الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمارات تاكس
EMARATAX

User Authorization - User Manual

Date: Oct 2022

Version 1.0.0.0

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Document Version Control

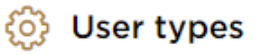
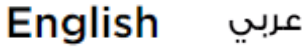
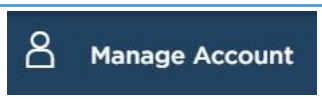
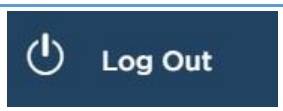
Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

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: • 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.

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

Button	Description
In the Portal	
	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
	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
	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
	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
	This is used to go the Next section of the Input Form
	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

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Introduction

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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.

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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.

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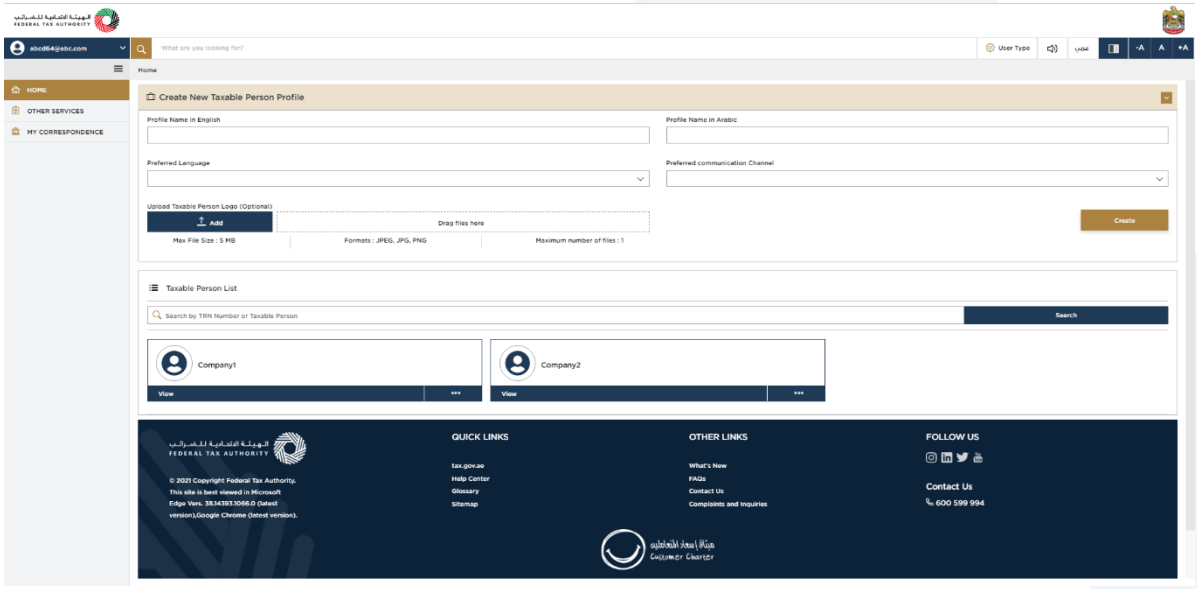
The following sections describe the privileges of online users, account admins and taxable person accounts.

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)

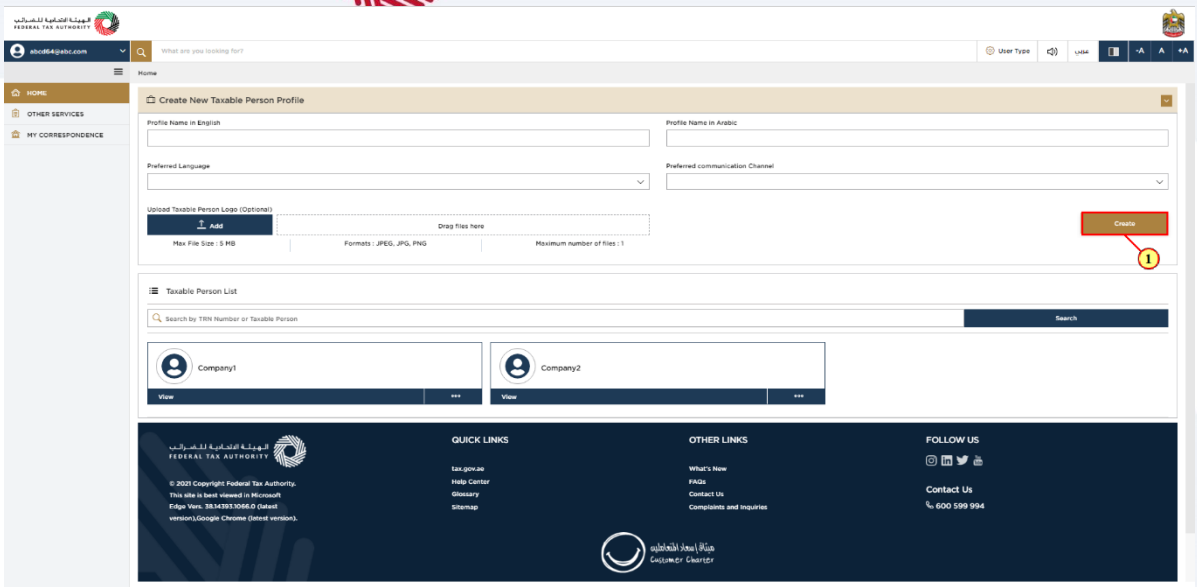
Assign multiple online users to have access to a single taxable person's account. The admin of the account can control the level of access i.e. read or write to be given to users. Multiple online users can have view access to a particular taxable person account, but only one user can have write access. 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

