



TDS

Centralized Processing Cell

TRACES

TDS Reconciliation Analysis and Correction Enabling System

e-Tutorial

Download Form 16


Login to TRACES

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Search In Keyword

A A A

English

 **TDS**
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TRACES
TDS Reconciliation Analysis and Correction Enabling System



Home Deductor

Click on help icon next to each field for more details


For more details on any screen, click on Help icon

Login

User Id* ? Enter userid and password

Password* Password is mandatory

TAN for Deductor / PAN for Tax Payer* TAN / PAN is mandatory

Verification Code*  Click to refresh image Enter TAN

Enter text as in above image* Verification Code is mandatory

Login

For Deductors:

- If you are not yet registered in TRACES, you may login for first time with existing User Id & Password as provided by TIN and your TAN
- If you are unable to login with TIN User Id & Password, please register as new user in TRACES
- If you are already registered in TRACES, please login with your registered User Id, Password & TAN

For Tax Payers:

- If you are already registered in TRACES, please login with your registered User Id (PAN), Password & PAN else register as new user

Common Note:

- For first time login to TRACES, migrated user from TIN must enter the User Id and Password for their TAN Account in TIN


Landing Page

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**TDS**
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TRACES
TDS Reconciliation Analysis and Correction Enabling System


सत्यमेव जयते
Government of India
Income Tax Department

[Dashboard](#) | [Statements / Payments](#) | [Defaults](#) | [Communications](#) | [Downloads](#) | [Profile](#)

Welcome Prachi Jain, you have logged in on 12-Jan-2012 at 12:30 PM 




 You have logged into TRACES from IP <IP address>. Your last login was on 01-Jan-2012 at 02:00 PM

Quick Links
[View Default Summary](#)
[Request for TRACES Offline Correction File](#)
[Upload Correction Statement](#)
[File Correction](#)
[Inbox](#)
[Requested Downloads](#)

Welcome to TRACES!

TRACES is a user-friendly application that will help you to manage your TDS / TCS account. Some of the functionalities available through TRACES are listed below.

- Dashboard view presenting summary of your account
- Statements / Payments
 - View status of statements, challan status and challan consumption details
 - View TDS-TCS Credit for a PAN and verify PAN of Tax Payer
 - Download TRACES Offline Correction File (consolidated file for a statement)
- Defaults
 - View default summary details

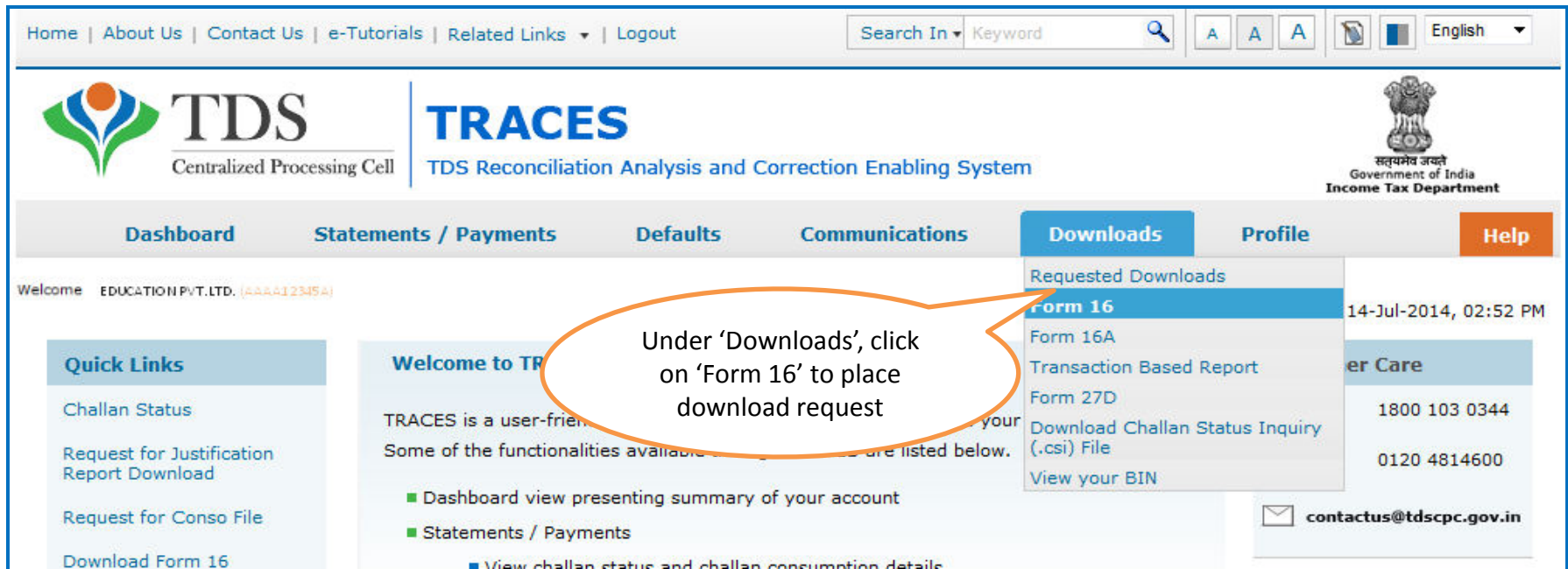
Customer Care
 011 123 456 7890
 011 123 456 7891
 contactus@tdscpc.gov.in

Landing page will be displayed

Important Notes :

- Form 16 (Part A) downloaded from TRACES are considered as valid TDS certificates, as per CBDT circular 04/2013 dated 17th April'2013.
- Form 16 is generated only for valid PAN. In case of invalid PAN or if the PAN is not reported in TDS statement, Form 16 will not be generated.
- Ensure that you have filed Form 24Q for Quarter 4 with Annexure II. It is mandatory to file Annexure II giving actual particulars for the entire financial year, as Form 16 is generated on the basis of information provided in Annexure – II.
- TDS certificates downloaded from TRACES are non-editable.
- Password to open Form 16 A is TAN number in Capital letters i.e. ABCD12345E.

Select from Menu



The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header features the TDS Centralized Processing Cell logo and the TRACES (TDS Reconciliation Analysis and Correction Enabling System) title. On the right, the Government of India Income Tax Department logo is displayed. Below the header, a menu bar includes Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' menu is open, showing options: Requested Downloads, Form 16 (highlighted), Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. A callout bubble points to 'Form 16' with the text: 'Under 'Downloads', click on 'Form 16' to place download request'. The left sidebar contains 'Quick Links' such as Challan Status, Request for Justification Report Download, Request for Conso File, and Download Form 16. The main content area shows a 'Welcome to TRACES' message and a list of functionalities available to the user.

- Download request for Form 16 for a particular FY can be submitted only after Form 24Q statement for Q4 for the selected FY is filed by deductor and processed by TDS CPC. Statement filed should not have been cancelled or NIL Statement.
- Form 16 can be downloaded from FY 2007-08 onwards
- Data in Form 16 will be as per latest statement processed (Form 24Q) for selected FY & Quarter
- For a given FY, TAN and PAN, there will be only one Form 16. In case of more than one employer, a PAN holder can have those many Form 16s

Enter Search Criteria

The screenshot shows a web application interface for downloading Form 16. At the top is a navigation bar with tabs: Dashboard, Statements / Payments, Defaults, Communications, Downloads (active), and Profile. Below the navigation bar, a welcome message reads: 'Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM'. The main heading is 'Download Form 16'. An information icon (i) is followed by the text: 'Select Financial Year and enter PAN and click on 'Add'. Download request can be submitted for maximum of 10 PANs'. A callout bubble points to a help icon (?) in the top right corner, stating: 'Click on Help icon for help text for this screen'. Below this is a section titled 'Search PAN'. It contains a form with 'Financial Year*' (a dropdown menu showing '----Select----') and 'PAN*' (a text input field), followed by an 'Add' button. A callout bubble points to the 'Add' button, stating: 'For individual PANs, select Financial Year for which Form 16 is required and enter PAN and click on 'Add''. Below the form is a list of PANs: ABCDE1234F, ABCDE2234F, ABCDE3234F, ABCDE4234F, ABCDE5234F, ABCDE6234F, ABCDE7234F, ABCDE8234F, ABCDE9234F, and ABCDE1334F. Below the list are 'Remove' and 'Go' buttons. A callout bubble points to the 'Remove' button, stating: 'Valid PANs will be added to the list. Select a PAN and click on 'Remove' to remove it from the list.'. Another callout bubble points to the 'Go' button, stating: 'Click on 'Go' to proceed with download request'. Below the list is a section titled 'Bulk PAN Download'. It contains a form with 'Financial Year*' (a dropdown menu showing '----Select----') and a 'Go' button. A callout bubble points to the 'Go' button, stating: 'For downloading Form 16 for all PANs, select Financial Year for which Form 16 is required and click on 'Go''.

