

Client's Manual

mazars

Client's Manual

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Visit: <https://advisorysolutions.mazars.co.in/>

(To post a query, visit Mazars Advisory Solutions portal by clicking above link.)

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from e-filing Form 10F up to Mar'23 | HC refused release of the laptop, computer, and documents seized by DGGI during the search

Mazars Advisory Solutions

For new client

[Sign up](#)

For existing client

User Id

Email

Password

Forgot password
[Send OTP](#)

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

For New Client: Click on [Sign Up](#)

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

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For new client

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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 website. The form is titled 'Client registration' and includes a help icon. It contains the following fields and options:

- User Id***: Text input with placeholder 'minimum 6 alphanumeric characters (no special chara'.
- Name***: Text input with placeholder 'Enter name containing no special characters'.
- Email***: Text input with placeholder 'Enter your email'.
- Occupation/ Profession***: Dropdown menu with '--select--'.
- Country***: Dropdown menu with 'India' selected.
- State***: Dropdown menu with 'Select...'.
- City***: Dropdown menu with 'Select...'.
- Address**: Text input with placeholder 'Enter address'.
- Mobile number***: Text input with a country code dropdown set to '+91' and placeholder 'Mobile number'.
- Zipcode***: Text input with placeholder 'Enter zipcode'.
- GST number**: Text input with placeholder 'Enter gst code'.
- Password***: Text input with placeholder 'Enter your password' and a toggle for visibility.

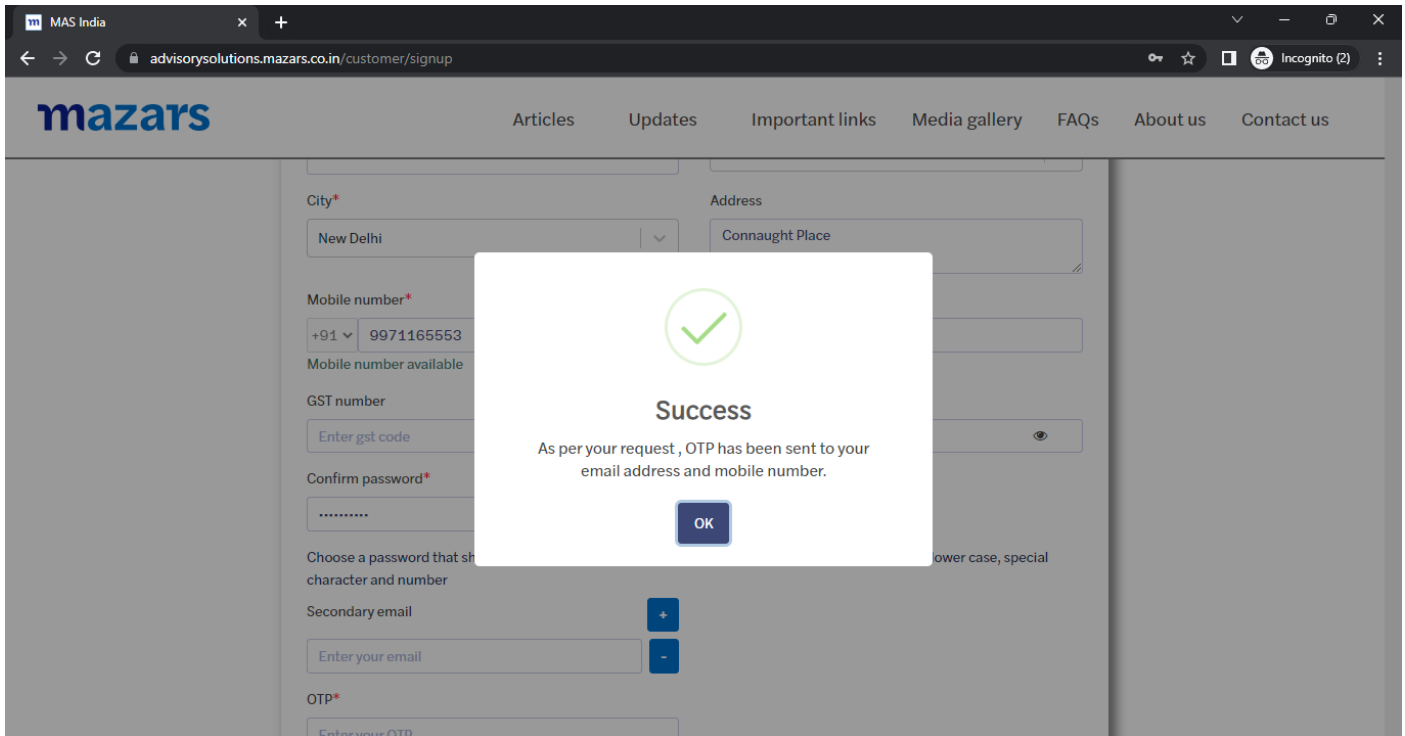
The screenshot shows the next step in the registration process, which includes a password confirmation field and a secondary email field.

- Confirm password***: Text input with placeholder 'Confirm password' and a toggle for visibility.
- Choose a password that should be minimum of eight characters, including at least one upper case, lower case, special character and number**: Instructional text.
- Secondary email**: Text input with placeholder 'Enter your email' and '+'/'-' buttons to add or remove email addresses.
- SEND OTP**: Button to send the OTP.
- Reset**: Button to reset the password.
- *Mandatory**: Red text indicating that the fields are mandatory.