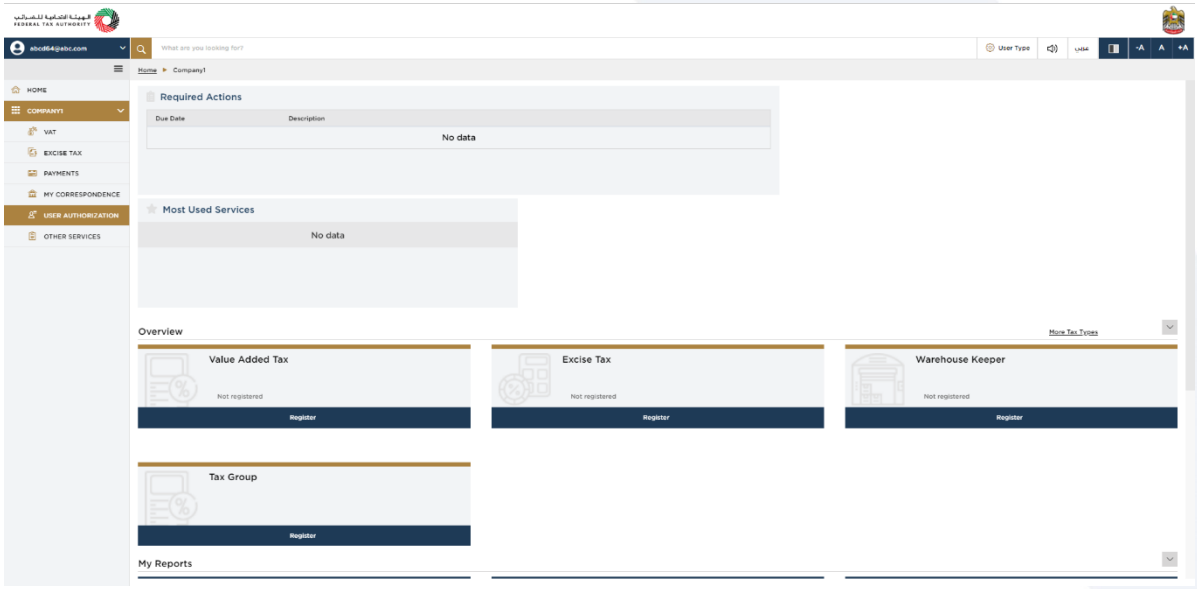


	An account admin who has signed up on EmaraTax has the ability to create one or more taxable person accounts to manage or view their accounts.

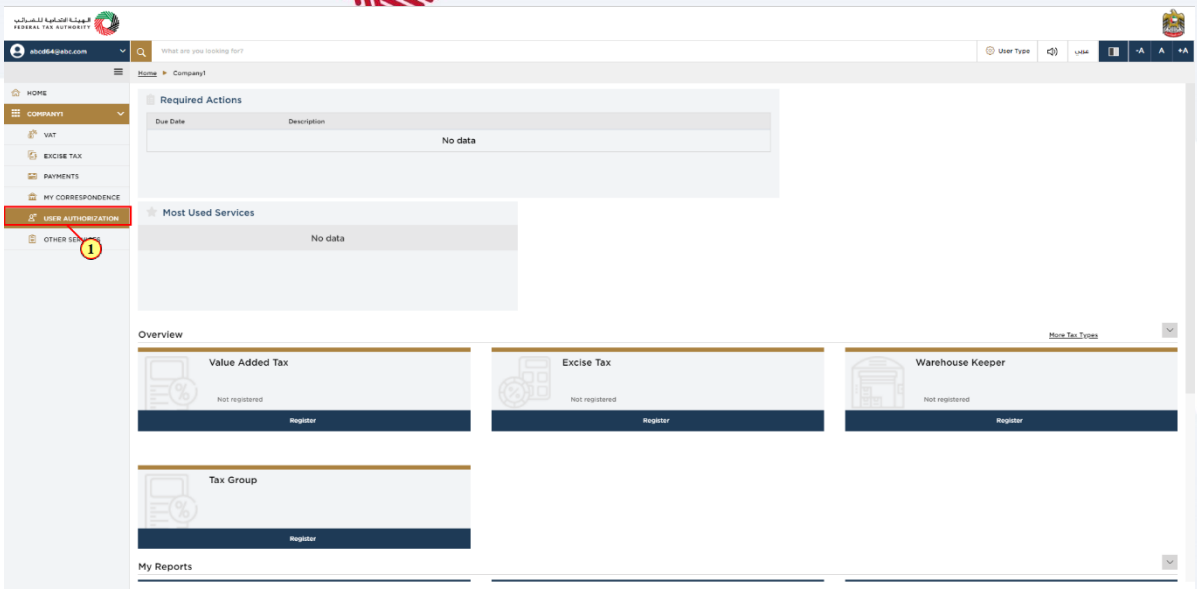


Step	Action
(1)	To create a new Taxable Person, Enter the Legal Name of Entity of the taxable person in English and Arabic and then click on 'Create' button. You can also add a 'Logo' if available. The taxable person account will be automatically added (i.e. no approval required).

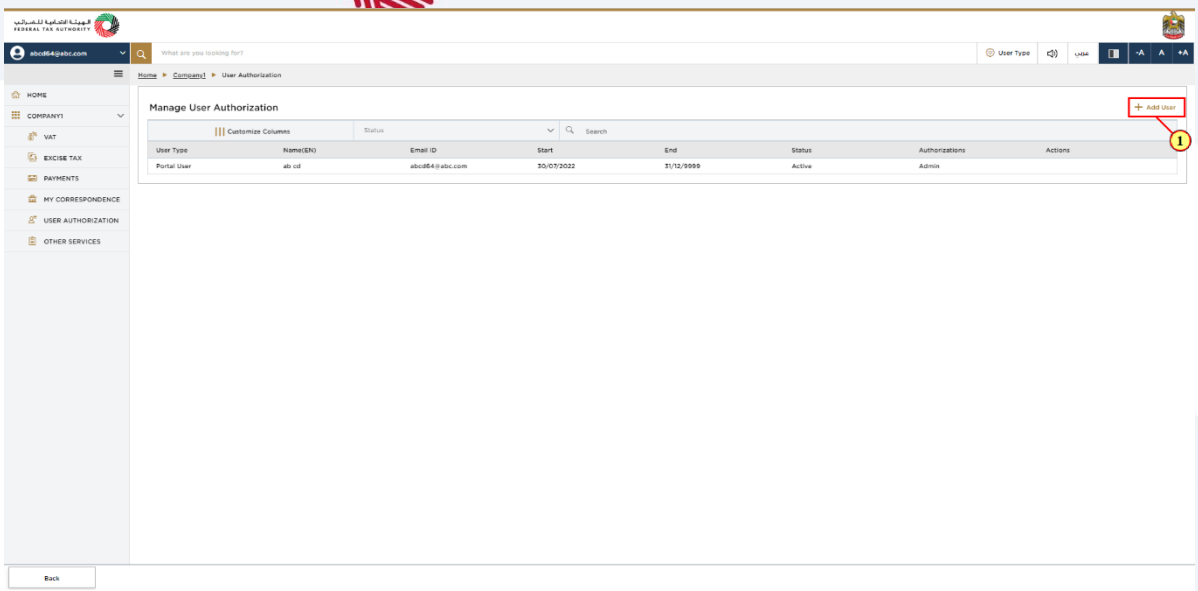
Assigning Online Users to a taxable person account



