



إمارات تاكس EMARATAX

User Authorization - User Manual

Date: Oct 2022

Version 1.0.0.0

Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.

Document Control Information

Document Version Control

| Version No. | Date | Prepared/Reviewed by | Comments |
|-------------|-----------|-----------------------|---------------------------------|
| 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 |

The Federal Tax Authority offers a range of comprehensive and distinguished electronic services in order to provide the opportunity for taxpayers to benefit from these services in the best and simplest ways. To get more information on these services Click [Here](#)



User Authorization

| | |
|--|-----------|
| Document Control Information..... | 2 |
| Annexure 2 | |
| Navigating through EmaraTax | 3 |
| User Authorization | 4 |
| Introduction..... | 5 |
| Adding a new taxable person account (who is not registered) to my EmaraTax account..... | 7 |
| Assigning Online Users to a taxable person account | 9 |
| De-link online users from taxable person account by the Account Admin | 16 |
| De-link online user from taxable person account by the Online User | 22 |
| Change the admin of a taxable person account | 28 |
| Shifting between taxable person accounts (taxable person dashboard) | 34 |



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 shows the EmaraTax portal interface. 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'. There is also a section for 'Upload Taxable Person Logo (Optional)' with a file upload button and a 'Create' button. Below this is a 'Taxable Person List' table with a search bar and two entries: 'Company1' and 'Company2'. The footer contains 'QUICK LINKS', 'OTHER LINKS', and 'FOLLOW US' sections.



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.



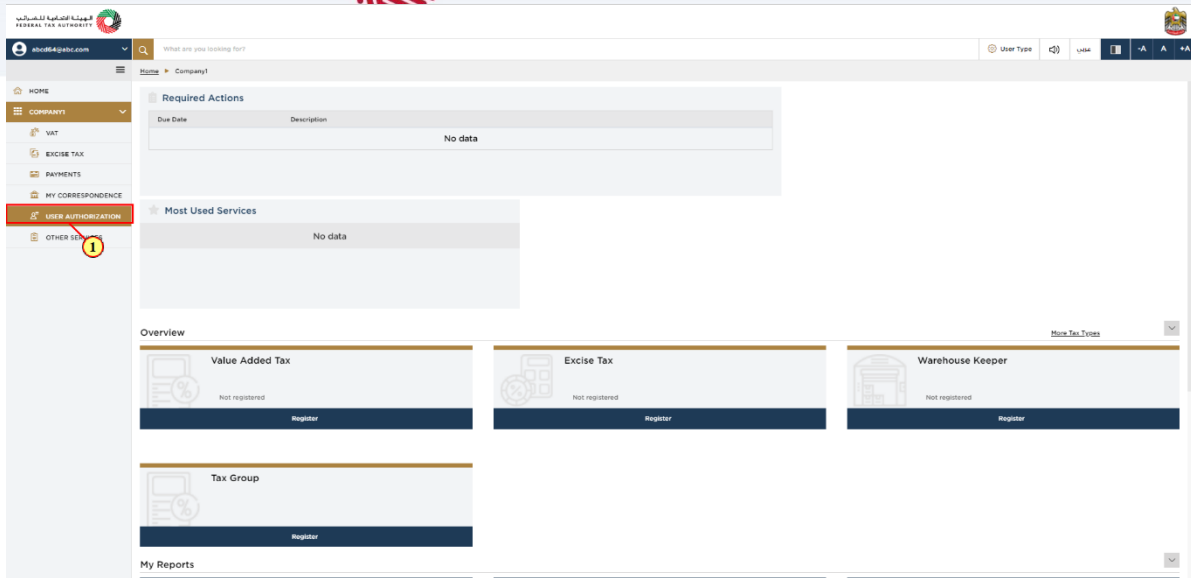
| Step | Action |
|------|---|
| (1) | To create a new Taxable Person, Enter the Legal Name of Entity of the taxable person in English and Arabic and then click on 'Create' button. You can also add a 'Logo' if available. The taxable person account will be automatically added (i.e. no approval required).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

Assigning Online Users to a taxable person account

The screenshot displays the 'User Authorization' interface for a company account. The left sidebar contains navigation links: HOME, COMPANIES, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION (selected), and OTHER SERVICES. The main content area is titled 'Company1' and includes sections for 'Required Actions', 'Most Used Services', and an 'Overview' of tax-related entities. The 'Overview' section lists 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', and 'Tax Group', each with a 'Register' button and a 'Not registered' status. The 'My Reports' section is also visible at the bottom.



