



Client's Manual

Visit: <https://masindia.live/#/>

(To post a query, visit MAS portal by clicking above link.)

The screenshot shows a web browser window with the URL masindia.live/#/. The page features the Mazars logo and a navigation menu with links to Articles, Updates, Important Links, Media Gallery, and FAQs. A news ticker at the top displays headlines such as "ate extended till May 24, 2022", "NAA: Judicial Member mandate not applicable to NAA-composition, constitution; Confirms Profiteering against DLF", and "ITAT: Revenue to decide if 'benefi".

The main content area is titled "Mazars Advisory Solutions (MAS)". It contains two primary options for users:

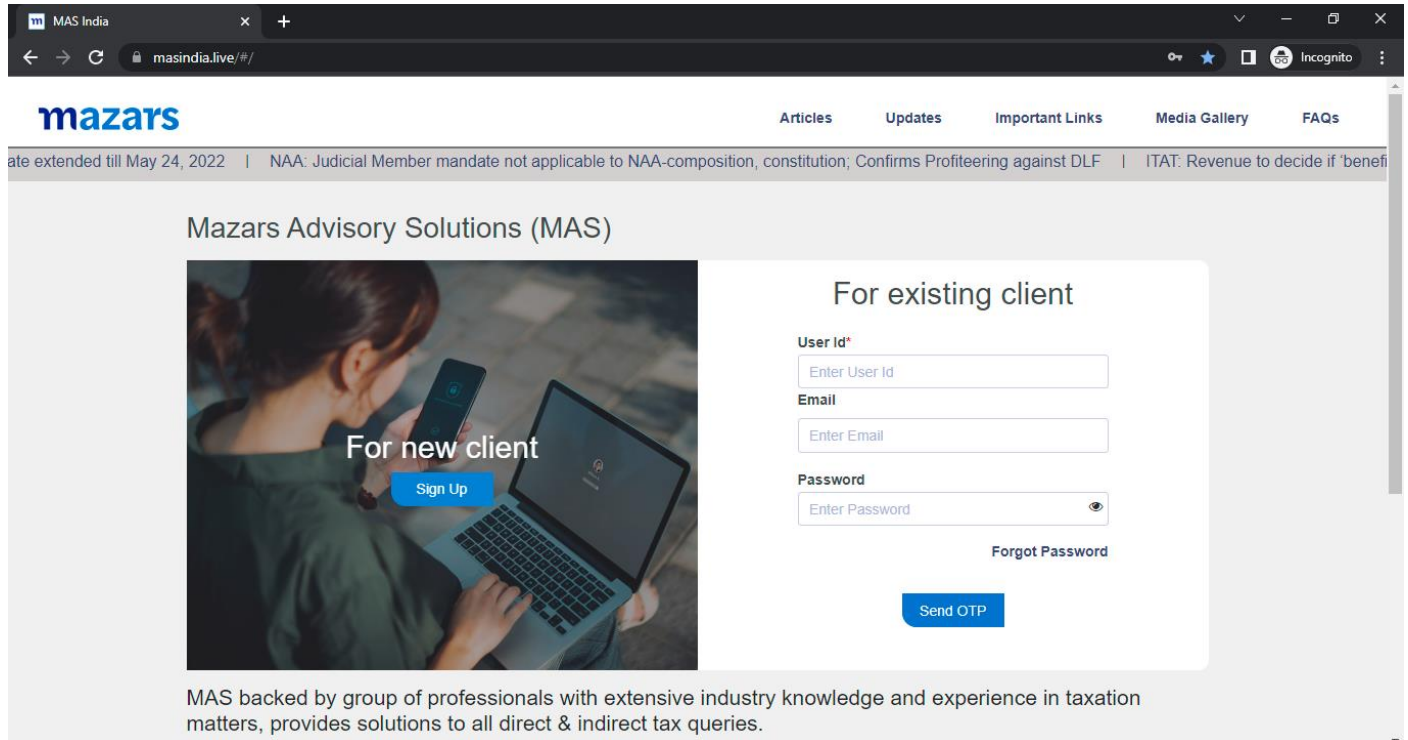
- For new client:** Accompanied by an image of a person using a laptop and smartphone. A "Sign Up" button is visible.
- For existing client:** A login form with the following fields:
 - User Id***: A text input field with the placeholder "Enter User Id".
 - Email**: A text input field with the placeholder "Enter Email".
 - Password**: A text input field with the placeholder "Enter Password" and a toggle icon for password visibility.Below the password field is a "Forgot Password" link. A "Send OTP" button is located at the bottom of the login form.

At the bottom of the page, a text block states: "MAS backed by group of professionals with extensive industry knowledge and experience in taxation matters, provides solutions to all direct & indirect tax queries."

Mazars Advisory Solutions (MAS)