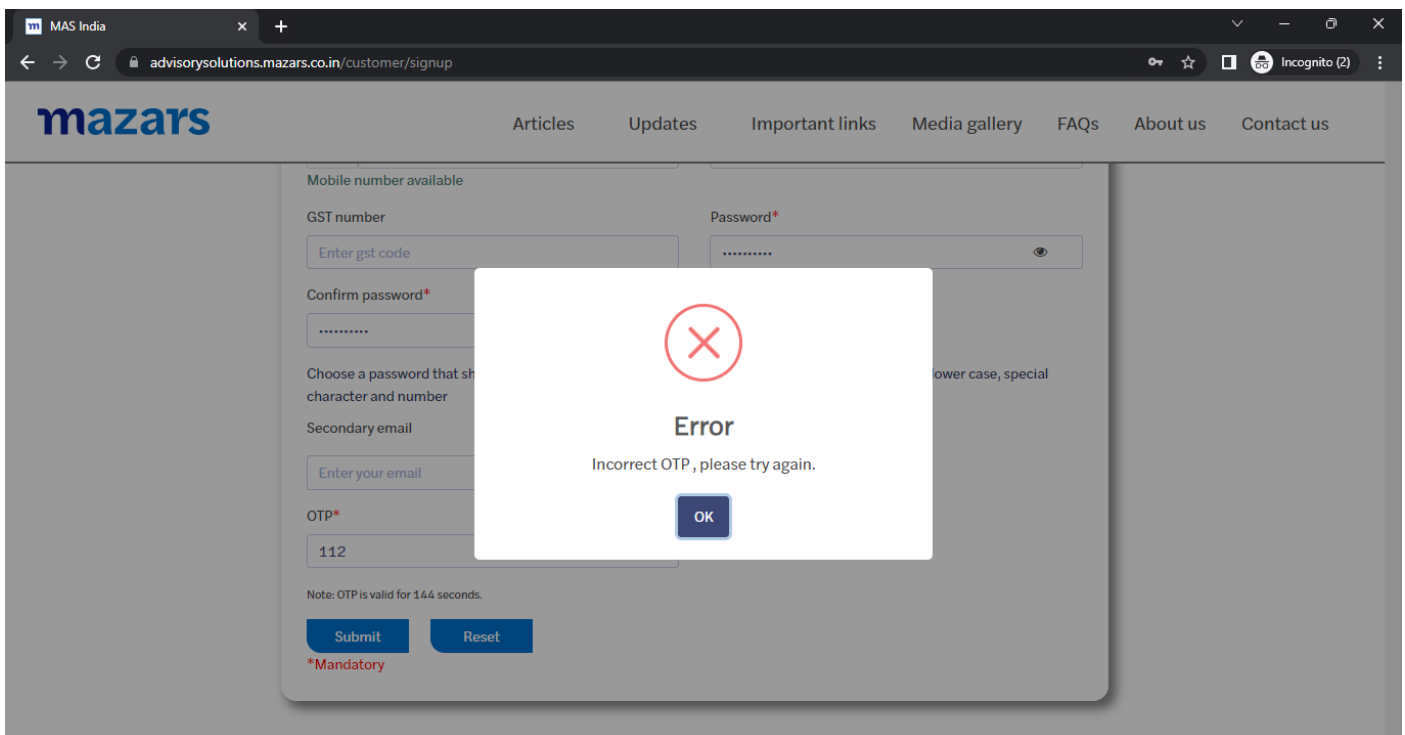
The footer of the page includes social media links (Twitter, Facebook, Instagram, LinkedIn) and contact information: 'Enquiry | Contact us | About us | Need help?' and 'ISO 27001 certified | Copyright @2023 All right reserved'.

User Id*	<ul style="list-style-type: none"> Enter minimum 6 alpha numeric characters (no special characters) to form a 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
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. 	

