



e-Verification of Returns – User Manual

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1 e-Verification while uploading a return (Non - NetBanking)

- 1 Upload Return → Click Submit
- 2 The Return is uploaded (Pending for e-Verification)
- 3 Four e-Verification options provided – Taxpayer can choose any one of the options provided to e-Verify the return.
 - **Option-1** → “I already have an EVC and I would like to Submit EVC”
 - **Option-2** → “I do not have an EVC and I would like to generate an EVC”
 - **Option-3** → “I would like to generate Aadhaar OTP to e-Verify my return”
 - **Option-4** → “I would like to e-Verify later/ I would like to send ITR-V”

Option 1 – “I already have an EVC and I would like to Submit EVC”

Step 1: Provide the EVC in the text box → Click Submit.

Step 2: Download the Acknowledgement (No Further action required).

Option 2 – “I do not have an EVC and I would like to generate an EVC”

Two options are provided – Taxpayer can choose any one of the options if they do not have an EVC

- i. Generate EVC through NetBanking.
- ii. Generate EVC to registered Email Id and Mobile Number.

Generate EVC through NetBanking:

Step 1: Login to e-Filing Portal through NetBanking.

Step 2: Click on e-Verify return.

Generate EVC to registered Email Id and Mobile Number:

Step 1: Enter the EVC sent to your registered Email Id / Mobile Number and Submit to e-Verify return.

Step 2: Download the Acknowledgement (No Further action required).

Option 3 – “I would like to generate Aadhaar OTP to e-Verify my return”

Pre-requisite: Taxpayer’s PAN and Aadhaar should be linked.

If Aadhaar is not linked, click on Link Aadhaar button and link the Aadhaar.

Step 1: Enter the Aadhaar OTP sent to your Mobile Number registered with Aadhaar and Submit to e-Verify return.

Step 2: Download the Acknowledgement (No Further action required).

Option 4 – “I would like to e-Verify later/ I would like to send ITR-V”

Step 1: Click on Continue → Download ITR-V

Step 2: Submit ITR-V to CPC, Bangalore.

2 e-Verification of an already uploaded return (Non - NetBanking)

- 1 Click e-Verify Return under e-file.
- 2 Uploaded returns (120 Days) which are yet to be e-Verified are displayed in a table.
- 3 Click on e-Verify (for the return already uploaded)
- 4 Three e-Verification options provided – Taxpayer can choose any one of the options provided to e-Verify the return.
 - **Option-1** → “I already have an EVC and I would like to Submit EVC”
 - **Option-2** → “I do not have an EVC and I would like to generate an EVC”
 - **Option-3** → “I would like to generate Aadhaar OTP to e-Verify my return”

Option 1 – “I already have an EVC and I would like to Submit EVC”

Step 1: Provide the EVC in the text box → Click Submit.

Step 2: Download the Acknowledgement (No Further action required).

Option 2 – “I do not have an EVC and I would like to generate an EVC”

Two options are provided – Taxpayer can choose any one of the options if they do not have an EVC

- i. Generate EVC through NetBanking.
- ii. Generate EVC to registered Email Id and Mobile Number.

Generate EVC through NetBanking:

Step 1: Login to e-Filing Portal through Ne Banking.

Step 2: Click on e-Verify return.

Generate EVC to registered Email Id and Mobile Number:

Step 1: Enter the EVC sent to your registered Email Id / Mobile Number and Submit to e-Verify return.

Step 2: Download the Acknowledgement (No Further action required).

Option 3 – “I would like to generate Aadhaar OTP to e-Verify my return”

Pre-requisite: Taxpayer’s PAN and Aadhaar should be linked.

If Aadhaar is not linked, click on Link Aadhaar button and link the Aadhaar.

Step 1: Enter the Aadhaar OTP sent to your Mobile Number registered with Aadhaar and Submit to e-Verify return.

Step 2: Download the Acknowledgement (No Further action required).

3 e-Verification while uploading a return through NetBanking Login

- 1 Login to e-Filing through NetBanking
- 2 Upload Return → Click Submit
- 3 The Return is uploaded (Pending for e-Verification)
- 4 Three e-Verification options provided – Taxpayer can choose any one of the options provided to e-Verify the return.
 - **Option-1** → “I would like to e-Verify my return now”
 - **Option-2** → “I would like to generate Aadhaar OTP to e-Verify my return”
 - **Option-3** → “I would like to e-Verify later/ I would like to send ITR-V”

Option 1 – “I would like to e-Verify my return now”

Step 1: Click on “I would like to e-Verify my return now” → Click Continue

Step 2: Download the Acknowledgement (No Further action required).

Option 2 – “I would like to generate Aadhaar OTP to e-Verify my return”

Pre-requisite: Taxpayer’s PAN and Aadhaar should be linked.

If Aadhaar is not linked, click on Link Aadhaar button and link the Aadhaar.

Step 1: Enter the Aadhaar OTP sent to your Mobile Number registered with Aadhaar and Submit to e-Verify return.

Step 2: Download the Acknowledgement (No Further action required).

Option 3 – “I would like to e-Verify later/ I would like to send ITR-V”

Step 1: Click on Continue → Download ITR-V

Step 2: Submit ITR-V to CPC, Bangalore.

Note: User who has already uploaded the return and opts to e-Verify the existing return can use the above mentioned options other than Option 3.