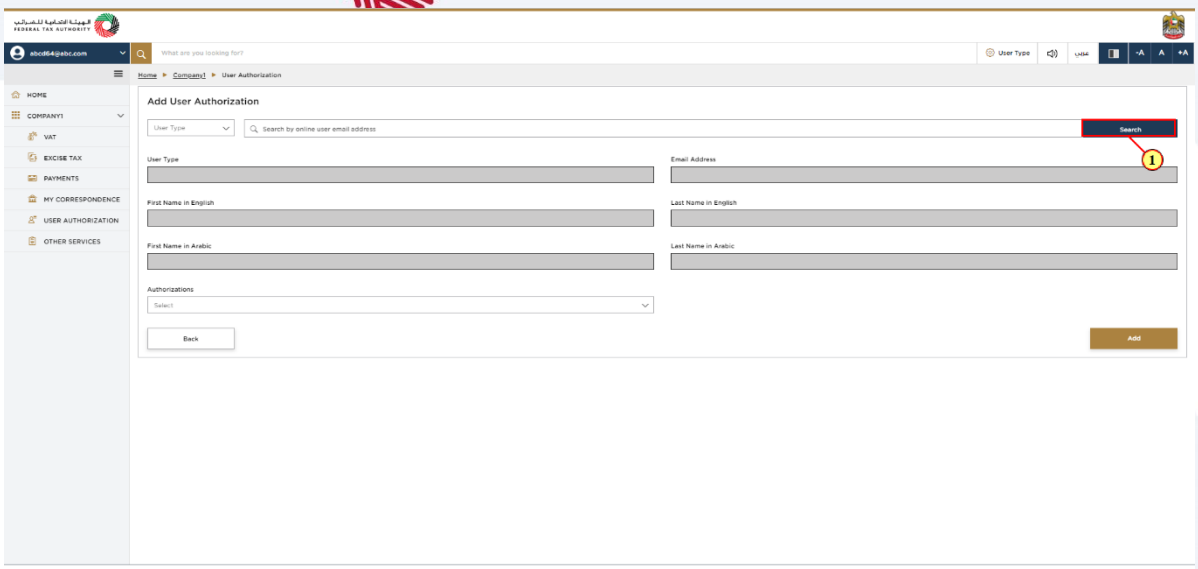
	Once a taxable person is created, the account admin can assign online users who will have access to the taxable person.



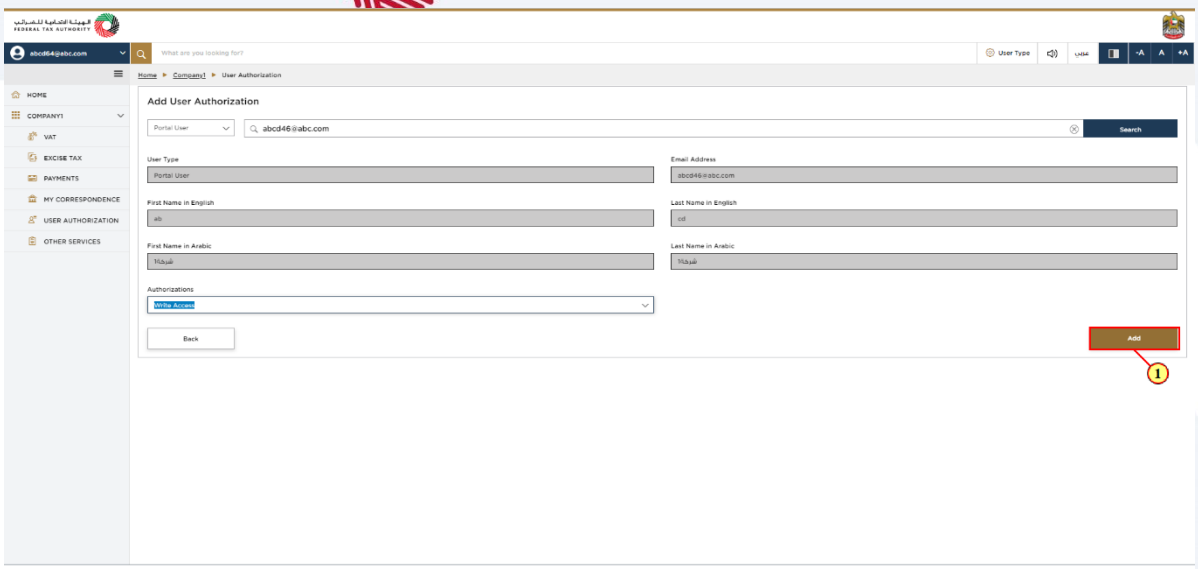
Step	Action
(1)	Click 'User Authorization' to proceed to the 'User Authorization' page.



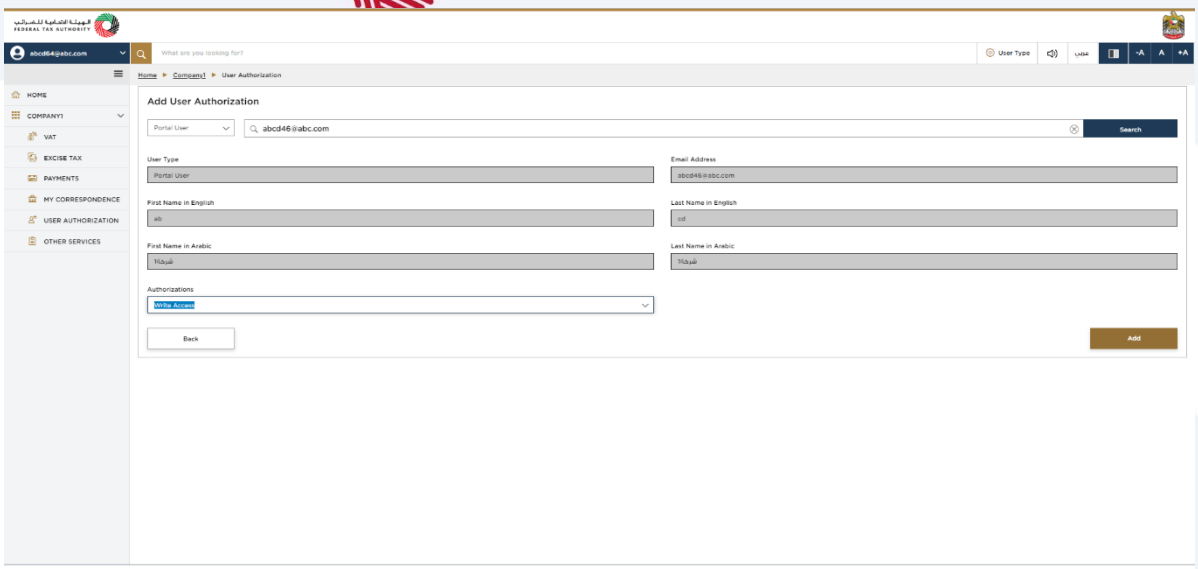
Step	Action
(1)	The page displays all the online users and the current authorization details. Click 'Add User' to assign a new online user to the taxable person.



