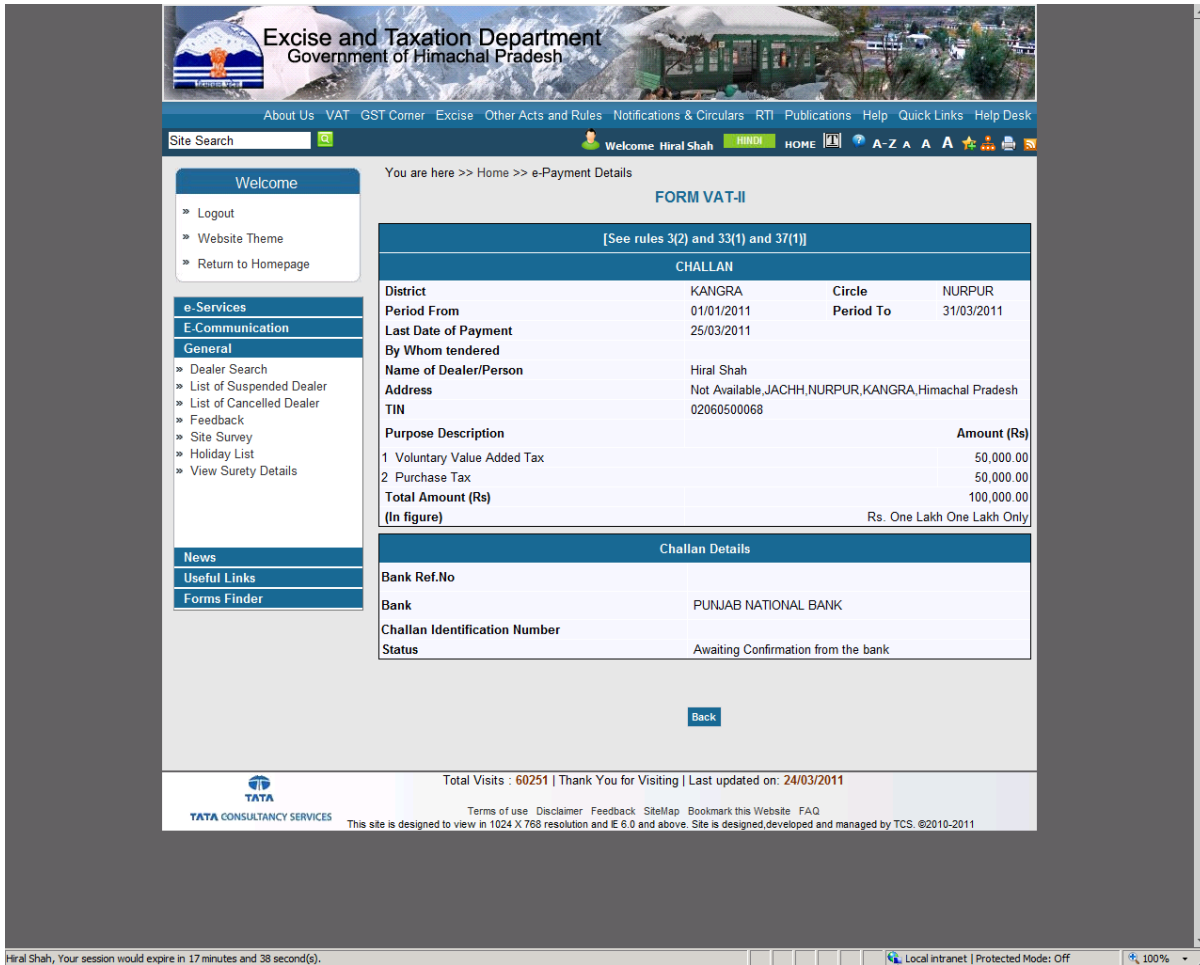
Navigation buttons: <<First, <Previous, Next>, Last>>

Buttons: Delete Selected, Back

Footer: Total Visits : 60251 | Thank You for Visiting | Last updated on: 24/03/2011