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. |



Manage User Authorization

| User Type | Name(EN) | Email ID | Start | End | Status | Authorizations | Actions |
|-------------|----------|----------------|------------|------------|--------|----------------|---------|
| Portal User | abc id | abc@id@abc.com | 30/07/2022 | 31/12/9999 | Active | Admin | |

| 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. |



What are you looking for?

abudhabi.gov.ae

Home > Company > User Authorization

Add User Authorization

Portal User Search

User Type: Portal User

Email Address: abcd46@abccom

First Name in English: abcd

Last Name in English: abcd

First Name in Arabic: أبو

Last Name in Arabic: أبو

Authorizations: Display Access

Back Add

| 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?

abud46@abc.com

Home > Company > User Authorization

Add User Authorization

Portal User Search

User Type: Portal User

Email Address: abcd46@abc.com

First Name in English: abcd

Last Name in English: 123

First Name in Arabic: أمجد

Last Name in Arabic: 123

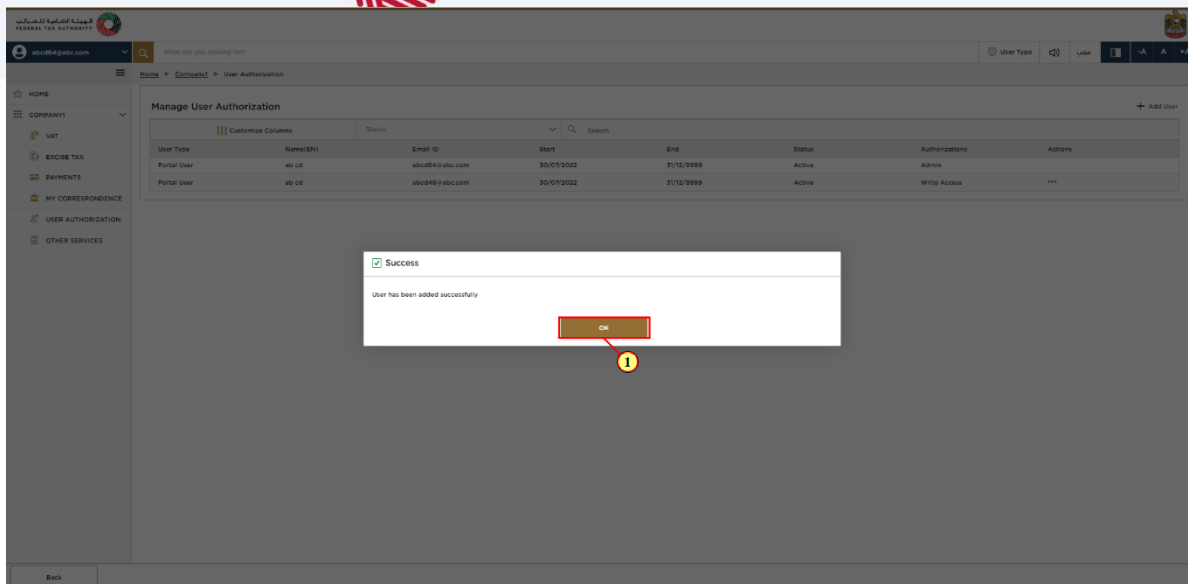
Authorizations:

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.