- Validation screen will be presented on click of 'Go'
- PAN must be present in PAN database and also in the latest Form 24Q statement of any quarter of the selected FY


Details to be printed on Form 16

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Dashboard Statements / Payments Defaults Communications **Downloads** Profile

Welcome Prachi Jain, Logged in on 01-Oct-2012 at 12:30 PM

Details To Be Printed On Form 16

i Details are populated as per your profile information. Admin User can update details in Profile section

Name of Authorised Person	ABCD
Father's Name of Authorised Person	WXYZ
Designation of Authorised Person	Finance Officer
Place	Bangalore
Date	17-Aug-2012

Submit Cancel

This information will be printed on Form 16 for each PAN. Details will be populated from your profile information in TRACES

Click on 'Submit' to submit download request for Form 16

Click on 'Cancel' and go to 'Profile' section to update details

Token Number Details

[Dashboard](#) [Statements / Payments](#) [Defaults](#) [Communications](#) [Downloads](#) [Profile](#) [Help](#)

Welcome EDUCATION PVT.LTD. (AAAA12345A) Login Date: 11-Jul-2014, 12:49 PM

Please enter Token Number of Regular Statement Filed for Financial Year, Quarter and Form Type mentioned below
Invalid details in PART 1 and / or PART 2

Authentication Code [Proceed with Authentication Code](#)

If you do not have Authentication Code, please fill in the details below

Form Type	26Q
Financial Year	2012-13
Quarter	Q3
Token Number / Provisional Receipt Number (PRN)*	<input type="text"/>

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details

☐ Please select if you have ONLY NIL Challan(s)(Challan(s) with zero challan amount) in the state. **unique PAN-Amount Combination in PART 2 for NIL Challan statement.**

☐ Please select if the payment was done by book adjustment (for Government Deductors)

Enter Authentication Code if the validation is done earlier and you have the Authentication Code

Enter Token Number of only Regular (Original) Statement corresponding to the Financial Year, Quarter and Form Type displayed above

Token Number Details (Contd.)

PART 1. Challan Identification Number (CIN) Details / Transfer Voucher Details as quoted in the above Statement

☐ Please select if you have mentioned no challan except NIL challan(s) (Challan(s) with zero challan amount). It is mandatory to enter unique PAN-Amount Combination in PART 2 for NIL Challan.

☐ Please select if the payment was done by book adjustment (for Government Deductors)

i Please enter a Challan with a valid PAN and amount. If there is no such Challan, mention a challan with at least one valid PAN and amount combination and also mention the PAN and amount combination corresponding to the statement mentioned above. If there is no such challan, mention a challan with no valid PAN-Amount combination in the PAN Details section below.

Guide to identify a suitable challan

BSR Code / Receipt Number*



Date on which Tax Deposited*
(dd-mmm-yyyy; e.g., 12-Dec-1980)



Challan Serial Number / DDO*
Serial Number (5 digits; e.g., 00053)



Challan Amount / Transfer Voucher*
Amount (₹)(e.g., 1987.00)



PART 2. Enter Unique PAN-Amount Combinations

☐ Please select if you have mentioned no valid PAN corresponding to the above Challan details

Transfer Voucher entered above

Please select if the Transfer Voucher mentioned above

i Please enter three distinct PAN-Amount combinations corresponding to the challan details mentioned above. If there are less than three PANs corresponding to the specified challan, mention (one or two) PAN-Amount combinations.

Guide to identify the Unique PAN-Amount Combinations

PAN as in Statement



Total Amount Deducted / Deposited (₹)



Proceed

Tick in Check Box for NIL Challan or Book Adjustment

Government deductors not having BIN details tick here and need not provide BSR and Challan Serial Number below

Click on Guide to select suitable Challan option

Enter CIN details for a challan used in the statement

Tick here if you do not have any Valid PAN corresponding to above Challan details

Click on Guide to select suitable PAN amount Combinations

PANs entered must be those for which payment has been done using the CIN / BIN entered on this screen

Notes for Validation Screen

- Authentication code is generated when you clear validation details for a statement for certain functionalities such as Download Form 16 / 16A, Download NSDL Conso File, Download Justification Report, etc. Authentication code generated for a particular statement will be valid for the calendar day (i.e., an authentication code generated on 10-Dec-2012 can be used only on 10-Dec-2012 to clear validation details for the same statement. It will not be valid the next day).
- Validation will be bypassed for the same statement within the same session
- Token Number must be of the statement of the FY, Quarter and Form Type displayed on the screen
- CIN details must be entered for the challan which is deposited and mentioned in the statement corresponding to the FY, Quarter and Form Type mentioned above
- Transfer Voucher details to be entered for government deductors
- Amount should be entered in two decimal places (e.g., 1234.56)

Notes for Validation Screen

- Maximum of 3 distinct PANs and corresponding amount must be entered
- If there are more than three such combinations in the challan, user can enter any 3
- If there less than three such combinations in the challan, user must enter all (either one or two)
- PAN mentioned must be that for which payment has been done using the challan / Transfer Voucher mentioned on this screen


Authentication Code Screen

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Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT.LTD. (AAAA123456)

Login Date: 11-Jul-2014, 12:49 PM

Details validated for Form 26Q of FY 2010-11 and Quarter Q4.
Authentication code valid for today is 4eDRZM
Please copy and save the code given below.

Copy from:

This code is valid for today for this FY, Quarter and Form Type and can be reused for the following requests for this statement:

- Download Intimation
- Request for TRACES Offline Correction File
- Request for NSDL Conso File
- View Default Summary
- File Correction
- Request for Justification Report download
- Upload Correction Statement
- Download Form 27A
- Download Form 27D

Authentication Code will be available here


Request Number Screen

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Income Tax Department

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Welcome EDUCATION PVT.LTD. (AAAA123456)

Login Date: 11-Jul-2014, 12:49 PM

Download Request Confirmation

Request Number will be available here

has been submitted. Request Number is 61901. The file will be available in 'Downloads' section.

Downloading Form 16A

The screenshot shows the TDS TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. Below this, the TDS logo and 'Centralized Processing Cell' are on the left, and the TRACES logo with 'TDS Reconciliation Analysis and Correction Enabling System' is in the center. On the right, the Government of India Income Tax Department logo is displayed. A main menu bar contains: Dashboard, Statements / Payments, Defaults, Communications, Downloads, Profile, and Help. The 'Downloads' menu is open, showing a list of options: Requested Downloads, Form 16, Form 16A, Transaction Based Report, Form 27D, Download Challan Status Inquiry (.csi) File, and View your BIN. An orange callout bubble points to the 'Requested Downloads' option in the menu, with the text: 'Click on 'Requested Downloads' under 'Downloads''. Below the menu, a 'Download Request Information' section is partially visible, showing a 'Request for' field and a 'Request Number is 332488'. The date '02-Jul-2014, 11:16 AM' is also visible.

- File will be available in 'Requested Downloads'

Downloading Form 16A (contd.)

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TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

Government of India Income Tax Department

Dashboard Statements / Payments Defaults Communications Downloads Profile Help

Welcome EDUCATION PVT. LTD. (AAAA12345A)

Login Date: 02-Jul-2014, 11:16 AM

Files Requested For Download

Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report

Attention Deductors:
To generate Form 16/16A, Transaction Based Report, 27D in PDF format and Justification Report in excel format, you will need TRACES Generation Utility.
[Click here](#) to download the utility.

Please select one of the below Search Options

☒ Request Number ☐ Date ☐ View All

Request Number Go

Click on 'TRACES PDF Generation Utility' to start the download

Enter Request Number (Search Option 1) or Request Date (Search Option 2 or option 3 'View All' to view the download request

If PDS Utility is already downloaded, mentioned the request options and proceed further.

If Utility is not Downloaded earlier then follow the procedure from slide 19 onwards.

Search Results

Search Option 1

Request Number

Search Option 2

Request Date (dd-mmm-yyyy) From To

Click on 'View All' to view all download requests

Click on a row to proceed

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
25-Oct-2012	2246	2008-09	Q2	26Q/27Q		

Click on a row to select it

Copyright © 2012 Income Tax Department

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Search Results (contd.)

Click on a row to proceed

Request Date	Request Number	Financial Year	Quarter	Form Type	File Processed	Status
25-Oct-2012	2246	2008-09	Q2	26Q/27Q		

Click on the buttons to download file

Page 1 of 1 View 1 - 1 of 1

HTTP Download Download Manager

- **HTTP Download** is useful to download small files. It will directly download file for the user
- **Download Manager** is useful to download large files and where internet bandwidth is slow. This will launch a window, which will download an applet. The Applet is a large file, hence first time download might take time. But for subsequent requests, it should load immediately. User can use this tool to download file. This tool has the ability to resume download in case of failure

Downloading Form 16

TRACES PDF Generation Utility V1.3L

TDS Centralized Processing Cell **TRACES** TDS Reconciliation Analysis and Correction Enabling System

File / Folder Selection

Select Form 16 / 16A ZIP file

Password for input file

Save to folder

Soft Token (Digital Signature Details)

Select P12 file OR Select from Certificate Store below

Certificate Store

Subject	Serial No.	Issuer	Expiration Date
New RA1	7ec7	Sub 2 CA	9/5/15 5:07 PM

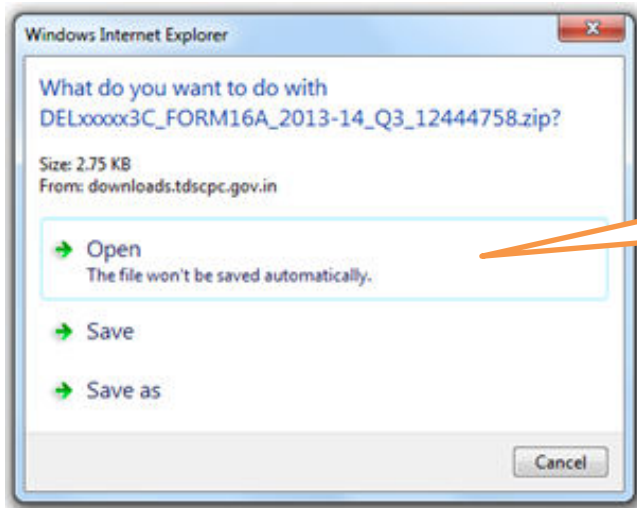
Select Form 16\16A Zip Files, enter Password as your TAN and select destination folder to save PDF files.

