

## Step by step Guide to enable API access

Step 1: Login to GSTN Common portal <https://services.gst.gov.in/services/login>

### Login

• indicates mandatory fields

Username •

Password •

LOGIN

[Forgot Username](#)

[Forgot Password](#)

**First time login:** If you are logging in for the first time, click [here](#) to log in.

Step2: Click on **View profile** on the right side of the home screen

The screenshot shows the dashboard of the GSTN Common Portal. At the top, it says "Dashboard" and "Last logged in on 19/08/2017 17:01". On the right, it says "Currently logged in from IP: 103.87.129.201". The main content area includes a welcome message: "Welcome [REDACTED] PRIVATE LIMITED to GST Common Portal". Below this is a navigation panel with three buttons: "RETURN DASHBOARD >", "CREATE CHALLAN >", and "VIEW NOTICE(S) AND ORDER(S) >". On the right side, there is a user profile section with "PRIVATE LIMITED" and a "View Profile" link. Below that is a "Quick Links" section with three links: "Check Cash Balance", "Liability ledger", and "Credit ledger".

Step3: On left side you can see Quick Links. Click on **Manage API access**

**Quick Links**

- [Change Password](#)
- [Manage API Access](#)
- [Register / Update DSC](#)
- [Application to Opt for composition Scheme](#)
- [Amendment](#)
- [Stock intimation for opting Composition Scheme](#)

Profile
Place of Business
Contacts
Other Business

GSTIN/UIN <b>[REDACTED]</b>	Legal Name of Business <b>[REDACTED] PRIVATE LIMITED</b>	Centre Jurisdiction <b>NA</b>
State Jurisdiction <b>LVO 055 A - BENGALURU</b>	Date of registration <b>01/07/2017</b>	Constitution of Business <b>Private Limited Company</b>
Taxpayer Type <b>Regular</b>	GSTIN / UIN Status <b>Active pending Verification</b>	Compliance Rating <b>NA</b>

Name of the Proprietor / Director(s) / Promoter(s) ^

Nature of Business Activities ^

**Step4:** Click on **Manage API Access**. The following screen appears

• indicates mandatory fields

**Manage API Access**

Enable API Request  Yes  No

❗ Select "Yes" or "No" to enable or disable API access for your GSTIN/UIN/GSTPID

CONFIRM

**Step 5:** Switch the radio button to **Yes** to enable API Access

• indicates mandatory fields

**Manage API Access**

Enable API Request  Yes  No

❗ Select "Yes" or "No" to enable or disable API access for your GSTIN/UIN/GSTPID

Duration \*

Select ▼

- Select
- 6 hrs
- 12 hrs
- 7 days
- 30 days

session will be active during this duration. After this duration you have to initiate a new session by

CONFIRM

**Step 6 :** Select the duration. Maximum duration can be 30 days. Click on Confirm