

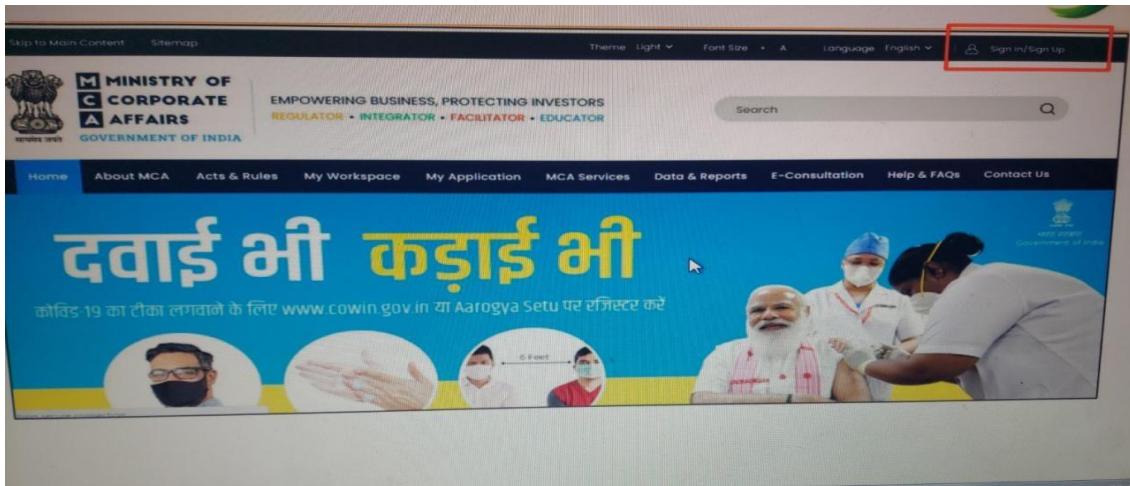
STEP BY STEP PROCESS FOR USER REGISTRATION AT MCA 21-V3 PORTAL

For Existing Users having MCA V2 User ID

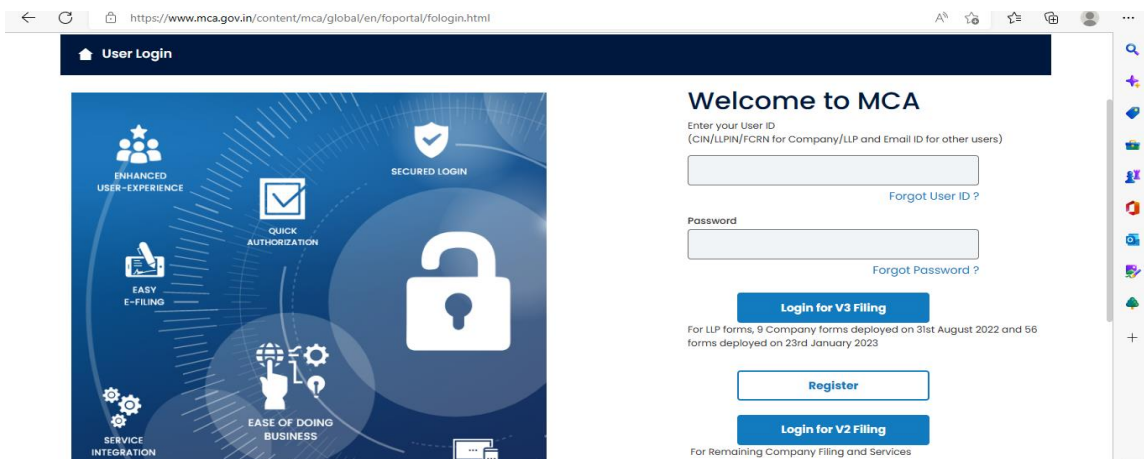
- For the Existing Users of MCA, Fresh/New Registration is not required.
- **Only Two Steps** are required:
 - Login with Same User ID and Password as V2 (Process given below)
 - Profile Update (Process given below)