Select digital certificate to digitally sign the PDF files. This is **not Mandatory**.

Certificate details will be displayed here.

Click on 'Proceed' to continue with generation of PDF files.

Convert .ZIP File into PDF



Form 16 will be generated and will be saved in the destination folder selected by you

- .Zip file will contain Form 16A details for all requested PANs
- Download 'TRACES PDF Generation Utility' from the website and install it on your desktop
- Pass the ZIP file through the utility to convert it into individual PDF files for each PAN
- User can opt to digitally sign the Form 16As during conversion
- Deductor can also opt to manually sign the PDF files after printing.



TDS

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Step to Download Traces PDF Converter V1.3L Light Version

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Dashboard Statements / Payments Defaults Communications **Downloads** Profile Help

Welcome EDUCATION PVT. LTD. (AAAAA12345A)

Login Date: 02-Jul-2014, 11:16 AM

Files Requested For Download

Please download and use the latest PDF Generation Utility version 1.1 for Transaction based report

Attention Deductors:
To generate Form 16/16A, Transaction Based Report, 27D in PDF format and Justification Report in excel format, you will need TRACES Generation Utility.
[Click here](#) to download the utility.

Please select one of the below Search Options

☒ Request Number ☐ Date ☐ View All

Request Number

Click on 'TRACES PDF Generation Utility' to start the download


Downloading PDF Utility Conversion (contd.)

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Dashboard | Statements / Payments | Defaults | Communications | Downloads | Profile | **Help**


Welcome EDUCATION PVT.LTD. (AAAAA12345A)

Login Date: 11-Jul-2012 12:49 PM

Download TRACES Utility

Kindly submit the verification code to view the link for downloading the utility

Verification Code

 Click to refresh image

Enter text as in above image*

Click on Submit

Enter the text as displayed in Verification Code

Submit

Downloading PDF Utility Conversion (contd.)

The screenshot shows the TRACES portal interface. At the top, there is a navigation bar with links: Home, About Us, Contact Us, e-Tutorials, Related Links, and Logout. A search bar is also present. The main header includes the TDS logo, the TRACES logo, and the text 'TDS Reconciliation Analysis and Correction Enabling System'. On the right, there is a logo for the Government of India Income Tax Department. Below the header, there is a menu bar with options: Dashboard, Statements / Payments, Defaults, Downloads (highlighted), Profile, and Help. The main content area shows a welcome message and a link to 'Download TRACES Utility'. Below this, there is a section for 'TRACES-PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)' with a link to download it. Another section for 'TRACES Justification Report Generation Utility V 1.0 (needs JRE 1.6 or above - Size ~400Kb)' with a link to download it is also visible. A detailed list of steps to convert a Justification Report text file into an excel file is provided. At the bottom, there is a button labeled 'Back to Requested Downloads'. Two orange callout boxes are present: one pointing to the 'Help' icon in the menu bar with the text 'For more details on any screen, click on Help icon', and another pointing to the link 'TRACES PDF Utility Converter' with the text 'Click on 'TRACES PDF Utility Converter''.

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TDS Centralized Processing Cell

TRACES TDS Reconciliation Analysis and Correction Enabling System

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Dashboard Statements / Payments Defaults Downloads Profile Help

Welcome EDUCATION PRIVATE LIMITED, You have logged in on 29-May-2013 at 05:19 PM

Download TRACES Utility

You may download the utility using the link provided below

TRACES-PDF-CONVERTER V 1.3 Light Version (Needs JRE1.6 or above - Size ~9 MB)

■ TRACES-PDF-CONVERTER V 1.3 L

Installation instruction

TRACES Justification Report Generation Utility V 1.0 (needs JRE 1.6 or above - Size ~400Kb)

■ TRACES Justification Report Generation Utility V 2.0

Steps to convert the Justification Report text file into an excel

- Download the zip file from 'Requested Downloads' screen and save to your local
- Unzip the file using Winzip. Password to unzip is 'JR_<TAN>_<Form Type>_<Quarter>'. Save the Justification Report as a text file
- Download the macro utility for Justification Report from this screen
- Double-click the utility, excel sheet will open
- Click on 'Enable Content' in the warning message to enable macros
- Select the Justification Report text file and the folder to save the output excel file and click on button 'Generate TDS CPC Justification Report'
- The text file will be converted into excel spreadsheet and saved in the selected folder
- Open the Justification Report excel file from the folder in which it has been saved

Back to Requested Downloads

For more details on any screen, click on Help icon

Click on 'TRACES PDF Utility Converter'

Downloading Traces PDF Converter V1.3L Light Version

- Extract TRACES-PDF-CONVERTERV1.3L.zip file in a folder on your system.
- If WinZIP is not already installed on your system ,download it from www.winzip.com and install it.
- After extraction you will have **Run.bat** file and **TRACES-PDF-ConverterV1.3L.jar** in a same folder.
- To run this Utility, JRE version 1.6 or above is needed. Get the same from www.java.com and install (Steps are given in pages 10 to 22).

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Java Installation Steps

Go to www.java.com

The screenshot shows the Java website homepage. At the top is a red header with the Java logo on the left and navigation links for "Java in Action", "Downloads", and "Help Center" on the right. A search bar is also present in the top right corner. The main content area features the large text "JAVA + YOU, DOWNLOAD TODAY!" in a serif font. Below this text is a prominent red button labeled "Free Java Download". To the right of the text and button is a photograph of a man and a woman sitting together, looking at a laptop. An orange speech bubble points to the "Free Java Download" button with the text "Click on 'Free Java Download' button". Below the button are three links: "What is Java?", "Do I have Java?", and "Need Help?". At the bottom of the page is a section titled "Experience Java in Action" which contains six thumbnail images with captions: "Java + Alice", "Java + Livescribe", "Java + Neil Young", "Java + Blu-ray Disc", "Java Developer Conferences", and "Java + Amazon Kindle". The Oracle logo is in the bottom right corner. At the bottom left, there are links for "Select Language", "About Java", "Developers", "Privacy", "Terms of Use", "Trademarks", and "Disclaimer".

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Java Installation Steps (contd.)

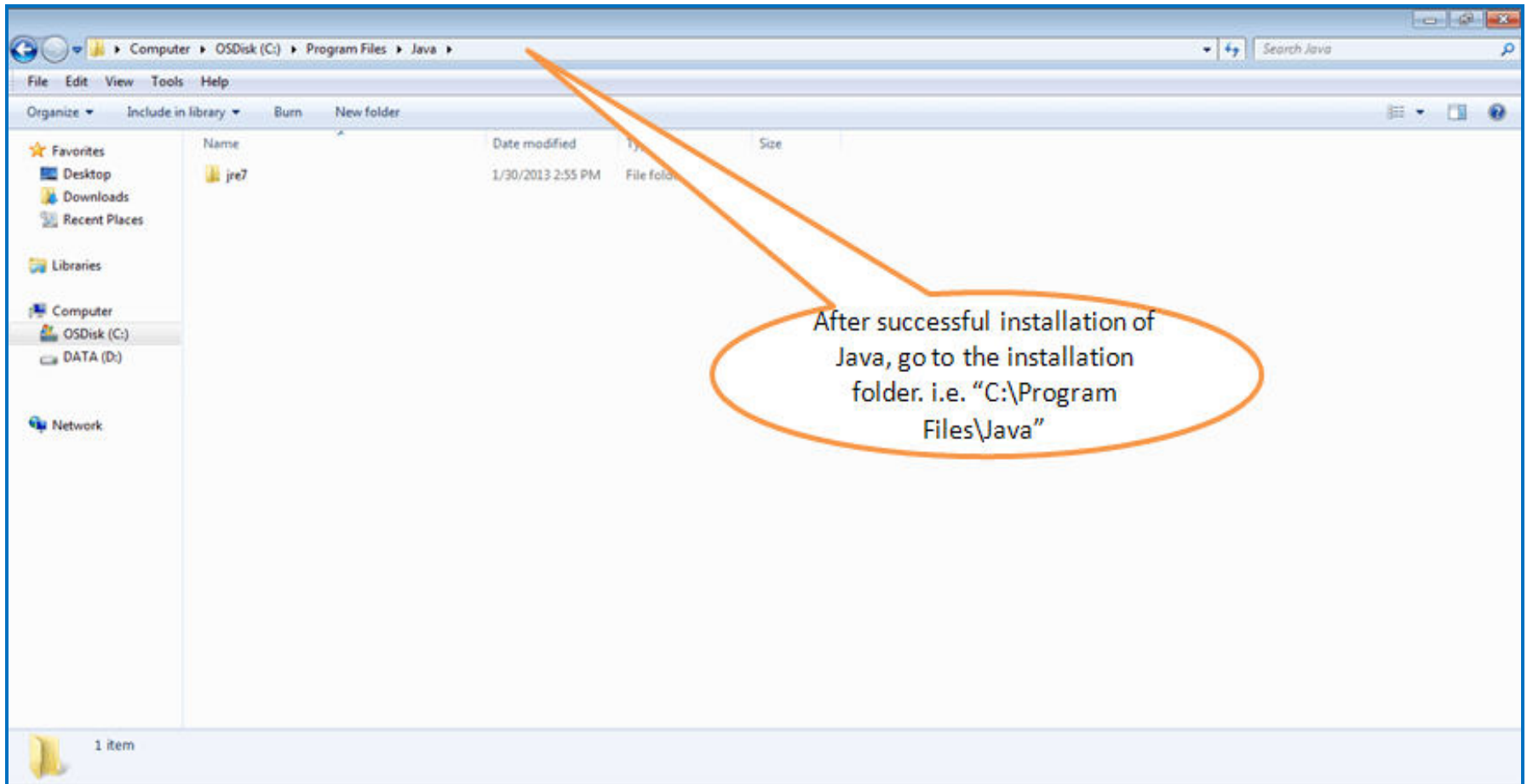
The screenshot shows the Oracle Java website's download page for Windows. The page has a red header with the Java logo and navigation links: "Java in Action", "Downloads", and "Help Center". A search bar is located in the top right corner. On the left, a "Help Resources" sidebar lists links: "What is Java?", "Remove Older Versions", "Disable Java", "Error Messages", "Troubleshoot Java", and "Other Help". The main content area is titled "Download Java for Windows" and specifies the "Recommended Version 7 Update 11 (filesize: 30 MB)". A large red button labeled "Agree and Start Free Download" is prominently displayed. Below this button, a text block states: "By downloading Java you acknowledge that you have read and accepted the terms of the [end user license agreement](#)". Further down, a blue icon with a document symbol is followed by the text: "When your Java installation completes, you may need to restart your browser (close all browser windows and re-open) to enable the Java installation." Below this, there are two links: "Installation Instructions" and "System Requirements". A note at the bottom of the main content area says: "Not the right operating system? [See all Java downloads.](#)". The footer contains links for "Send Feedback", "About Java", "Support", "Downloads", "Privacy", "Terms of Use", "Sitemap", and "Contact Us", along with the Oracle logo.

