



إمارات تاكس
EMARATAX

User Authorization - User Manual

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Document Control Information

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure

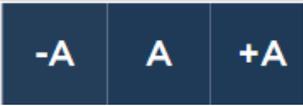
The below are the list of User manuals that you can refer to

S. No	User Manual Name	Description
1	Register as Online User	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website and create an EmaraTax account with the FTA.
2	Manage online user profile	This manual is prepared to provide you an understanding on Login process, user types, forgot password and modify online user profile functionalities.
3	User Authorisation	This manual is prepared to provide you an understanding on Account Admin, Online User, and Taxable Person account definitions and functionalities.
4	Taxable person dashboard	This manual is prepared to help the following 'Taxable person' users to navigate through their dashboard in the Federal Tax Authority (FTA) EmaraTax Portal: <ul style="list-style-type: none"> Registered for VAT Registered for Excise Non-registered Taxpayer Tax Group Warehouse Keeper Freight Forwarder/VAT Clearing Company (TINCO) Excise Tax Clearing Company (TINCE)
5	Link TRN to email address	This manual is prepared to help you navigate through the Federal Tax Authority (FTA) website to Link TRN to New Email Address.



Navigating through EmaraTax

The Following Tabs and Buttons are available to help you navigate through this process

Button	Description
In the Portal	
 User types	This is used to toggle between various personas within the user profile such as Taxable Person, Tax Agent, Tax Agency, Legal Representative etc
	This is used to enable the Text to Speech feature of the portal
English عربي	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
 Manage Account	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
 Log Out	This is used to log off from the portal
In the Business Process application	
Previous Step	This is used to go the Previous section of the Input Form
 Next Step	This is used to go the Next section of the Input Form
 Save as Draft	This is used to save the application as draft, so that it can be completed later
	This menu on the top gives an overview of the various sections within the. All the sections need to be completed in order to submit the application for review. The Current section is highlighted in Blue and the completed sections are highlighted in green with a check

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User Authorization

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Introduction



Account admins can manage multiple taxable person accounts using a single email address. They can also assign other online users to view or manage a taxable person's account.

For example:

- If many businesses are owned by a single entity/person. All these taxable persons or businesses can be managed using a single email address.
- If other online users need to have access to the taxable person account, then this can be managed using this functionality.



Online User - A user who have already signed up with the FTA's Emaratax portal.

Online user dashboard – The landing page after the login. The dashboard allows an online user to add taxable persons; perform actions, such as grant or revoke read and write access of taxable person accounts to other online users.

These actions are available in the "User Authorization" section.

Taxable person - Any entity created for allowing the registration or any other tax related activities by the online user.

Taxable person dashboard - The dashboard which allows the online user to perform all the tax related activities such as registrations, returns, payments, refunds for a taxable person.

Account admin - The admin of the taxable person is the online user who has actually created the taxable person in Emaratax. Please note that only the admin of a taxable person can provide or revoke access rights to other online users.

Access rights - Online users can either have WRITE or DISPLAY access to a taxable person profile. At any point of time, only one user other than the admin, will have WRITE access to a taxable person profile.



The following sections describe the privileges of online users, account admins and taxable person accounts.

Manage multiple tax accounts using a single email address to perform all tax related functions, such as registration, filing returns, making tax payments, requesting refunds, deregistering etc for multiple taxable person accounts using the same email address (i.e. the same online user account)

Assign multiple online users to have access to a single taxable person's account. The admin of the account can control the level of access i.e. read or write to be given to users. Multiple online users can have view access to a particular taxable person account, but only one user can have write access. By default, the write access rests with the account admin who is then free to assign it to another online user or to hire a tax agency.

A summary of who has which access can be seen on the "User Authorization" in the online user dashboard. The following sections describe how an online user can go about executing responsibilities for a taxable person.



Adding a new taxable person account (who is not registered) to my EmaraTax account

The screenshot displays the EmaraTax user interface. At the top, there is a search bar and navigation icons. The main content area is titled 'Create New Taxable Person Profile'. It contains several input fields: 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. Below these is an 'Upload Taxable Person Logo (Optional)' section with a file upload area and a 'Create' button. Underneath is a 'Taxable Person List' table with a search bar and two entries: 'Company1' and 'Company2', each with a 'View' button. The footer includes 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Home), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' with social media icons and a 'Contact Us' number (600 599 994).