Login Process on MCA 21-V3 Portal

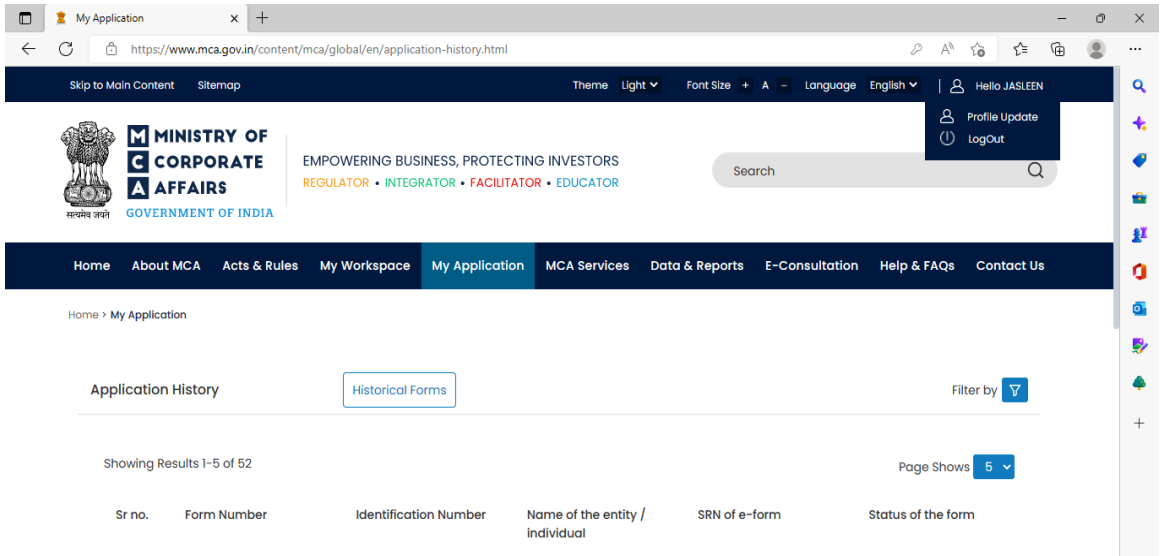
- To login yourself, please click on **Sign in/ Sign Up button** given at right corner on the home page of MCA Portal, you will be redirected to the Login page.



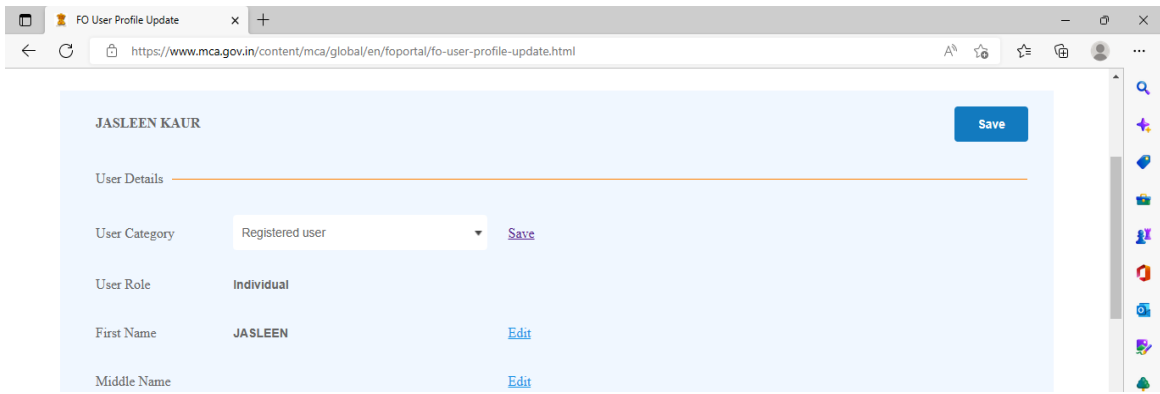
- Login with same V2 User ID and Password in V3 portal.
- In case, user forgets either the V2 User ID or Password, please proceed by clicking on 'Forgot User ID or Password'.
- OTP is received at registered V2 email ID and mobile number.
- New User ID/Password can be generated.