Click on "Agree and Start Free Download"

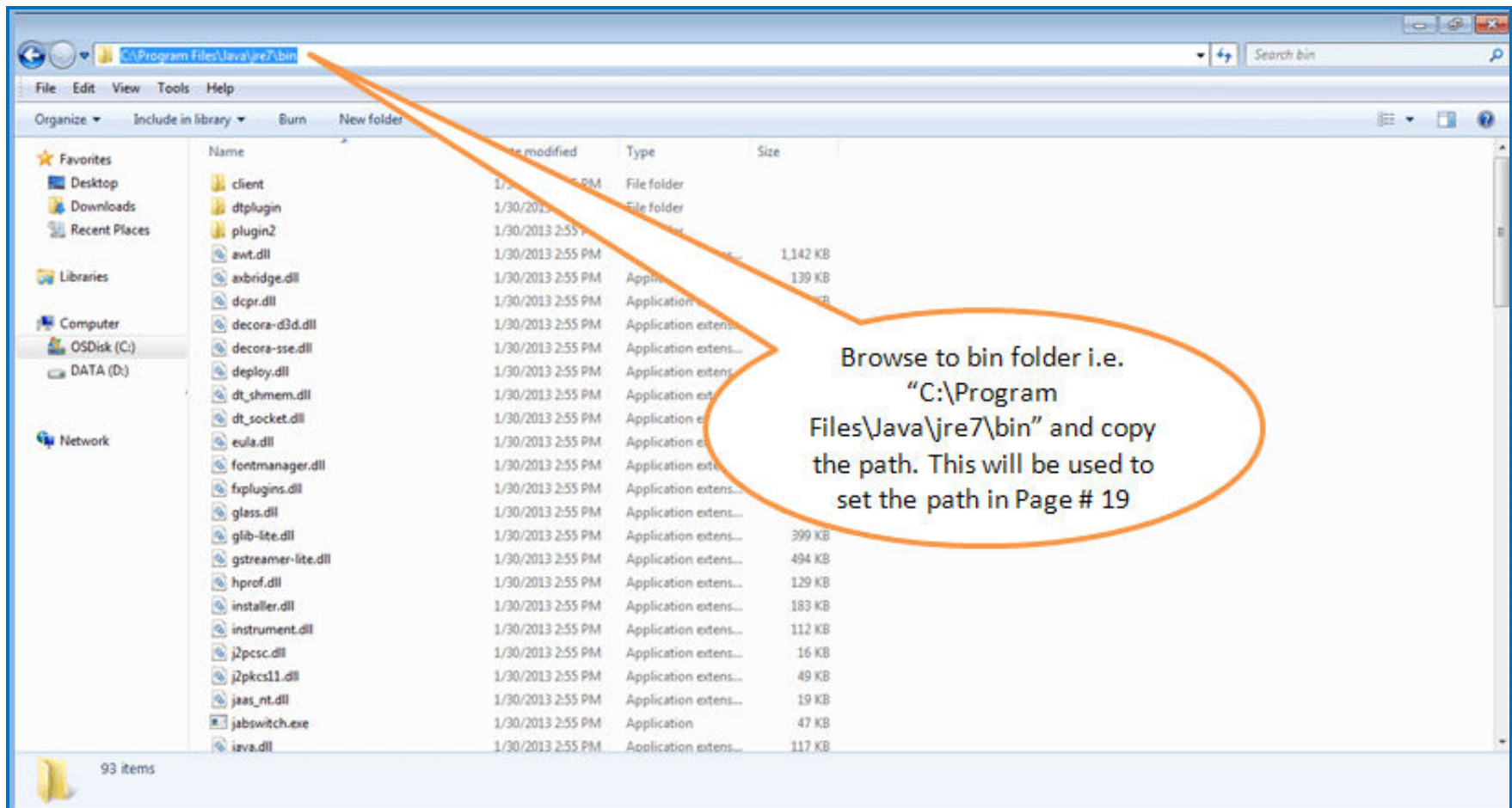
If you want to know how to install Java, please click on "Installation Instructions" link.

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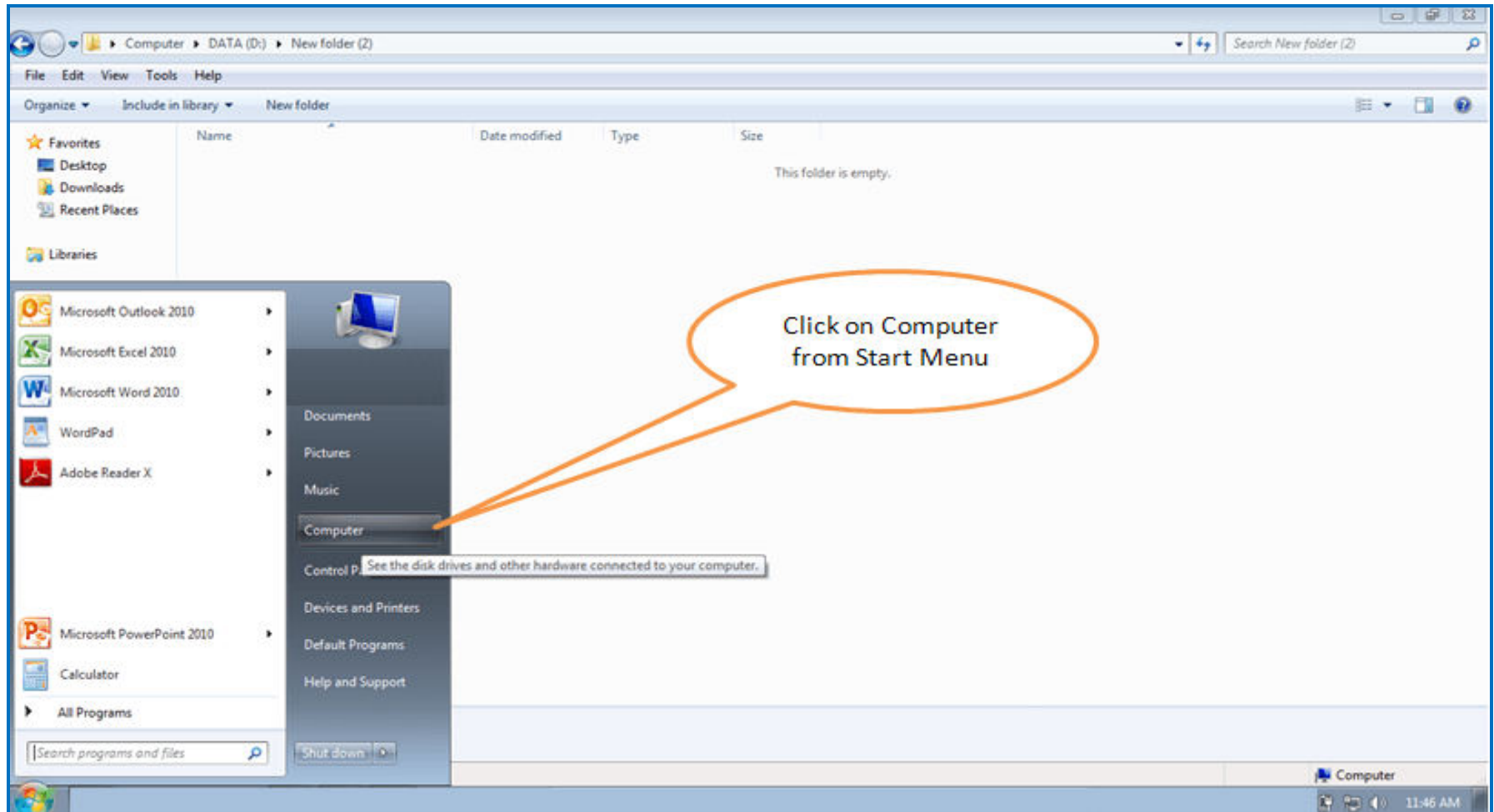
Setting Java Path in Environment Variable