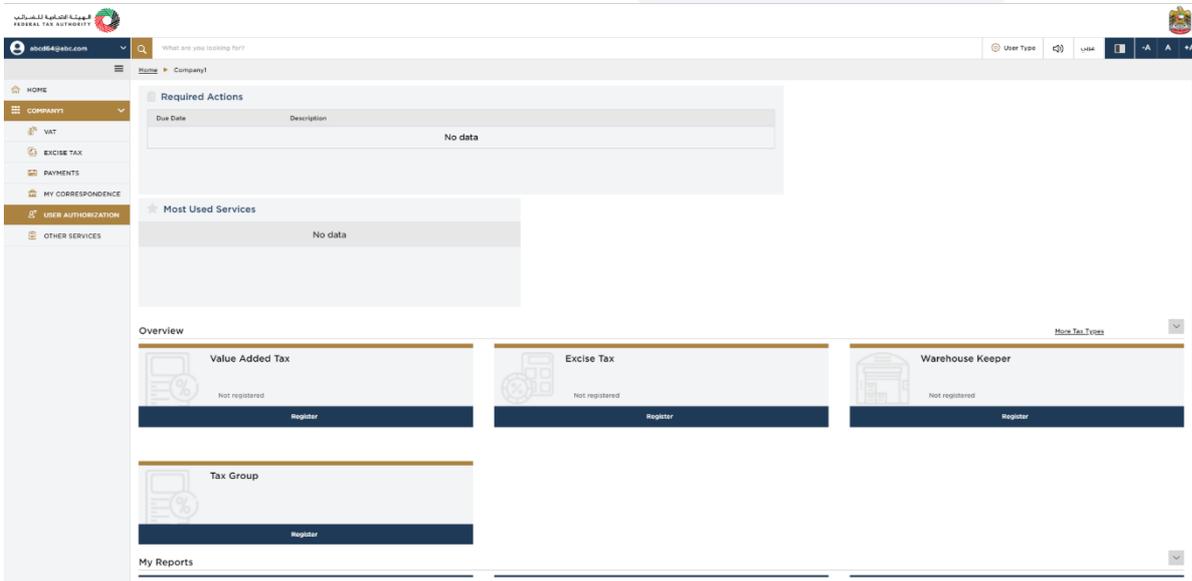
 An account admin who has signed up on EmaraTax has the ability to create one or more taxable person accounts to manage or view their accounts.



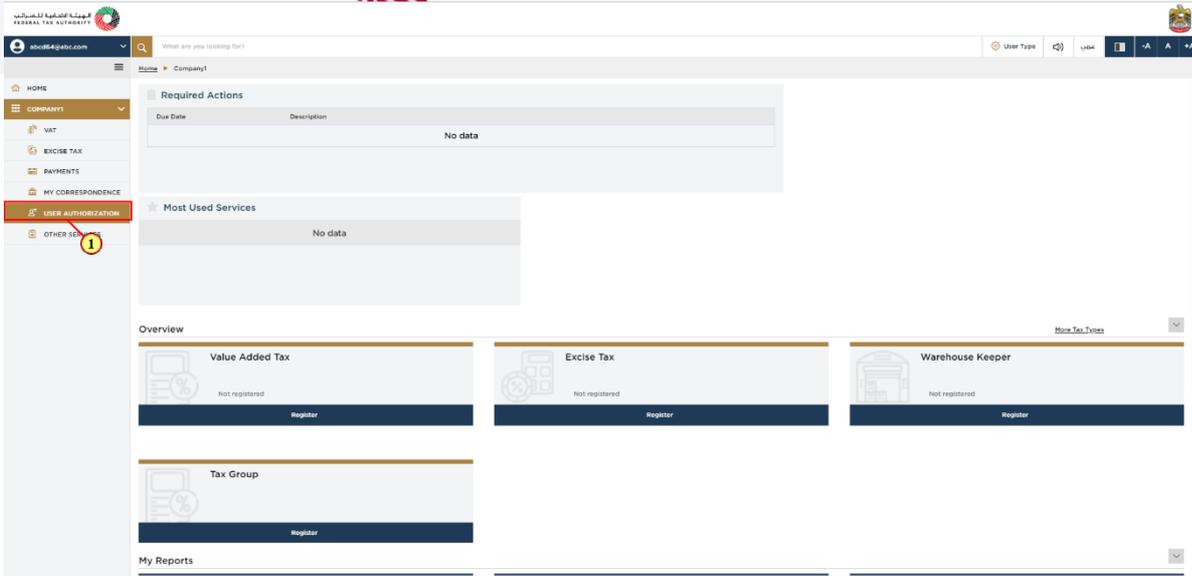
Step	Action
(1)	To create a new Taxable Person, Enter the Legal Name of Entity of the taxable person in English and Arabic and then click on 'Create' button. You can also add a 'Logo' if available. The taxable person account will be automatically added (i.e. no approval required).



Assigning Online Users to a taxable person account



Once a taxable person is created, the account admin can assign online users who will have access to the taxable person.



Step	Action
(1)	Click 'User Authorization' to proceed to the 'User Authorization' page.



Step	Action
(1)	The page displays all the online users and the current authorization details. Click 'Add User' to assign a new online user to the taxable person.



Step	Action
(1)	<ul style="list-style-type: none"> Select user type as 'Portal User' from the dropdown and enter the registered email address of the Online User. Please note that the user must have already registered with the FTA. Click 'Search' button to verify the email. Once the email is successfully verified, the details of the Online User will be get populated.



Step	Action
(1)	To enable the type of access for the Online User to the taxable person account, select the 'Display Access' or 'Write Access' in the 'Authorizations' drop down field and click 'Add' button to proceed.



