

Update Contact Details at ICEGATE by Users

USER MANUAL

Version 1.02

Date 23.05.2025

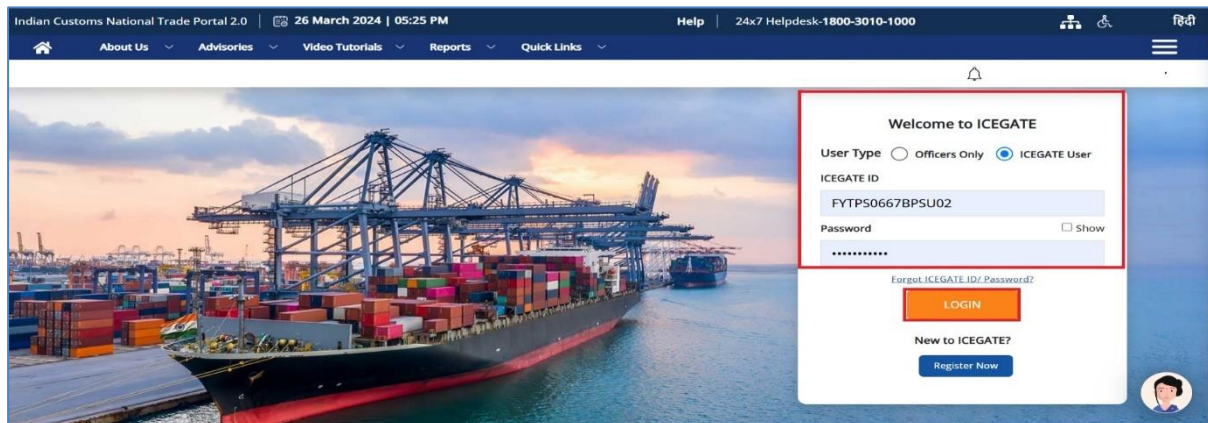
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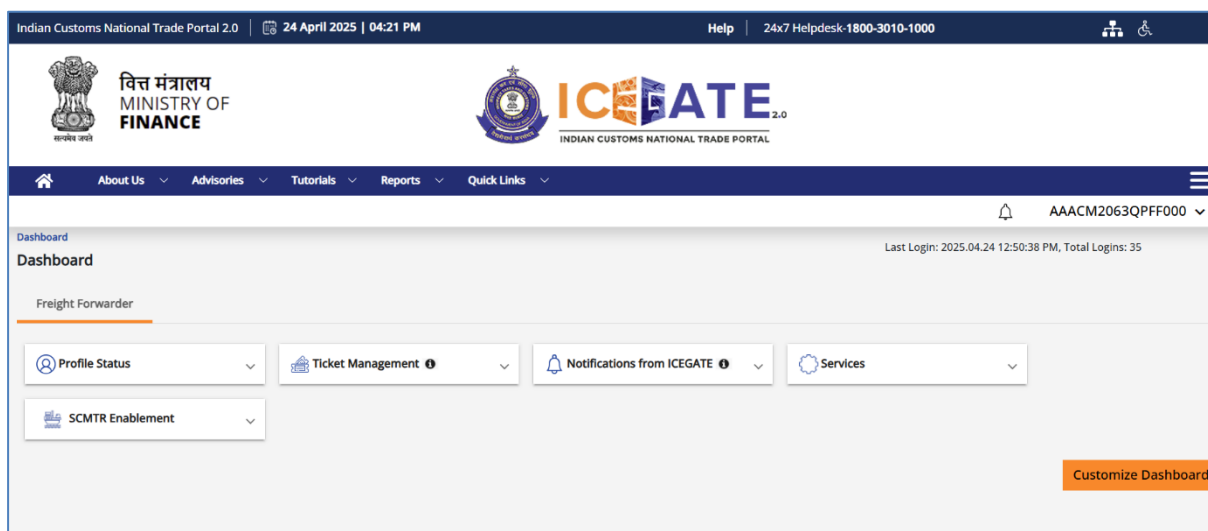
1. Steps to Update Contact Details at ICEGATE.

Please follow the steps below to update the contact details at ICEGATE.