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

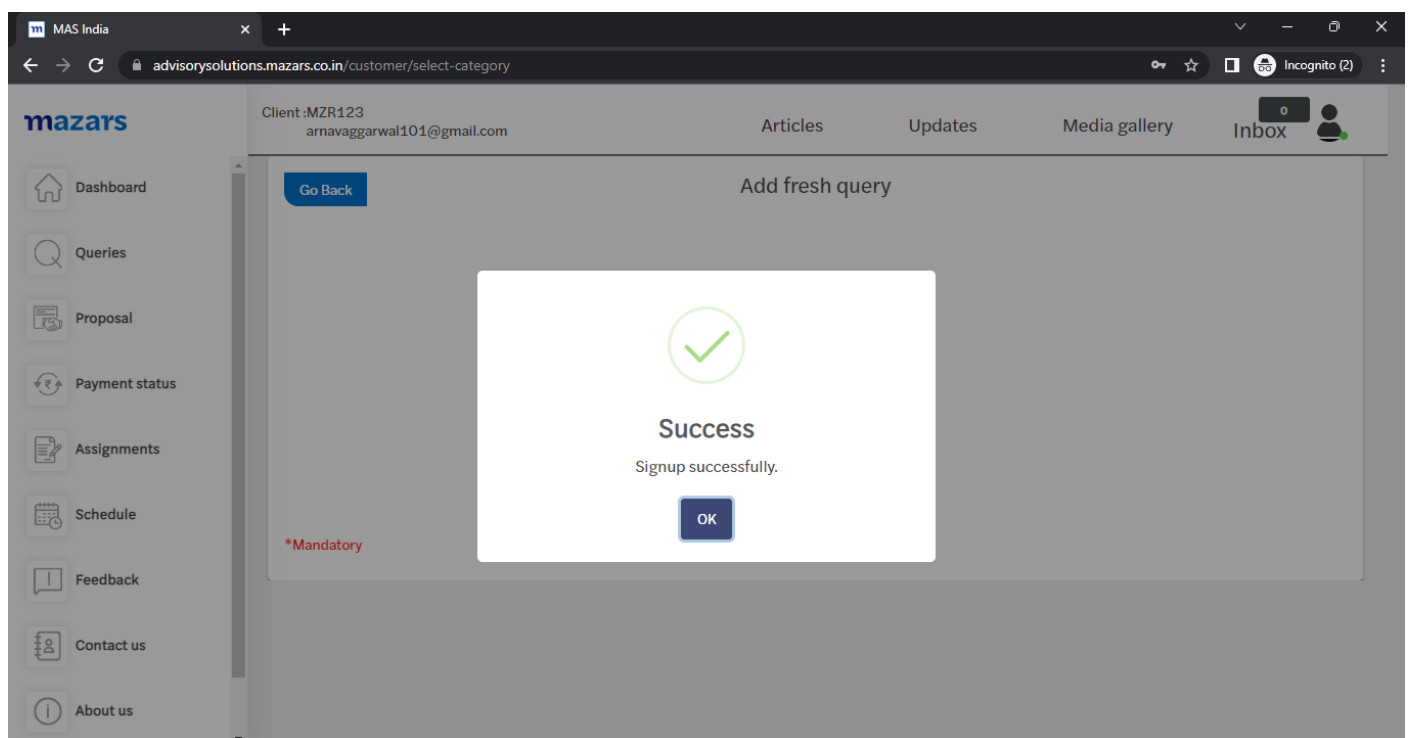


If the OTP entered is incorrect then Error message window will appear showing “Incorrect OTP, please try again”



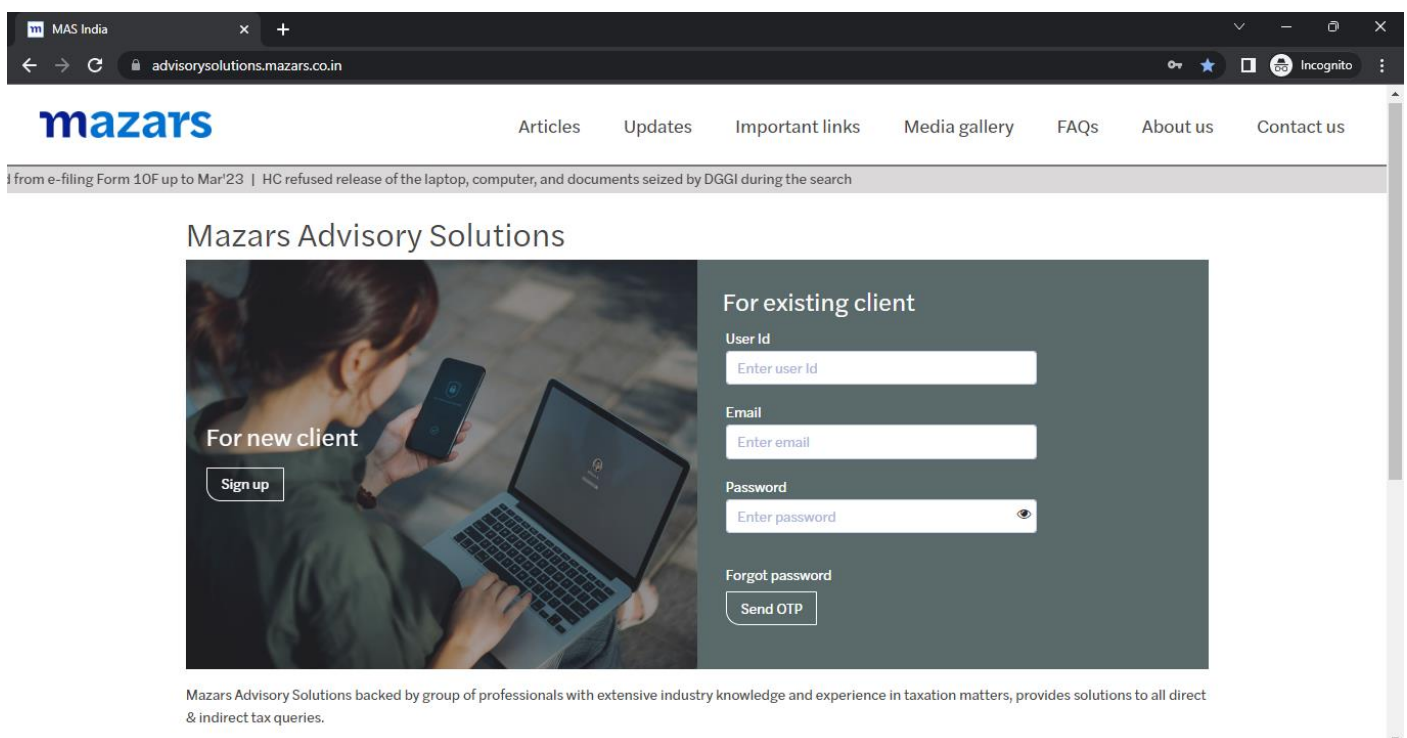
Upon successful registration of a new client, a welcome email will be sent by the Mazars Advisory Solutions team to the client email address and all secondary email users added by the new client.

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 platform anytime & independently of each other. All users will have full capability to work on the queries under the common User Id.



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.