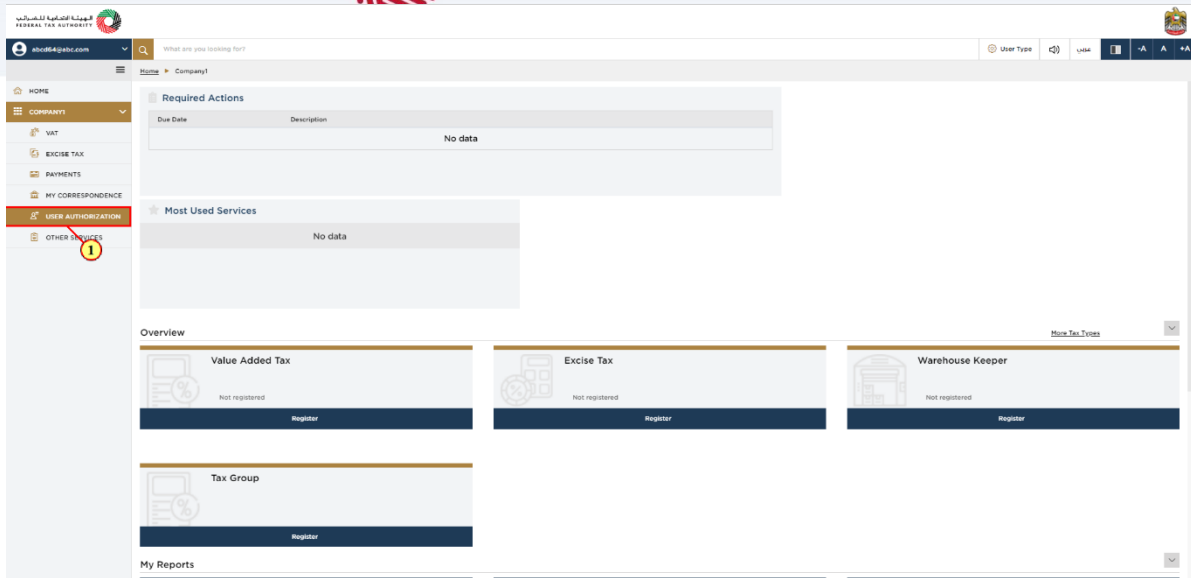
| Step | Action |
|------|--|
| (1) | <ul style="list-style-type: none"> The Online User will be assigned to the taxable person account with 'Write' or 'Display' access depending on what was selected. Click on 'OK' button to close the pop-up. |

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.



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



What are you looking for?