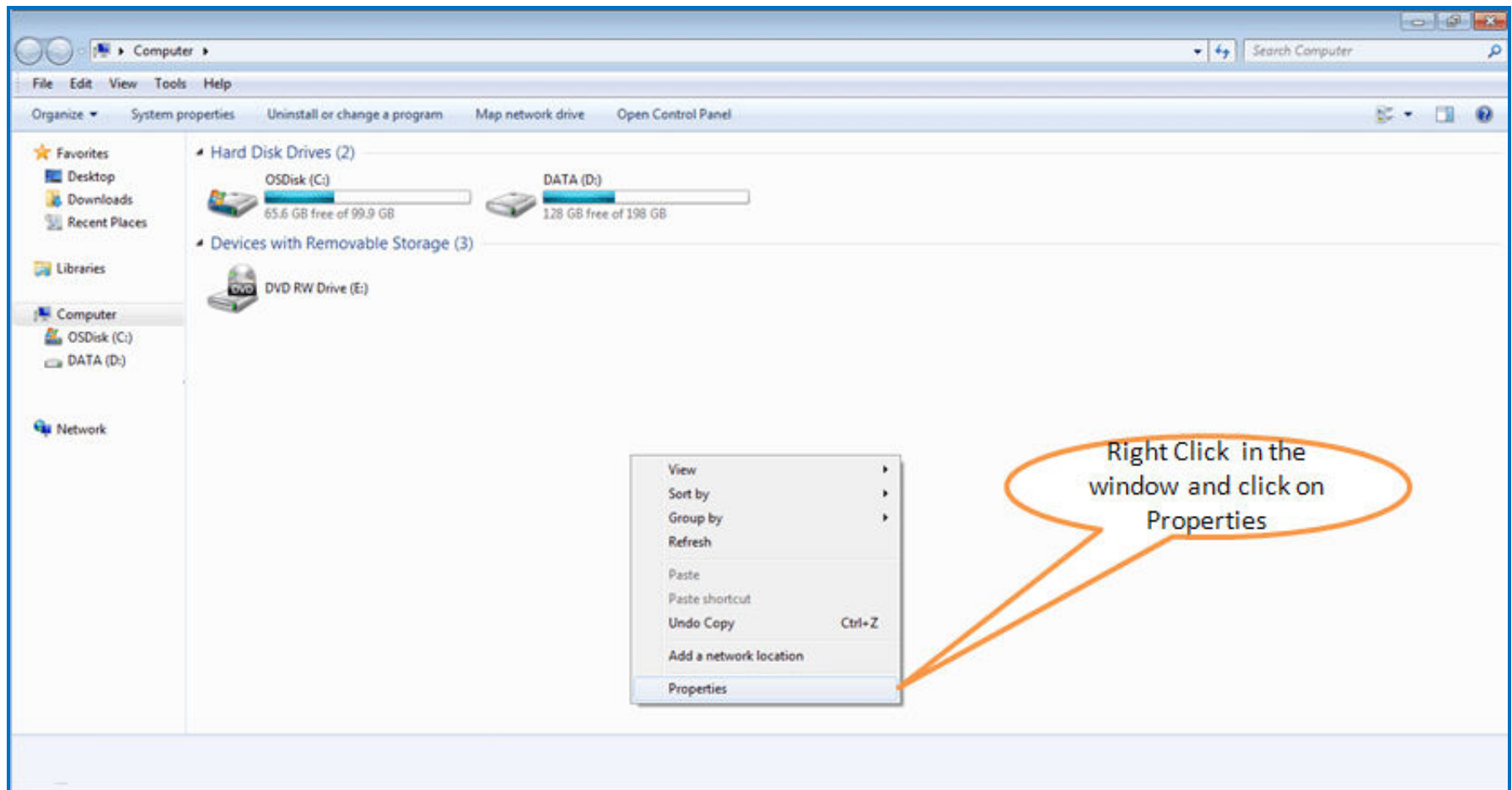
Setting Java Path in Environment Variable(contd.)



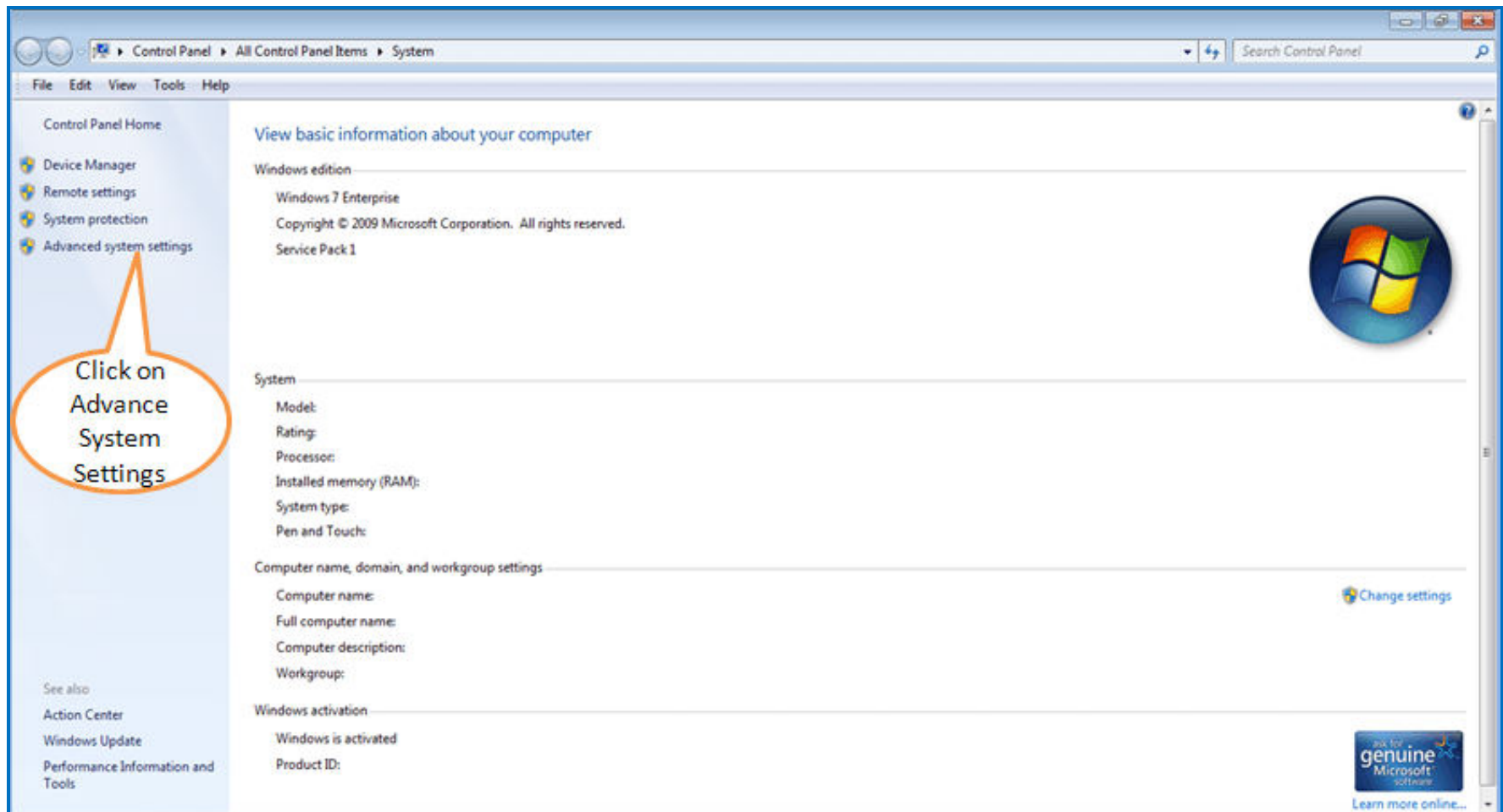
Setting Java Path in Environment Variable(contd.)



Setting Java Path in Environment Variable(contd.)