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Mazars Advisory Solutions

For new client

Sign up

For existing client

User Id
Enter user Id

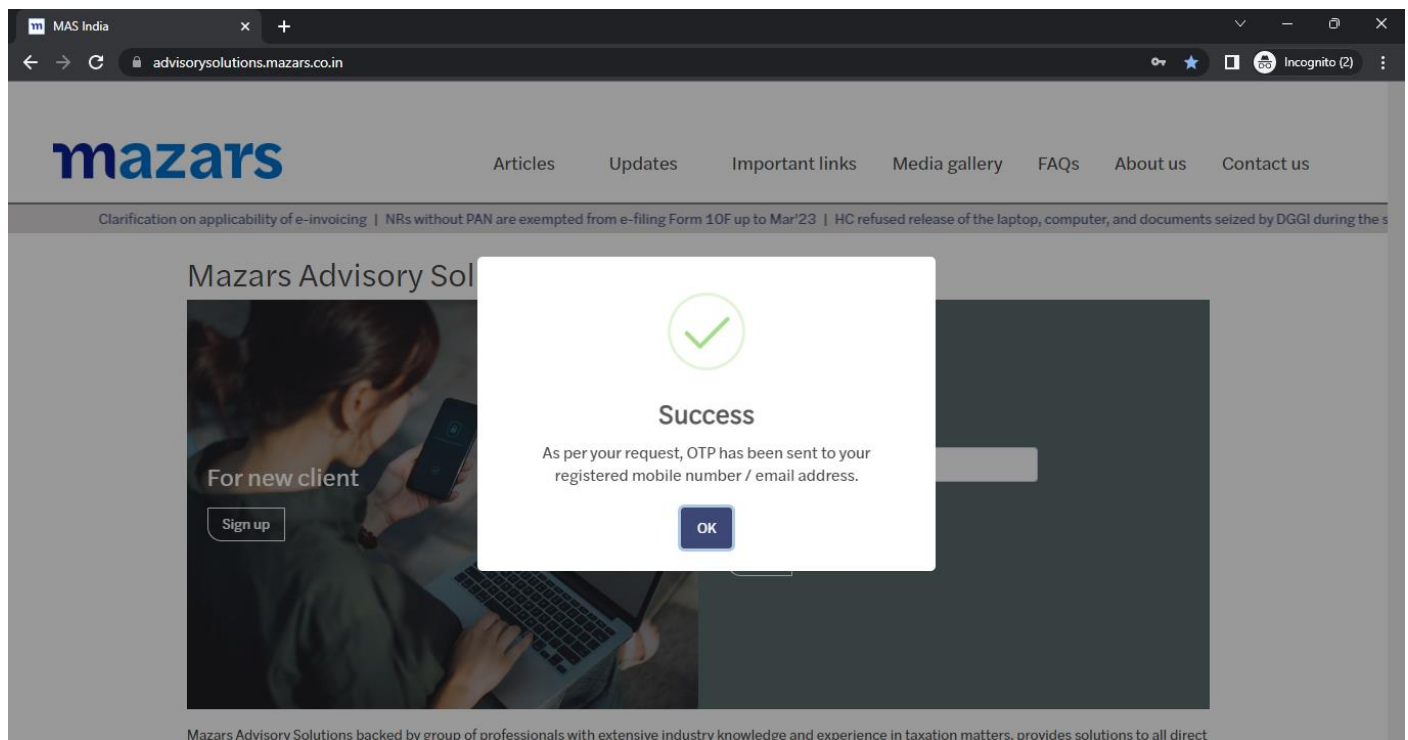
Email
Enter email

Password
Enter password

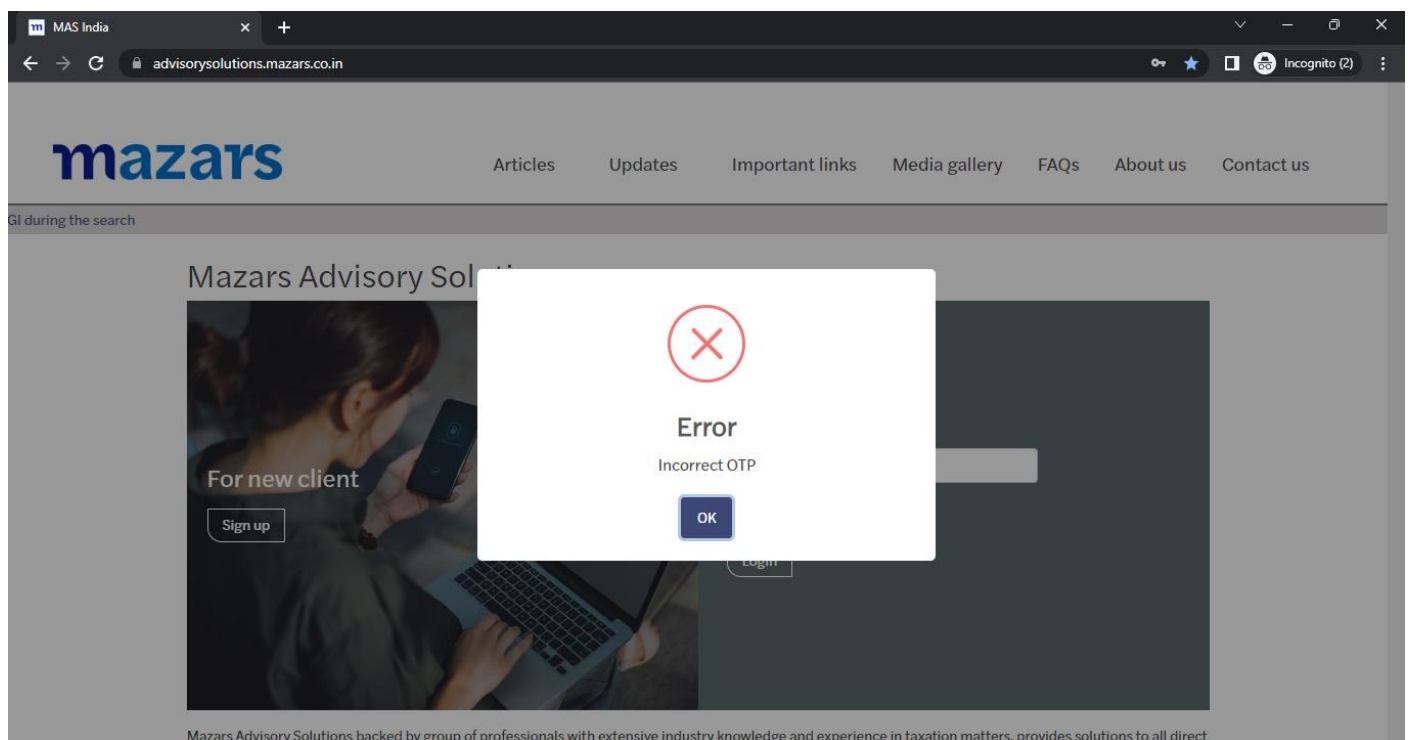