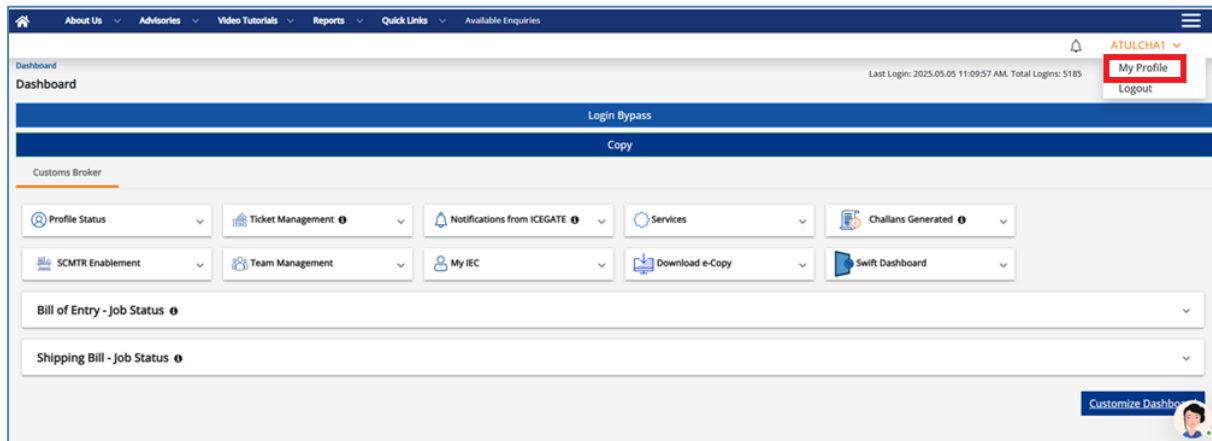
Step-1: User can access the functionality by logging into ICEGATE Dashboard, by providing ICEGATE ID and Password and clicking on <Login> button. The 'User Type' that needs to be selected shall be 'ICEGATE User'.



Step-2: On successful login, the system will display the dashboard screen as shown below-



Step-3: After clicking the "My Profile" link, the user will be taken to the "Personal Details" tab.



Dashboard

Last Login: 2025.05.05 11:09:57 AM, Total Logins: 5185

ATULCHA1

My Profile
Logout

Login Bypass

Copy

Customs Broker

Profile Status Ticket Management Notifications from ICEGATE Services Challans Generated

SCMTR Enablement Team Management My IEC Download e-Copy Swift Dashboard

Bill of Entry - Job Status

Shipping Bill - Job Status

Customize Dashboard



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Dashboard > Profile > Personal Details

Personal Details - Freight Forwarder

Personal Details Role Details Organization Details Child Details Alert Management MFTP Registration Certificate

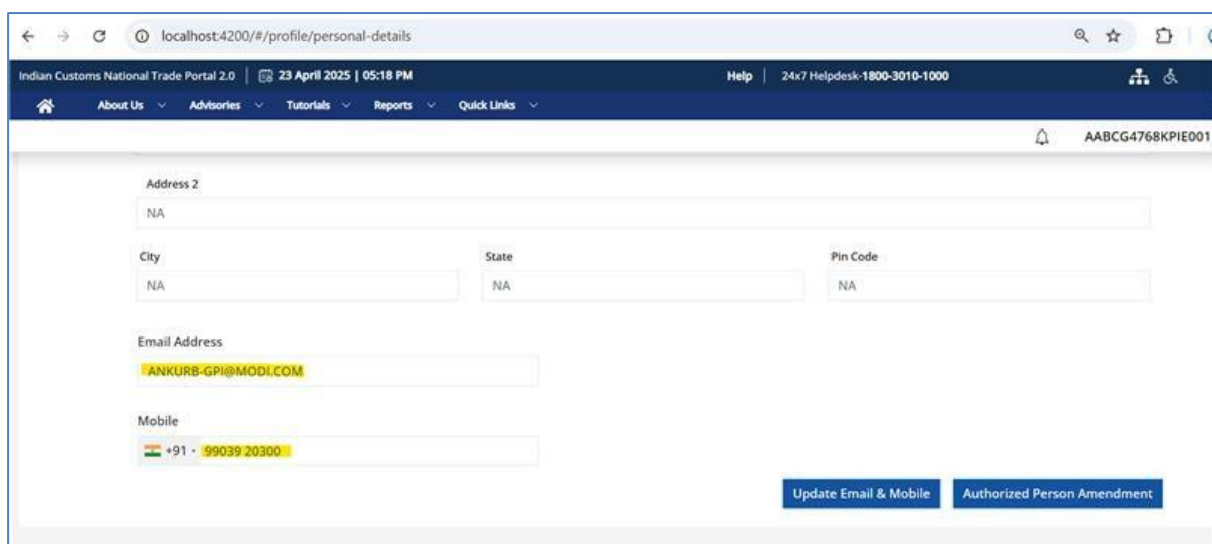
Edit Image

Name
NIVEDITHA B N

Change Password

De Register From ICEGATE

Step-4: Click on the <Update Email & Mobile> button to update the contact details.



