



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

Step 1: Login



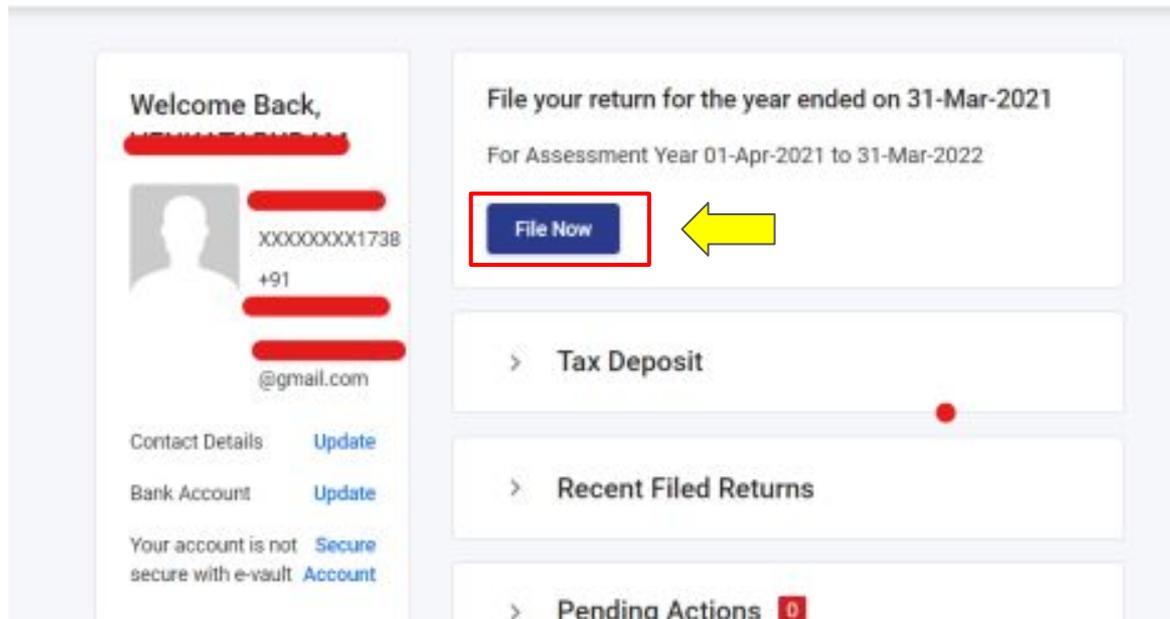
- Login into income tax portal by clicking on the link:
- Enter PAN, click on Continue
- Enter the password, click on Continue

The screenshot shows the e-filing login page. The browser address bar displays 'portal.incometax.gov.in/secure/services/#/login'. The page title is 'Login'. There is a text input field labeled 'Enter your User ID *' with a red error bar below it. Below the input field are two buttons: 'Continue >' and '< Back'. To the right, under the heading 'Know about your User ID', there are two sections: 'PAN (Permanent Account Number)' and 'Aadhaar Number', each with a brief description of who they apply to. At the bottom left, there is a section titled 'Other ways to access your account'.

The screenshot shows the 'Secure Access Message' page. It features a 'Login' button at the top. Below it is a checked checkbox with the text 'Please confirm your secure access message *'. Underneath, there is a text input field for the password, labeled 'Enter password for your e-filing account' and 'Password *'. To the right of the password field is a blue padlock icon with a person silhouette and a password field containing six asterisks. Below the password field are links for 'Forgot Password?' and a 'Continue >' button.

Step 2

- Click on File Now



The screenshot displays the ClearTax user interface. On the left, a user profile card shows a silhouette icon, a masked name, a masked phone number (XXXXXXXX1738), a masked email address, and links for 'Contact Details Update', 'Bank Account Update', and 'Your account is not secure with e-vault Account Secure Account'. The main content area features a header for filing a return for the year ended on 31-Mar-2021 for the assessment year 01-Apr-2021 to 31-Mar-2022. A blue 'File Now' button is highlighted with a red rectangular box, and a yellow arrow points to it from the right. Below this are three menu items: 'Tax Deposit', 'Recent Filed Returns', and 'Pending Actions' with a red notification badge containing the number '0'.

