Introduction to GST

User Manual

1. Visit CSC portal, <u>https://digitalseva.csc.gov.in/</u> and click on the login tab.

CISIC	\$1800 3000 3468		LOGIN Digital India
D	DIGITAL SEVA		HOME CSC SERVICES DIGIMAIL
<	GOVERNMENT SERVICES Election Aadhaar Passport PAN Card BROWSE	INSURANCE BROWSE	EDUCATION >
		FEATURED SERVICES	
	INSURANCE	BANKING	PRADHAN MANTRI AWAS YOJANA

2. Login with your credentials. And click on **SIGN IN**.

	Prigital India Prover 16 Engineer
L 1234567890 ☐ Remember me Forgot password	Welcome to Digital Seva Connect Gateway to CSC Network! Digital Seva Connect is a secure authentication system for connecting our users to services available on Digital Seva portal. Enter your username and password here to authenticate your log in and enjoy seamless access to Digital Seva portal.
z support@csc.gov.in €1800 3000 3468 ¥ Digitalseva	Torms & Conditions' Drivery Roley Copyright & 2016 CBC E-Dovernance Bendues Index All rights reasoned.

3. On VLEs dashboard, click on the tab SERVICES.



4. Now click on the tab 'Education'. All the Education related services will appear on your screen.

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	SERVICES	GOVERNMENT		ELECTRICITY	RECHARGE	AADHAAR	FINANCIAL	TRAVEL
•	Services	Q	≅ Ⅲ Ξ	lter	ns 1 - 100 of 140 total			🏶 Dashboard > Services
<i>∎</i> ₩	Categories		3Nethra 3nethra	Aadhaar Demographic Update	Aadhaar EKYC PVC Print	Aadh With E	aar Seeding Bank Account	Advanced English Learning
4	 Education Election 		Health Click Here ©	CSC Aadhaar Aadhaar Click Here O	Cick Here O	Clie	Financial	Skills
	ElectricityFinancial							
	Sovernment		Allopathic Consultation	Application Form Filing	Application Form Filing	Appli Su	ication Form Ibmission	Atal Pension Yojana Financial Services
	Locations ♀ Pan India		Health	Government	E-District Government	Ge	overnment	Financial
	Andaman And Nico	bar Islands	Click Here 🧿	Click Here 🛛	Click Here O	Cie	ck Here 🥑	Click Here 오
	Andhra Pradesh		Basic Banking	Basic Computer	Basic English	Bih	ar Labour	Bus Ticket Booking
https://digita	Arunachal Pradesh seva.csc.gov.in/services#		Course	Course	Learning	Re	gistration	BookOnSpot

5. Click on the course Introduction to GST.



- 6. VLE who did not registered in GST Course will be directed to registration page.
 - a. VLE have to fill their details on the registration page

C 0 52.77.82.144/tally_portal/add_vle?userHandle=PY040700101	Rtransid=cab704ff7e24aa86b27240087ba7ef5408checksum=170223573	
OMT ID;	VLE REGISTRATION	

b. On filling their details, VLE have to click on **Submit** tab.

OMT ID:	
PB1234567890	
Name:	
ABC	
Mobile:	
XYZ	
Email:	
abc123@gmail.com	
State:	
Lakshadweep	
District:	
Lakshadweep	

7. On successful registration, following screen will appear on your screen. VLE s have to login with their User Name and Password.

(Today Today Colorenni note Bervices India Limited
	Admin Panel Login
	You have registered successfully Username: PB1234568900 Password: 1234567890
	Username:
	Password:
	Remember me

8. If VLE is already registered new window will open. Click on Centre Login.



9. When below screen appears, click on the tab "Login with Digital Seva Connect". You will be taken to the Digital Sewa portal and VLE have to login with their credentials.



10. On successful login on Digital Seva portal, below screen will appear. VLE have to enter their credentials.

LOIR NITE	C-GOVERN NOE BERVICES INDIA LIMITER
Admin Panel L	ogin
Invalid username	or password, try again
Username:	
Password:	
Remember me	
Login	

(Please Note: User Name will be VLEs CSC ID and Password will be the Mobile number entered at the time of registration)

11. On successful login, VLE can add students for this course.

		User: 184339010012 → LOG OUT
Dashboard		
Cisco Content Management	Logged in successfully	
Add Student Uew all Students Uew EKYC Students Reports Management	CSC ID : 184339010012	State : Uttar Pradesh
L. Student Report	VLE Name : sonu kumar	Mobile - 9027816936
		© 2016CSCSPV, All Rights Reserved @

12. To register candidate, Click on Add Student, and on appearing following screen choose option which is applicable.

	User: P81234568900 → LOG OUT
	Change Password »
Students Management Add Students Vew all Students Vew EXYC Students	Registartion Type Do you want to registered with EKYC ? Ves No Submit
Reports Management	
Student Report	
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13. Click on Add student tab and fill Student registration Tab. In the end click on Submit.