localhost:4200/#/profile/personal-details

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Address 2
NA

City NA State NA Pin Code NA

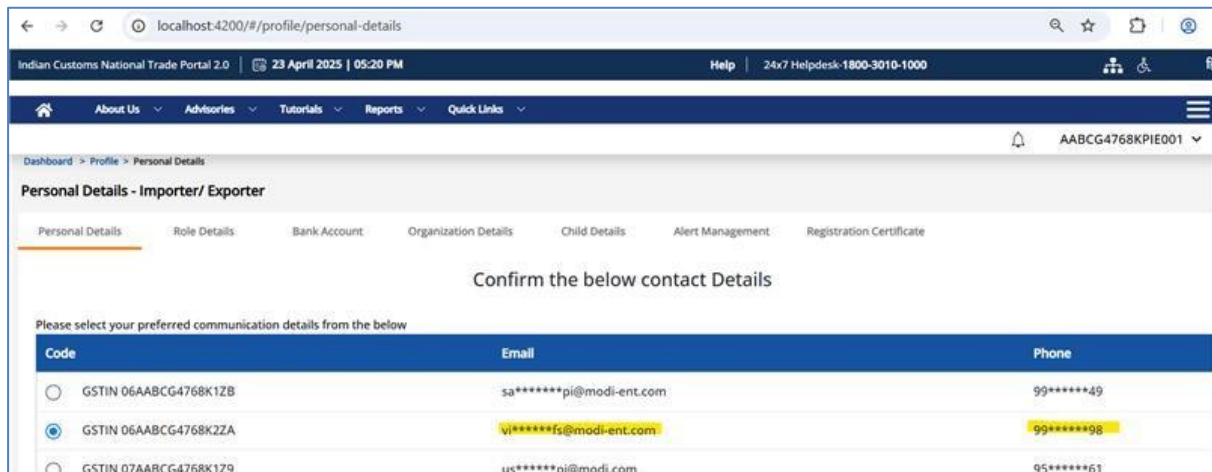
Email Address
ANKURB-GPI@MODI.COM

Mobile
+91 - 99039 20300

Update Email & Mobile

Authorized Person Amendment

Step-5: Once the <Update Email & Mobile> button has been clicked above, the user will choose a communication detail from the radio button and click the <**Proceed**> button.



localhost:4200/#/profile/personal-details

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Dashboard > Profile > Personal Details

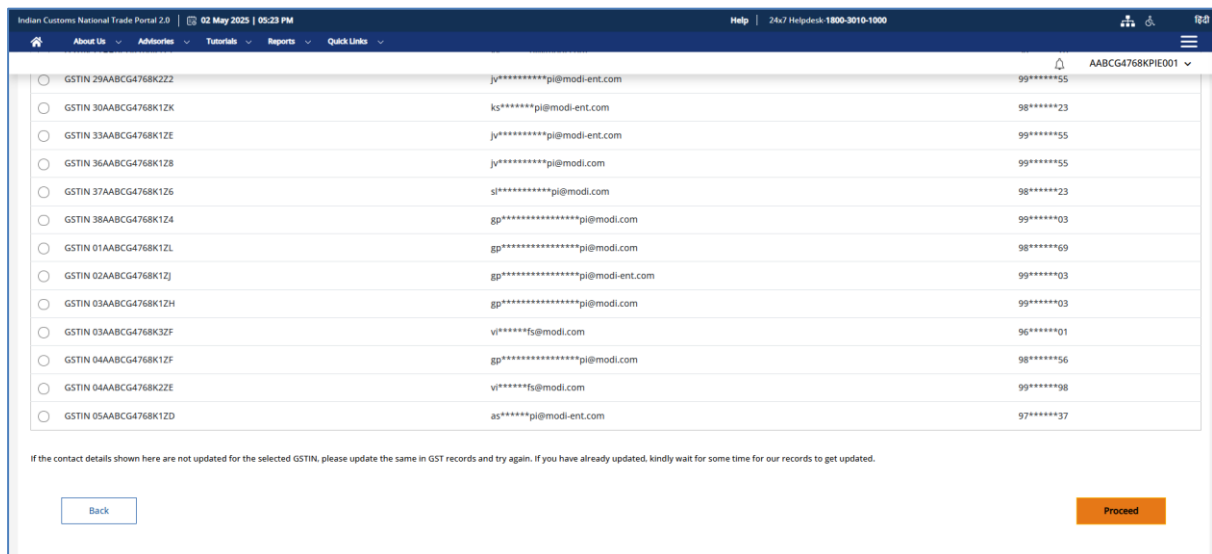
Personal Details - Importer/ Exporter

Personal Details | Role Details | Bank Account | Organization Details | Child Details | Alert Management | Registration Certificate