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

Generate electronic verification code (EVC)

Through Net Banking

Through Bank Account

Through Demat Account

I already have an Electronic Verification Code (EVC)

I already have an OTP on Mobile number registered with Aadhaar

Note

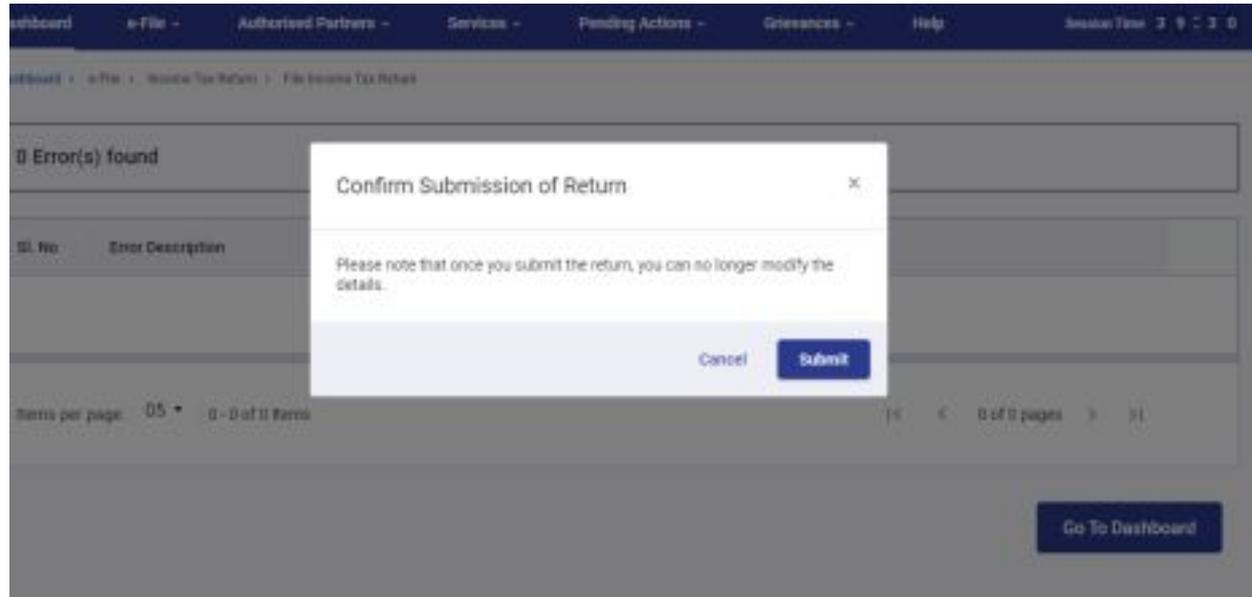
You can generate EVC through Bank ATM. To generate EVC through Bank ATM, follow below steps.

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](#)

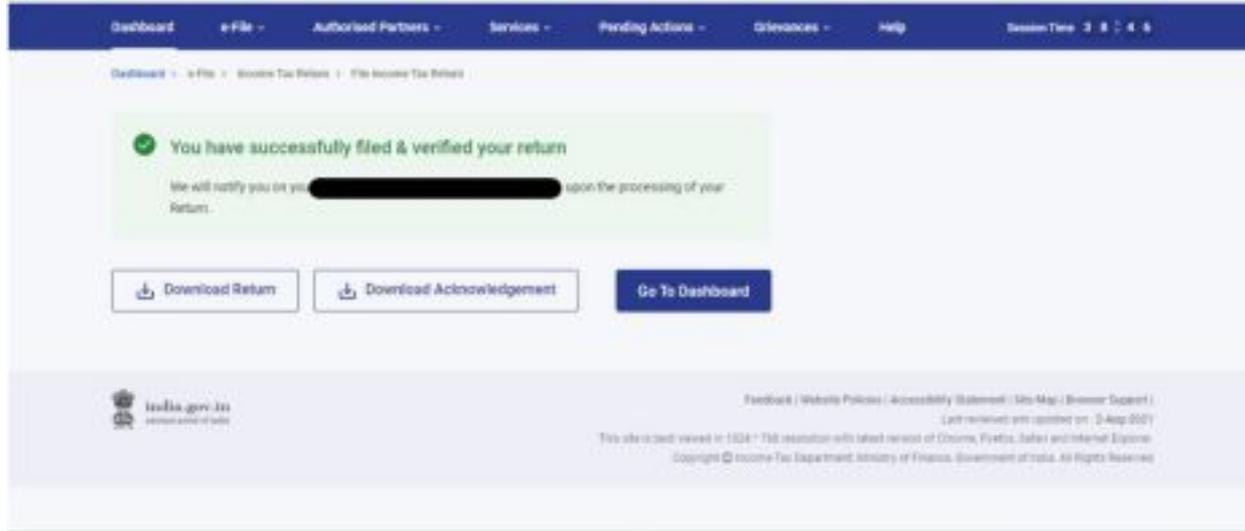
Step 8

- 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