Forgot password
Send OTP

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

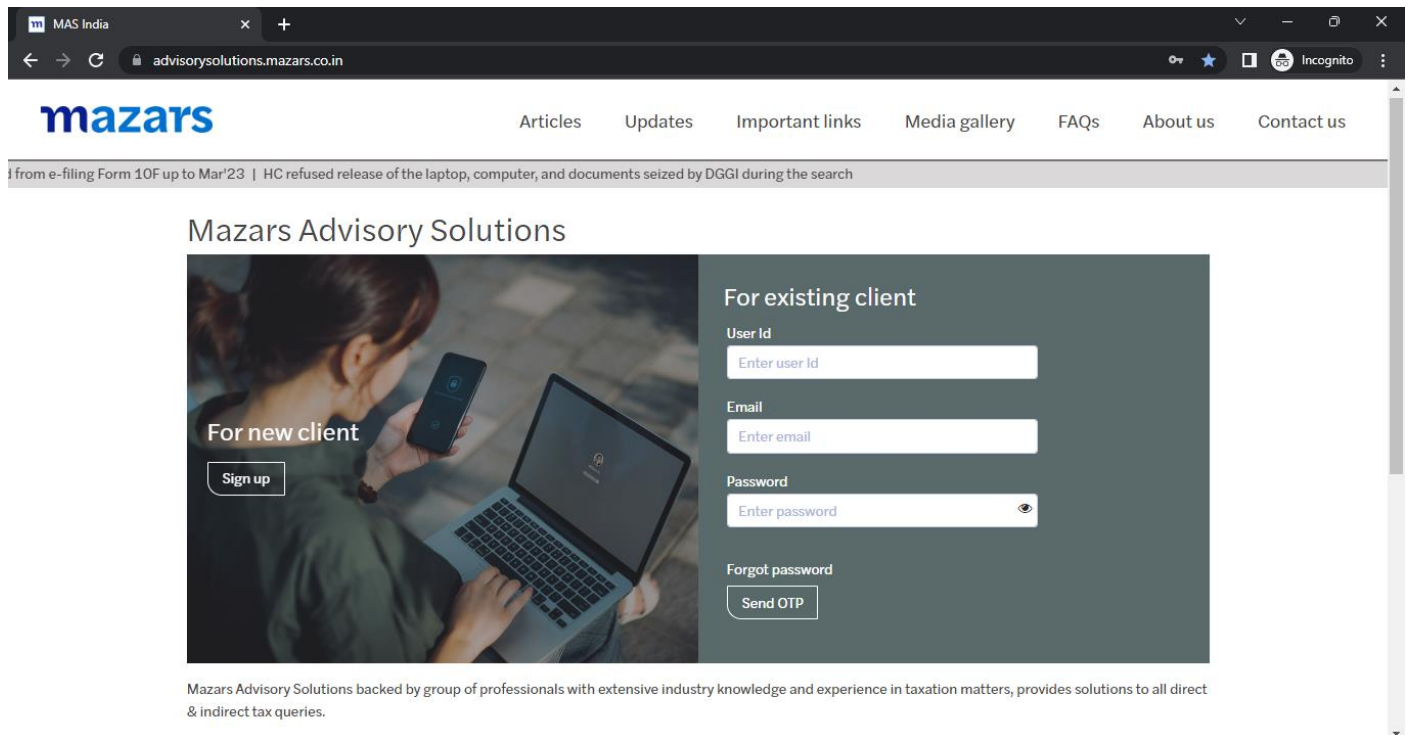
After clicking on **SEND OTP** Success message will appear. Click ok and enter the OTP received on your email id & click on **Login**