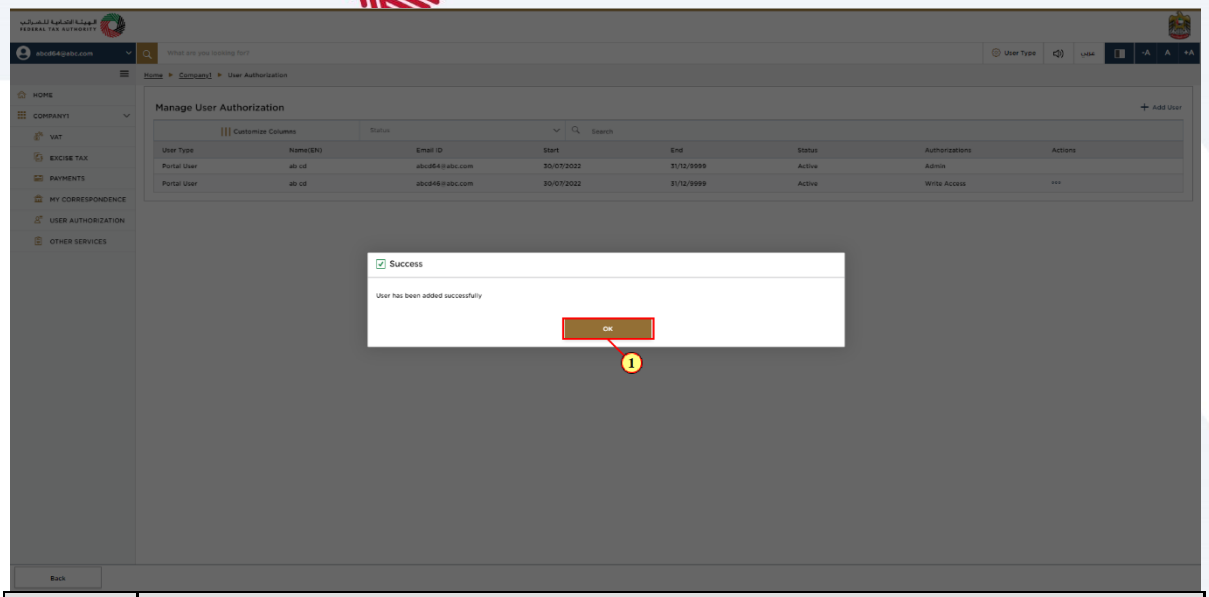
Step	Action
(1)	• Select user type as 'Portal User' from the dropdown and enter the registered email address of the Online User. • Please note that the user must have already registered with the FTA. • Click 'Search' button to verify the email. • Once the email is successfully verified, the details of 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.