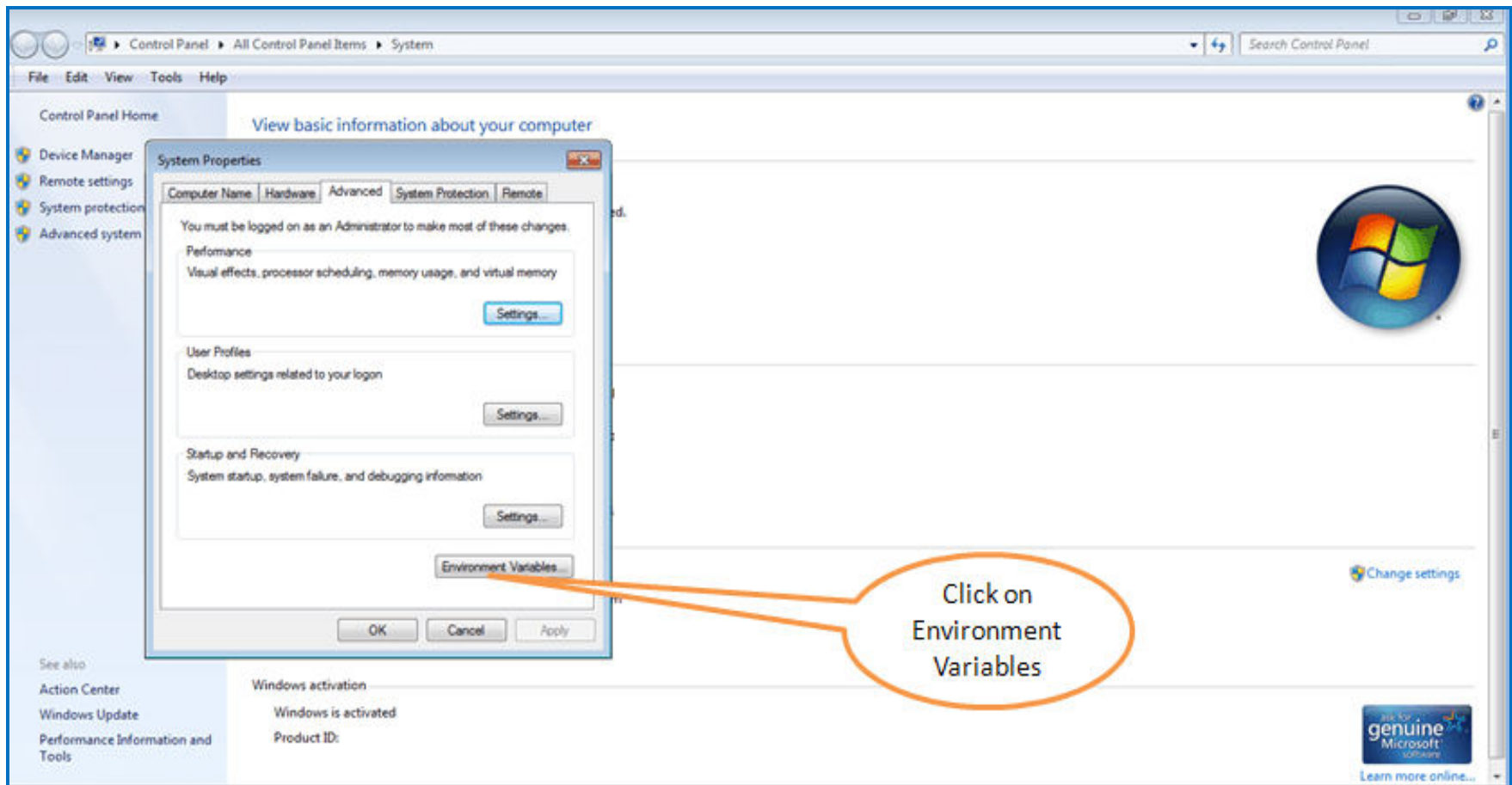


Setting Java Path in Environment Variable(contd.)

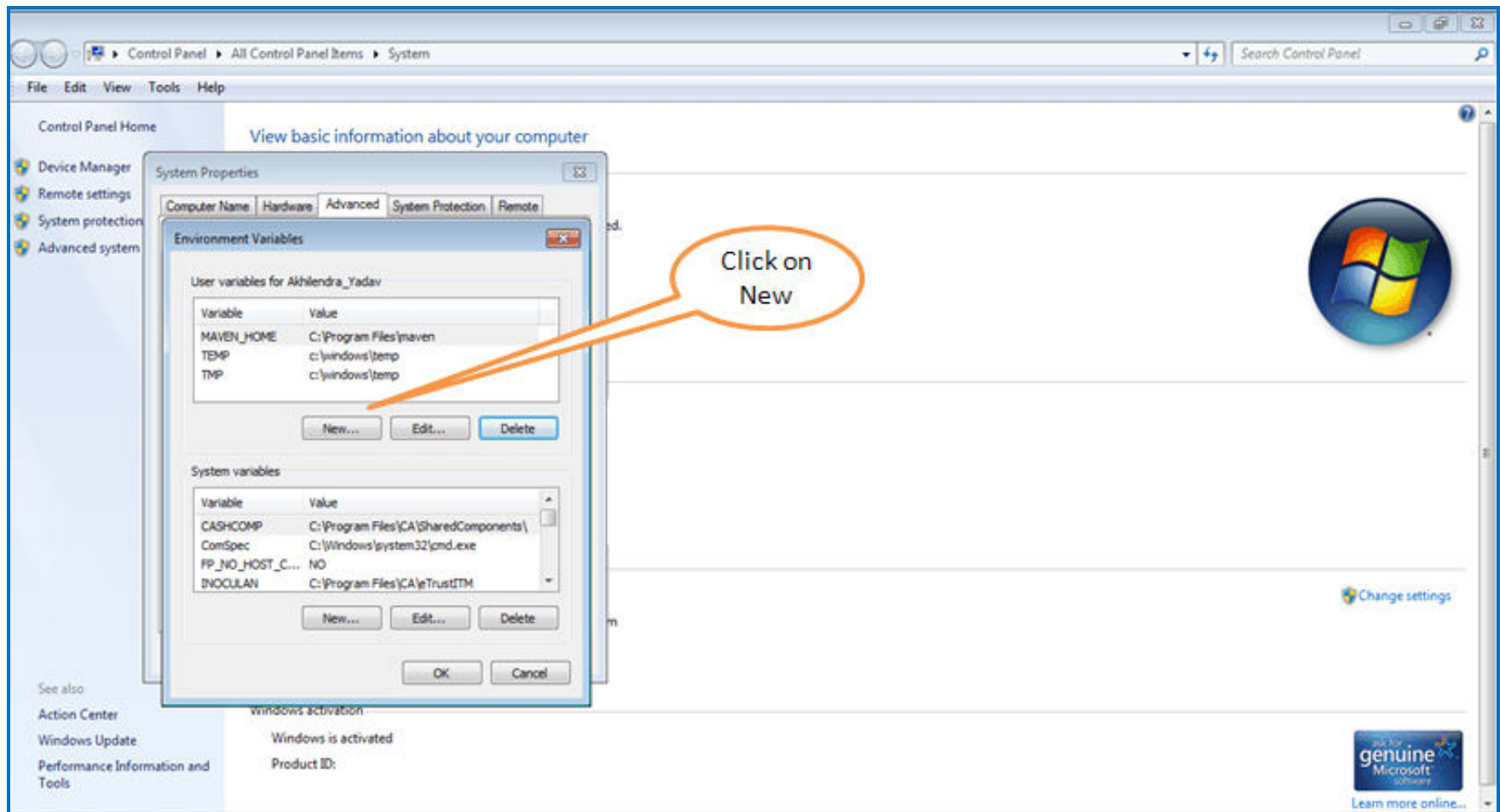


The screen may vary if Windows version is other than 7. Please look for 'Advanced System Settings' option in the screen if it is different then what is shown above.

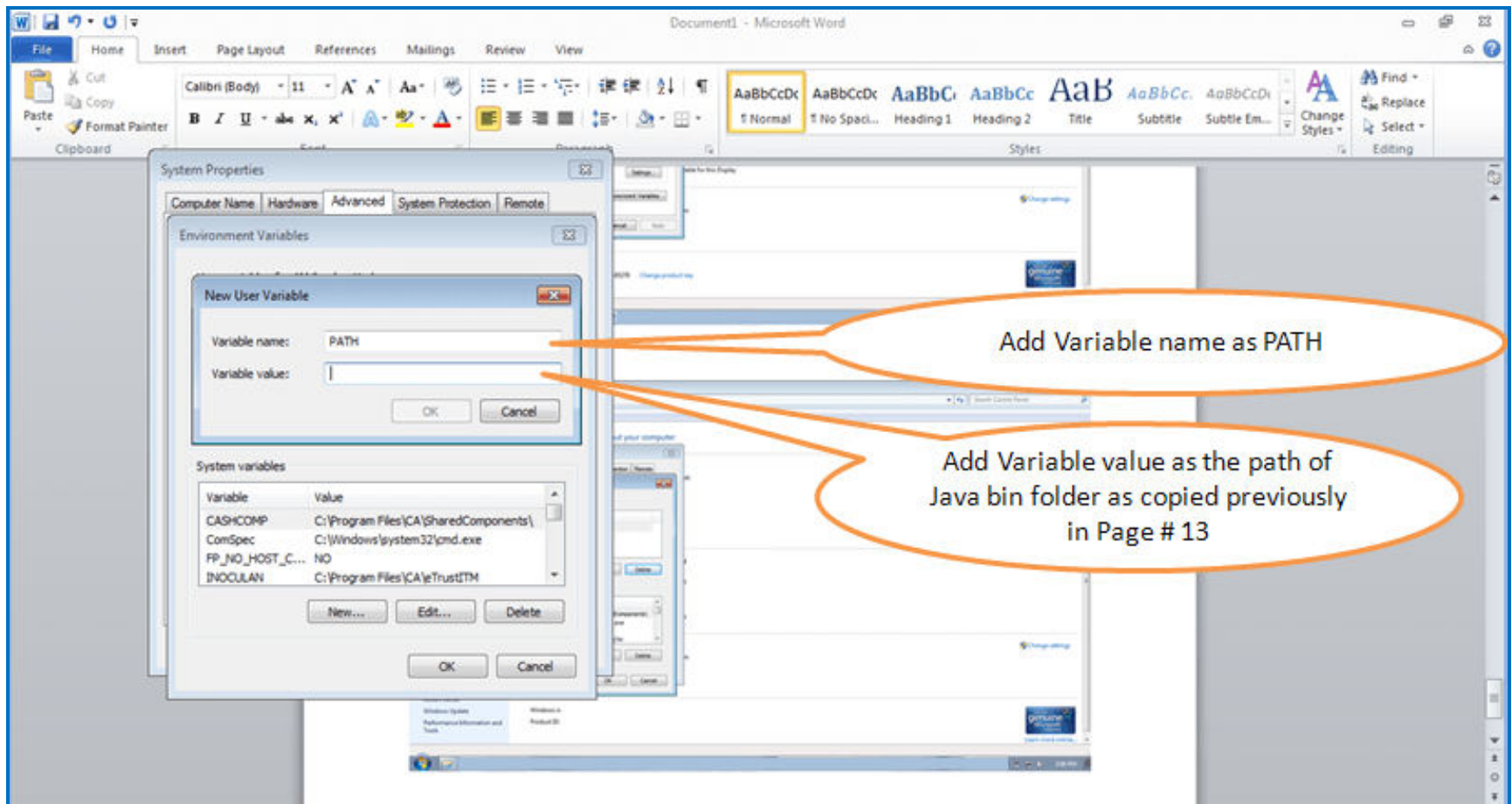
Setting Java Path in Environment Variable(contd.)



