

## **KITIS PORTAL - USER MIGRATION GUIDE**

As per **S. R. O. No. 667/2024** the Government has notified that from 1<sup>st</sup> August 2024 onwards, filing of returns and payments with respect to KGST, KVAT and CST Acts has to be made through KITIS portal. For this purpose all the existing dealers having user account with the KVATIS portal are required to migrate to the new portal for filing of returns.

### **1. Migration to KITIS Portal**

The link to KITIS portal is available at the official website of the Department: keralataxes.gov.in. Dealers can directly access the portal at url: <https://kitis.keralataxes.gov.in>. The basic registration details of the existing dealers have been updated in the KITIS portal and all existing dealers are required to activate their login accounts for accessing the portal. Email account is an essential requirement for account activation.

### **2. Activation of login account**

Step1: Open the KITIS portal at <https://kitis.keralataxes.gov.in> (Fig 2.1)

KERALA  
**GST**  
State Goods & Services Tax

### Welcome to KITIS

Please sign-in to your account [Login Using TRN](#)

TIN / Licence Number

Password

[Forgot Password?](#)

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[Sign in](#)

[New User ? Create User Account](#)

Fig 2.1

Step 2: Click on Forgot Password button (Fig 2.1)

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## Forgot Password?

Enter your TIN / Licence number and we'll send you instructions to reset your password

TIN / Licence Number

[Send Reset Link](#)

[< Back to login](#)

Fig 2.2

Step 3: Enter you existing registration TIN and the letters in the image (captcha code) and click on the **Send Reset Link** button (Fig 2.2). You will receive an email with a link to reset your password on the email registered with the department (Fig 2.3)

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Please sign-in to your account [Login Using TRN](#)

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Password

[Forgot Password?](#)

[Sign in](#)

[Reset successfull. An email has been sent to the registered email address.](#)

[New User ? Create User Account](#)

Fig 2.3

In case if you had not registered your correct e-mail account, you may not receive the password reset link. In that case, you are required to intimate your email account and mobile number to your jurisdictional authority and get the details updated in the KITIS portal to proceed with the activation of login account.

Step 4: From your email account click on the link received on your email. This will facilitate you to set a new password for the KITIS portal. This process completes creation of your login account for KITIS

Step 5: Open the KITIS portal and enter your TIN and the password you had set along with the Captcha Code on screen correctly and click on the Sign in button.

If the credentials (TIN, password and the Captcha code) are correctly entered, you will successfully login to the KITIS portal (Fig 2.4)

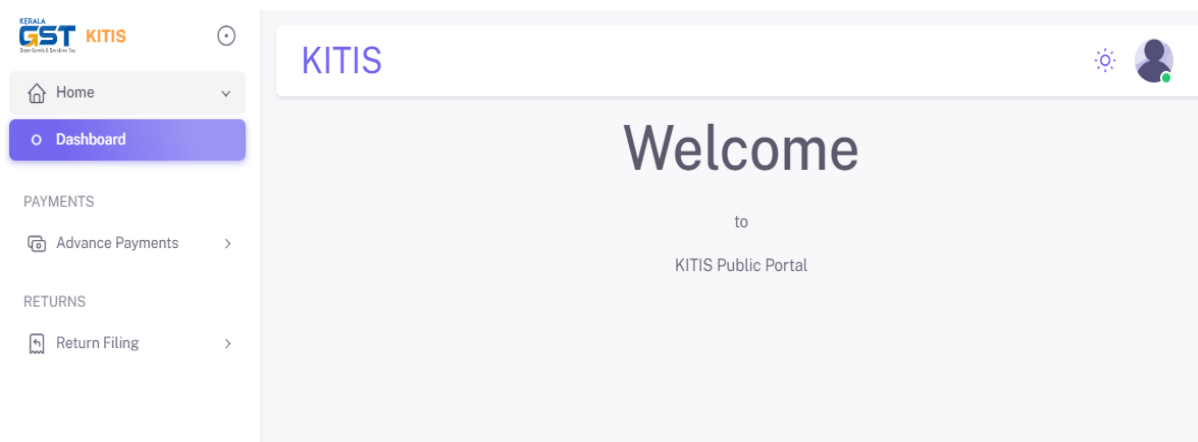


Fig 2.4

Your migration to the KITIS portal is now complete and you can now file your returns from the new portal.

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