

Two minutes on the GST portal so your consultant never misses a notice

Your tax consultant uses TaxCorp Notice Watch to check the GST portal for notices and orders every night. For that, the portal needs your one-time permission. Here is exactly what to do.

Part A — Switch on API access (once)

- 1 Log in to www.gst.gov.in with your GSTIN login.**
The same user id and password you use to file returns. If your accountant holds the login, they can do this step.
- 2 Open My Profile.**
Click your name at the top right of the dashboard, then **My Profile**.
- 3 Click Manage API Access in the Quick Links on the left.**
On the page that opens, set **Enable API Access** to **Yes**.
- 4 Choose the longest duration offered and click Confirm.**
The duration is how long the portal allows connected applications to work before asking for a fresh OTP. Pick the maximum (30 days where offered). Done.

Nothing changes for you. Your login, returns and payments work exactly as before. This only allows a licensed application to **read** your notices with your permission.

Part B — The OTP (one time per GSTIN)

- 1 Your consultant will tell you when they are connecting your GSTIN.**
It takes a minute. Keep the mobile registered on the GST portal at hand.
- 2 GSTN sends a 6-digit OTP to your registered mobile and e-mail.**
The message comes from GSTN, not from TaxCorp. It is valid for a few minutes.
- 3 Read the OTP out to your consultant, or send it on WhatsApp.**
They enter it once. From then on the connection stays alive on its own; no daily OTPs.

You may be asked for a fresh OTP occasionally — for example after you change your portal password, if you switch API access off, or when the duration you chose in Part A runs out. Your consultant will ask when that happens.

What your consultant will now see

Every notice or order GSTN issues to your GSTIN, the day after it is issued, with the reply-by date and the notice PDF, so the reply is prepared in time. Notices issued in the last 60 days are picked up when the GSTIN is connected; older ones are not available through the portal's API.

Questions people ask

Is this safe?	Yes. Access is read-only, through a GST Suvidha Provider licensed by GSTN, and only after your OTP. Your password is never shared with anyone.
Can I stop it?	Any time: My Profile → Manage API Access → set to No. Your consultant's checks stop immediately.
Which mobile gets the OTP?	The mobile and e-mail registered on the GST portal for the authorised signatory. If those are out of date, update them on the portal first.