

- 1. CREATE OWN LOGIN ID PASSWORD WITH THE HELP OF ID PASSWORDS PROVIDED ON EMAIL .**
- 2. CREATE ID PASSWORDS FOR E-WAY BILL SITE .**
- 3. UPDATE THEM ON DRIVE OR FOLDER .**
- 4. ASK CLIENT TO OPEN A BANK A/C IN THE NAME OF BUSINESS AND UPDATE BANK DETAILS ON GST PORTAL.**
- 5. ASK CLIENT TO PUT A BOARD MENTIONING ADDRESS NAME AND GSTIN OUTSIDE OFFICE .**
- 6. BILL BOOK , STAMP , LETTERHEAD PRINTING WORKS .**
- 7. REGULAR RETURNS .**