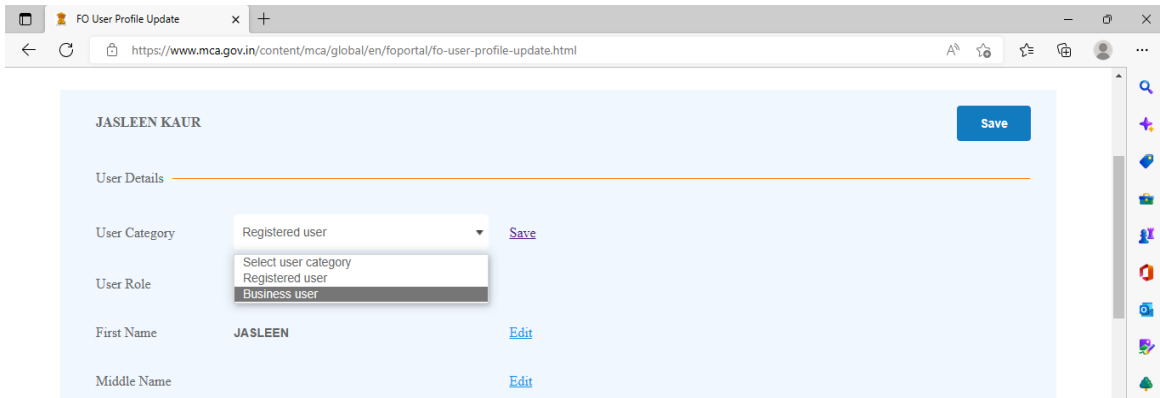
➤ After Login, go to Profile Update in V3 portal.



➤ Screen will appear as below.



➤ Click on User Category, Select “Business User”.



- Click Edit, if required and fill details MANUALLY.
- Click on DONE option.

Country	India	Edit
Pincode	110018	Edit
State	Delhi	
City	New Delhi	Edit
Area/Locality	Vishnu Garden	Done
Password	XXXXXXXXXX	Change Password

- Add User Role.
- Select the correct user role.
 - For Professionals, register using PAN & Membership Number.
 - For Directors/ Designated Partners, register using DIN/ DPIN.
 - For Manager/ Secretary/ Authorized Representative, register using your PAN & CIN of the concerned company.
 - For Company/LLP, register using CIN/LLPIN & PAN.

User Details

User Category: Business user [Save](#)

User Role: Individual

First Name: JASLEEN [Edit](#)

Middle Name: [Edit](#)

Last Name: KAUR [Edit](#)

Email ID: [REDACTED]

Mobile Number: [REDACTED] [Edit](#)

Address Line 1: Enter address [Edit](#)

Add User Role

Professional

Select User Role

- Director/Designated Partner
- Manager/Secretary/Authorized Representative
- Professional Staff Member
- Professional

Income Tax PAN* [REDACTED] [Edit](#)

[Verify PAN](#)

Membership number* [REDACTED]

Enter Membership number

User Details

User Category: Business user [Save](#)

User Role: Individual

First Name: JASLEEN [Edit](#)

Middle Name: [Edit](#)

Last Name: KAUR [Edit](#)

Email ID: [REDACTED]

Mobile Number: [REDACTED] [Edit](#)

Address Line 1: [REDACTED] [Edit](#)

Address Line 2: [Edit](#)

Add User Role

Manager/Secretary/Authorized Representative

Income Tax PAN* [REDACTED] [Edit](#)

Pan Validated Successfully.

[Verify PAN](#)

