



Help Guide
To
MasterGST Users
To
Enable Access to Upload API
To
ensure smooth upload of invoices to GSTN
and to avoid issues related to OTP



1. Login to GST portal (<https://www.gst.gov.in>) with your GSTIN Username and Password and click on “Login” Button

Goods and Services Tax

Home Login

Username *

Enter Username

Password *

Enter Password

Type the characters you see in the image below *

Enter Characters shown below

LOGIN

Enter your GSTIN Username and Password and click on "Login" Button

Forgot Username

Forgot Password

First time login: If you are logging in for the first time, click [here](#) to log in.

About GST

Website Policies

Related Sites

Help

Contact Us

GST Council Structure

Website Policy

Central Board of Excise and Customs

System Requirements

Help Desk Number: 0120-4888999

GST History

Hyperlink Policy

User Manuals, Videos and FAQs

2. After login click on ‘View Profile’ on dashboard

Goods and Services Tax

Dashboard

Last logged in on 05/11/2017 16:37

Currently logged in from IP: 183.82.202.160

Welcome CONSULTING SERVICES INDIA PRIVATE LIMITED to GST Common Portal

You can navigate to your chosen page through navigation panel given below

Click on the View Profile

View Profile

Cancellation of Provisional registration

RETURN DASHBOARD >

CREATE CHALLAN >

VIEW NOTICE(S) AND ORDER(S) >

Quick Links

Check Cash Balance

Liability ledger

Credit ledger

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Site Last Updated on

Designed & Developed by GSTN

Site best viewed at 1024 x 768 resolution in Internet Explorer 10+, Google Chrome 49+, Firefox 45+ and Safari 6+

3. Click on 'Manage API Access' from Quick Links

The screenshot shows the 'Goods and Services Tax' dashboard. In the 'Quick Links' section on the left, the 'Manage API Access' link is highlighted with a red circle. A red arrow points from this link to the 'Profile' tab on the right. The 'Profile' tab displays various business details:

Profile		Place of Business	Contacts	Other Business
GSTIN/UIN	36. Z5	Legal Name of Business	Centre Jurisdiction	
		CONSULTING SERVICES INDIA PRIVATE LIMITED	SERVICE TAX-I	
State Jurisdiction	NA	Date of registration	Constitution of Business	
		01/07/2017	Private Limited Company	
Taxpayer Type	Regular	GSTIN / UIN Status	Compliance Rating	
		Active	NA	
Name of the Proprietor / Director(s) / Promoter(s)				
Nature of Business Activities				

4. Change enable API request to 'Yes' and Select duration as 30 days and click on 'Confirm'

The screenshot shows the 'Manage API Access' form. The 'Enable API Request' radio button is set to 'Yes', and the 'Duration' dropdown is set to '30 days'. A red circle highlights the '30 days' option. A red arrow points from the '30 days' option to the 'CONFIRM' button. The form includes the following fields:

- Manage API Access**
- Enable API Request**: ☒ Yes ☐ No
- Duration**:
- CONFIRM** button