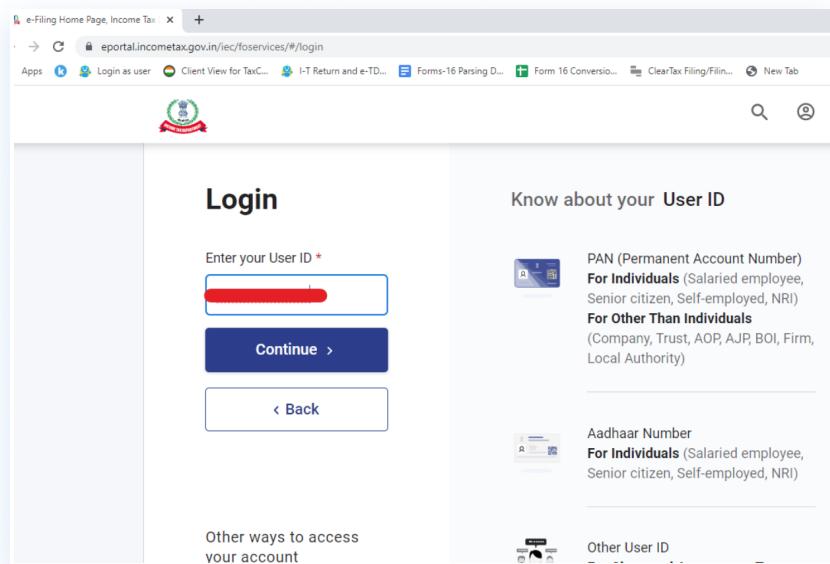


Step by Step Guide to upload your JSON on GOV portal

Step 1:

Login into the income tax portal

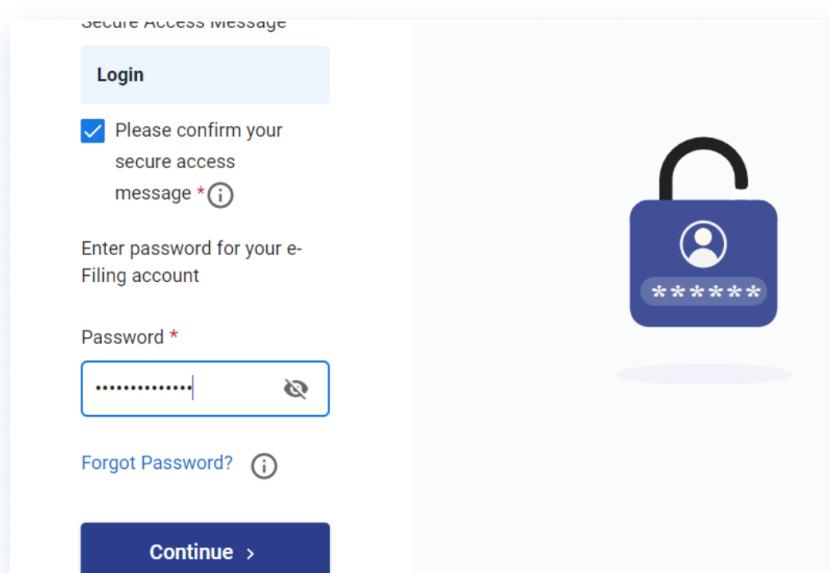
[Click Here](#)



The screenshot shows the e-filing login page. On the left, the 'Login' form has a redacted User ID field and a 'Continue >' button. On the right, there are sections for 'Know about your User ID' (PAN, Aadhaar Number, Other User ID) and 'Other ways to access your account'.

Step 2:

Enter PAN, click on Continue Enter the password, click on Continue



The screenshot shows the secure access message screen. It includes a checkbox for confirming secure access, a password input field, and a 'Continue >' button. To the right, there is a graphic of a padlock with a user icon and a password field showing '*****'.