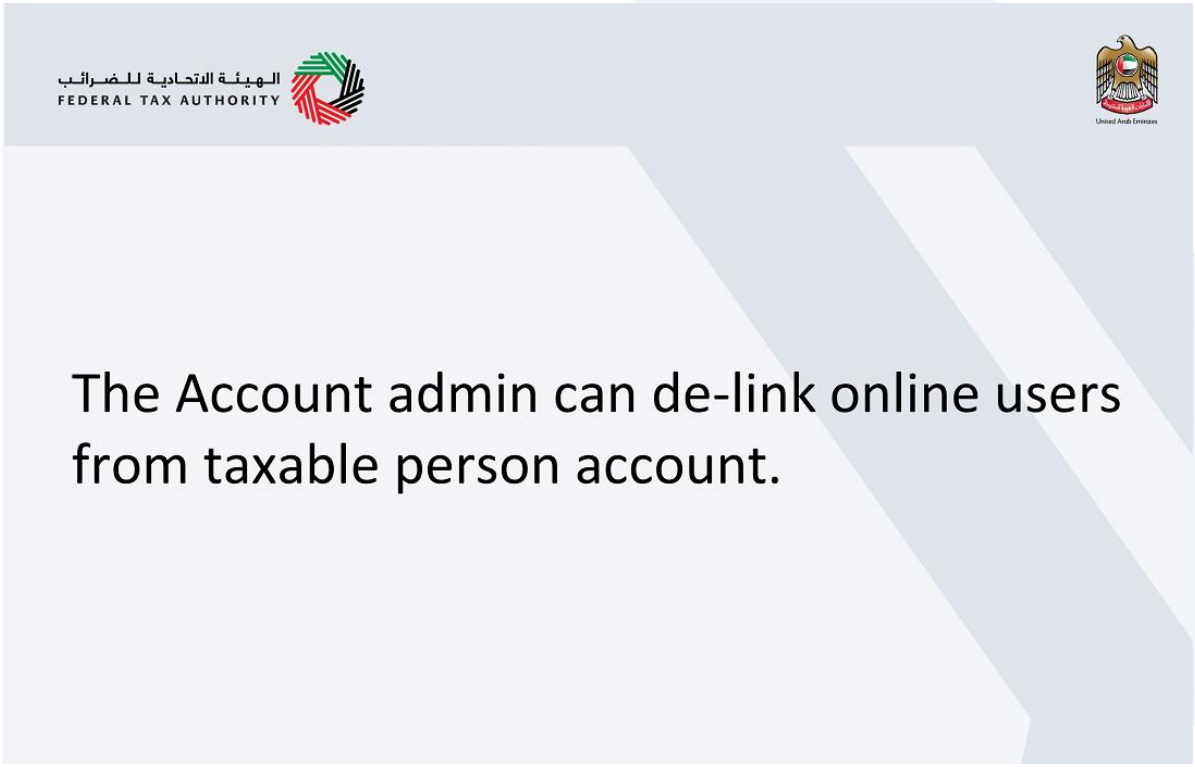


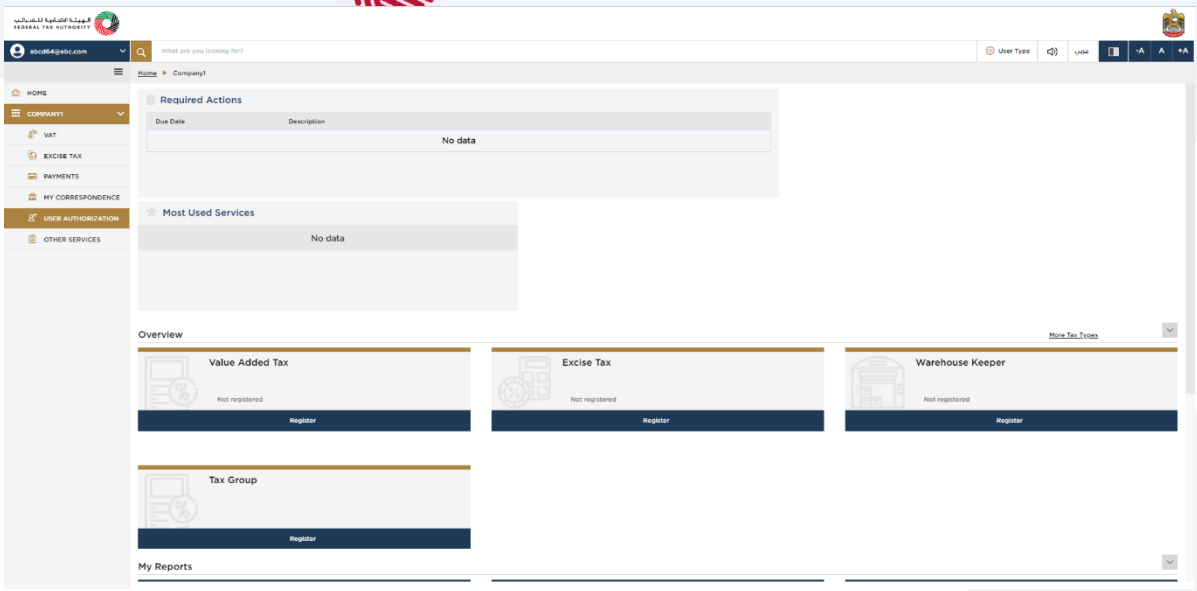
	The Online User with 'Write Access' will be able to edit the taxable person's account and act on his behalf. The Online User with 'Display Access' will only have read access and will not be able to edit the taxable person's account. Only one Online User will be able to have the privilege of write access at a particular point in time. The account admin is the only one who can give access.



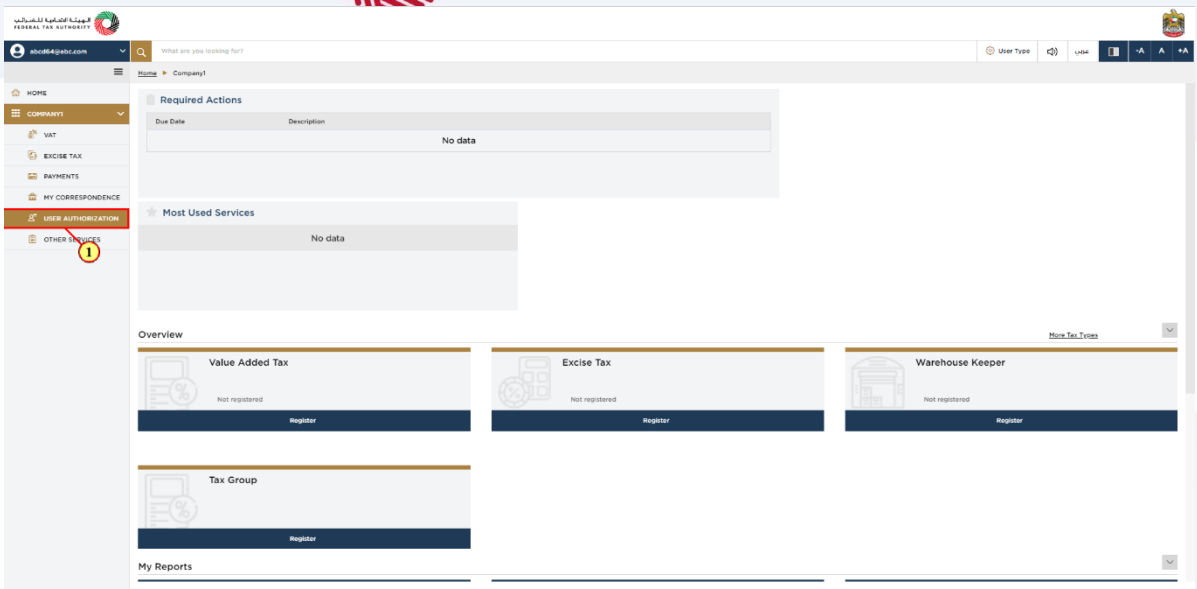
Step	Action
(1)	• The Online User will be assigned to the taxable person account with ‘Write’ or ‘Display’ access depending on what was selected. • Click on 'OK' button to close the pop-up.