What are you looking for?

abcd46@abc.com

Home > Company > User Authorization

Portal User

abcd46@abc.com

Search

User Type: Portal User

Email Address: abcd46@abc.com

First Name in English: John

Last Name in English: Doe

First Name in Arabic: أحمد

Last Name in Arabic: دو

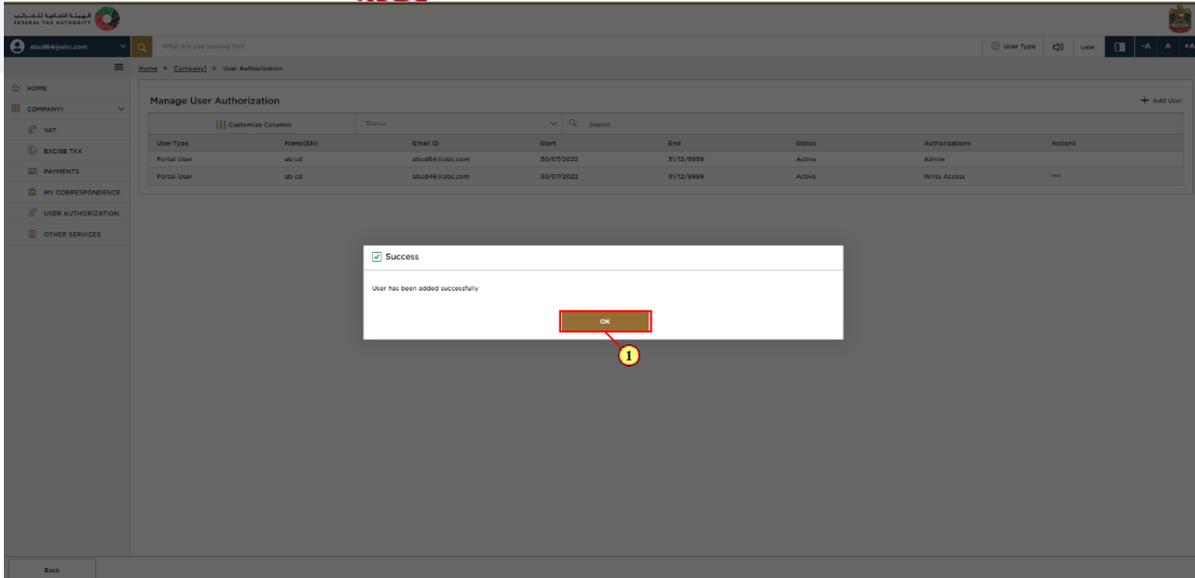
Authorizations: Write Access

Back Add



The Online User with 'Write Access' will be able to edit the taxable person's account and act on his behalf. The Online User with 'Display Access' will only have read access and will not be able to edit the taxable person's account.

Only one Online User will be able to have the privilege of write access at a particular point in time. The account admin is the only one who can give access.



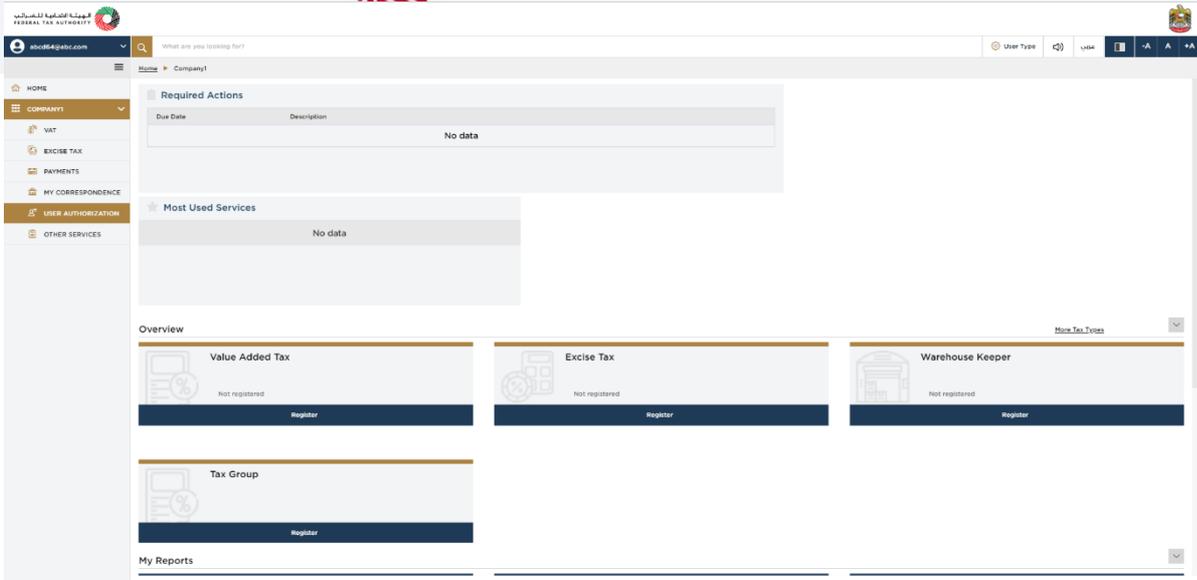
Step	Action
(1)	<ul style="list-style-type: none"> The Online User will be assigned to the taxable person account with 'Write' or 'Display' access depending on what was selected. Click on 'OK' button to close the pop-up.