For New Client: Click on **Sign Up**

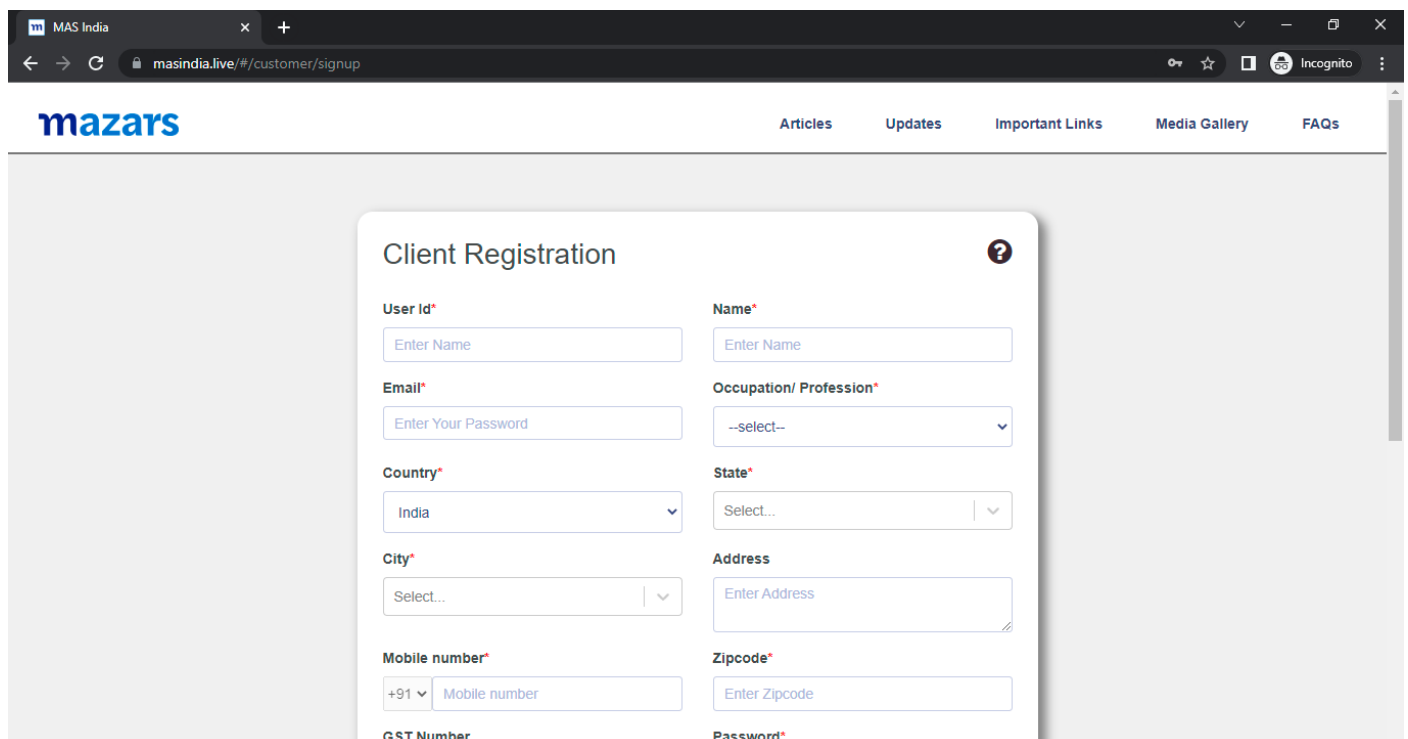
(Click on sign up icon, mentioned below “For new client” to register.)



The screenshot shows the Mazars India website. The header includes the Mazars logo and navigation links: Articles, Updates, Important Links, Media Gallery, and FAQs. A banner at the top mentions 'ate extended till May 24, 2022' and 'NAA: Judicial Member mandate not applicable to NAA-composition, constitution; Confirms Profiteering against DLF'. The main content area is titled 'Mazars Advisory Solutions (MAS)'. It features a large image of a woman using a laptop and smartphone. Overlaid on this image is a white box with the text 'For new client' and a blue 'Sign Up' button. To the right of this image is a white box titled 'For existing client' containing input fields for 'User Id*', 'Email', and 'Password', a 'Forgot Password' link, and a blue 'Send OTP' button. Below the image, a paragraph states: 'MAS backed by group of professionals with extensive industry knowledge and experience in taxation matters, provides solutions to all direct & indirect tax queries.'

Provide your basic information to complete the registration.

(On clicking sign up for registration, following screen will open to enter basic information.)



The screenshot shows the 'Client Registration' form on the Mazars India website. The form is titled 'Client Registration' and includes a help icon. It contains the following fields:

- User Id***: Enter Name
- Name***: Enter Name
- Email***: Enter Your Password
- Occupation/ Profession***: --select--
- Country***: India
- State***: Select...
- City***: Select...
- Address**: Enter Address
- Mobile number***: +91 Mobile number
- Zipcode***: Enter Zipcode
- GST Number**
- Password***

MAS India

masindia.live/#/customer/signup

+91 Mobile number Enter Zipcode

GST Number Enter GST Code

Password* Enter Your Password

Confirm Password* Confirm Password

Choose a password that should be minimum of eight characters, including at least one upper case, lower case, special character and number

Secondary Email Enter Your Email

SEND OTP

*Mandatory

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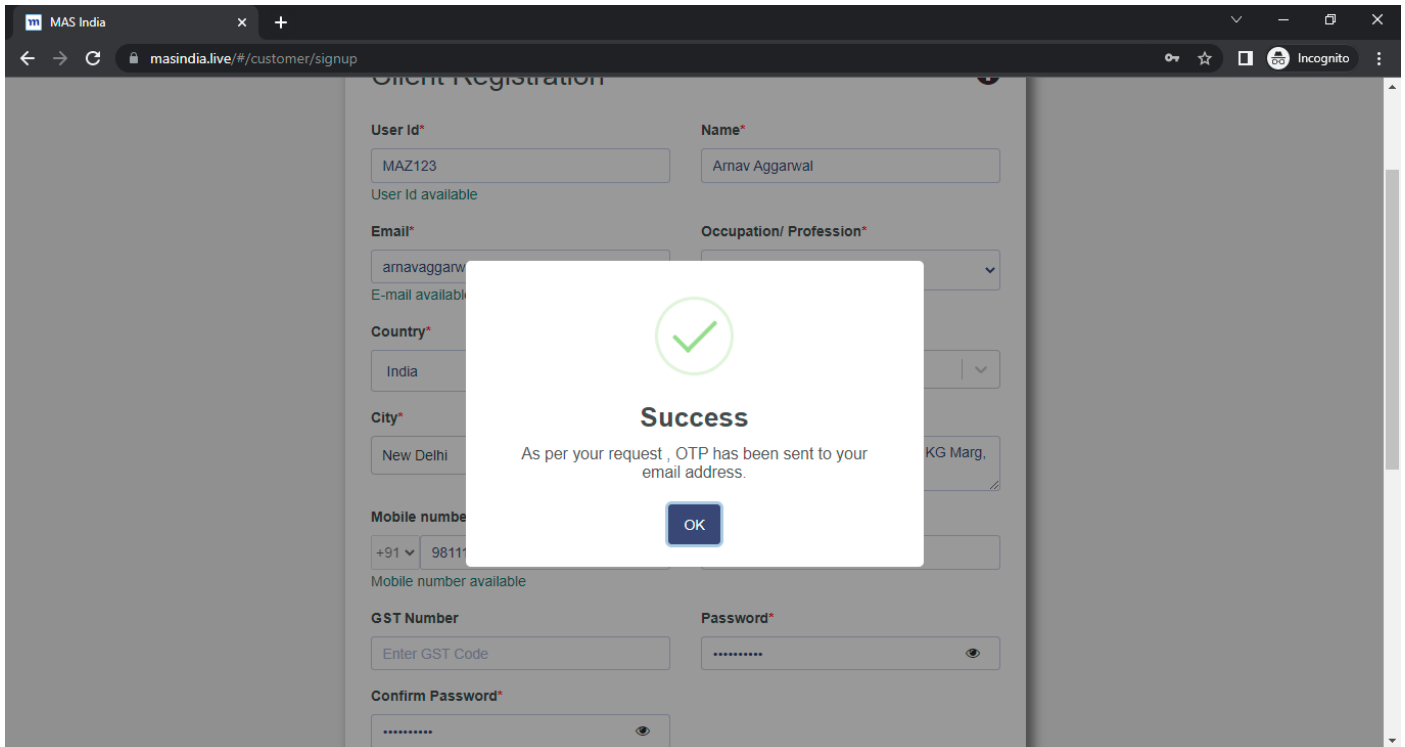
User Id*	<ul style="list-style-type: none"> Enter minimum 6 alpha numeric characters (no special characters) to form an user id
Name*	<ul style="list-style-type: none"> Enter full name or any chosen name (no special characters allowed) For registration of business/entity, enter the legal name of the business/entity
Email Address*	<ul style="list-style-type: none"> Enter personal email address or the email address of any representative or authorized signatory of the business/entity
Occupation/Profession*	<ul style="list-style-type: none"> From drop down list, select your occupation/profession In case of business/entity, select the occupation/ profession of the representative or authorized signatory, who is registering for query
Country/State/City*	<ul style="list-style-type: none"> From drop down list, select the Country/State/City. City or State may also be entered/typed.
Address*	<ul style="list-style-type: none"> Enter complete address
Mobile Number*	<ul style="list-style-type: none"> Enter the valid numeric mobile number
Zip Code*	<ul style="list-style-type: none"> Enter the valid Zip Code or Pin Code
GST IN	<ul style="list-style-type: none"> Enter the valid 15-digit, PAN based Alpha Numeric GST IN number of the business/entity, if applicable