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

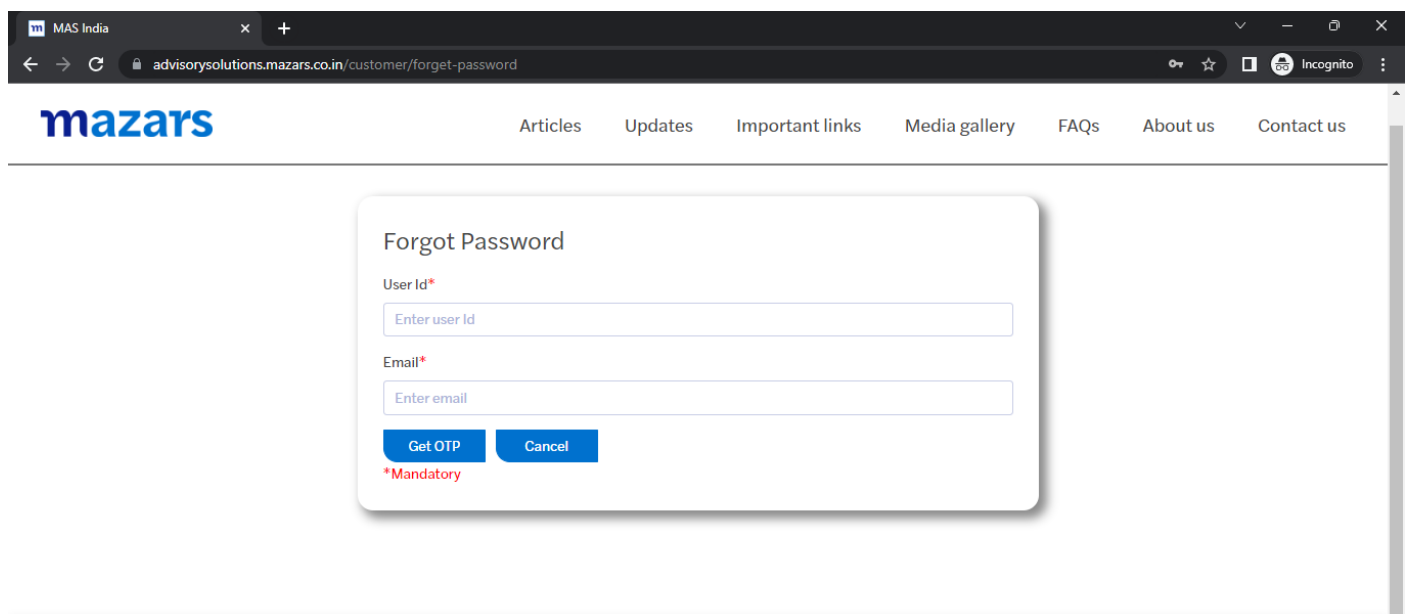


Forgot Password: If the client forgets the Password, then click on “Forgot Password” under “For existing client”



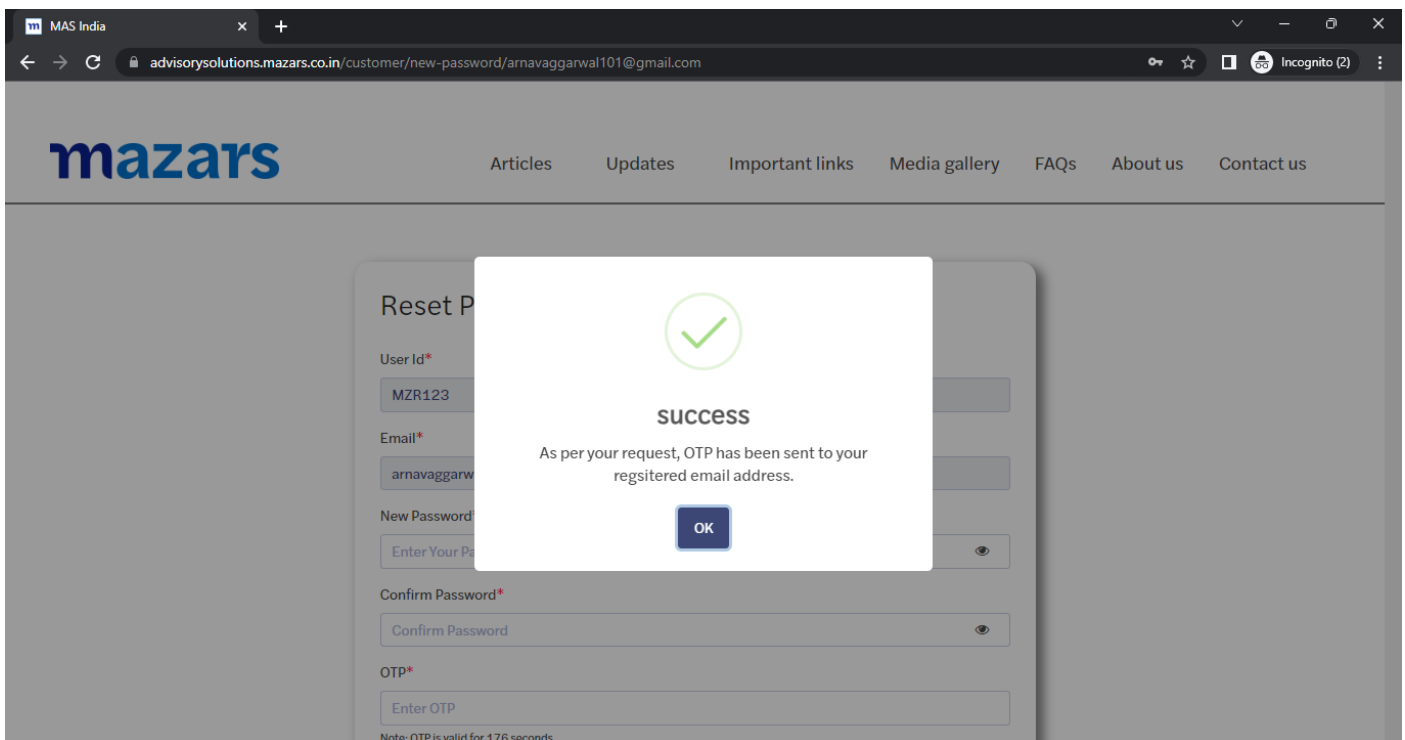
The screenshot shows the Mazars Advisory Solutions website. The header includes the Mazars logo and navigation links: Articles, Updates, Important links, Media gallery, FAQs, About us, and Contact us. A banner below the header mentions 'I from e-filing Form 10F up to Mar'23 | HC refused release of the laptop, computer, and documents seized by DGGI during the search'. The main content area is titled 'Mazars Advisory Solutions' and features two columns. The left column, titled 'For new client', has a 'Sign up' button. The right column, titled 'For existing client', has input fields for 'User Id', 'Email', and 'Password', and a 'Send OTP' button. Below the form, a paragraph states: 'Mazars Advisory Solutions 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](#)



The screenshot shows the 'Forgot Password' form on the Mazars Advisory Solutions website. The form is titled 'Forgot Password' and has two input fields: 'User Id*' and 'Email*'. Both fields have placeholder text 'Enter user Id' and 'Enter email' respectively. Below the input fields are two buttons: 'Get OTP' and 'Cancel'. A red asterisk with the text '*Mandatory' is located below the 'Get OTP' button.