Home > Company > User Authorization

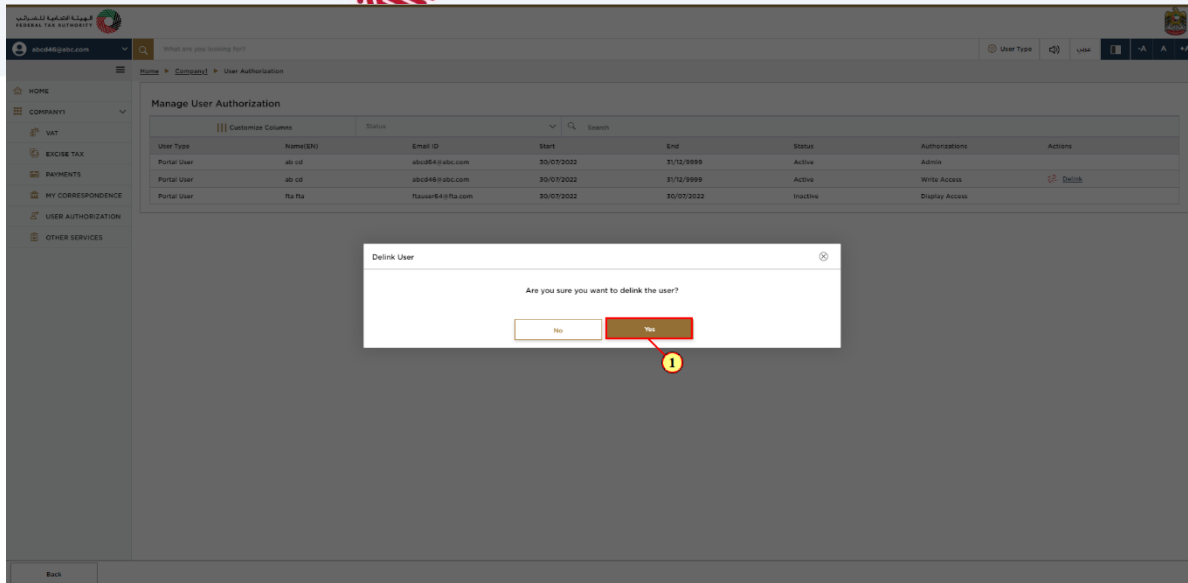
Manage User Authorization

Customize Columns

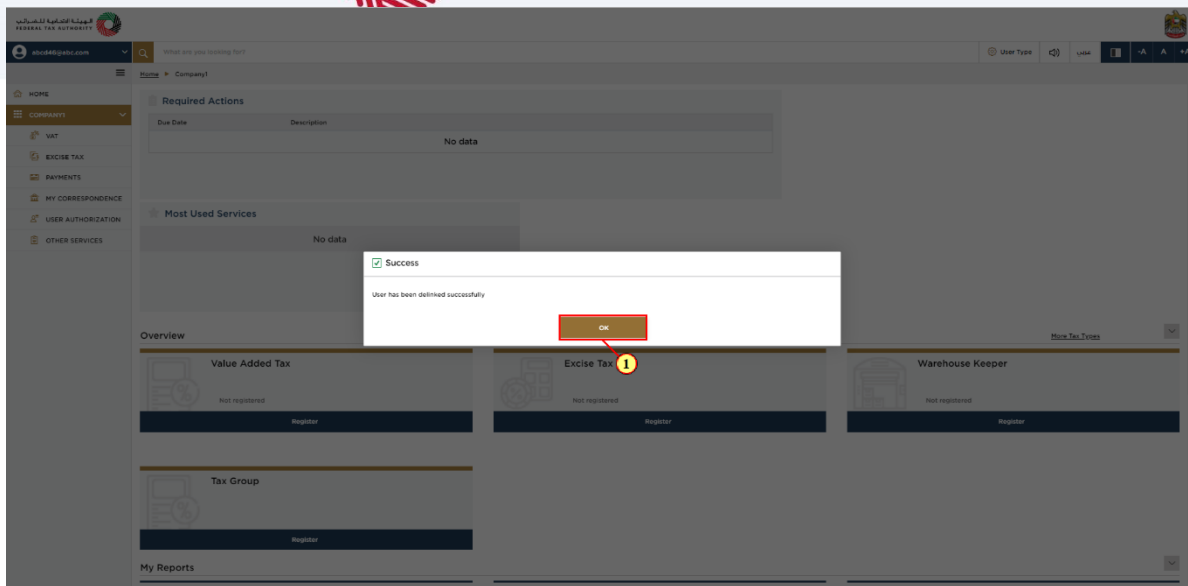
| User Type | Names(EN) | Email ID | Start | End | Status | Authorizations | Actions |
|-------------|-----------|-------------------|------------|------------|----------|----------------|------------------------|
| Portal User | ab cd | abcd54@fabc.com | 30/07/2022 | 31/12/9999 | Active | Admin | |
| Portal User | ab cd | abcd54@fabc.com | 30/07/2022 | 31/12/9999 | Active | Write Access | Delink |
| Portal User | fla fla | flauser54@fla.com | 30/07/2022 | 30/07/2022 | Inactive | Display Access | |

