

Procedure for registration in ACES for NEW ASSESSEE

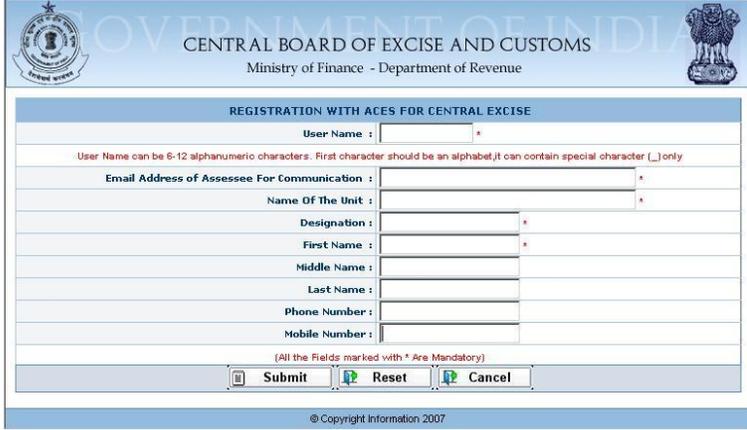
(User who is NOT already registered in erstwhile SACER/SAP and wish to transact business afresh with CBEC for the first time through ACES):

1. Kindly go to www.aces.gov.in ----> Select Central Excise / Service Tax (as the case may be) ----> 'New Users to [Click here](#) to Register with ACES'.



The screenshot shows the login interface for the Central Board of Excise and Customs (CBEC). At the top, it displays the Government of India logo and the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS, Ministry of Finance - Department of Revenue'. Below this, there are two input fields: 'User Name : *' and 'Password : *'. A note below the fields states '(All the fields marked with * are mandatory.)'. There are two buttons: 'Logon' and 'Clear'. Below the buttons, there are links: 'New Users to Click here to Register with ACES', 'Know your location', 'Unblock your Account', and 'Forgot your password'.

2. Then Assessee will find the following screen wherein he has to fill in relevant details:



The screenshot shows the registration form for ACES for Central Excise. At the top, it displays the Government of India logo and the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS, Ministry of Finance - Department of Revenue'. Below this, the title 'REGISTRATION WITH ACES FOR CENTRAL EXCISE' is displayed. The form contains several input fields: 'User Name : *', 'Email Address of Assessee For Communication : *', 'Name Of The Unit : *', 'Designation : *', 'First Name : *', 'Middle Name :', 'Last Name :', 'Phone Number :', and 'Mobile Number :'. A note below the fields states '(All the Fields marked with * Are Mandatory)'. At the bottom, there are three buttons: 'Submit', 'Reset', and 'Cancel'. The footer of the page reads '© Copyright Information 2007'.

3. After entering the details, press 'Submit' button for submitting the data for further processing:

The screenshot shows the 'REGISTRATION WITH ACES FOR CENTRAL EXCISE' form. The header includes the Government of India logo and the text 'CENTRAL BOARD OF EXCISE AND CUSTOMS, Ministry of Finance - Department of Revenue'. The form fields are as follows:

User Name :	new_user *
<small>User Name can be 6-12 alphanumeric characters. First character should be an alphabet, it can contain special character (_) only</small>	
Email Address of Assessee For Communication :	wipro@wipro.com *
Name Of The Unit :	WIPRO *
Designation :	Partnership *
First Name :	WIPRO *
Middle Name :	
Last Name :	
Phone Number :	
Mobile Number :	9999999999

At the bottom, there are buttons for 'Submit', 'Reset', and 'Cancel'. A note states: '(All the Fields marked with * Are Mandatory)'. The footer contains '© Copyright Information 2007'.

4. After submit, Assessee will find the below screen:

The screenshot shows the success message page. The header is identical to the registration form. Below the header, the text reads: 'Central Excise Registration' on the left and 'Login' on the right. The main message states: 'You have been successfully registered with ACES and your password has been delivered to your e-mail id. Once you receive the password, you can login to ACES application and fill the registration form.' The footer contains '© Copyright Information 2007'.

You will be sent the username and password to the given e-mail ID within 3 to 24 hours. Sample Message description which will be sent to Assessee's registered e-mail-id is shown below for reference:

"This is to inform you that the user has been created. The User Name and the Password for the new user are: User Name - ltu_new1, Password – ohSwZk"

6. After Login, Assessee will find the below screen, wherein he is prompted to change the password and enter a *new password of his choice*.

Central Excise Registration [Login](#)

Old Password :	●●●●●●	*
New Password :	●●●●●●	*
Confirm New Password :	●●●●●●	*
Hint Question :	What is your Favourite Pet Name	*
Hint Answer :	dog	*

(All the fields marked with * are mandatory.)

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7. Please press the Submit button to complete the process.
8. It is advised that for accessing ACES Application, please use Internet Explorer (*Standard Version 6.02 to 7.0*) or Mozilla Firefox (*Standard Version upto 3.0*).