Mazars Advisory Solutions (MAS)

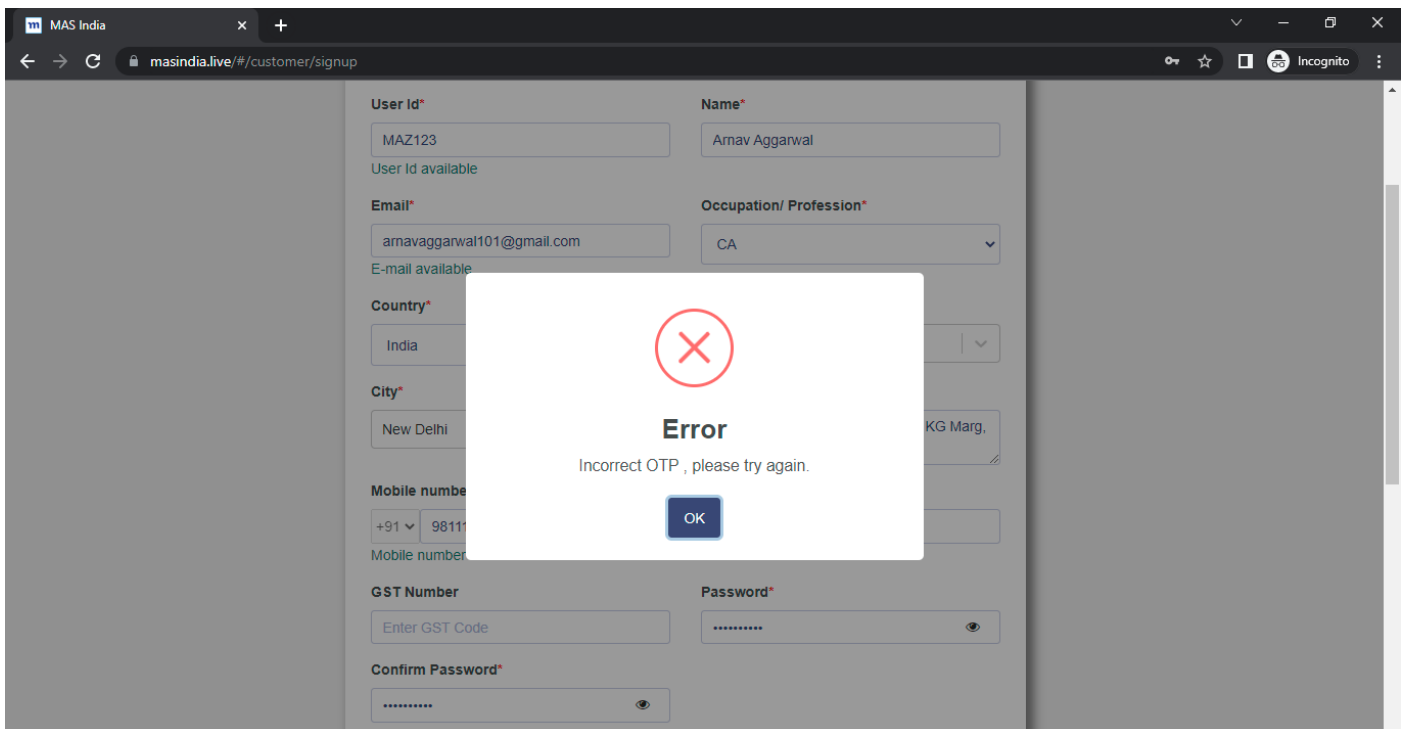
Password*	<ul style="list-style-type: none">Choose a password that should be minimum of eight characters, including at least one upper case, lower case, special character and number.
Secondary Email	<ul style="list-style-type: none">Enter email address of other person(s) of the organization entitled to work on the queries under the User Id code.
<ul style="list-style-type: none">✓ After filling the above information, click on the SEND OTP icon.✓ An OTP will be sent to the above provided email address, valid for 180 seconds.✓ On entering the OTP, click on Submit icon to complete the registration.	