De-link online users from taxable person account by the Account Admin



The Account admin can de-link online users from taxable person account.



Account admins can delink online users from a taxable person account.



The screenshot shows the user interface of the Federal Tax Authority website. The left sidebar contains a navigation menu with items: HOME, COMPANIES, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION (highlighted with a red circle and '1'), and OTHER SERVICES. The main content area displays 'Required Actions' (No data), 'Most Used Services' (No data), and an 'Overview' section with cards for 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', and 'Tax Group', each with a 'Register' button. A 'My Reports' section is also visible at the bottom.

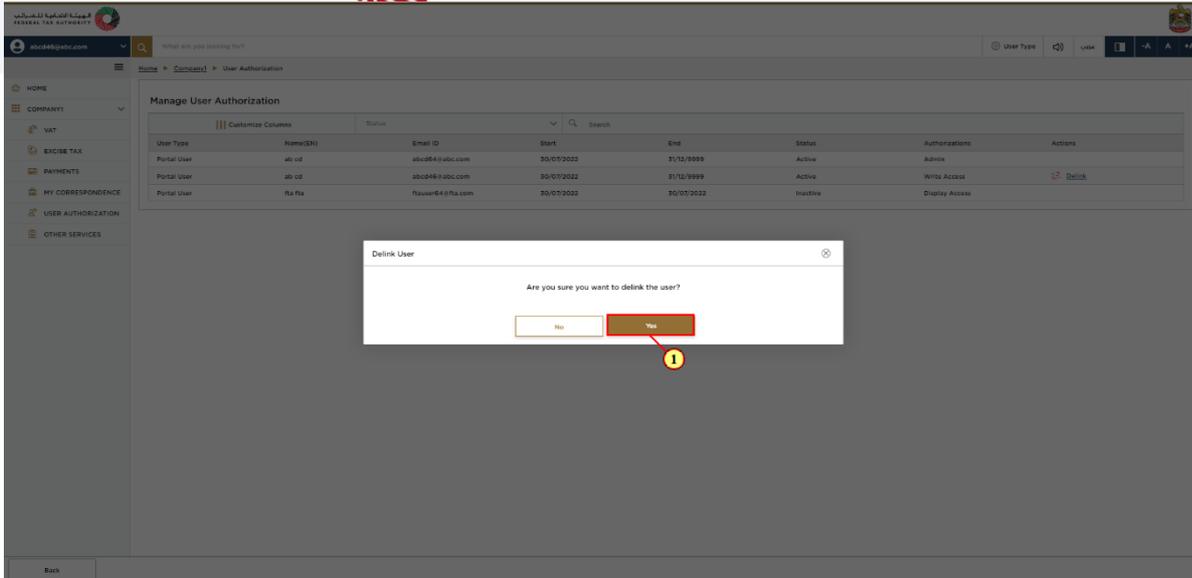
Step	Action
(1)	Click 'User Authorization' to proceed to the 'User Authorization' page.



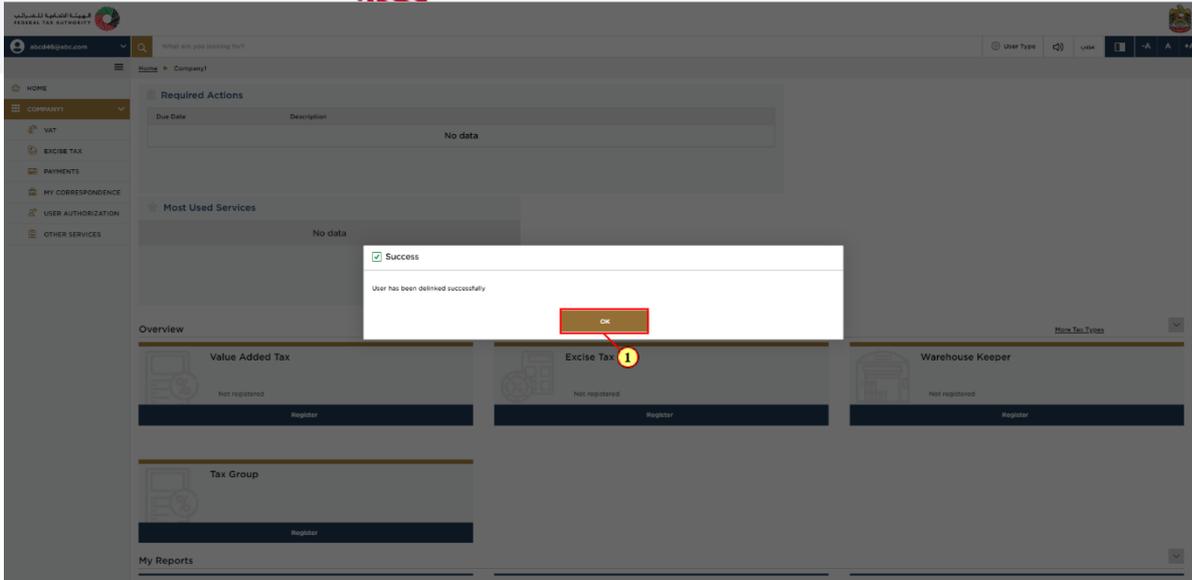
The screenshot shows the 'Manage User Authorization' page. The table contains the following data:

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	ab cd	abcd54@abc.com	30/07/2022	31/12/9999	Active	Admin	
Portal User	ab cd	abcd54@abc.com	30/07/2022	31/12/9999	Active	Write Access	Delink
Portal User	Rta Rta	Rtauser4@rta.com	30/07/2022	30/07/2022	Inactive	Display Access	

Step	Action
(1)	The table displays all the online users linked to this taxable person. Identify the user, whom you want to delink and click the 'Delink' option.