Screen: 19

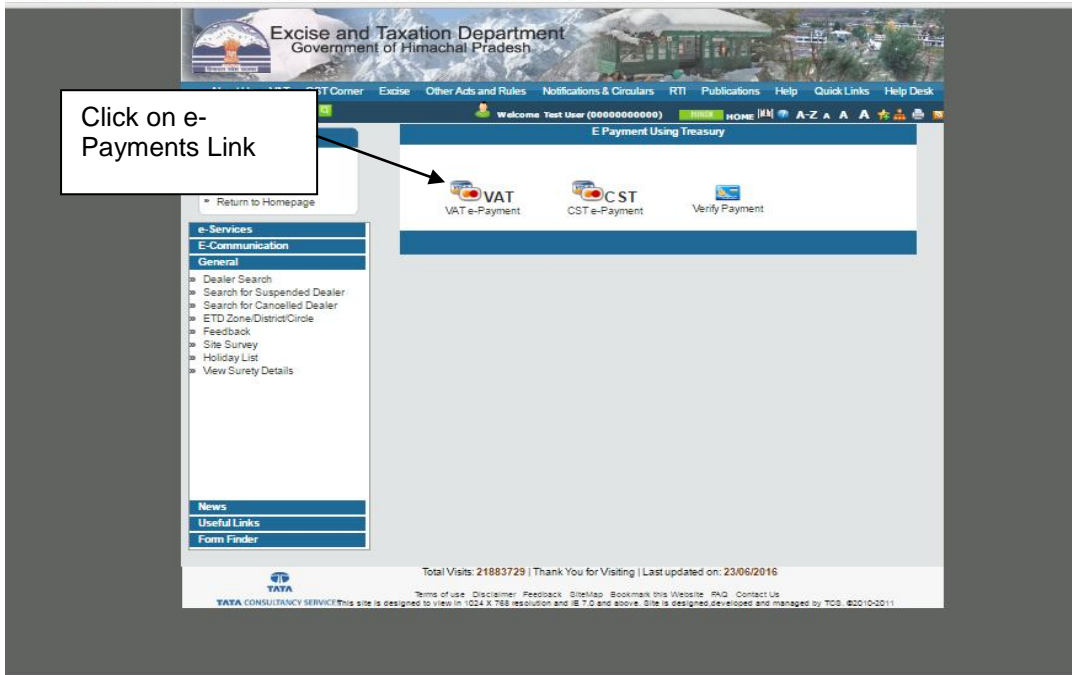
After clicking on Transaction Number, system will display the details of e-payment history on the portal.



Screen: 20

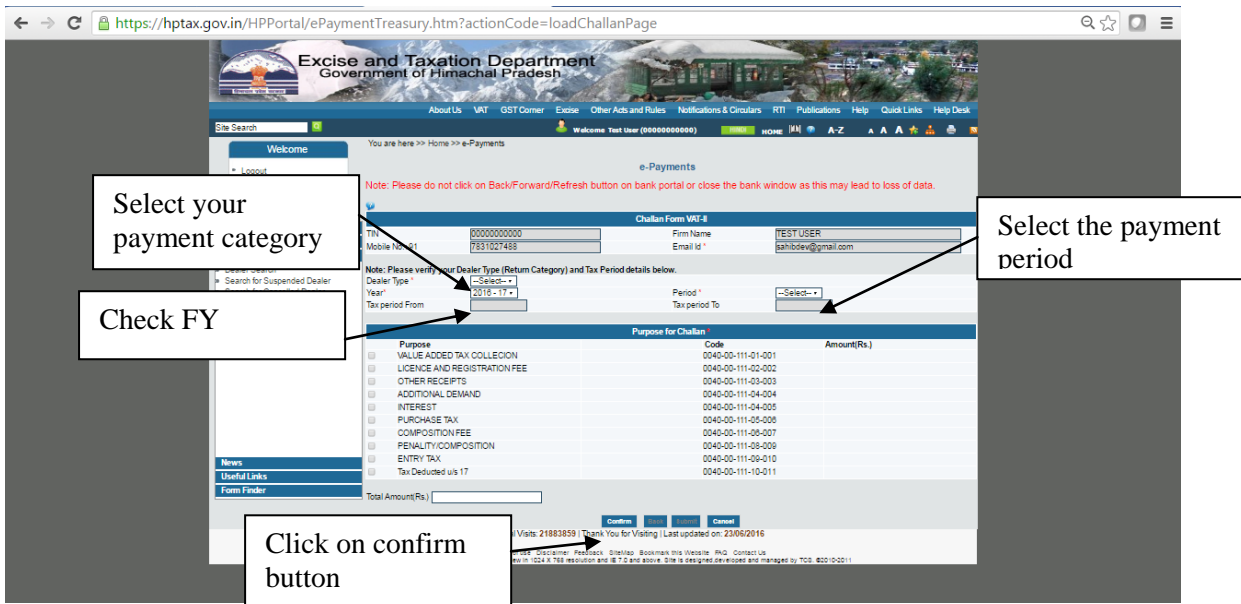
If Option EPay Treasury is used then below screen appears.