Back

| 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. |

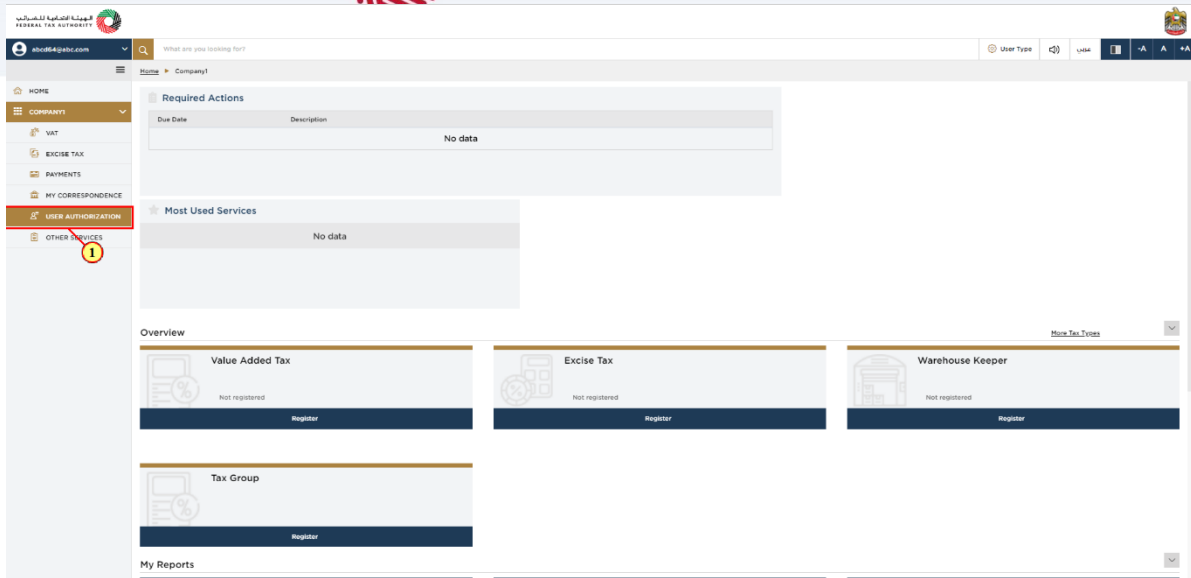
De-link online user from taxable person account by the Online User



Online users can delink themselves from a taxable person account.




Online users can delink themselves from a taxable person account.



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



What are you looking for?