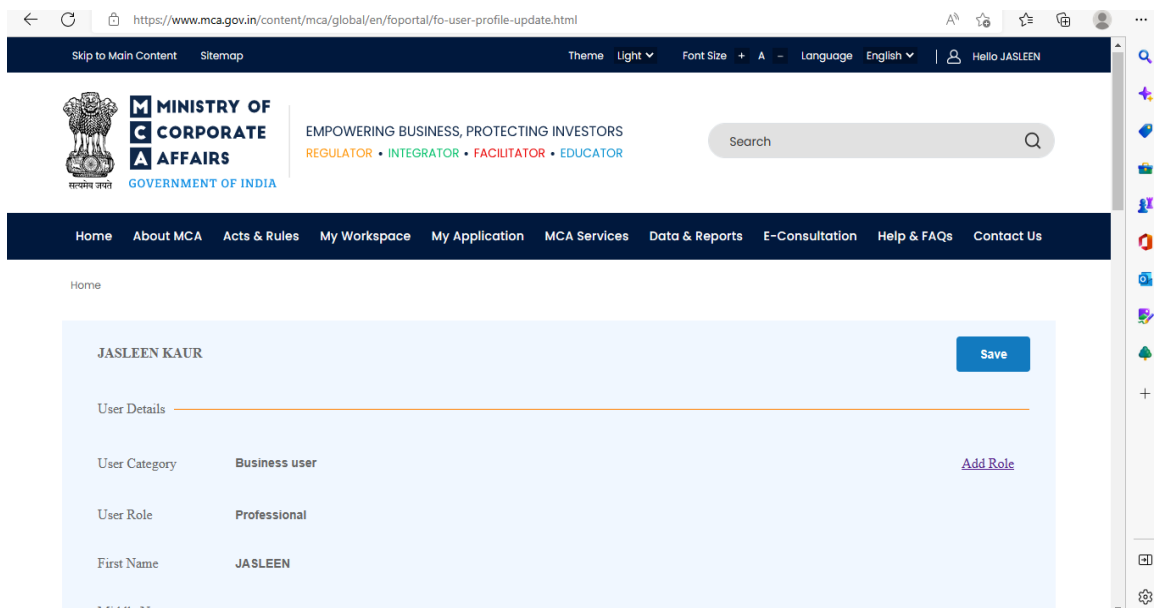
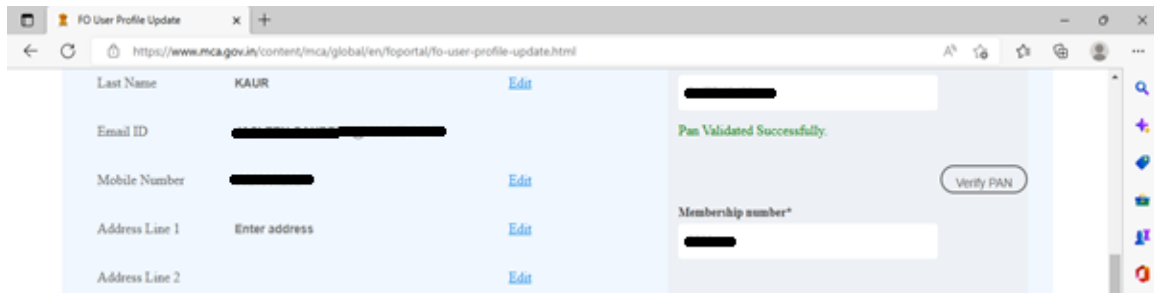
CIN/LLPIN/FCRN/LLPIN* [REDACTED]

Enter CIN/LLPIN/FCRN/LLPIN Number

OR

Enter Company Name [REDACTED]

- Mention the Name as per PAN Database, otherwise PAN validation will fail.
- After successful DIN/PAN validation as appearing below, save the page by clicking on SAVE option appearing on the right side of the page.



Users who have already created Login at MCA 21-V3 portal using new Email or User ID

2 Types of Cases are Found	Consequences	
Case 1- User is registered with new User ID on V3 portal	Application history shall be shown only and only if user is registered on V3 portal with same V2 User ID and Password.	Application history shall be shown as blank. Users shall not be able to see the migrated forms.
Case 2- User is registered with new Email ID on V3 portal		There will be 2 independent accounts i.e. one on V2 and other on V3 portal.

Users who have created Login at MCA 21-V3 portal only (Never used MCA 21-V2/V1 portal)

New User refers to a person who does not have an existing User Account on MCA system in any version of MCA 21 (either V-1 or V-2). Thus, a 'New User' is the one who will be doing a fresh/new registration on the MCA portal.

Login Process on MCA 21-V3 Portal

Described procedure is mentioned on the link mentioned below

<https://www.mca.gov.in/content/mca/global/en/about-us/video-gallery.html>

Attention Points

- One Email and PAN must be used for one user.
- Registered Users have access to view and file only RUN-LLP, Fillip, RUN-Co and Spice Forms. Therefore, it is mandatory to register as Business Users.
- For queries related to V3 portal, please read FAQs on the link mentioned below

https://www.mca.gov.in/content/dam/mca/pdf/V3_Consolidated_FAQ_Dated_26042022.pdf

- For queries related to Professional Staff Member, please read FAQs on the link mentioned below

https://www.mca.gov.in/Ministry/pdf/Professional_Staff_Member_FAQ_20220816.pdf