tax.gov.in/HPPortal/ePaymentTreasury.htm?actionCode=openPaySelection



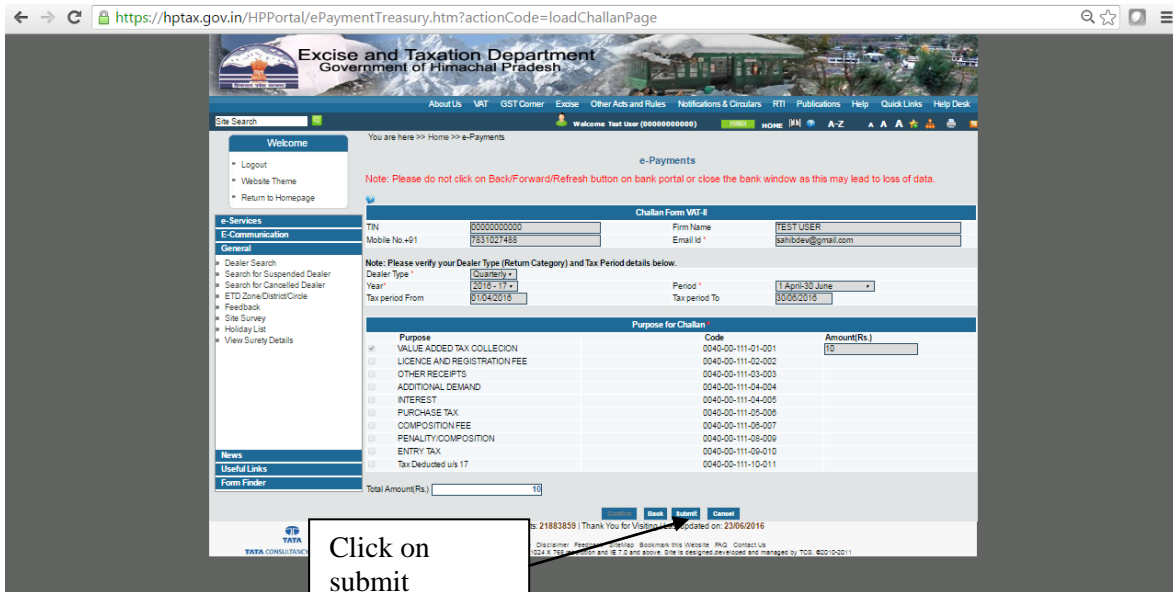
Screen: 21

After clicking on VAT e-Payment link, the below screen appears:



