



**File Return on IT Dept portal by  
uploading Cleartax generated JSON File**

# Step 1: Login



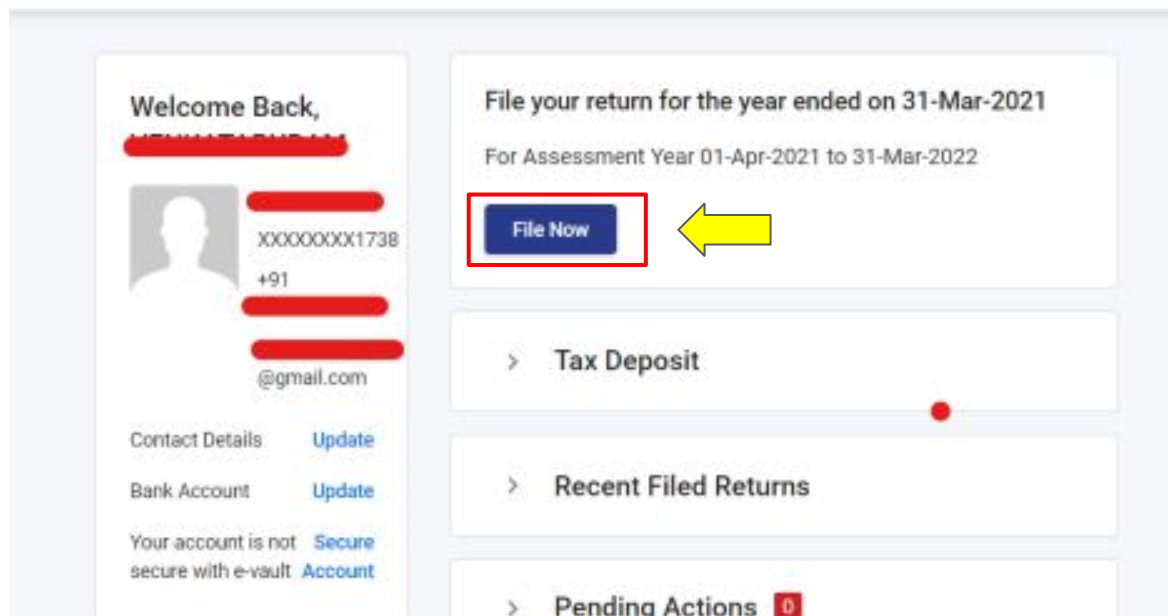
- Login into income tax portal by clicking on the link:
- Enter PAN, click on Continue
- Enter the password, click on Continue

The screenshot shows the 'Login' page of the Income Tax e-filing portal. The browser address bar displays 'portal.incometax.gov.in/iceit/fooservices/#/login'. The page has a light blue header with navigation links: 'e-filing Home Page, Income Tax', 'Login as user', 'Client View for Tax...', 'I-T Returns and e-TD...', 'Forms-16 Parsing D...', 'Form 16 Conversio...', 'ClearTax Filing/Fil...', and 'New Tab'. The main content area is divided into two columns. The left column, titled 'Login', contains a text input field labeled 'Enter your User ID \*' with a red underline, a blue 'Continue >' button, and a white '< Back' button. The right column, titled 'Know about your User ID', lists two options: 'PAN (Permanent Account Number)' with a sub-header 'For Individuals (Salaried employee, Senior citizen, Self-employed, NRI)' and 'For Other Than Individuals (Company, Trust, AOP, AJP, BOI, Firm, Local Authority)', and 'Aadhaar Number' with a sub-header 'For Individuals (Salaried employee, Senior citizen, Self-employed, NRI)'. At the bottom left, there is a section for 'Other ways to access your account'.

