

#MCA_User_Registration_and_Login

Welcome to MCA V3 portal. To login or register yourself, please click on Sign in Sign Up button given on the home page of MCA Portal, you will be redirected to the Login page. If you have an existing account in V2, please login with V2 user ID and password. Click on Register button to do a new registration. On the user details page, please select either registered user or business user as applicable. In case of registered user, the role is auto selected as individual, while in case of business user, there are multiple role given in the options. PAN is non-mandatory in case of registered user and directed role under Business User. Please note that registered users have access to view and file only RUN and Fillip forms, to view and file any other form please select Business User. On the Personal Details page, please ensure to provide the first name, middle name, and last name in capital letters. Please ensure to provide correct details as per DIN or PAN database. In the Address section, please select Country ID and provide PIN code information. Also, please ensure to provide correct mobile number and email ID for future communications. In case of registered user, only one OTP is required for registration. For business users, two separate OTPs will be required for email and mobile registration. The email ID is to be used as Username for login purposes. Please login using your registered email ID and password. The users will be able to see their saved and filed forms along with the status under My Applications tab. For new users, the My Applications tab will be a blank page until forms are filed and saved by the users. For migrated users, all the LLP related filing status shall be visible in My Applications tab Under Historical Forms. Listed users will be able to access and file RUN and Fillip forms only. To view and file any other form, the users will have to upgrade themselves to business users. To update profile, please click on Username on the top right corner of your screen and select Profile Update from Dropdown Options. Change the user category to business user and select appropriate user role. Please note that registered users have an option to edit their name and date of birth as per their PAN or DIN database for a successful PAN, and DIN validation. Once the profile is upgraded, the user shall be able to view and file all forms of LLP. Please note that V2 users who earlier had multiple user IDs with same email ID are now required to provide unique email ID for each user ID. This can be done in the Update Profile section. In MCA V3 Portal, every user ID is mapped to unique email ID for easy access and security purposes. Please view our Help File section and FAQ section for further details. Thank you.