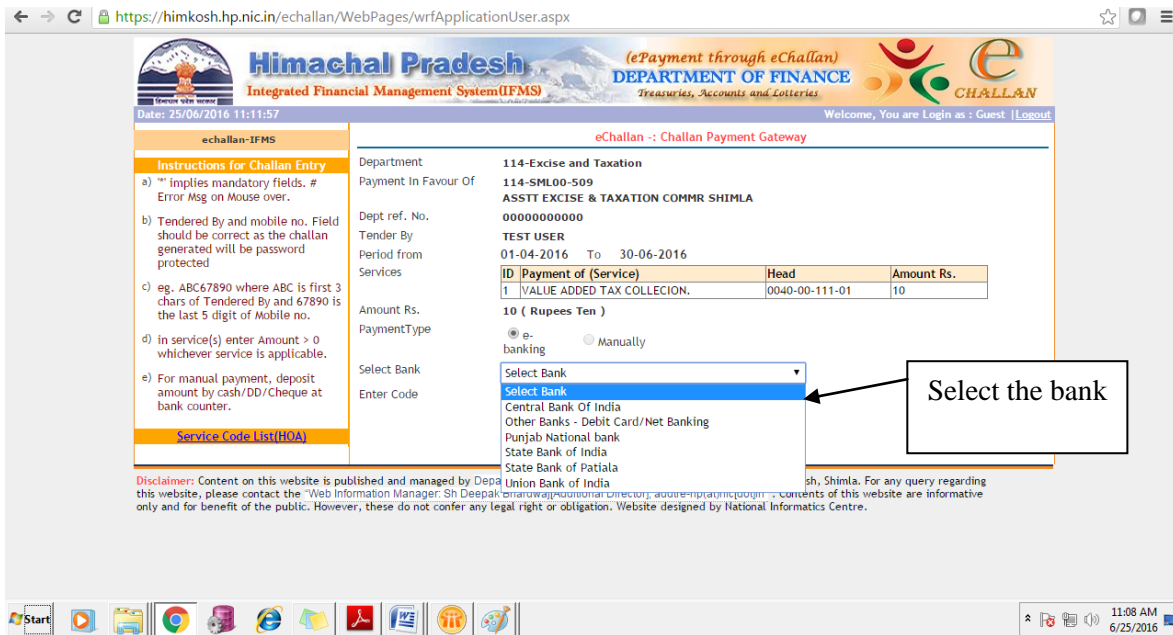
Screen: 22

Select the payment category (Quarterly/Monthly) from the drop-down, payment period for which the payment is, check FY, enter value against purpose for which you want to make payments for. After that click on confirm button.



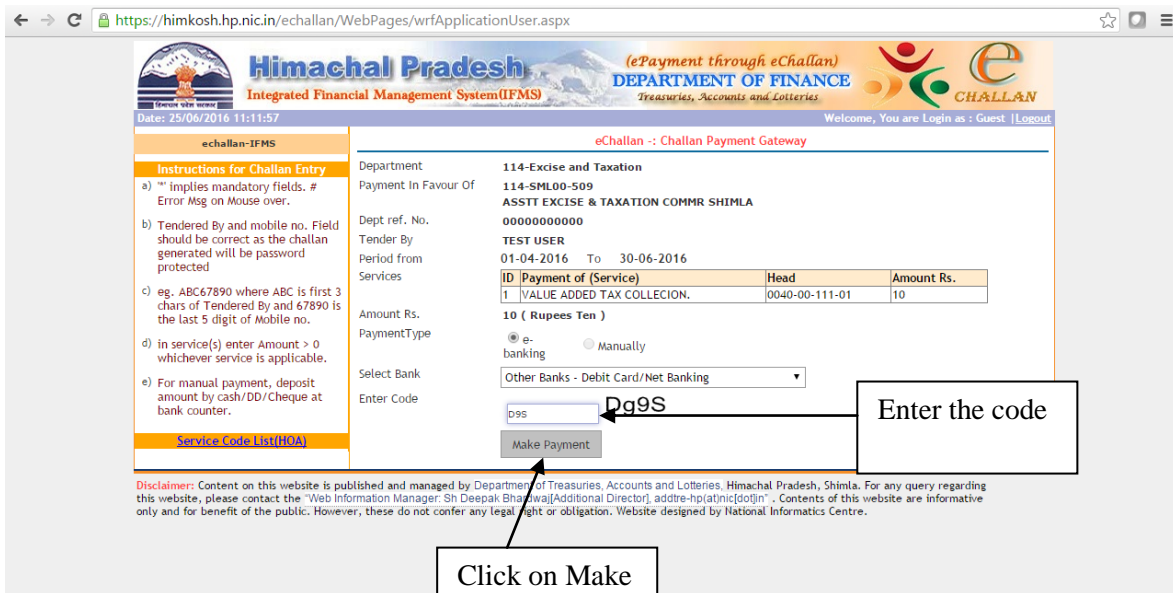
Screen: 23

Click on Submit button. After that you'll be automatically re-directed to Department of Finance Website as below:



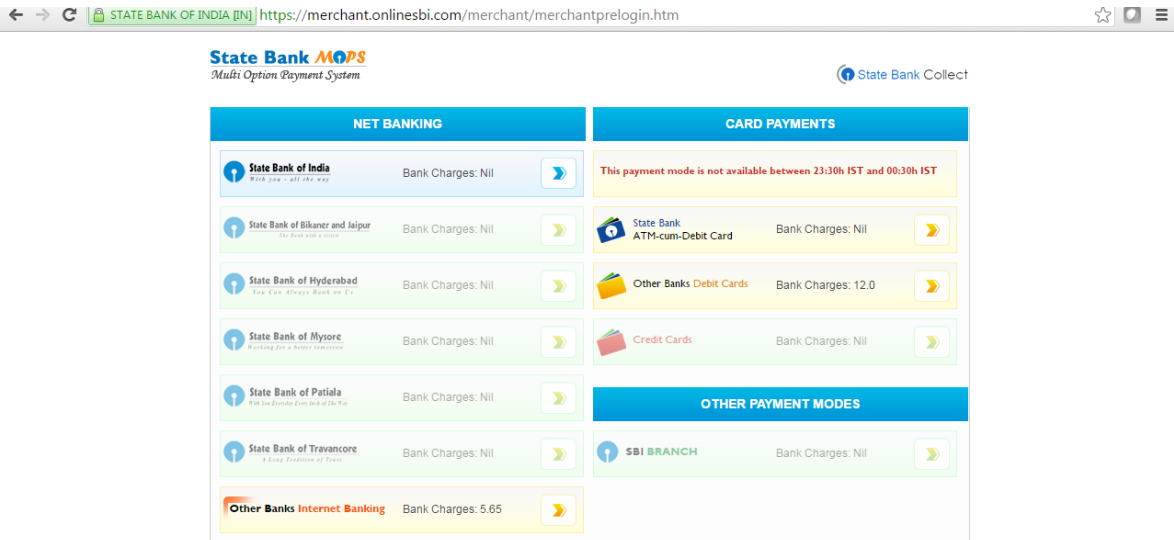
Screen: 24

Select the requisite option from the bank’s drop-down based on which you’ll be redirected to either the banks website or the payment gateway.