HOE BERVICER HERE LINETED		
ients Management	Name *	* Required Fields
dd Student	Aadhaar No *	
ew all Students	Father Name*	
ew EKYC Students	Mother Name*	
orts Management	Dob *	
udent Report	Gender Male •	
	Language English •	
	State * Jharkhand T	
	District *	
	Address	
	•	
	Zip *	
	Phone *	
	Email *	
	Course * Select Course *	
	Photo * Choose File No file chosen	

14. Registered student will appear on your Student Summary. Now you can select the course for the candidate by clicking on Pay Now tab.

									User: 114987	7600012 🔿 L
Dashboard										
CCC										
	Stude	nts								
idents Management	ld	Name	State	District	Mobile	Aadhaar No	Photo	Tally KPP	GST	Actions
Add Student								PAYNOW	PAY NOW	
ew all Students	16737	Neeraj Kumar	Meghalaya	West Jaintia Hills	9910967518	121212121212	ZT>			Edit Delete
ew EKYC Students	10000	Manad	West Based	Carakhahan	0070700070	101010101010		Care >	5 300	Edit Dalata
tudent Report										
Statistic report	Page 1 o	f 1, showing 2 recor	rds out of 2 total, st	arting on record 1, endin	ig on 2					
	< previou	snext >								
									© 2016CS0	CSPV, All Rights Re
/www.csctallv.in/admin/users/billing/	/16737/2									

15. VLE will be direct to their CSC wallet. From here they can enter their details and course fee will be deducted from their wallet balance

CSC				
Pay by Wallet SALE AMOUNT WALLET AMOUNT In Words: - Ra Two Hundred and Eightleen #	-₹ 517.5 -₹ 218.25 Ind Paise Twenty-Five Only		CSC Reference No.: Date: CSC ID:	Amount to Pay: ₹ 218.25 3781818-170612-10441-722402 2017-06-12 10:40:40 500100100013 Proceed to Waller Cancel
		Safe, Secure	& Swift	© 2017 CSC E-Governance Services India Limited. All right reserved.

16. Enter your Wallet Pin and make payment.

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CSC			E-Walle
DPG436052550226 Ref	218.25	500100100013 Wallet ID	
Rs Two H	undred and Eight	teen And Paise Twenty-Five Only	
	CSC Wallet	Authentication	
	Wallet Pin	РАУ	Cancel

17. On successful payment, Candidates status will change from Pay Now to Paid.

							User:	HR010100203 🔶
board								Change Passwo
CSC	Ste	udents		_	_	_	_	
s Management	Id	Name	State	District	Mobile	Aadhaar No	Payment	Actions
udent	18	Neeraj Student	Mizoram	Aizawi	9899602744	121212121212		Edit Delete
KYC Students	20	Neeraj Kumar	Mizoram	Ariyalur	9716874840		- 100 S	Edit Delete
Management	21	Sudhir Yadav	Uttarakhand	Pauri garhwal	9716874840	123333455		Edit Delete
	25	Sonu Kumar	Uttar Pradesh	Saharanpur	7042139720	141414141414		Edit Delete
	26	Maheshwar	Karnataka	Bangalore	9901278798	123456789011		Edit Delete
	29	ABC	Delhi	West	1234567890	123456789011	PAYNOW	Edit Delete
	30	Maheshwar Kumar Singh	Karnataka	Bangalore	9901278798	123456789012		Edit Delete
	31	Neeraj	Mizoram	Lunglei	9910967516	122222222222	- www	Edit Delete
	32	Neeraj	Uttarakhand	Uttarkashi	9910967516	122222222222	PAYNOW	Edit Delete
	39	Sanjay	Delhi	South Delhi	9910967516	122222222222	PAY NOW	Edit Delete

GST Course Website: <u>http://www.csctally.in/</u>



VLE Dashboard:

VLE Log in URL: http://www.csctally.in/centre

- User Name: OMT ID
- Password: Mobile Number

			User: PB1234568900	→ LOG OUT
			Change Pa	issword »
CSC • BUREN THE BENDER HOLE UNITED	 Logged in successfully 			
Students Management Add Student View all Students View EKYC Students	Dashboard OMT ID : PB1234568900		State	e : Punjab
Reports Management	VLE Name : ABC		Mobile : 98	11802744
			© 2016CSCSPV, All Rig	ihts Reserved ®

Candidate Dashboard:

Candidate Log in URL: http://www.csctally.in/student/

User Name: E-Mail ID

Password: Mobile Number

E STUDENT PANEL			Logout
abc 1234567890 XYZQWE123@GMAILCOM	Tally ERP 9 Certification Tally ERP 9 Certifications help candidates build exceptional ca equipped for tomorrow's Accounting Challenges.	NS areers in Accounting and Finance domain and empower business	es to form a skilled and confident staff. Get certified and be
Dashboard			
C Mock Test	Centre ID: PB1234568900	Reg. Date : 2016-12-21 15:55:00	Language : english
🖵 Video Index	>Exams		
	Module 1 Module 2	2 Module 3	