

**Below the steps which need to be followed by the user taxpayer for change of email and mobile number:-**

**Step-1** Login with your user id and password,

**Step-2** Click on the registration bar and select the non-core amendment,

**Step-3** Click on the authorized signatory tab,

**Step-4** Add new authorized signatory whose email and mobile number user wants to use,

**Step-5** Go to verification tab and submit the application.

**Step-6** After submission of application please wait for sometime (15 minutes)

**Step-7** Login again with user id and password,

**Step-8** Go to the authorized signatory tab – deselect the primary authorized signatory check box,

**Step-9** Select the newly added authorized signatory as primary authorized signatory,

(Important- Older mobile and email id will be pre fetched by the system. Please ensure to change the mobile and email id to which you want to add.)

**Step-10** Go to the verification tab and submit,

(Note For Company /LLP DSC will be allowed. For EVC submission, OTP will come on newly added email/mobile number)