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

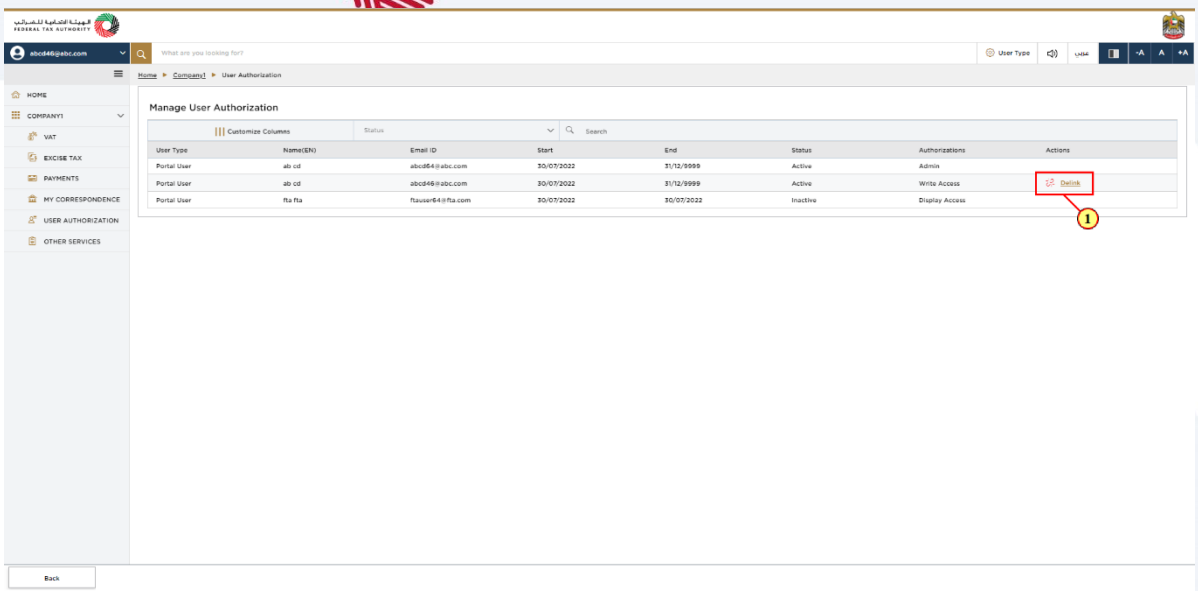




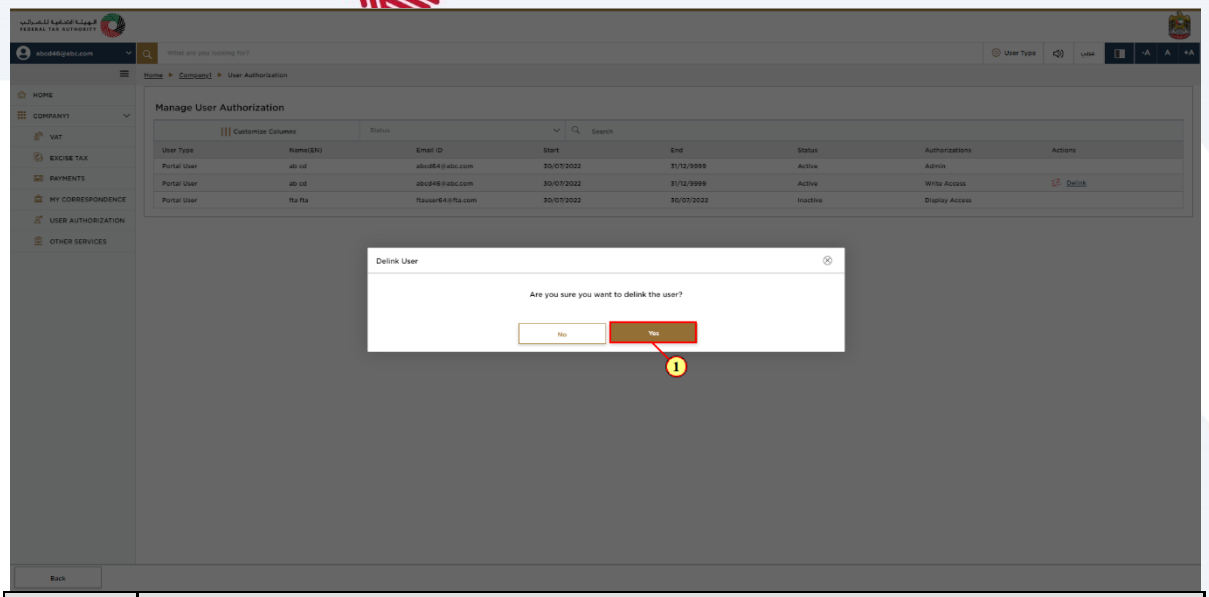
	Account admins can delink online users from a taxable person account.



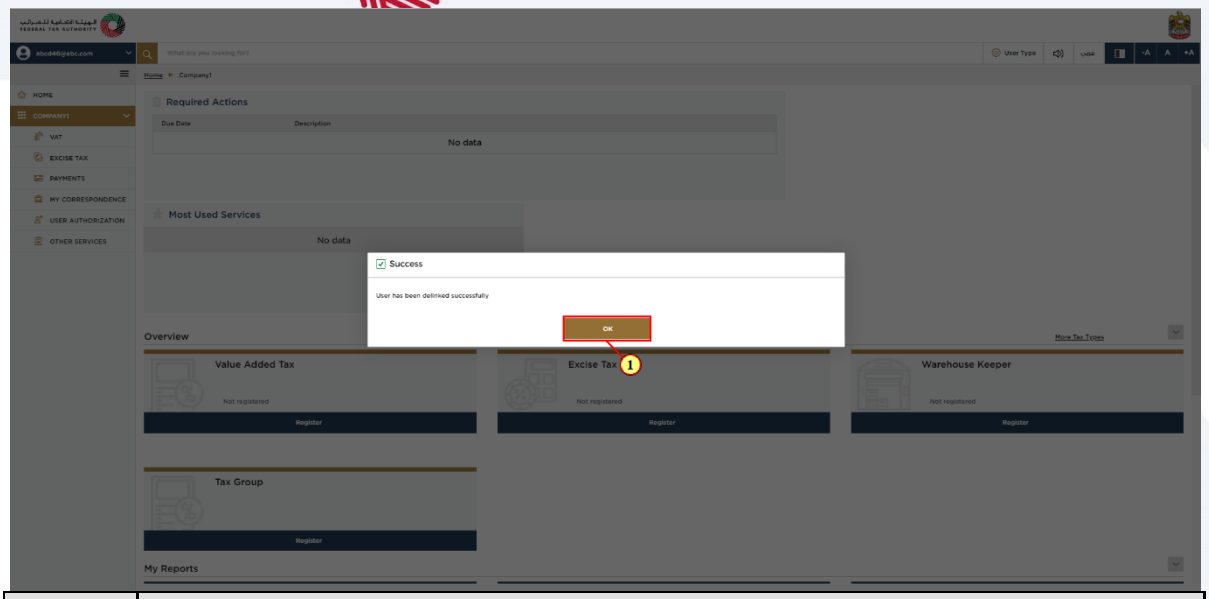
Step	Action
(1)	Click 'User Authorization' to proceed to the 'User Authorization' page.



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.