The screenshot shows the 'Secure Access Message' screen. It features a blue 'Login' button at the top. Below it is a checked checkbox with the text 'Please confirm your secure access message \*' and an information icon. The instruction 'Enter password for your e-Filing account' is displayed. There is a password input field with a masked password '\*\*\*\*\*' and a toggle icon. Below the password field is a link for 'Forgot Password?' with an information icon. At the bottom is a blue 'Continue >' button. On the right side of the screen is a large blue padlock icon with a white user silhouette and a masked password '\*\*\*\*\*'.

# Step 2

- Click on File Now



# Step 3: Select AY

- Select AY and click on Continue

## Income Tax Return (ITR)

\* Indicates mandatory fields

Select Assessment year \*

2021-22 (Current  
A.Y.)

Select Filing Type \*

Select

Are you audited u/s 44AB \*

☐ Yes

☐ No

Select ITR Type \*

Select

Continue >

# Step 4: Select mode of filing

- Select Offline
- Select Filing Type
  - Original If you are filing original return
  - Revised if you are filing revised return
- Select the ITR number in Select ITR Type
- Click on Proceed

## You need to select a mode of filing to proceed

### Select mode of filing

☐ Online (Recommended)

☒ Offline

Select Filing Type \*

139(1) - Original Return ▼

Select ITR Type \*

ITR-1 ▲

Proceed

# Step 5: Upload JSON

- Upload the Json file
- Click on Proceed to Verification

## Download

Offline Utility

 Download

Prefilled data

(.json containing Income details, tax details, etc. )

 Download

## Upload

Upload your filled ITR from Here



 **Validation Successful**

No errors were found.

# Step 6: Complete your verification



- Select any of the three options to e-verify the return
- Click on continue

## Complete your verification

Select a Verification method below to finish filing

### E verify Now (Recommended)

☒ Instant eVerification via Aadhaar OTP/Prevalidated Bank Account/ Prevalidated Demat Account

### eVerify Later

☐ You can submit the return now and eVerify within 120 days of submission

### Verify via ITR-V

☐ You can submit the return now and eVerify within 120 days of submission

# Step 7

- If you choose option of E-verify Now, follow the below procedure, if other two options are selected then go to **Step 8**
- Choose the option on how to e-verify from the list given, click on continue, enter the OTP

PAN  
[REDACTED]

ITR-1

Assessment Year  
2021

### How do you want to e-verify?

☒ I would like to verify using OTP on mobile number registered with Aadhaar

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#### Generate electronic verification code (EVC)

☐ Through Net Banking

☐ Through Bank Account

☐ Through Demat Account

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☐ I already have an Electronic Verification Code (EVC)

☐ I already have an OTP on Mobile number registered with Aadhaar

**Note**

You can generate EVC through Bank ATM. To generate EVC through Bank ATM, follow below steps.