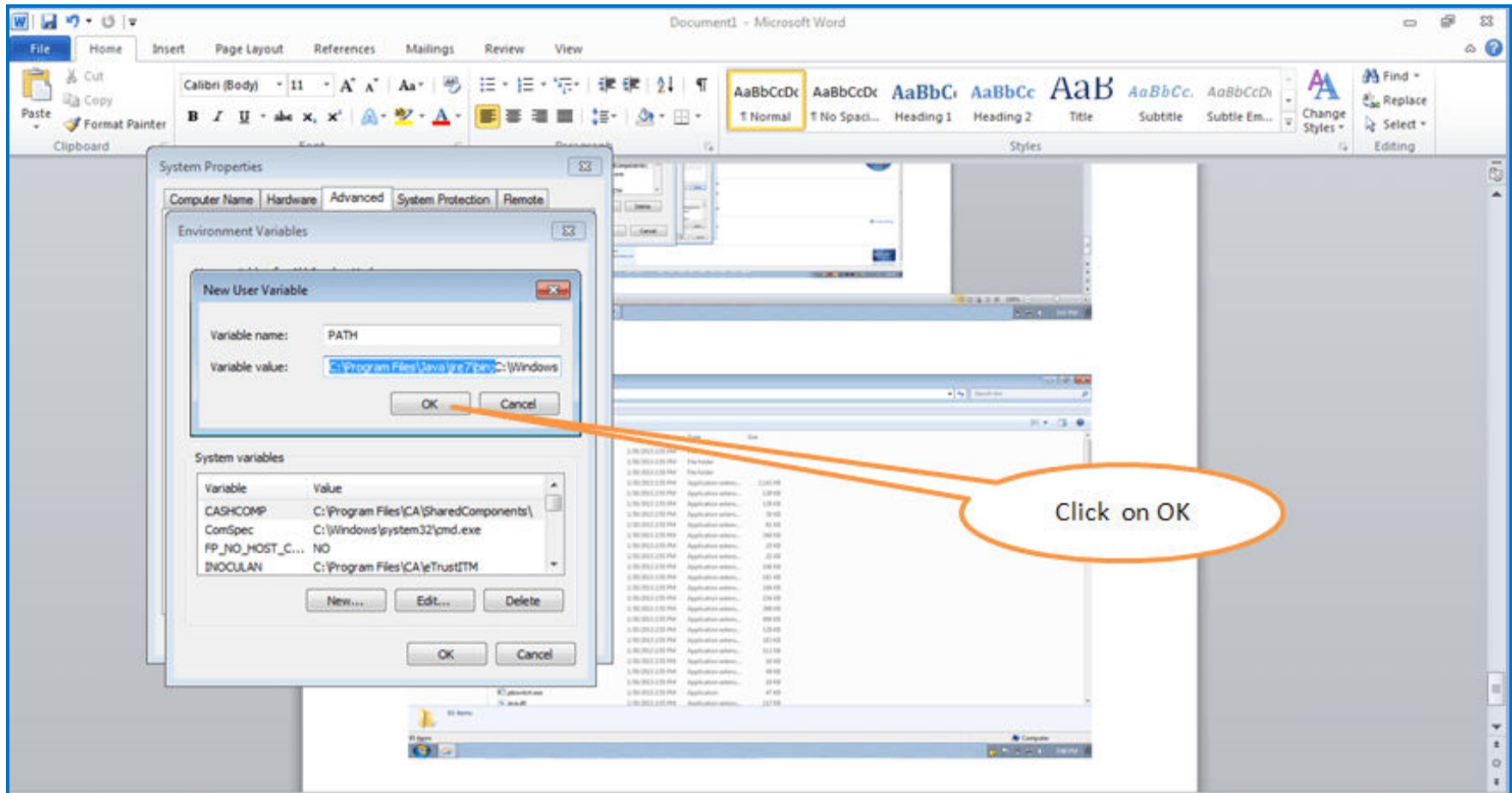
Setting Java Path in Environment Variable(contd.)



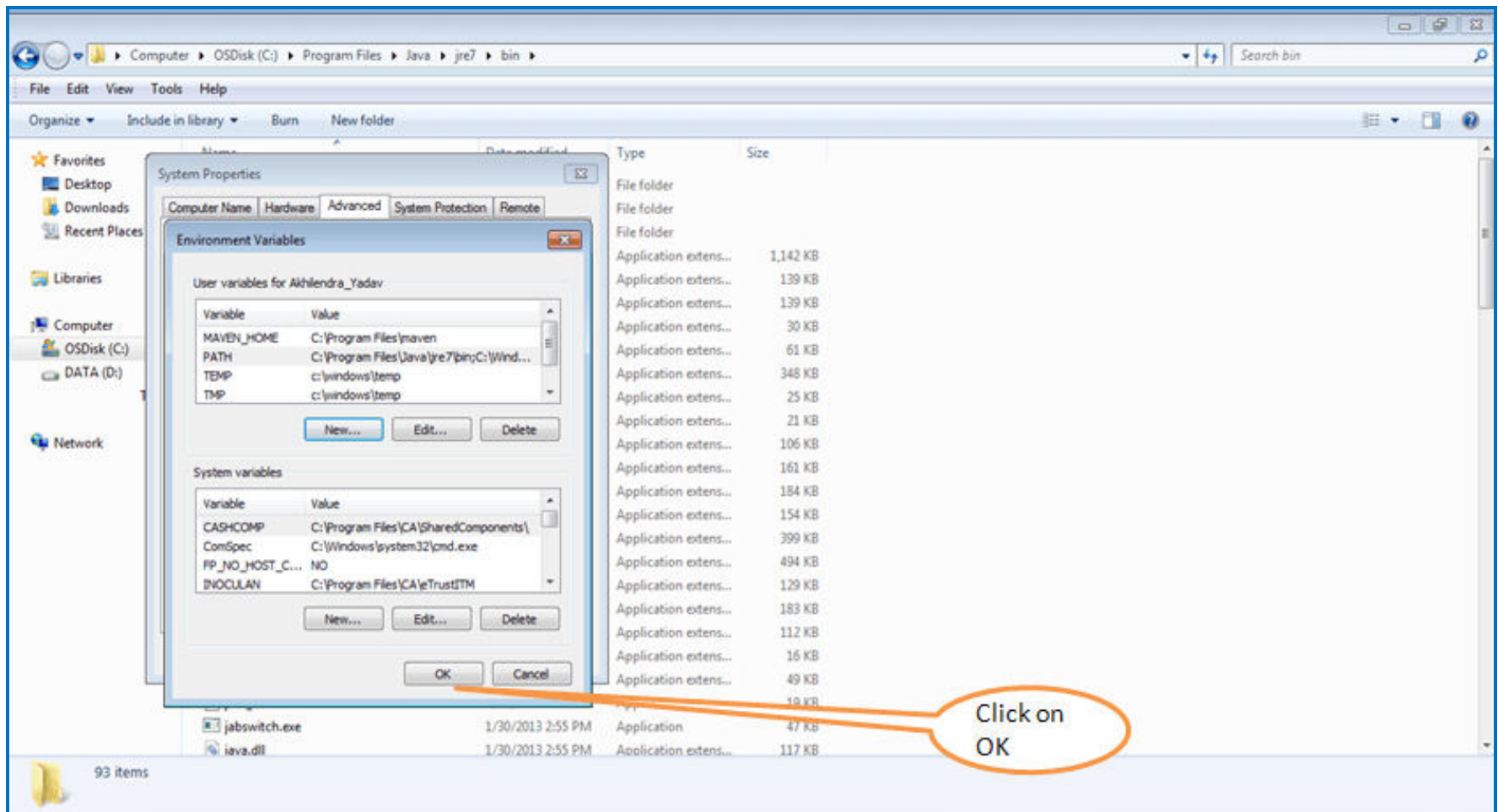
Setting Java Path in Environment Variable(contd.)



