

How to Register

The Reporting Entities as per Section 285BA of the IT Act, 1961 must register themselves with the Income Tax Department (ITD) at the Reporting Portal. To access the portal, visit the URL <https://report.insight.gov.in>.

The step-by-step process to register is as follows:

1. Log into e-filing portal using URL www.incometax.gov.in and select Reporting Portal under Pending Actions tab.
2. Click on Proceed button to navigate to Reporting Portal.
3. Select New Registration and click on Next. (Entities which have already generated ITDREIN but not registered their Principal Officer on e-filing portal, shall select "Manage Principal Officer").
4. Enter the relevant details on the Reporting Entity Details Page.
5. Once details are filled, Click Add Principal Officer
6. User is navigated to Principal Officer Details page. On the same, enter complete details of the Principal Officer.
7. User can "Submit" the form or may proceed to add "Designated Director", "Nodal Officer", "Alternate Nodal Officer" and "Sub Users".
8. Once all the users are added, user can submit the details by clicking Submit.
9. Upon clicking the Submit button, the following dialog box appears and the acknowledgement message is displayed with link to download Acknowledgment PDF.

Your details have been successfully submitted. Please find the registration Request Number "xxxxxxxxxxxx". An email has been sent to your registered email id.

[Download Acknowledgment PDF](#)

Upon successful registration, ITDREIN and user credentials will be sent to the registered email id.

Important: Fields marked with asterisk (*) are mandatory, it is recommended to fill out all the fields under each section.