Home > Company > User Authorization

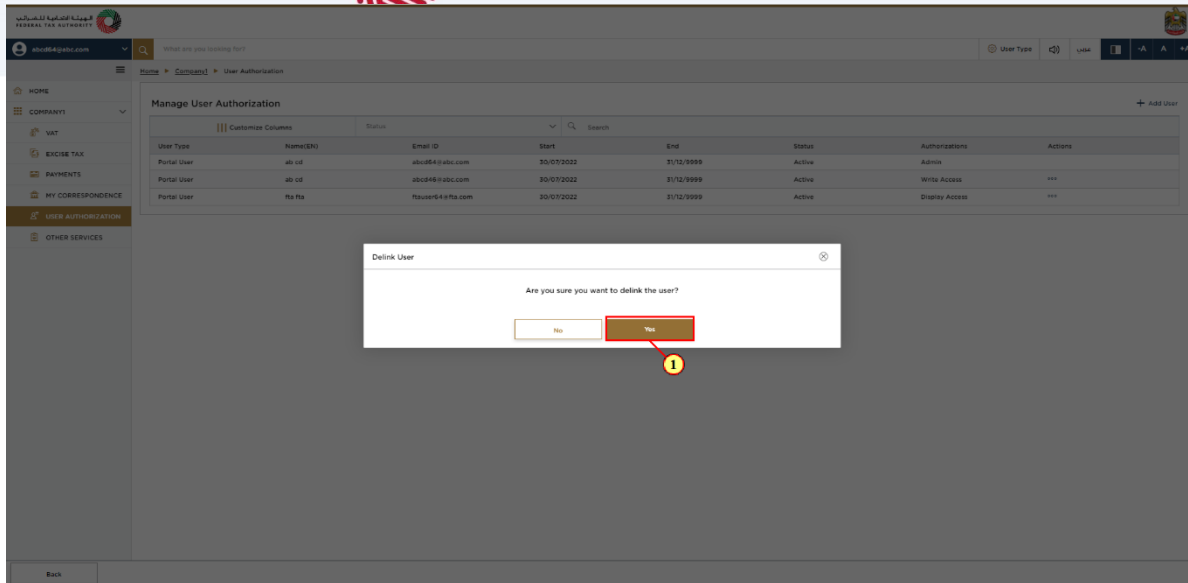
Manage User Authorization

Customize Columns Status Search

| User Type | Names(EN) | Email ID | Start | End | Status | Authorizations | |
|-------------|-----------|--------------------|------------|------------|--------|----------------|-----------------------------|
| Portal User | ab cd | abc@45@abc.com | 30/07/2022 | 31/12/9999 | Active | Admin | Delink Edit Make A... |
| Portal User | ab cd | abc@45@abc.com | 30/07/2022 | 31/12/9999 | Active | Write Access | |
| Portal User | fla fla | flauser@45@fla.com | 30/07/2022 | 31/12/9999 | Active | Display Access | |

Back

| 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. |

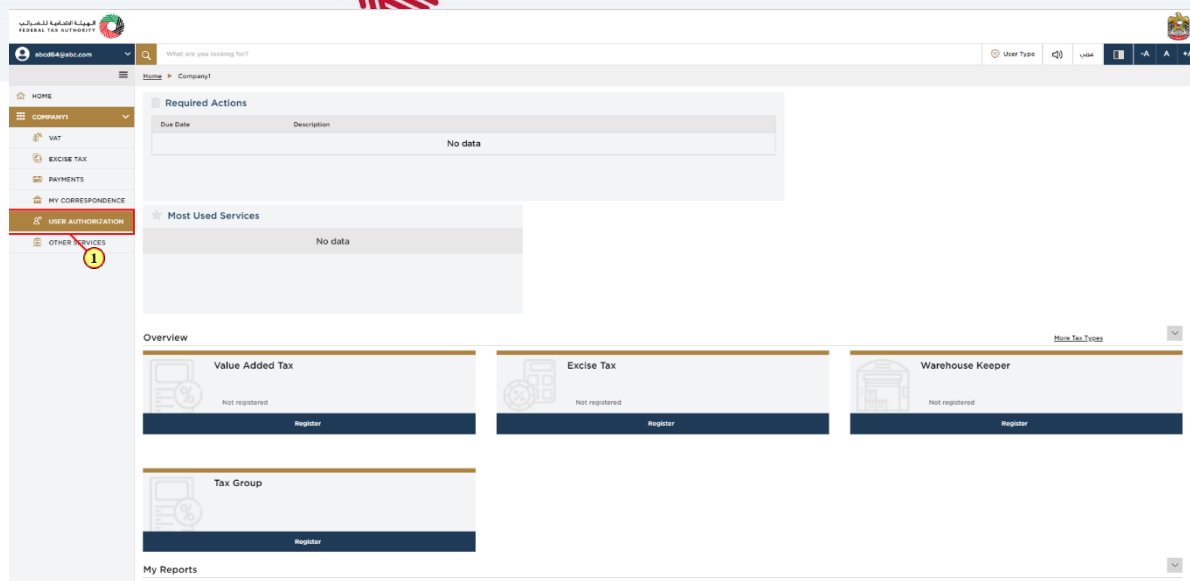


The screenshot shows the 'Manage User Authorization' interface. A table lists users with columns for User Type, Name(S/N), Email ID, Start, End, Status, Authorizations, and Actions. A success message pop-up is centered on the screen, indicating that a user has been successfully delinked. The 'OK' button on the pop-up is highlighted with a red box, and a yellow circle with the number '1' points to it.

| 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.