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After clicking on **SEND OTP** Success message will appear. Click ok and enter the OTP to register & click on **Submit**



If the OTP entered is incorrect then Error message window will appear showing “Incorrect OTP, please try again”



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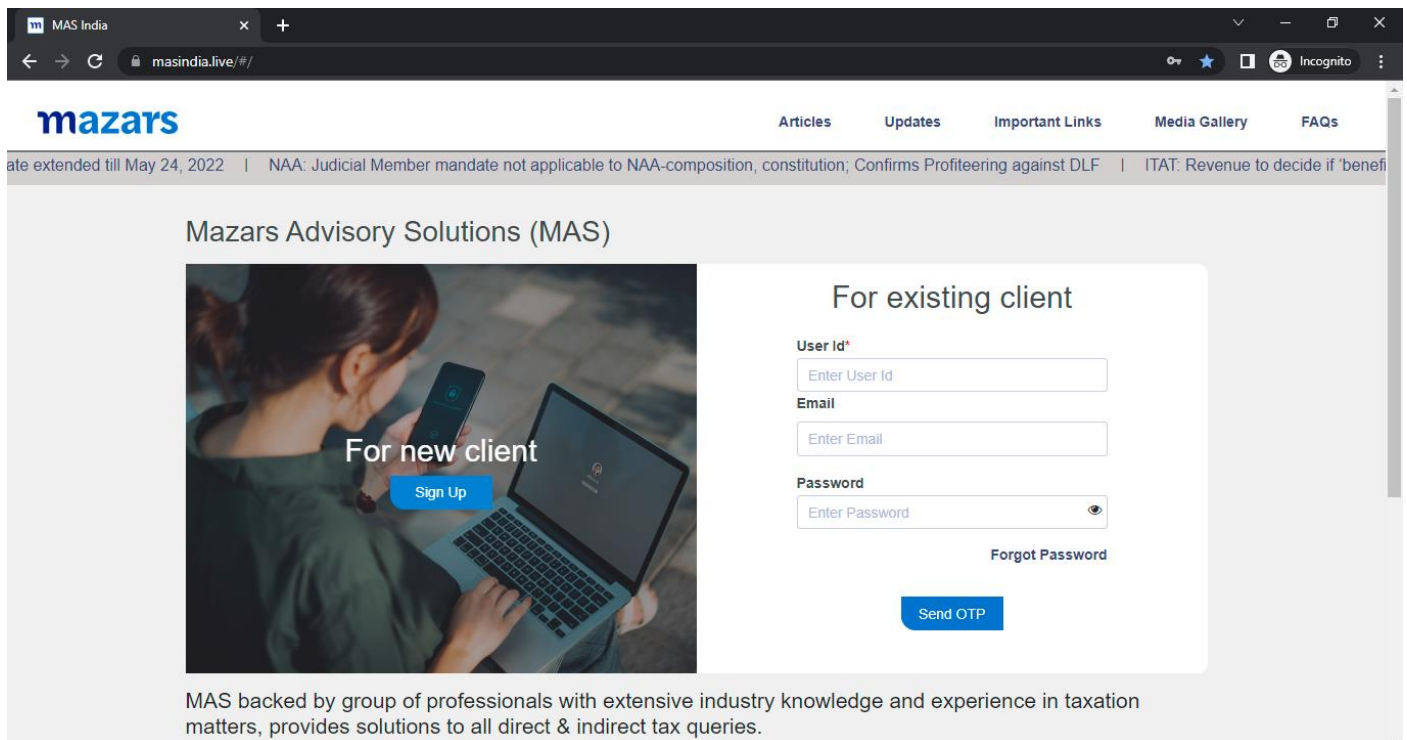
Upon successful registration of a new client, a welcome email will be sent by the MAS team to the client email address and all secondary email users added by the new client.

In these emails, for future log in by such users, the User Id (common to all), specific email id (client email id or the secondary email id) along with unique password will be informed to such client and the secondary email users. With such credentials they will be entitled to log in the MAS platform anytime & independently of each other. All users will have full capability to work on the queries under the common User Id.

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For Existing Client (including secondary email users): Login with your registered User Id, Email Id & Password.

- ✓ Enter your registered user id, email id and password, under “For existing client” and click on **SEND OTP**
- ✓ The OTP will be sent to your registered email id, valid for 180 Seconds
- ✓ Enter the OTP so received and click on **Login**
- ✓ Upon login, ‘Login successfully’ message will be displayed.
- ✓ In case incorrect OTP has been entered, error message window of “Incorrect OTP” will appear.
- ✓ In case the client or any secondary email users of a user id is already logged in, other users of the same user id will not be able to login.



Mazars India

masindia.live/#/

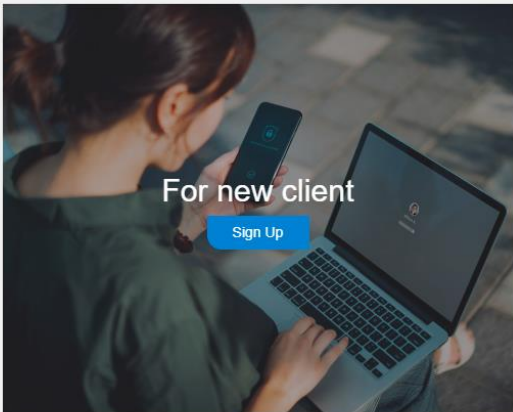
Incognito

mazars

Articles Updates Important Links Media Gallery FAQs

ate extended till May 24, 2022 | NAA: Judicial Member mandate not applicable to NAA-composition, constitution; Confirms Profiteering against DLF | ITAT: Revenue to decide if 'benefi

Mazars Advisory Solutions (MAS)



