

First time login instructions

To access the various functionalities of Insight Portal, user first needs to log into the portal. This document explains the necessary steps and prerequisites for first-time logging in to Insight Portal.

Login Credential

To log into the Insight Portal, user is required to use ITBA credentials (Username and Password).



First time login

The first-time users should change the password after logging in. Change the password in ITBA and then re-login to the Insight Portal using the new password.

Password not working

If user has changed the login password in ITBA but the same password is not working for Insight portal, the user must change the password again in ITBA after waiting for some time. If issue persists, please connect with the Support Team at the Toll Free Number 1800 103 4216 or email us at Helpdesk@insight.gov.in.

Change Password

User needs to visit ITBA for changing password. Currently facility to change the login password is not available on Insight Portal.

Forgot Password

In case a user has forgotten the login password, the user would need to visit ITBA for resetting the password. Currently no facility for resetting password is available at Insight Portal.

Configuration Setting

To access the various functionalities of Insight Portal, user first needs to log into the portal. The following steps provide guidance for users to log into Insight Portal for the first time.



DNS Entry

For accessing https://insight.gov.in in TAXNET, User has to update the DNS entries as mentioned below. Please refer to instructions in **Annexure A**

- If accessing both ITBA and Insight: DNS entries in LAN interface card:
 - Primary 10.152.39.11 <-- ITBA
 - Secondary 10.152.39.12 <-- ITBA
 - Tertiary 10.8.1.33 <-- Insight
 - Quaternary 10.8.1.34 <-- Insight
- If accessing only Insight : DNS entries in LAN interface card :
 - Primary 10.8.1.33 <-- Insight
 - Secondary 10.8.1.34 <-- Insight

Steps to browse these modules

- Type <u>https://insight.gov.in</u> in browser
- Login with ITBA username and password.

In case, there is any issue/slowness with portal accessibility, kindly refer to attached SOP to disable "Check for server certificate revocation" in IE and Firefox for improved performance of Insight URLs on TAXNET machines, which are not connected to INTERNET. Changes are not required on machines which are connected to internet.

Support

For any assistance, kindly get in touch with Helpdesk at Toll Free number 1800 103 4216

Email : <u>Helpdesk@insight.gov.in</u>



Annexure A (DNS Entry Setup)

Before accessing the URL <u>https://insight.gov.in</u>, please change the DNS settings as per the following instructions:

- 1. Open Control Panel > Click Network and Internet or Network and Sharing Center > Click Change Adapter Settings.
- 2. Select the connection for which you want to configure DNS. Right-click Connection, and click Properties
- 3. Select "Internet Protocol Version 4 (TCP/IPv4)" and click on "Properties"

Ethernet Properties	\times	
Networking Sharing		
Connect using:		
Realtek PCIe GBE Family Controller		
Configure		
This connection uses the following items:		
Client for Microsoft Networks	~	
File and Printer Sharing for Microsoft Networks		
V QoS Packet Scheduler		
Microsoft Naturals Adapter Multiplever Protocol		
Microsoft LLDP Protocol Driver		
Internet Protocol Version 6 (TCP/IPv6)	~	
< 2		
Install Uninstall Properties		
Description		
Transmission Control Protocol/Internet Protocol. The default		
wide area network protocol that provides communication		
across diverse interconnected networks.		
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Figure 1: Ethernet Properties

- 4. Enter the IP address in "Use the following Preferred DNS server addresses"
 - If accessing both ITBA and Insight: DNS entries in LAN interface card:
 - Primary 10.152.39.11 <-- ITBA
 - Secondary 10.152.39.12 <-- ITBA
 - Tertiary 10.8.1.33 <-- Insight
 - Quaternary 10.8.1.34 <-- Insight
 - If accessing only Insight : DNS entries in LAN interface card :
 - Primary 10.8.1.33 <-- Insight
 - Secondary 10.8.1.34 <-- Insight



Internet Protocol Version 4 (TCP/IPv4) Properties	×
General	
You can get IP settings assigned automatically if your network supports this capability. Otherwise, you need to ask your network administrator for the appropriate IP settings.	
Obtain an IP address automatically	
Use the following IP address:	
IP address:	
Subnet mask:	
Default gateway:	
Obtain DNS server address automatically	
• Use the following DNS server addresses:	
Preferred DNS server:	
Alternate DNS server:	
Validate settings upon exit Advanced	
OK Cancel	

Figure 2: Internet Protocol Version (TC/IPv4) Properties

- 5. Once, all IP addresses are added as per Figure 2, click on "Advanced" button
- 6. In "Advanced TCP/IP Setting" window, click on second tab "DNS" to check for all IP addresses added.



Advanced TCP/IP Settings ×
IP Settings DNS WINS DNS server addresses, in order of use: 10.152.39.11 10.152.39.12
10.8.1.33 10.8.1.34
Add <u>E</u> dit Remo <u>v</u> e
The following three settings are applied to all connections with TCP/IP enabled. For resolution of unqualified names:
 Append primary and connection specific DNS suffixes Append parent suffixes of the primary DNS suffix Append these DNS suffixes (in order):
t l
A <u>d</u> d Edi <u>t</u> Re <u>m</u> ove
DNS suffix for this connection:
<u> <u> R</u>egister this connection's addresses in DNS <u> U</u>se this connection's DNS suffix in DNS registration </u>
OK Cancel

Figure 3: Advanced TCP/IP Settings