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



What are you looking for?

Home > Company > User Authorization

Manage User Authorization

Customize Columns

| User Type | Name(EN) | Email ID | Start | End | Status | Authorizations | |
|-------------|----------|--------------------|------------|------------|----------|----------------|---|
| Portal User | ab cd | abcd54@fata.com | 30/07/2022 | 31/12/9999 | Active | Admin | De-link Edit Make Admin |
| Portal User | fla fla | flauser54@fata.com | 30/07/2022 | 30/07/2022 | Inactive | Display Access | |
| Portal User | ab cd | abcd45@fata.com | 30/07/2022 | 30/07/2022 | Inactive | Write Access | |
| Portal User | fla user | flauser55@fata.com | 30/07/2022 | 31/12/9999 | Active | Display Access | 1 |

Back

| 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. |



Manage User Authorization

| User Type | Name(S/N) | Email ID | Start | End | Status | Authorizations | Actions |
|-------------|-----------|--------------------|------------|------------|----------|----------------|---------|
| Portal User | ab cd | abcd543@fata.com | 30/07/2022 | 31/12/9999 | Active | Admin | |
| Portal User | Ra Ra | Rauser543@fata.com | 30/07/2022 | 30/07/2022 | Inactive | Display Access | |
| Portal User | ab cd | abcd543@fata.com | 30/07/2022 | 30/07/2022 | Inactive | Write Access | |
| Portal User | Ra user | Rauser543@fata.com | 30/07/2022 | 31/12/9999 | Active | Display Access | ... |

Change Admin

Are you sure you want to proceed with changing the admin?

No Yes

1

| 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. |



The screenshot shows the 'Manage User Authorization' page with a table of users. A modal window is open for 'Change Admin OTP verification'. The modal contains a text prompt: 'Please enter OTP sent to your registered email address/mobile number'. Below this are four input fields for the OTP digits. A timer indicates 'OTP expires in 00:48 minutes'. There is a 'Resend OTP' link and a message: 'If you have not received any email, after a few minutes please check your spam inbox.' At the bottom are 'Cancel' and 'Submit' buttons. A red circle with the number '1' points to the 'Submit' button.

| 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. A table lists three users: 'Rta Rta', 'abc cd', and 'Rta user'. A success message popup is centered on the screen, indicating that the admin has been changed successfully. An 'OK' button is visible on the popup, with a red circle and the number 1 pointing to it.

| 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.



Home

What are you looking for?

User Type

Home

HOME

OTHER SERVICES

MY CORRESPONDENCE

Create New Taxable Person Profile

Profile Name in English

Profile Name in Arabic

Preferred Language

Preferred communication Channel

Upload Taxable Person Logo (Optional)

Add

Drag Files here

Max File Size : 5 MB

Formats : JPEG, JPG, PNG

Maximum number of files : 1

Create

Taxable Person List

Search by TRN Number or Taxable Person

Search

| | |
|-----------------------------|-----------------------------|
| <p>Company1</p> <p>View</p> | <p>Company2</p> <p>View</p> |
|-----------------------------|-----------------------------|

FEDERAL TAX AUTHORITY
 © 2021 Copyright Federal Tax Authority.
 This site is best viewed in Microsoft
 Edge Ver. 38.14393.1066.0 (64-bit
 version) (Google Chrome (latest version)).

QUICK LINKS
[tax.gov.ae](#)
[Help Center](#)
[Glossary](#)
[Sitemap](#)

OTHER LINKS
[What's New](#)
[FAQs](#)
[Contact Us](#)
[Complaints and Inquiries](#)

FOLLOW US
[Facebook](#)
[Instagram](#)
[Twitter](#)
[YouTube](#)
Contact Us
 ☎ 600 599 994

الميثاق للعميل
 Customer Charter



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 with two entries: 'Company1' and 'Company2'. The 'View' button for 'Company1' is highlighted with a red box and a yellow circle 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