For new client

Sign Up

For existing client

User Id*

Enter User Id

Email

Enter Email

Password

Enter Password

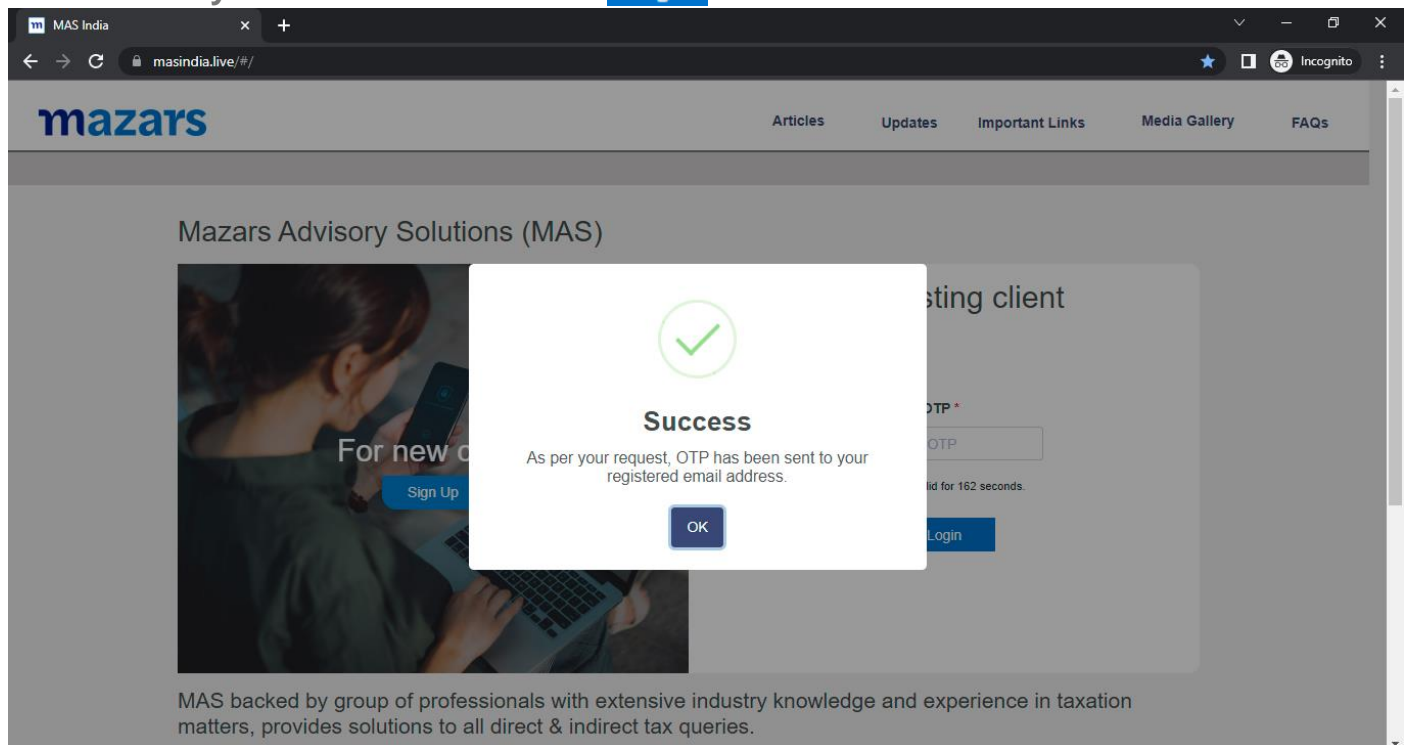
Forgot Password

Send OTP

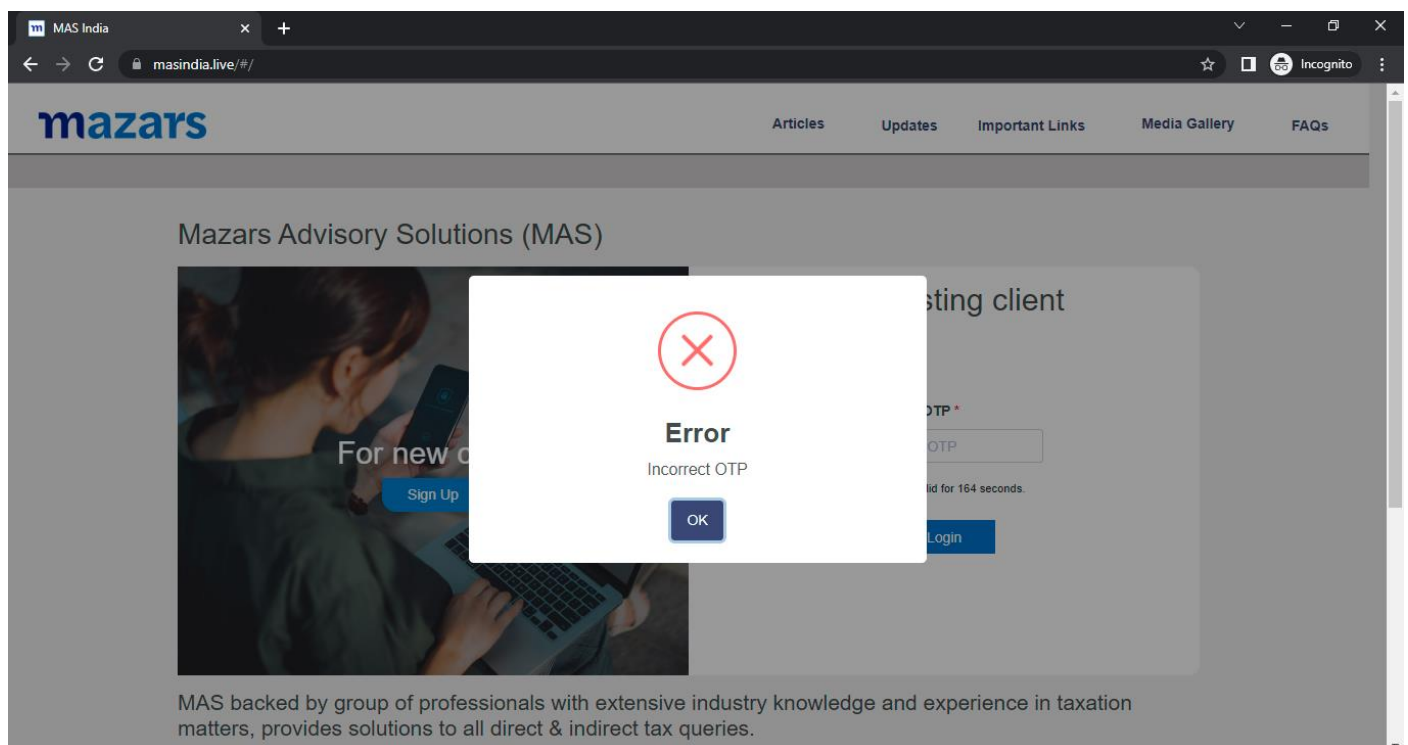
MAS backed by group of professionals with extensive industry knowledge and experience in taxation matters, provides solutions to all direct & indirect tax queries.