Confirm the below contact Details

Please select your preferred communication details from the below

Code	Email	Phone
☐ GSTIN 06AABCG4768K1ZB	sa*****pi@modi-ent.com	99*****49
☒ GSTIN 06AABCG4768K2ZA	vi*****fs@modi-ent.com	99*****98
☐ GSTIN 07AABCG4768K1Z9	us*****pi@modi.com	95*****61



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Dashboard > Profile > Personal Details

Personal Details - Importer/ Exporter

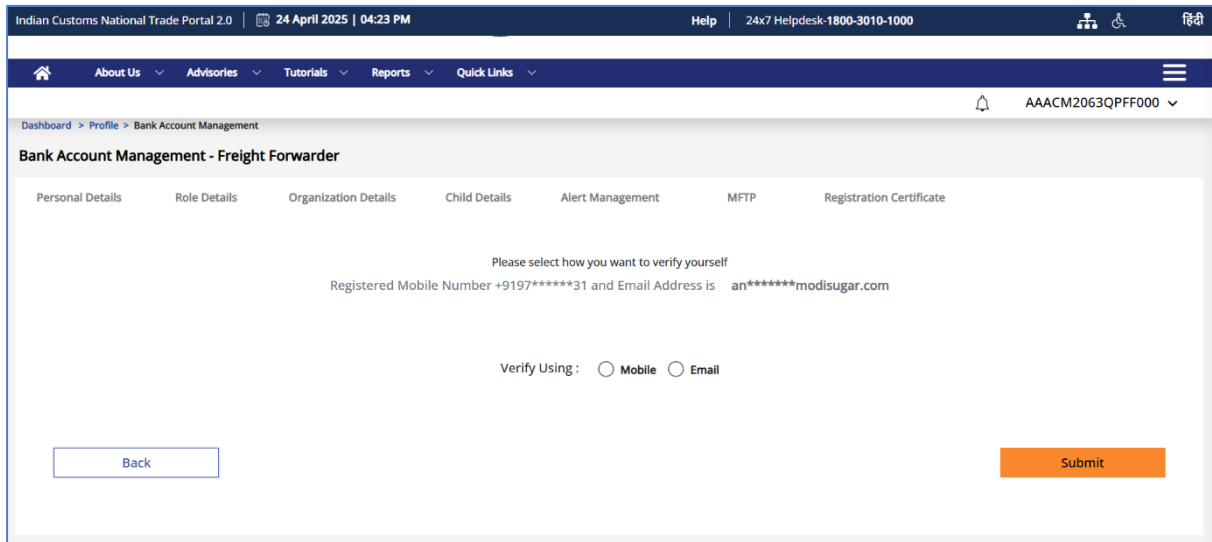
Personal Details | Role Details | Bank Account | Organization Details | Child Details | Alert Management | Registration Certificate

☐ GSTIN 29AABCG4768K2Z2	ju*****pi@modi-ent.com	99*****55
☐ GSTIN 30AABCG4768K1ZK	ks*****pi@modi-ent.com	98*****23
☐ GSTIN 33AABCG4768K1ZE	ju*****pi@modi-ent.com	99*****55
☐ GSTIN 36AABCG4768K1Z8	ju*****pi@modi.com	99*****55
☐ GSTIN 37AABCG4768K1Z6	sj*****pi@modi.com	98*****23
☐ GSTIN 38AABCG4768K1Z4	gp*****pi@modi.com	99*****03
☐ GSTIN 01AABCG4768K1ZL	gp*****pi@modi.com	98*****69
☐ GSTIN 02AABCG4768K1ZJ	gp*****pi@modi-ent.com	99*****03
☐ GSTIN 03AABCG4768K1ZH	gp*****pi@modi.com	99*****03
☐ GSTIN 03AABCG4768K3ZF	vi*****fs@modi.com	96*****01
☐ GSTIN 04AABCG4768K1ZF	gp*****pi@modi.com	98*****56
☐ GSTIN 04AABCG4768K2ZE	vi*****fs@modi.com	99*****98
☐ GSTIN 05AABCG4768K1ZD	as*****pi@modi-ent.com	97*****37

If the contact details shown here are not updated for the selected GSTIN, please update the same in GST records and try again. If you have already updated, kindly wait for some time for our records to get updated.