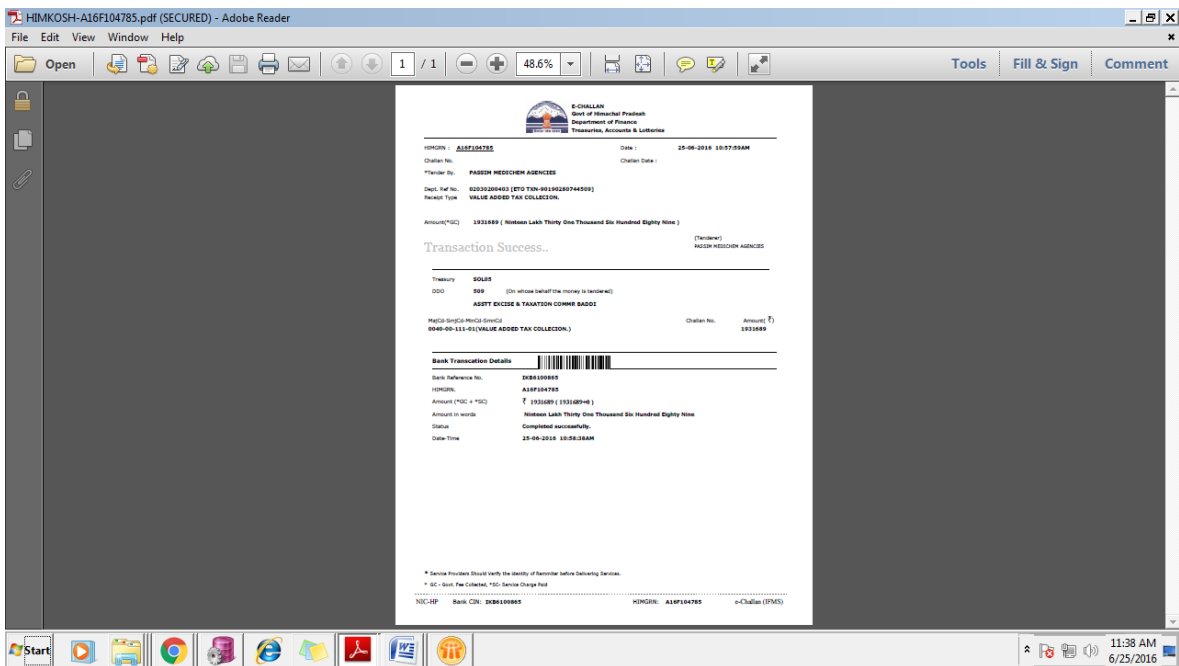
Screen: 25

Enter the code and click on Make payment button. Upon clicking on make payment button you’ll be redirected to either the bank’s website you have selected or to the payment gateway as below:



Screen: 26

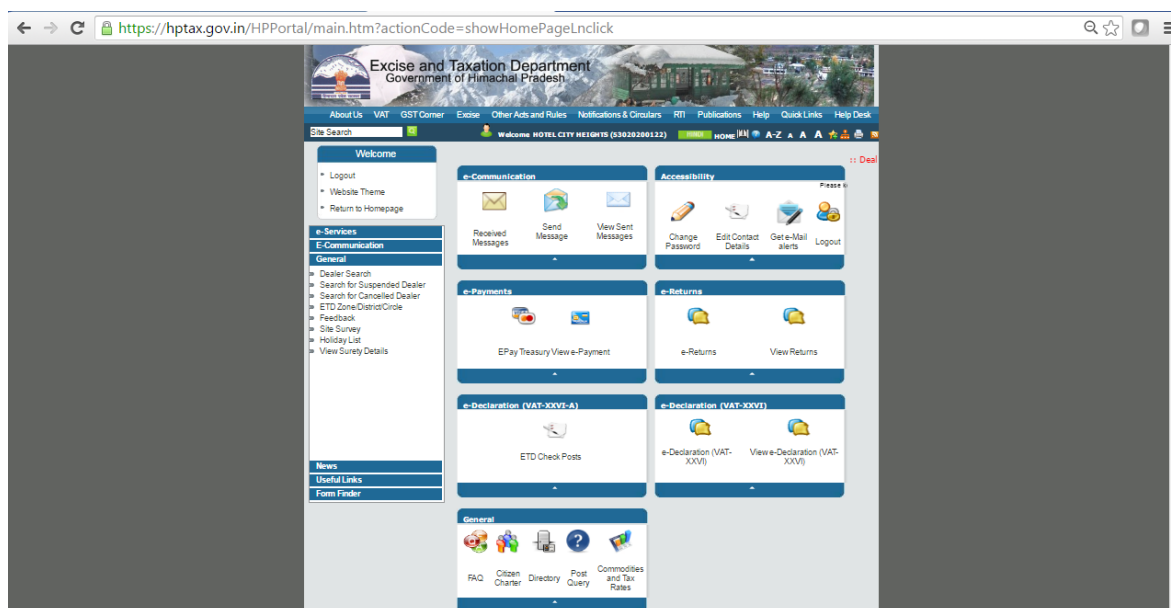
After making payment you'll get the challan bearing HIMGRN and you'll be redirected back to hptax.gov.in.