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After clicking on **SEND OTP** Success message will appear. Click ok and enter the OTP received on your email id & click on **Login**



If the OTP entered is incorrect then Error message window will appear showing “Incorrect OTP”



Forgot Password: If the client forgets the Password, then click on “Forgot Password” under “For existing client”

Mazars Advisory Solutions (MAS)

For new client
[Sign Up](#)

For existing client

User Id*

Email

Password

[Forgot Password](#)

[Send OTP](#)

MAS backed by group of professionals with extensive industry knowledge and experience in taxation matters, provides solutions to all direct & indirect tax queries.

Forgot Password: Enter your user id & email id and click on [Get OTP](#)

Forgot Password

User Id*

Email*

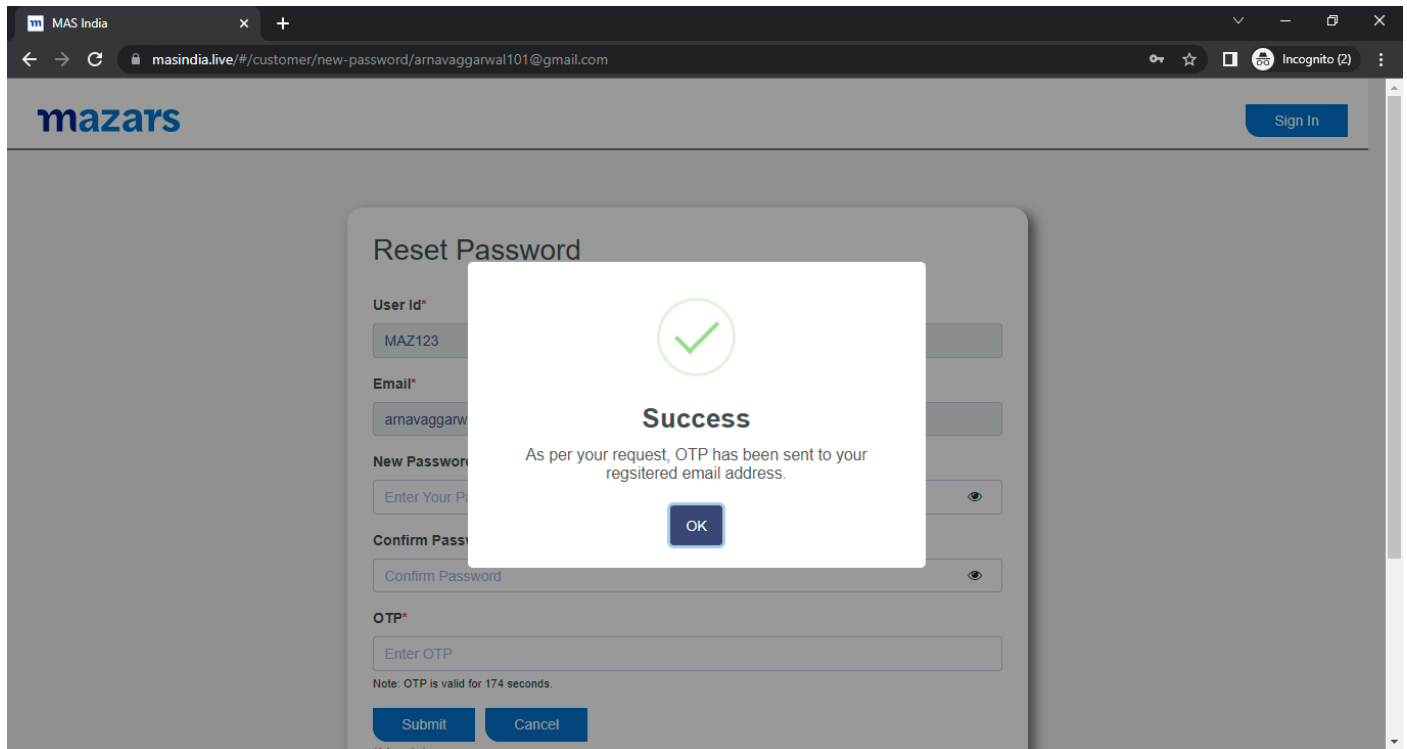
[Get OTP](#) [Cancel](#)

*Mandatory

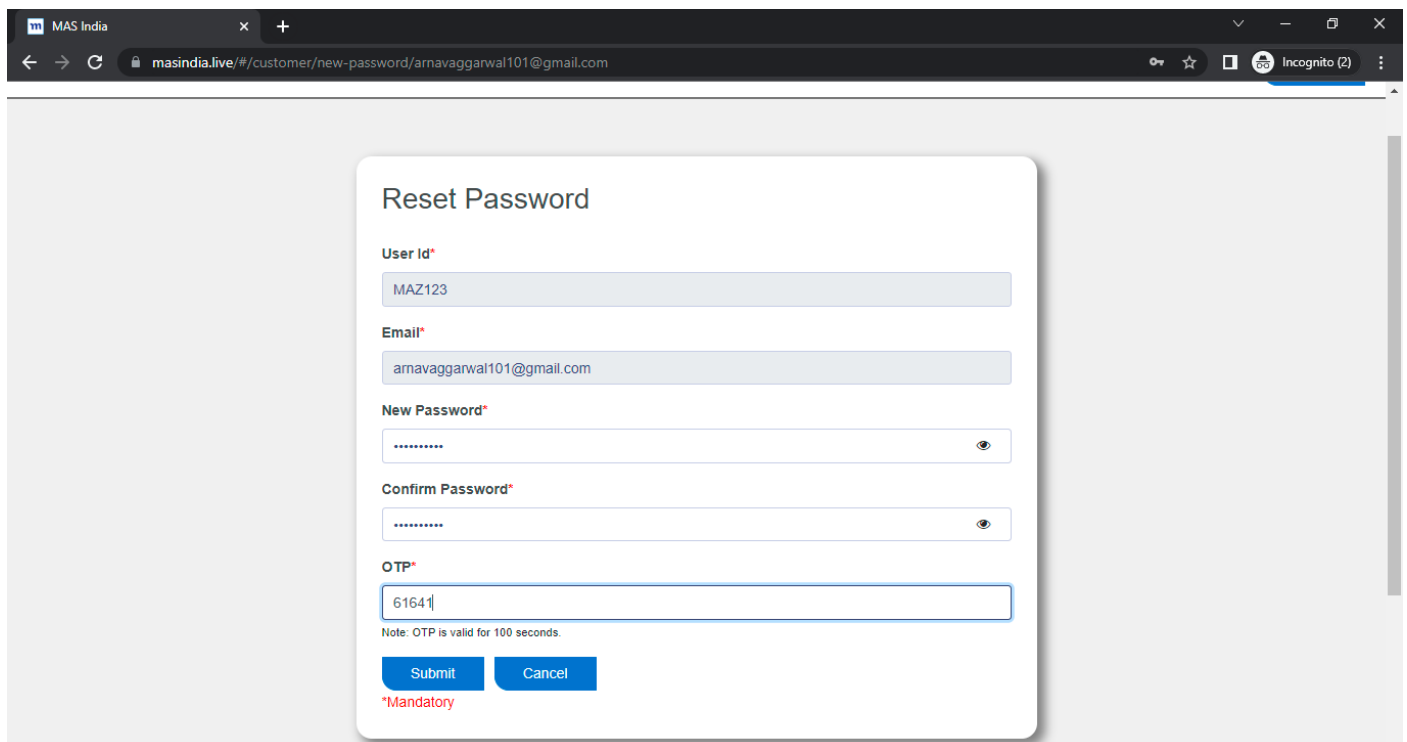
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Forgot Password: After clicking on **Get OTP**, success message window will appear & then click on OK.