Step 3:

Click on File Now

A screenshot of the clear TaxCloud dashboard. On the left, there's a sidebar with a user profile picture, a redacted name, a phone number (XXXXXXX1738), a redacted email (@gmail.com), and contact/bank account update links. The main area says "Welcome Back, [redacted]" and "File your return for the year ended on 31-Mar-2021". It shows the assessment period from 01-Apr-2021 to 31-Mar-2022. A prominent blue "File Now" button is at the top right. Below it are three cards: "Tax Deposit" (with a red dot), "Recent Filed Returns", and "Pending Actions 0".

Welcome Back,
[redacted]

File your return for the year ended on 31-Mar-2021

For Assessment Year 01-Apr-2021 to 31-Mar-2022

Contact Details [Update](#)

Bank Account [Update](#)

Your account is not [Secure](#) secure with e-vault [Account](#)

File Now

> Tax Deposit

> Recent Filed Returns

> Pending Actions 0

Step 4:

Select AY and click on Continue

A screenshot of a form step. It starts with "Select Assessment year *". A dropdown menu is open, showing "2021-22 (Current A.Y.)". Next is "Select Filing Type *", with a dropdown menu showing "Select". Below that is "Are you audited u/s 44AB *", with two radio buttons for "Yes" and "No". Finally, "Select ITR Type *", with a dropdown menu showing "Select". At the bottom right is a blue "Continue >" button.

Select Assessment year *

2021-22 (Current A.Y.)

Select Filing Type *

Select

Are you audited u/s 44AB *

Yes No

Select ITR Type *

Select

Continue >

Step 5:

- Select Offline
- Select Filing Type
 - Original If you are filing the original return
 - Revised if you are filing a revised return
- Select the ITR number in Select ITR Type
- Click on Proceed

Select mode of filing

Online (Recommended)

Offline

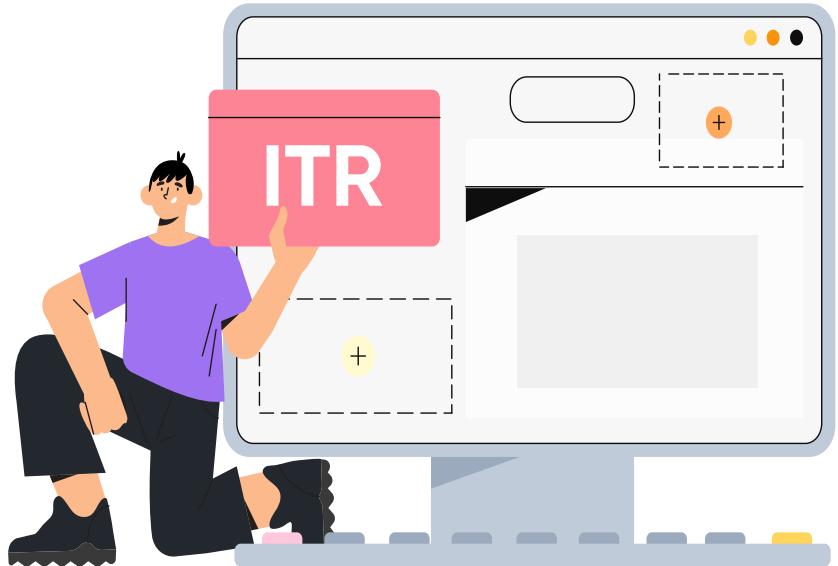
Select Filing Type *

139(1) - Original Return

Select ITR Type *

ITR-1

Proceed





Step 6:

Upload the JSON file, click on Proceed to Verification

Download

Offline Utility

Prefilled data
(.json containing Income details, tax details, etc.)

[Download](#) [Download](#)

Upload

Upload your filled ITR from Here

Validation Successful

No errors were found.

