

GUIDELINES FOR CHANGING
THE EMAIL AND MOBILE NUMBER
OF THE PRIMARY AUTHORIZED SIGNATORIES
MENTIONED AT THE TIME OF ENROLMENT OR
NEW REGISTRATION.

The steps which need to be followed by the user taxpayer for changing of email and mobile number: -

- **Step-1:** Login with your user id and password,
- **Step-2:** Click on the registration bar and select the non-core amendment,
- **Step-3:** Click on the authorized signatory tab,
- **Step-4:** Add new authorized signatory whose email and mobile number user wants to use,
- **Step-5:** Go to verification tab and submit the application.
- **Step-6:** After submission of application please wait for some time (15 minutes)
- **Step-7:** Login again with user id and password,
- **Step-8:** Go to the authorized signatory tab – deselect the primary authorized signatory check box,
- **Step-9:** Select the newly added authorized signatory as primary authorized signatory (**Important:** Older mobile and email id will be pre-fetched by the system. Please ensure to change the mobile and email id to which you want to add.)
- **Step-10:** Go to the verification tab and submit,

[Note: For Company/LLP DSC will be allowed. For EVC submission, OTP will come on newly added email/mobile number]