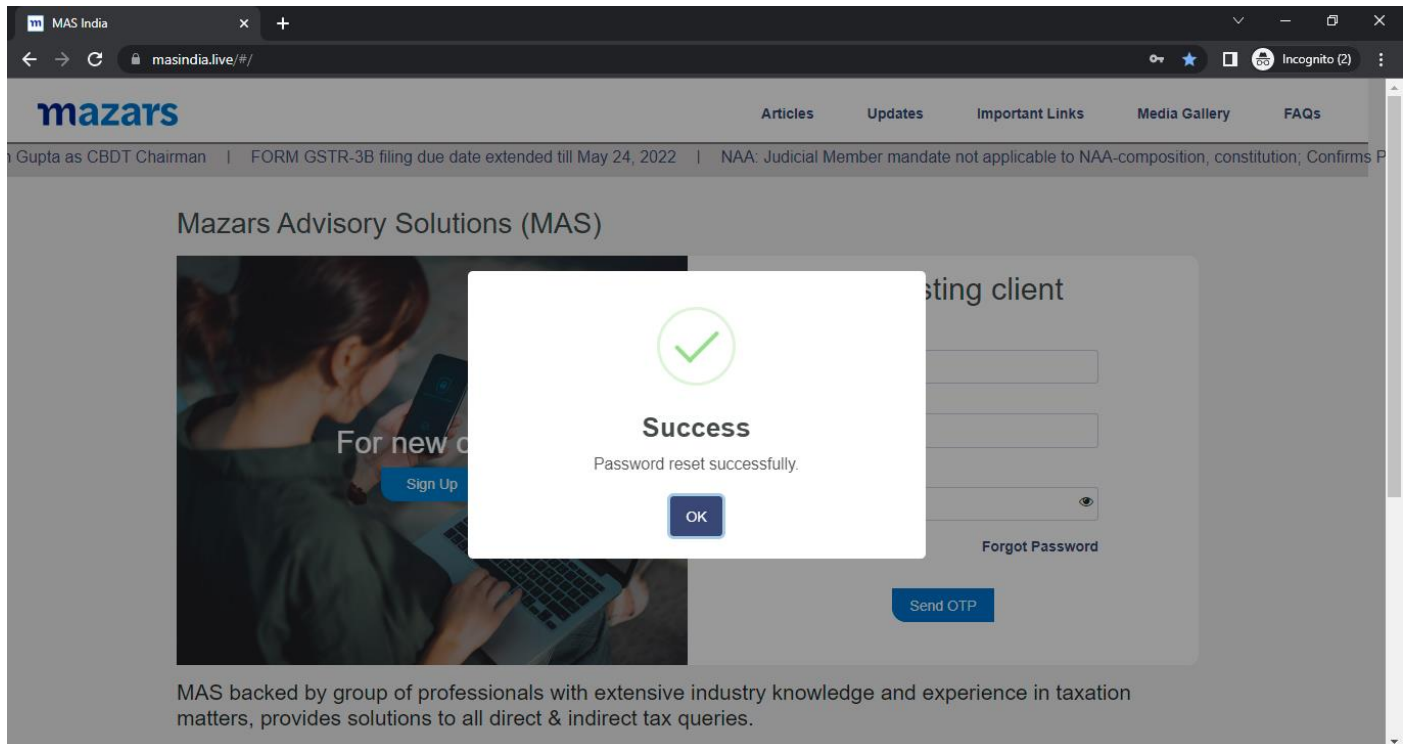


Forgot Password: Enter new password that should be minimum of eight characters, including at least one upper case, lower case, special character and number along with the OTP received on the email id & click on Submit.