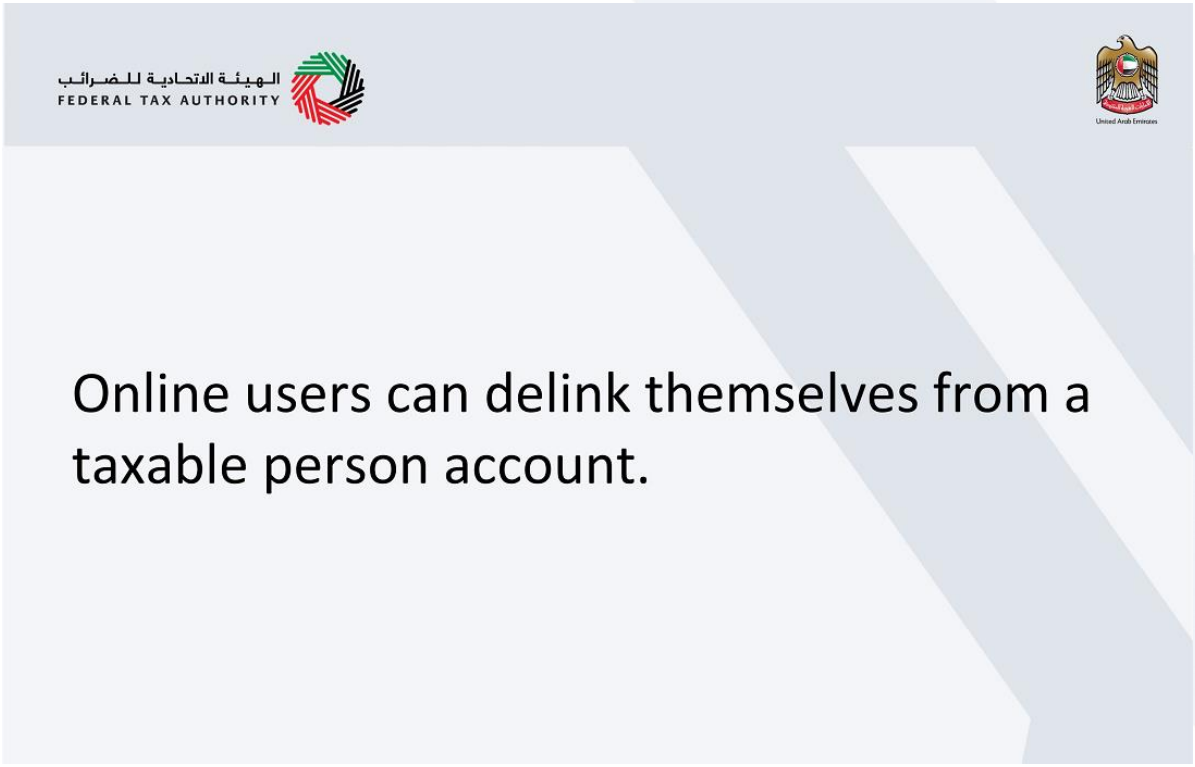


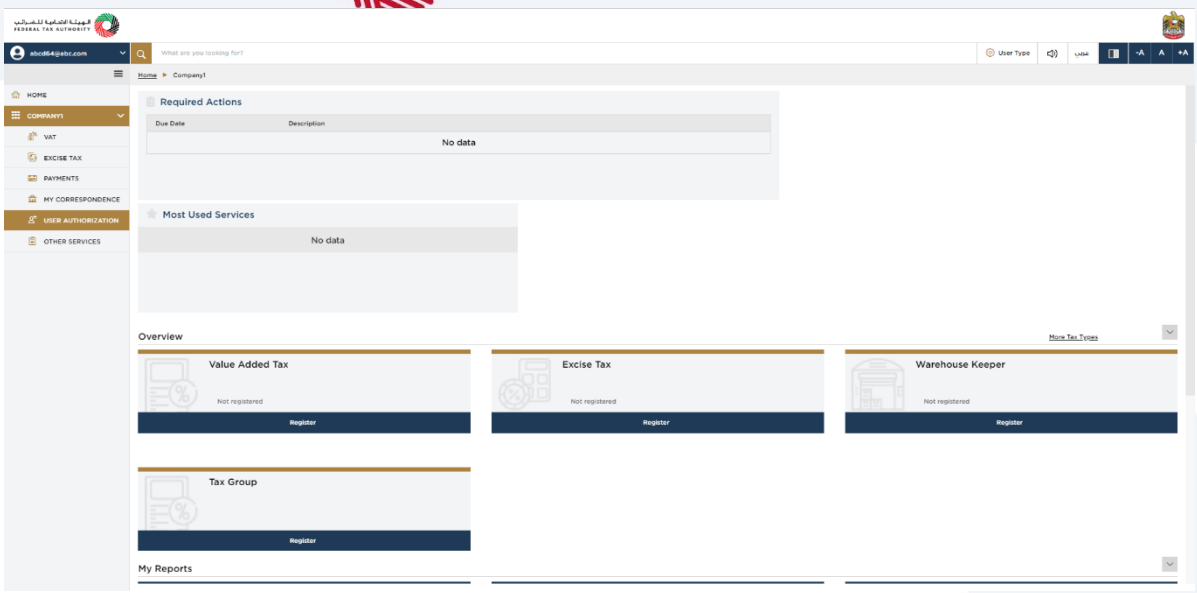
Step	Action
(1)	A pop-up message will appear on the screen. Confirm the request by clicking on "Yes" button. Select "No" to cancel and close the pop-up.