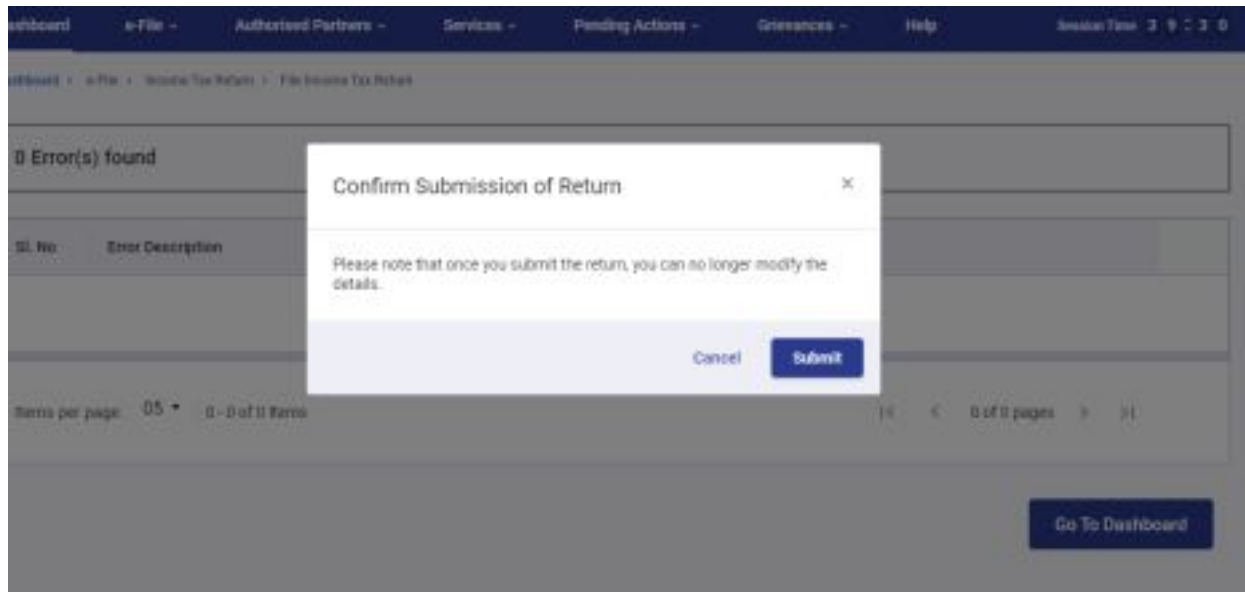
1. Visit your bank's ATM and swipe your ATM card.
2. Click on the 'Pin for Income Tax filing'.
3. An EVC will be sent to the mobile number and e-mail ID registered with e-filing. This EVC is valid for 72 hours.
4. The generated EVC can be used to e-verify by selecting the option "I already have an Electronic Verification Code (EVC)"

[List of Banks which are configured to generate EVC through ATM](#)



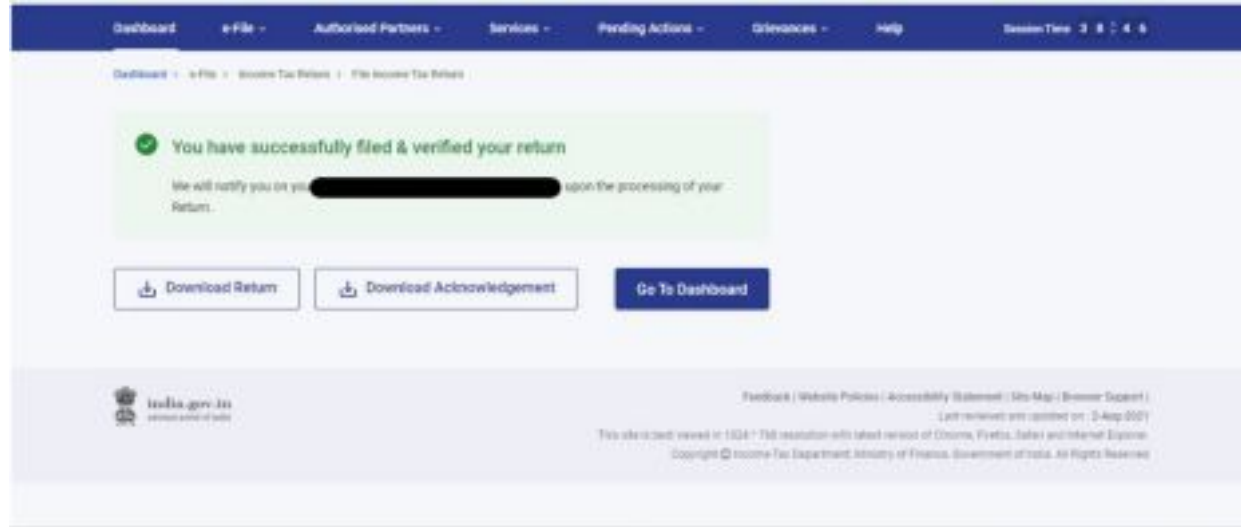
# Step 8

- Click on submit to file ITR



# Step 9

- Once the return is successfully filed you will see the below message.



To check the ACK number, click on >e-File >Income Tax returns > View Filed Returns