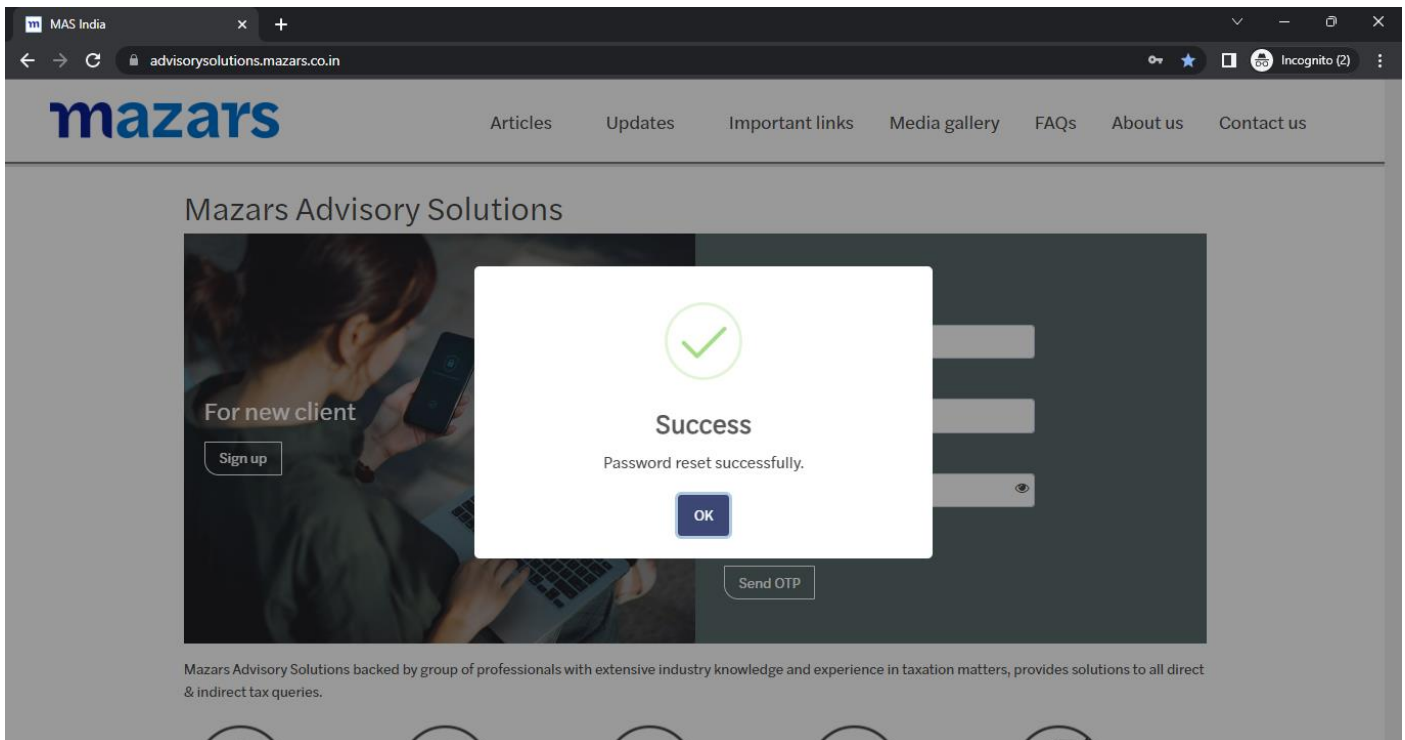
Forgot Password: After clicking on [Get OTP](#), success message window will appear & then click on OK.



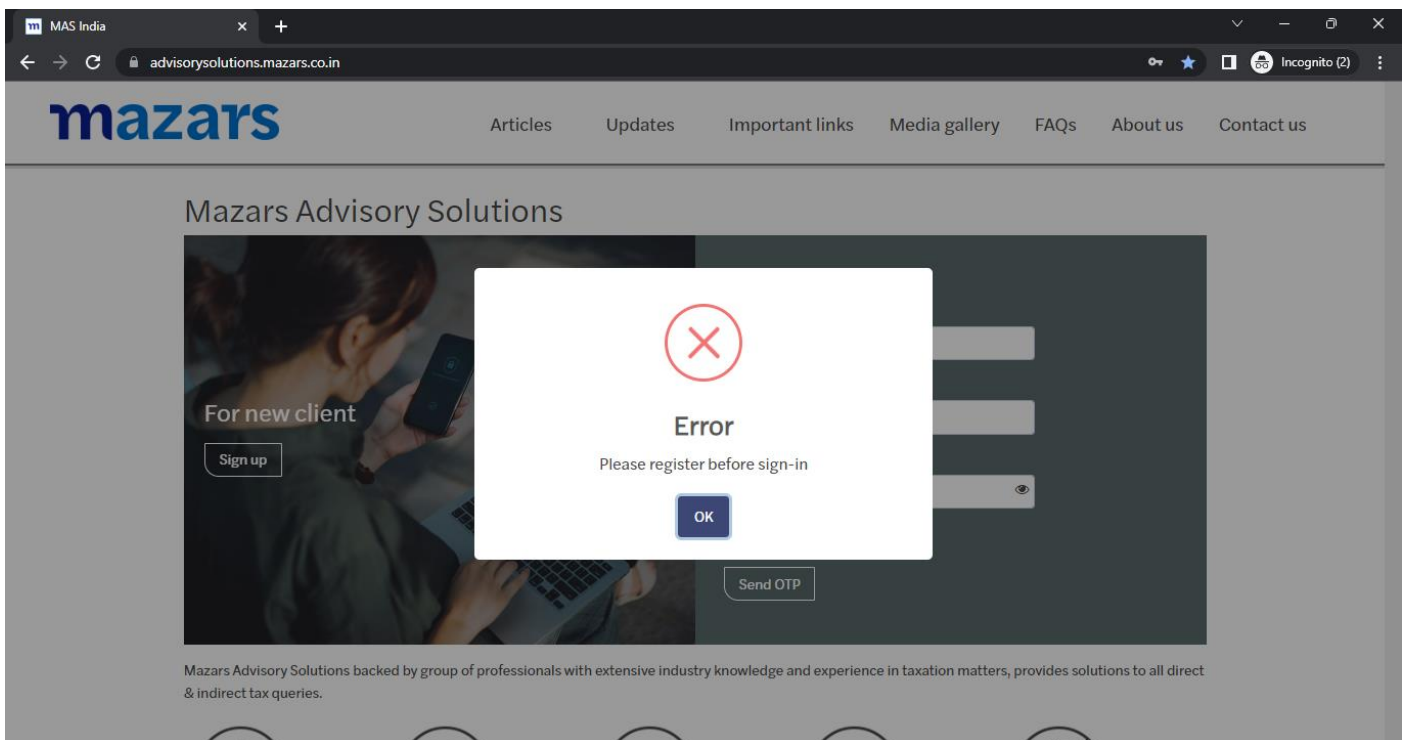
Forgot Password: Enter new password that should be minimum of eight characters, including at least one upper case, lower case, special character and number along with the OTP received on the email id & click on Submit.