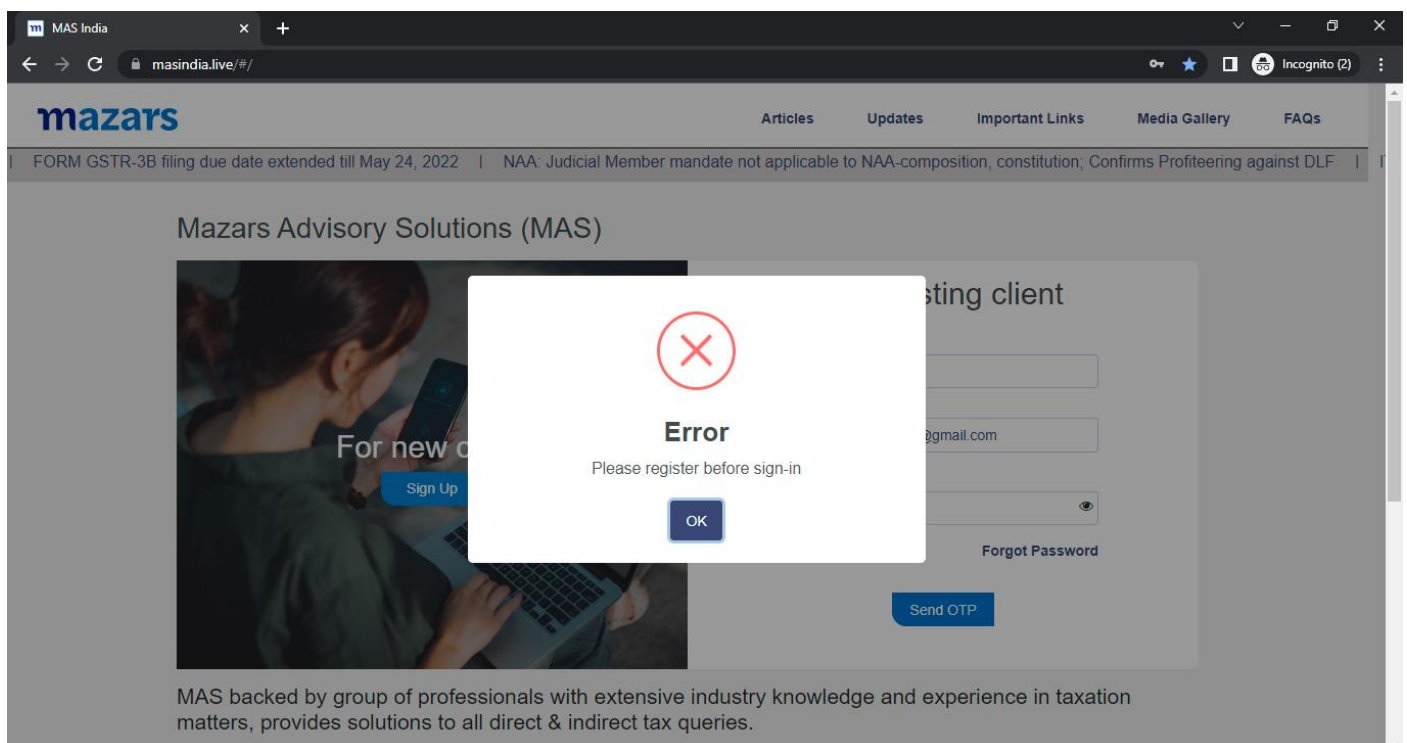


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Password Forgot: After clicking on **Submit** Success message window will appear, showing password reset successfully. Now login with the new password.

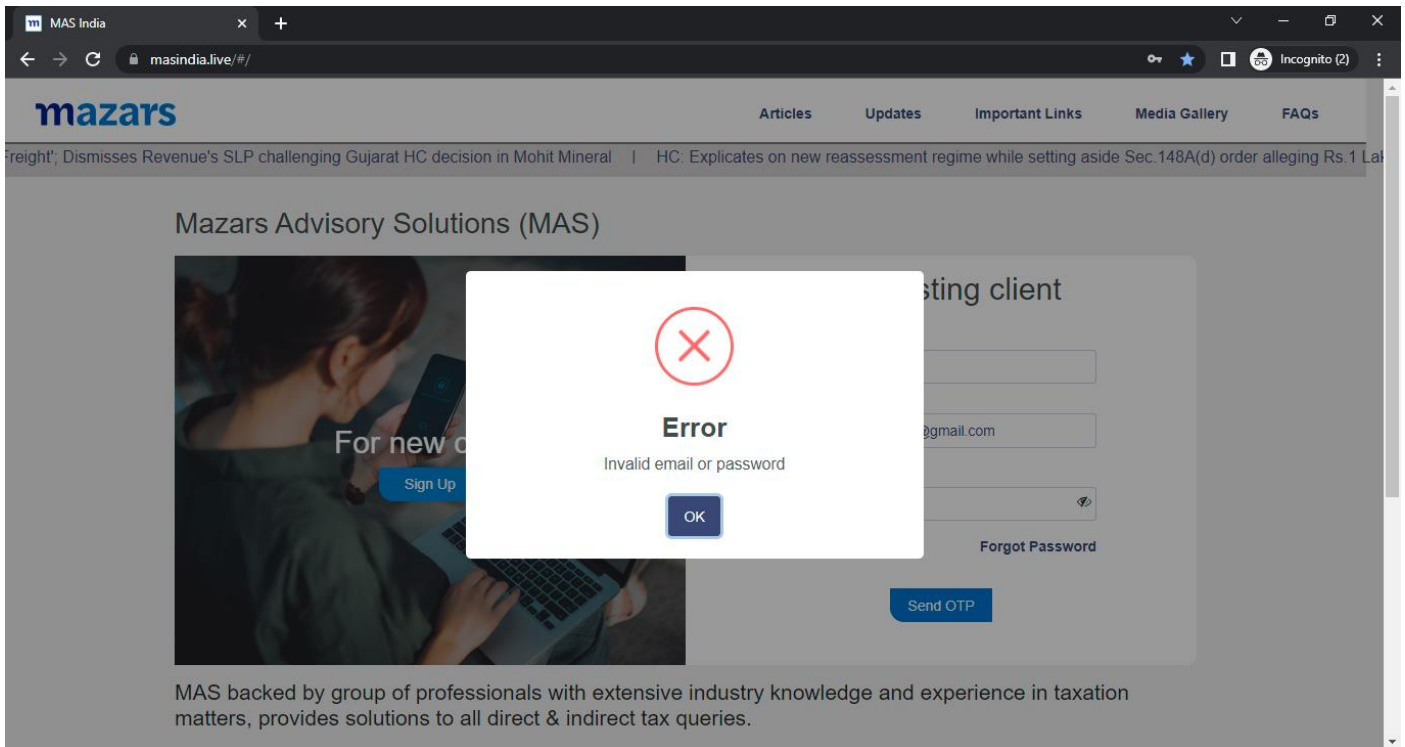


Incorrect User Id or Email Id: At the login page, if the user id or email id entered is incorrect then Error message window will appear showing “Please register before sign-in”. Click Ok & login with the correct credentials.



Mazars Advisory Solutions (MAS)

Incorrect password: At the login page, if the password entered is incorrect then Error message window will appear showing “Incorrect email or password”. Click Ok & login with the correct credentials.



After successful login by an existing client or registration of a new client, client dashboard will appear.