Step	Action
(1)	A pop-up message will appear on the screen. Confirm the request by clicking on "Yes" button. Select "No" to cancel and close the pop-up.



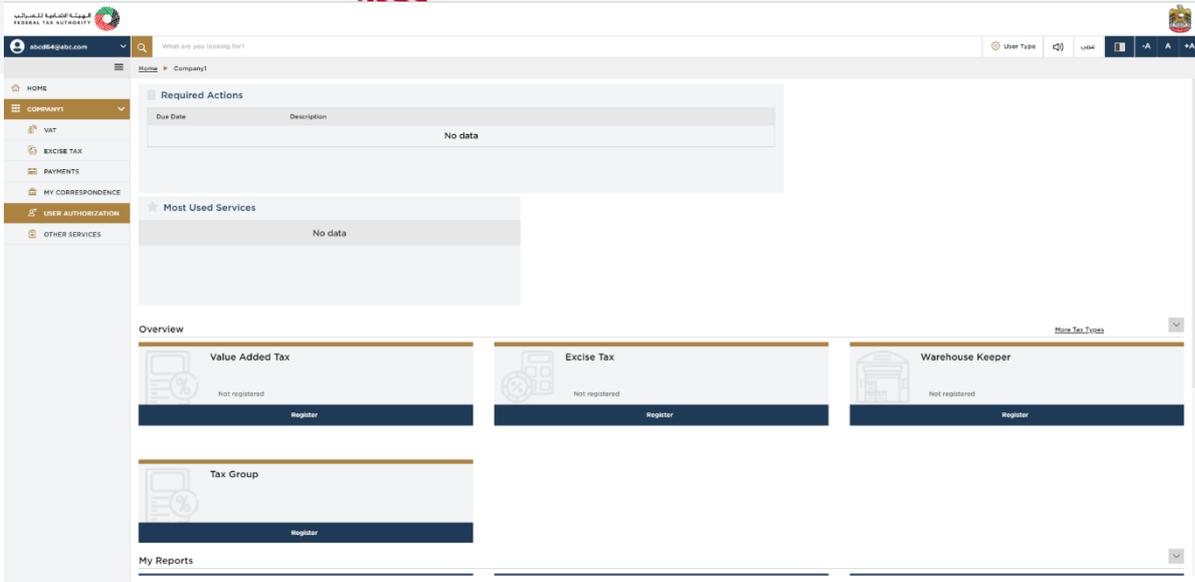
Step	Action
(1)	<ul style="list-style-type: none"> • The Online User is delinked successfully from the taxable person account. • Click on 'OK' button to close the popup.



De-link online user from taxable person account by the Online User



Online users can delink themselves from a taxable person account.



Online users can delink themselves from a taxable person account.



The screenshot shows the user interface of the Federal Tax Authority website. The left sidebar contains a menu with items: HOME, COMPANIES, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION (highlighted with a red circle and '1'), and OTHER SERVICES. The main content area displays 'Required Actions' (No data), 'Most Used Services' (No data), and an 'Overview' section with cards for 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', and 'Tax Group', each with a 'Register' button. A 'My Reports' section is also visible at the bottom.

Step	Action
(1)	Click 'User Authorization' to proceed to the 'User Authorization' page.