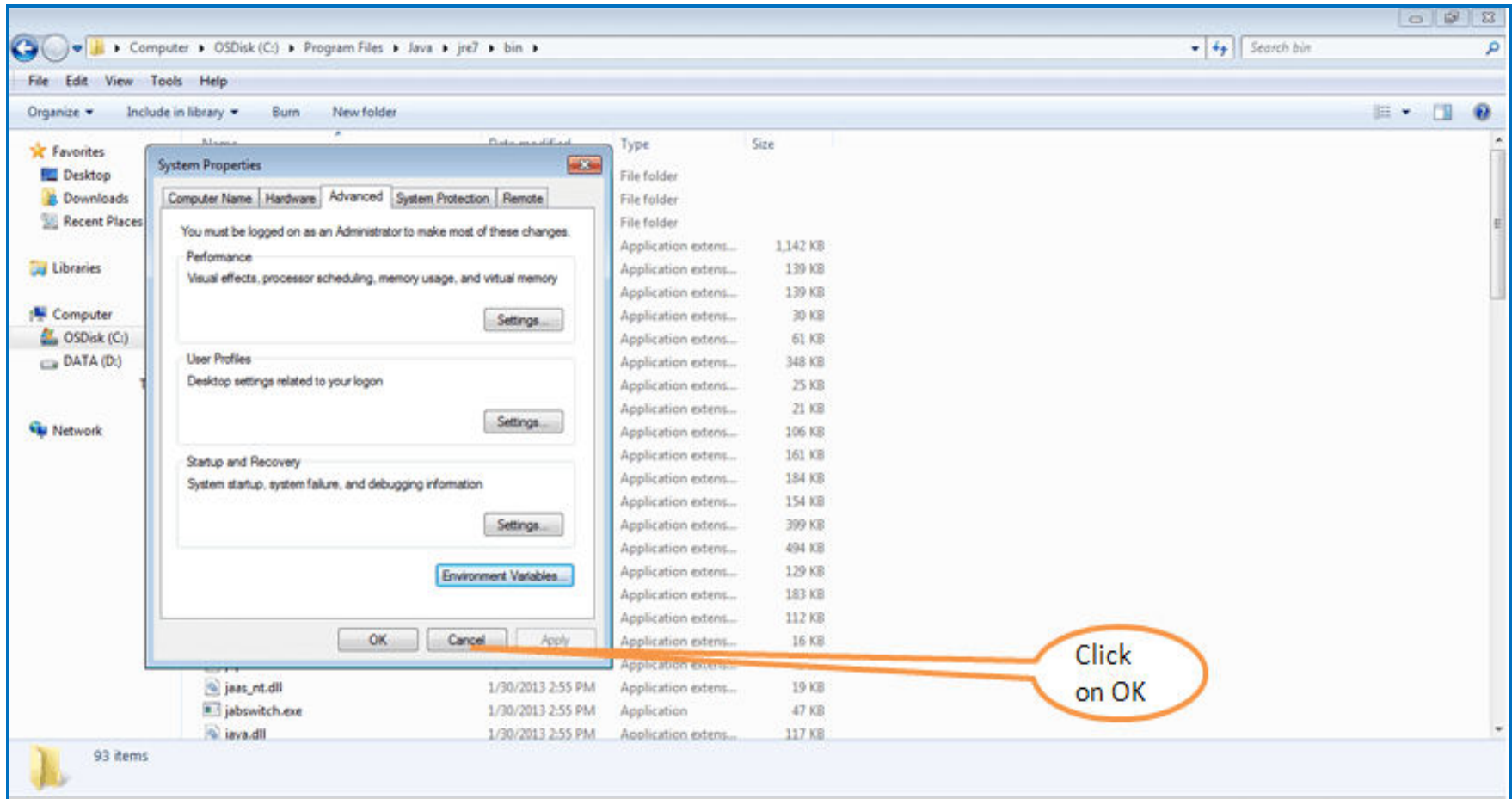
Setting Java Path in Environment Variable(contd.)



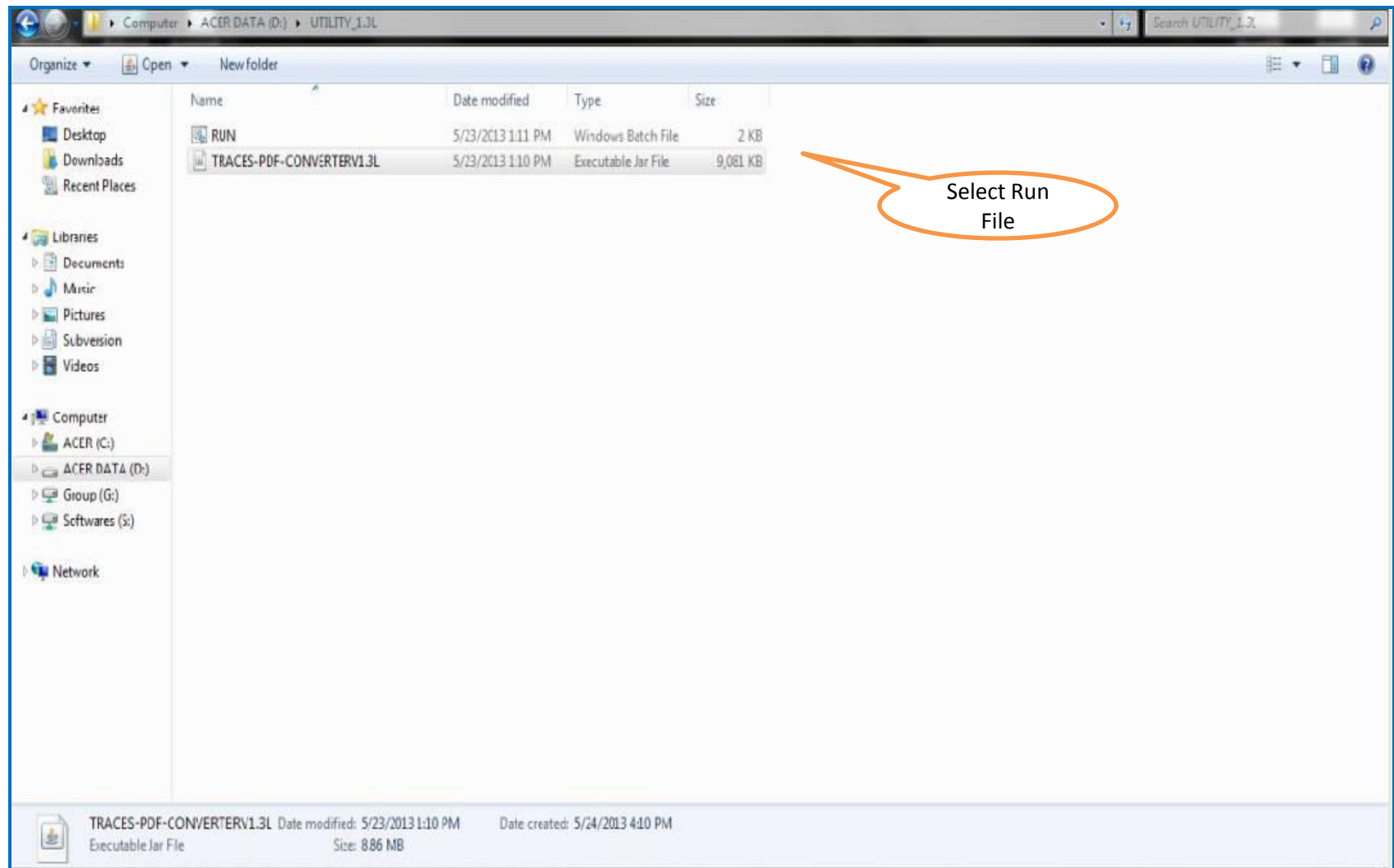
Setting Java Path in Environment Variable(contd.)



Setting Java Path in Environment Variable(contd.)



Launching TRACES PDF Converter V1.3L



Double Click Run.Bat file, which will launch User Interface

The screenshot shows the TRACES PDF Generation Utility V1.3L window. The interface includes a sidebar with 'Favorites' and 'Libraries', and a main area with the following sections:

- File / Folder Selection:** Contains three input fields: 'Select Form 16 / 16A ZIP file', 'Password for input file', and 'Save to folder'. Each field has a 'Browse' button next to it.
- Soft Token (Digital Signature Details):** Contains a 'Select P12 file' input field with a 'Browse' button, and a radio button labeled 'OR Select from Certificate Store below'.
- Certificate Store:** A table displaying certificate details.

Subject	Serial No.	Issuer	Expiration Date
New RA1	7ec7	Sub 2 CA	9/5/15 5:07PM

At the bottom of the window, there is a 'View Certificate' button and two main action buttons: 'Proceed' (with a green arrow icon) and 'Cancel' (with a red X icon).

Callout boxes provide the following instructions:

- File / Folder Selection:** Select Form 16\16A Zip Files, enter Password as your TAN and select destination folder to save PDF files.
- Soft Token (Digital Signature Details):** Select digital certificate to digitally sign the PDF files. This is **not Mandatory**.
- Certificate Store:** Certificate details will be displayed here.
- Bottom Buttons:** Click on 'Proceed' to continue with generation of PDF files.

At the bottom of the window, the following information is displayed:

TRACES-PDF-CONVERTERV1.3L Date modified: 5/23/2013 1:10 PM Date created: 5/24/2013 4:10 PM
Executable Jar file Size: 8.86 MB

PDF Files

- Separate PDF files will be generated for each PAN and will be saved in the destination folder selected by you
- User can opt to manually sign Form 16 / 16A PDFs after printing them