A screenshot of the Mazars website's password reset form. The browser address bar shows the same URL as the previous image. The form is titled 'Reset Password' and contains the following fields: 'User Id*' with the value 'MZR123', 'Email*' with the value 'arnavaggarwal101@gmail.com', 'New Password*' (masked with dots), 'Confirm Password*' (masked with dots), and 'OTP*' with the value '96297'. Below the OTP field, a note says 'Note: OTP is valid for 139 seconds.' At the bottom of the form are 'Submit' and 'Cancel' buttons. A red asterisk note '*Mandatory' is located at the bottom left of the form area. The website's navigation bar is visible at the top.

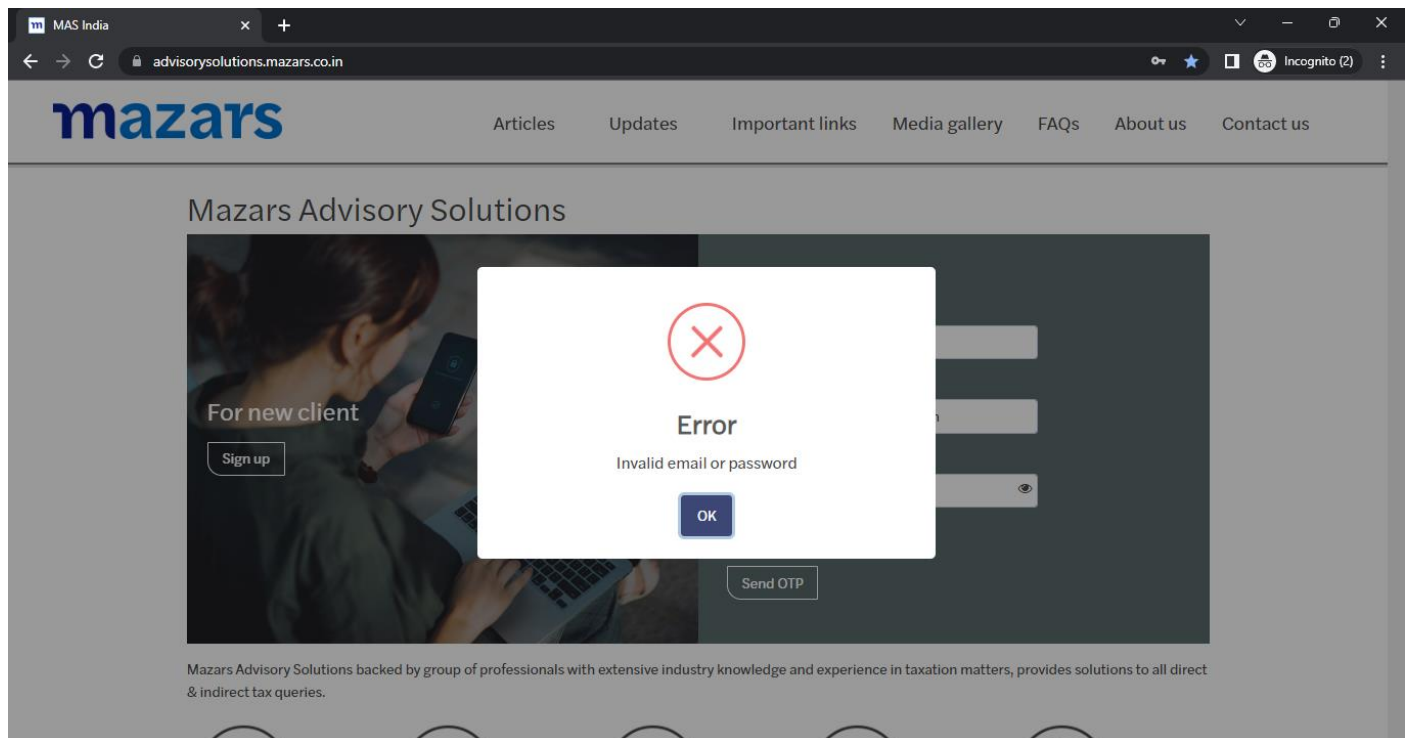
Password Forgot: After clicking on **Submit** Success message window will appear, showing password reset successfully. Now login with the new password.



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.



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 screen/ window will open.

