

Managing Sub-Users

Some of the users or taxpayer's needs to generate the e-way bill from multiple business places or in 2-3 shifts or many number of e-way bills under his account. Also some of the users do not want to manage all the activities under one username or account. Under this circumstance, he/she may not be able to manage this with one user name. These users can use the user management option to create multiple sub-users and assign them different roles. The following sub-options explain the user how to manage the sub-users.

Create Sub-User

The system enables the user to create a sub user.

Once the user clicks on the sub option Create Sub user under the option user management, the system asks the user to enter the mobile number and validates the same via the OTP. Once correct OTP is entered the following screen is displayed.

In this form the user can create the sub-user by enter a suffix user id for the sub user and shall check the availability of the user id.

Then the user needs to enter the name, destination, mobile number, email id, enabling the user to generate the EWB for all the offices or for a particular office.

User shall give the authority to the sub user to generate EWB, consolidated EWB, rejection of EWB, report generation of EWB and updating the masters from the check boxes given in the system.

The system will pop up an error if the fields entered are incorrect otherwise the system will create a sub-user and pop up a message with password for the sub-user.

Note: Please remember the user id and password for the sub user.

Freeze Sub-User

The system gives an option to the user to freeze the sub user.

Once the user selects freeze sub-user under the option user management. The following screen is displayed.

The user shall select the freeze tab to freeze a sub user. Once a sub- user is freezed he/she won't be able to login E-way bill portal.

Update Sub-User

In the same manner explained under chapter 10.1 create sub user. A user can update a sub-user. In the sub option, Update sub-user under user management.

Change Password

A user shall change his login password under this option. Once the user clicks on sub option change password under the option user management, the following screen is displayed.

In this form the user needs to enter the old password, enter the new password if wants to use and click. The system will change the login password of the user with new entered password.

Note: Remember the old and the new password entered. Don't share your password with others and regularly change your password.