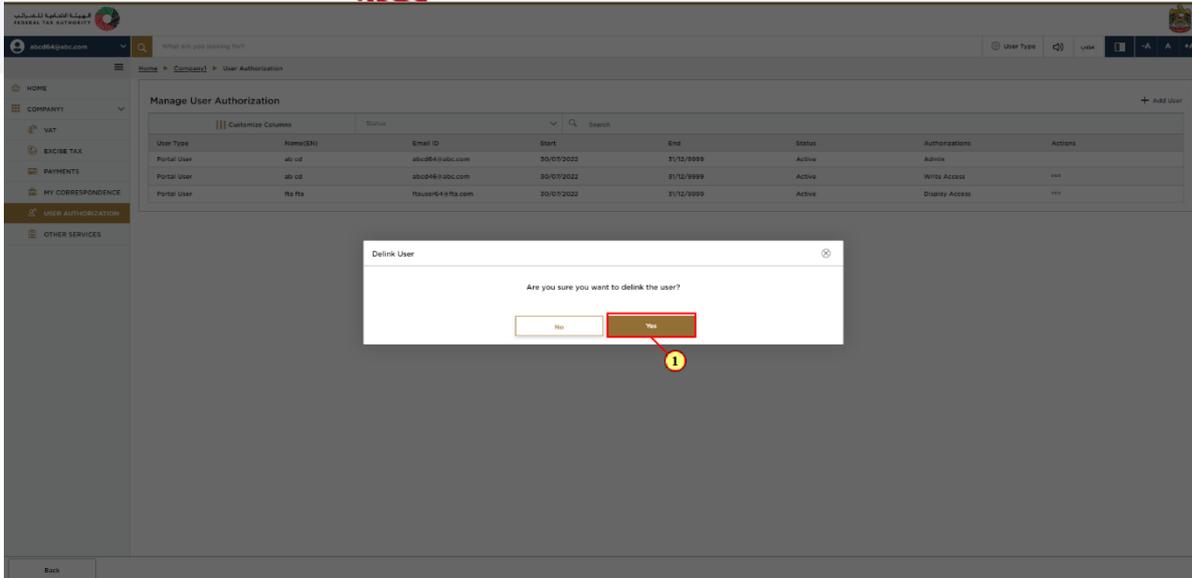


The screenshot shows the 'Manage User Authorization' page. At the top, there is a search bar and a 'User Type' filter. Below that is a table with the following data:

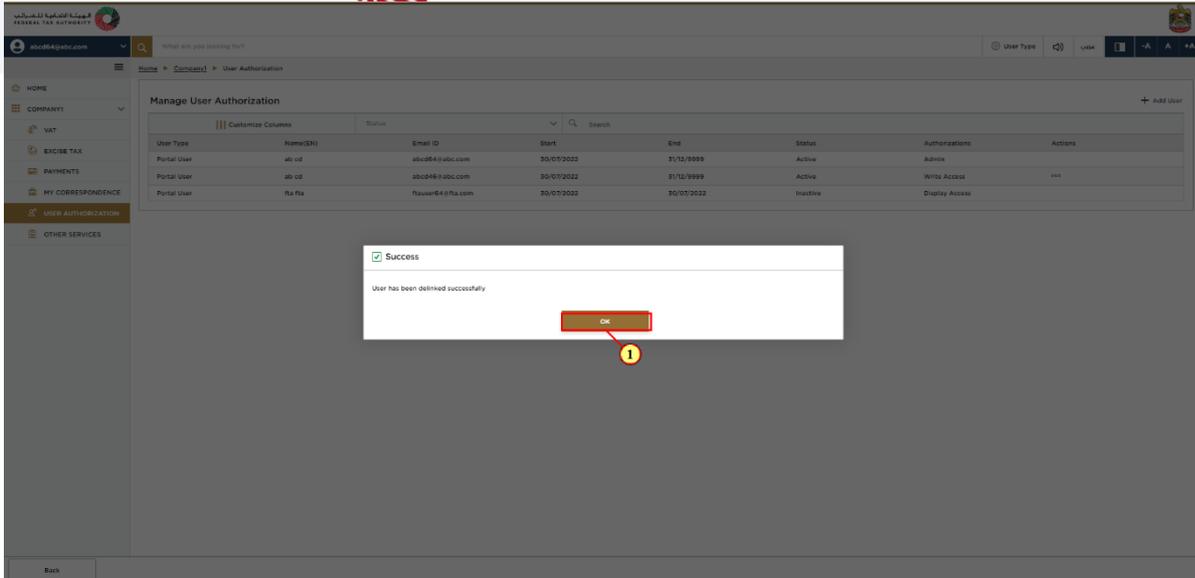
User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	
Portal User	ab cd	abcd54@abc.com	30/07/2022	31/12/9999	Active	Admin	Delink, Edit, Make A...
Portal User	ab cd	abcd54@abc.com	30/07/2022	31/12/9999	Active	Write Access	
Portal User	fta fta	ftauser54@fta.com	30/07/2022	31/12/9999	Active	Display Access	...

A red box highlights the 'Delink' button in the first row. A yellow notification icon with the number '1' is also visible.

Step	Action
(1)	The table displays all the online users linked to this taxable person. Identify the user, whom you want to delink and click the 'Delink' option.