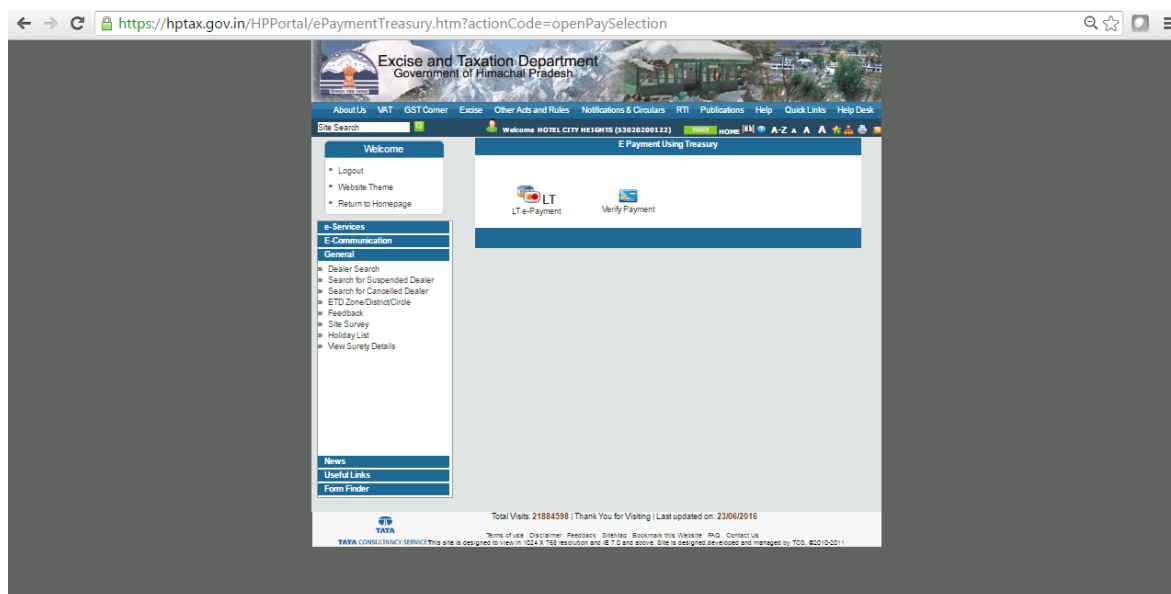
Screen: 27

Sample Challan

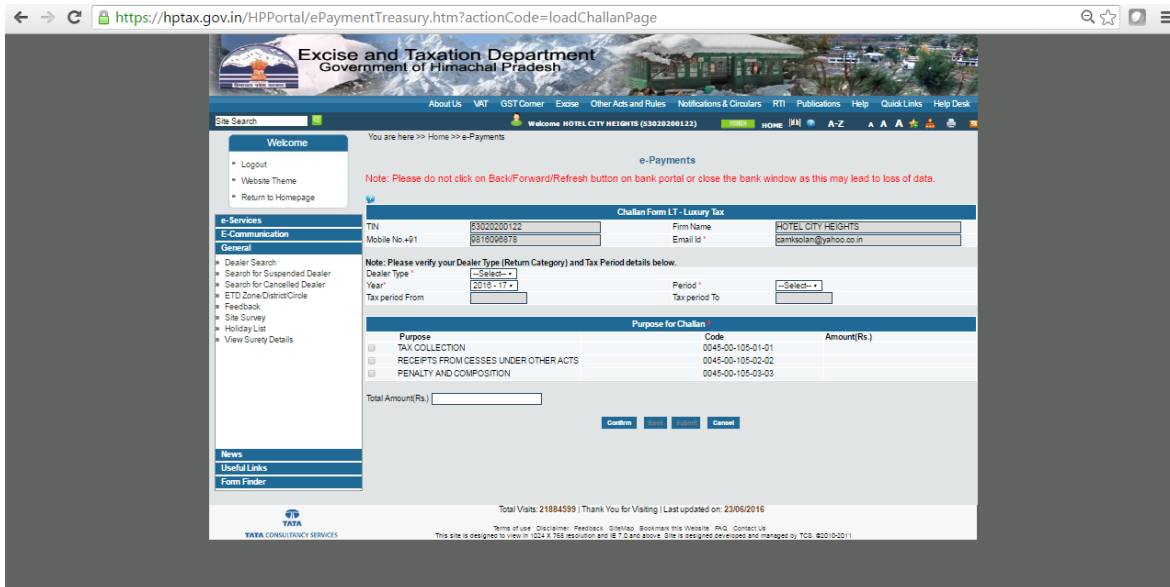
For Luxury Tax dealer:



Screen: 1



Screen: 2



Screen: 3

Note: Kindly note that the process of making payments through banks and cyber treasury is same for all tax types except difference in challan forms and login ids & passwords. That is for a dealer registered under VAT & CST, options for making VAT and CST payment would be available and for a dealer registered under Luxury Tax, option for making Luxury Tax would be available.