[Back](#) [Proceed](#)

Step-6: The user must select either their email address or mobile number to get the OTP number that the system generates.



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Dashboard > Profile > Bank Account Management

Bank Account Management - Freight Forwarder

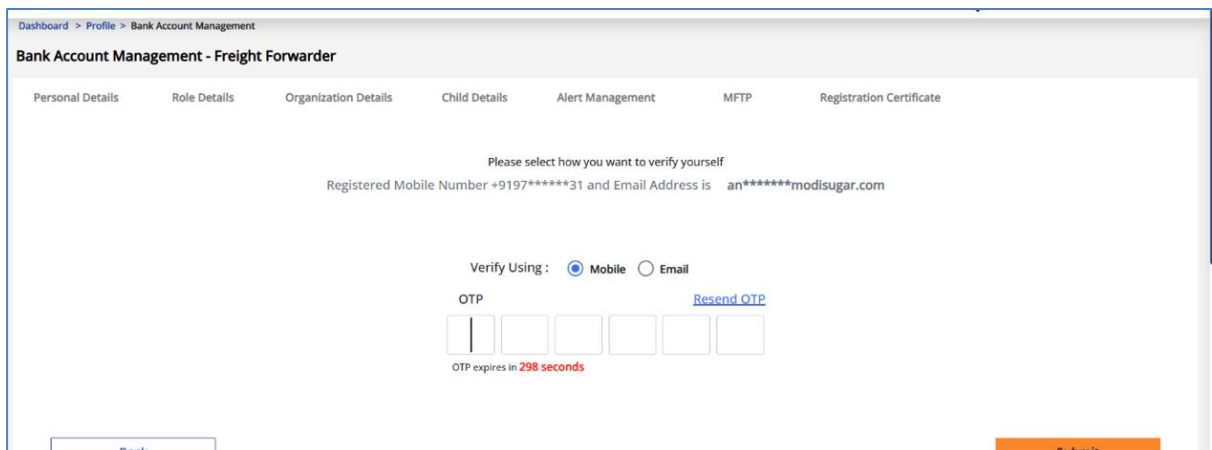
Personal Details | Role Details | Organization Details | Child Details | Alert Management | MFTP | Registration Certificate

Please select how you want to verify yourself
 Registered Mobile Number +9197*****31 and Email Address is an*****modisugar.com

Verify Using : ☐ Mobile ☐ Email

[Back](#) [Submit](#)

Step-7: On selecting the option above, the system will generate a six-digit OTP to the selected Mobile Number or Email Address. The user must validate the received OTP within a set interval of 600 seconds. Otherwise, the OTP will expire. In case of not receiving the OTP verification code, click on the **<Resend OTP>** link.



Dashboard > Profile > Bank Account Management

Bank Account Management - Freight Forwarder

Personal Details | Role Details | Organization Details | Child Details | Alert Management | MFTP | Registration Certificate

Please select how you want to verify yourself
 Registered Mobile Number +9197*****31 and Email Address is an*****modisugar.com

Verify Using : ☒ Mobile ☐ Email

OTP [Resend OTP](#)

OTP expires in 298 seconds

[Back](#) [Submit](#)

Step-8: The contact details will be updated after the OTP verification is completed, and after clicking the submit button. The system will show the message **"Contact Details Updated Successfully."**

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Contact details updated successfully

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Dashboard > Profile > Personal Details

Personal Details - Importer/ Exporter

Personal Details | Role Details | Bank Account | Organization Details | Child Details | Alert Management | Registration Certificate


[Edit Image](#)

Name

Sanjana Shukla

[Change Password](#)

[De Register From ICEGATE](#)

PAN

FYTP50167B

Designation [Edit](#)

officer

Qualification [Edit](#)

Adult Education

Date of Birth

13.02.1986

DSC Issuing Authority

NA

DSC Expiry Date

04-06-2024

[Update](#)

Address [Edit](#)

2. Contact Us.

The contact details are as follows:

Pr. ADG, ICEGATE

Director General of Systems & Data Management, CBIC

1st Floor, CR Building, IP Estate,

New Delhi – 110 002

Toll Free No: 1800-3010-1000

The user can also drop their queries at:

Email: icegatehelpdesk@icegate.gov.in