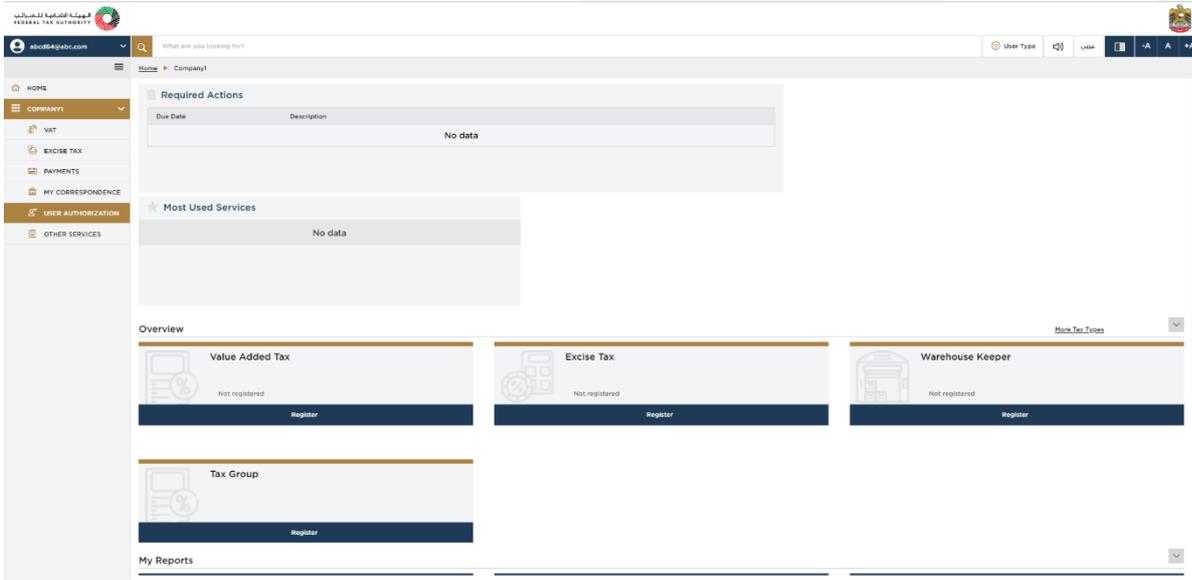
Step	Action
(1)	A pop-up message will appear on the screen. Confirm the request by clicking on "Yes" button. Select "No" to cancel and close the pop-up.



Step	Action
(1)	<ul style="list-style-type: none"> The Online User is delinked successfully from the taxable person account. Click on 'OK' button to close the pop-up.



Change the admin of a taxable person account



Account admin can change the admin of a taxable person account to another online user.



The screenshot shows the user interface of the Federal Tax Authority website. The left sidebar contains a menu with items: HOME, COMPANIES, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION (highlighted with a red circle and the number 1), and OTHER SERVICES. The main content area displays 'Required Actions' (No data), 'Most Used Services' (No data), and an 'Overview' section with cards for 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', and 'Tax Group', each with a 'Register' button. A 'My Reports' section is also visible at the bottom.

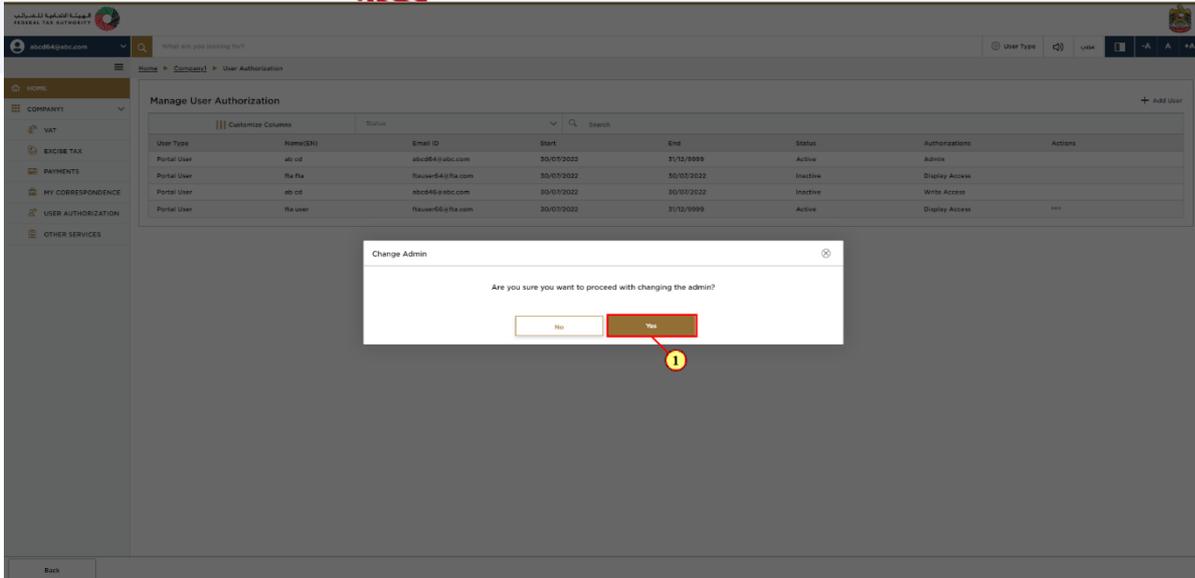
Step	Action
(1)	Click 'User Authorization' to proceed to the User Authorization' page.