[Back](#) [Proceed To Verification >](#)

Step 7:

Select any of the three options to e-verify the return and click on continue

Complete your verification

Select a Verification method below to finish filing

E verify Now (Recommended)

Instant eVerification via Aadhaar OTP/Prevalidated Bank Account/ Prevalidated Demat Account

eVerify Later

You can submit the return now and eVerify within 120 days of submission

Verify via ITR-V

You can submit the return now and eVerify within 120 days of submission

[Back](#) [Continue >](#)

Step 8:

- If you choose the option of E-verify Now, follow the below procedure, if other two options are selected then go to Step 8
- Choose the option on how to e-verify from the list given, click on continue, enter the OTP

How do you want to e-verify?

I would like to verify using OTP on mobile number registered with Aadhaar

Generate electronic verification code (EVC)

Through Net Banking

Through Bank Account

Through Demat Account

I already have an Electronic Verification Code (EVC)

I already have an OTP on Mobile number registered with Aadhaar

i Note

You can generate EVC through Bank ATM. To generate EVC through Bank ATM, follow below steps.

1. Visit your bank's ATM and swipe your ATM card.
2. Click on the 'Pin for Income Tax filing'.
3. An EVC will be sent to the mobile number and e-mail ID registered with e-filing. This EVC is valid for 72 hours.
4. The generated EVC can be used to e-verify by selecting the option "I already have an Electronic Verification Code (EVC)"

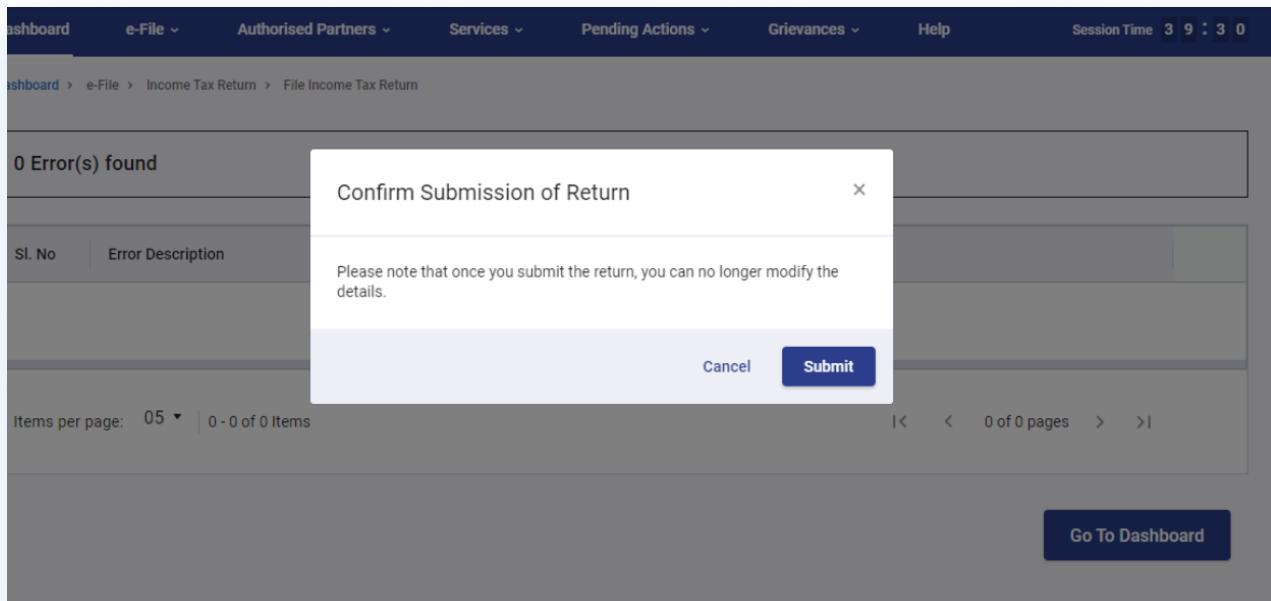
[List of Banks which are configured to generate EVC through ATM](#)

[**< Back**](#)

[**Continue >**](#)

Step 9:

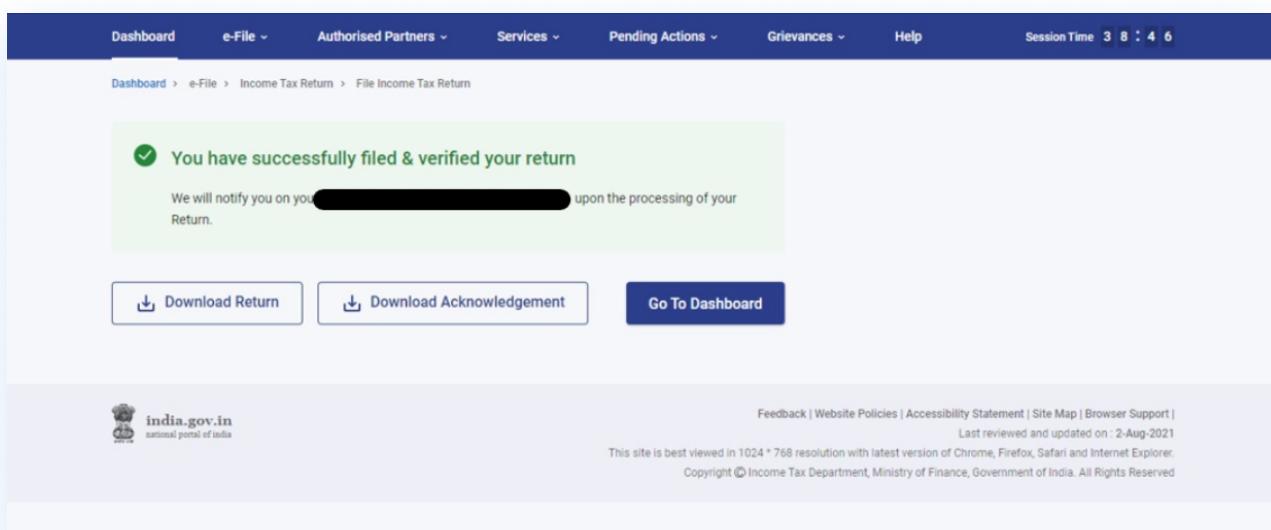
Click on submit to file ITR



The screenshot shows the 'e-File' section of the clear TaxCloud platform. At the top, there are navigation links: Dashboard, e-File (with a dropdown), Authorised Partners, Services, Pending Actions, Grievances, Help, and Session Time (3 : 9 : 3 0). Below the navigation, the path is: Dashboard > e-File > Income Tax Return > File Income Tax Return. A modal window titled 'Confirm Submission of Return' is displayed in the center. It contains the message: 'Please note that once you submit the return, you can no longer modify the details.' with two buttons at the bottom: 'Cancel' and a blue 'Submit' button. In the background, there is a table header for 'Error(s) found' with columns 'Sl. No' and 'Error Description'. Below the table, it says 'Items per page: 05 | 0 - 0 of 0 Items'. On the right side of the page, there is a 'Go To Dashboard' button.

Step 10:

Once the return is successfully filed you will see the below message.



The screenshot shows the 'e-File' section of the clear TaxCloud platform after a successful submission. The navigation bar and session time are the same as in the previous screenshot. The path is: Dashboard > e-File > Income Tax Return > File Income Tax Return. A green success message box is centered, stating: '✓ You have successfully filed & verified your return. We will notify you on your [REDACTED] upon the processing of your Return.' Below the message are three buttons: 'Download Return', 'Download Acknowledgement', and a blue 'Go To Dashboard' button. At the bottom of the page, there is a footer with the India Government logo, the text 'india.gov.in national portal of india', and links to Feedback, Website Policies, Accessibility Statement, Site Map, and Browser Support. It also mentions the last review date: 'Last reviewed and updated on : 2-Aug-2021'. The footer also states: 'This site is best viewed in 1024 * 768 resolution with latest version of Chrome, Firefox, Safari and Internet Explorer. Copyright © Income Tax Department, Ministry of Finance, Government of India. All Rights Reserved.'

To check the ACK number, click on >e-File >Income Tax returns > View Filed Returns