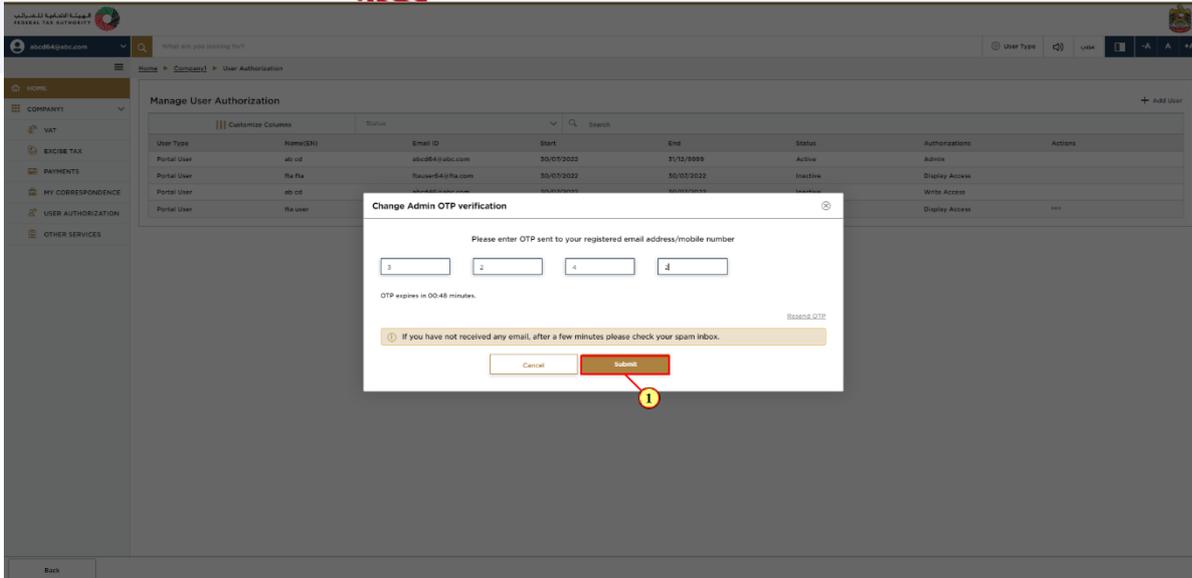
The screenshot shows the 'Manage User Authorization' page. The table contains the following data:

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	ab cd	abcd54@abc.com	30/07/2022	31/12/9999	Active	Admin	Delink, Edit, Make Admin
Portal User	Rta Rta	Rtauser-64@fta.com	30/07/2022	30/07/2022	Inactive	Display Access	Delink, Edit, Make Admin
Portal User	ab cd	abcd46@abc.com	30/07/2022	30/07/2022	Inactive	Write Access	Delink, Edit, Make Admin
Portal User	Rta user	Rtauser-66@fta.com	30/07/2022	31/12/9999	Active	Display Access	Delink, Edit, Make Admin

Step	Action
(1)	Identify the online user you want to make admin of the taxable person account and choose the menu "Make Admin" to proceed.



Step	Action
(1)	A pop-up message will appear on the screen. Confirm the request by clicking on "Yes" button. Select "No" to cancel and close the pop-up.



Step	Action
(1)	A One Time Password (OTP) will be sent to your registered email address or verified mobile number. Enter the OTP received and click 'Submit' button to proceed. Note that the OTP validity is time bound. Click 'Resend OTP' if you need to receive a new OTP.



The screenshot shows the 'Manage User Authorization' page with a table of users. A success message popup is centered on the screen, indicating that the admin has been changed successfully. A red 'OK' button is highlighted with a yellow circle containing the number '1'.

User Type	Name (EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	Rfa Rfa	Rfauser@fata.ae	30/07/2022	30/07/2022	Inactive	Display Access	
Portal User	ali cd	ali@fata.ae	30/07/2022	30/07/2022	Inactive	Write Access	
Portal User	ali cd	ali@fata.ae	30/07/2022	31/12/9999	Active	Display Access	Detach
Portal User	Rfa user	Rfauser@fata.ae	30/07/2022	31/12/9999	Active	Admin	

Step	Action
(1)	<ul style="list-style-type: none"> The selected Online User is now the Account Admin of the taxable person account. Click on 'OK' button to close the popup.



Shifting between taxable person accounts (taxable person dashboard)



Viewing the Taxable Person List.



The screenshot displays the user interface for creating a new taxable person profile. The top navigation bar includes the user's name 'Abou94@fata.gov.ae' and a search bar. The main content area is divided into two sections: 'Create New Taxable Person Profile' and 'Taxable Person List'. The 'Create New Taxable Person Profile' section contains fields for 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred communication Channel'. Below these fields is a file upload section for 'Upload Taxable Person Logo (Optional)', with a maximum file size of 5 MB and supported formats of JPEG, JPG, and PNG. The 'Taxable Person List' section features a search bar and a list of two taxable persons, 'Company1' and 'Company2', each with a 'View' button. The footer contains 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Sitemap), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' with social media icons and contact information (600 599 996).



Online users can have multiple taxable person accounts assigned to them.
All the taxable persons linked to the user will be displayed in the Taxable Person List.



The screenshot shows the 'Create New Taxable Person Profile' form with fields for Profile Name in English, Profile Name in Arabic, Preferred Language, and Preferred communication Channel. Below the form is the 'Taxable Person List' table:

Taxable Person List	
Search by TRN Number or Taxable Person	
Company1	View
Company2	View

The 'View' button for 'Company1' is highlighted with a red box and a yellow callout bubble containing the number '1'.

Step	Action
(1)	Select the Taxable Person from the list and click 'View' to access the taxable person account.



Thank you