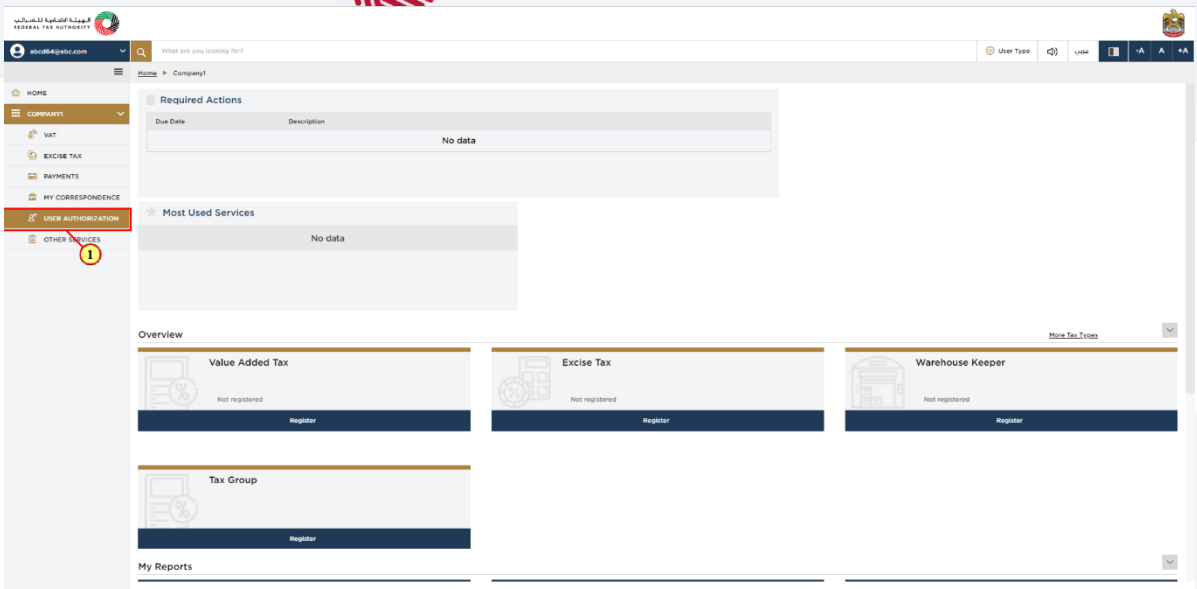
Step	Action
(1)	• The Online User is delinked successfully from the taxable person account. • Click on 'OK' button to close the popup.

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

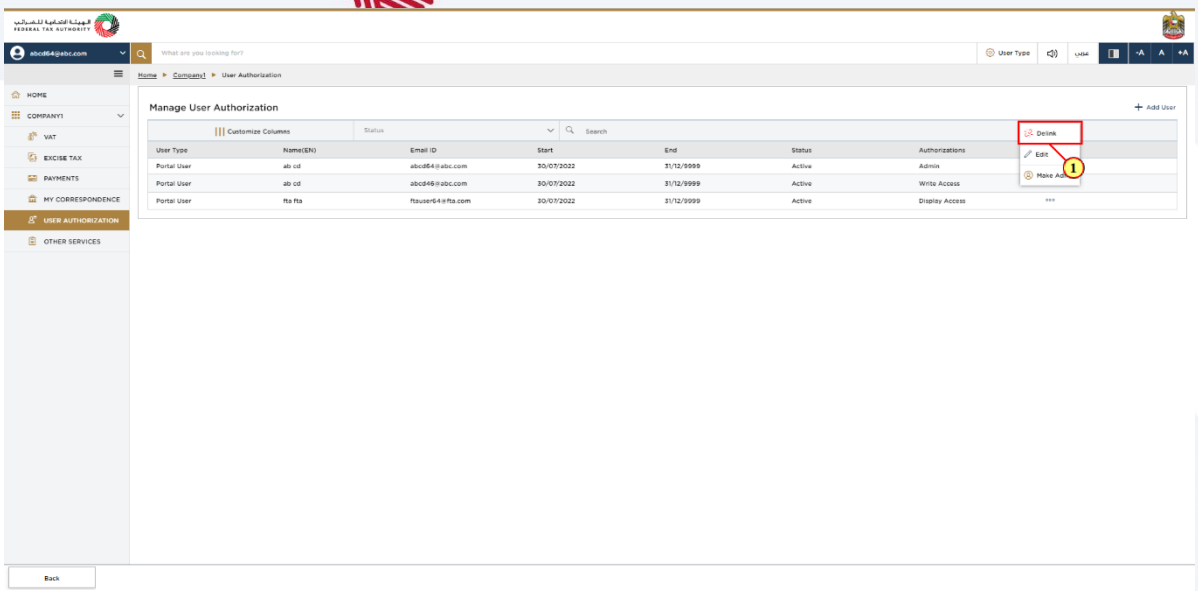




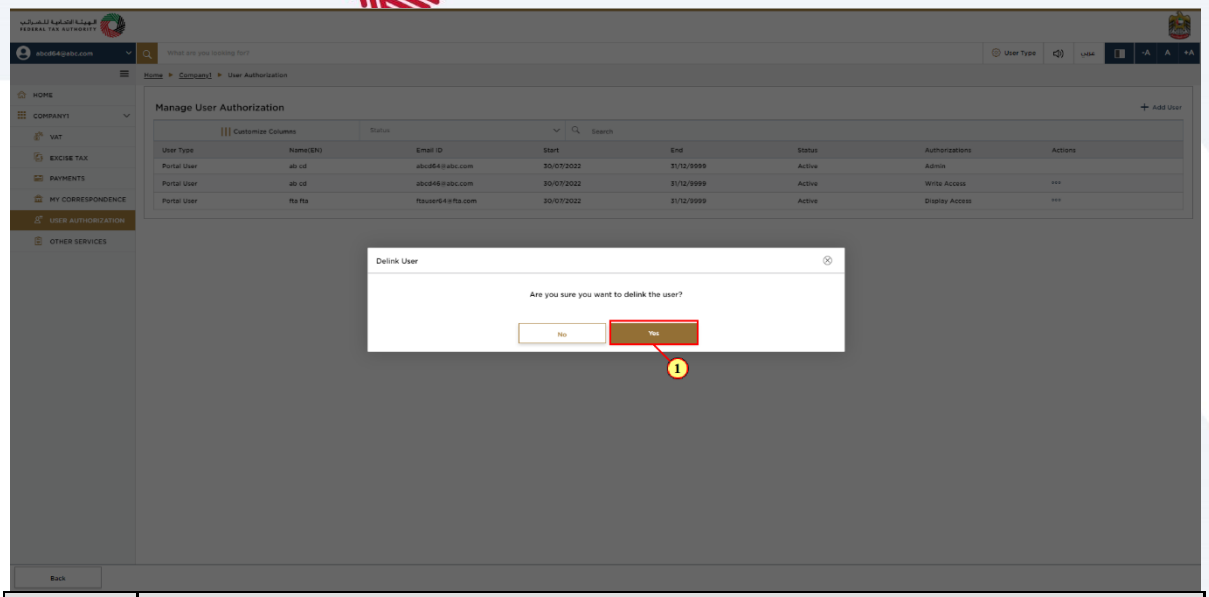
	Online users can delink themselves from a taxable person account.



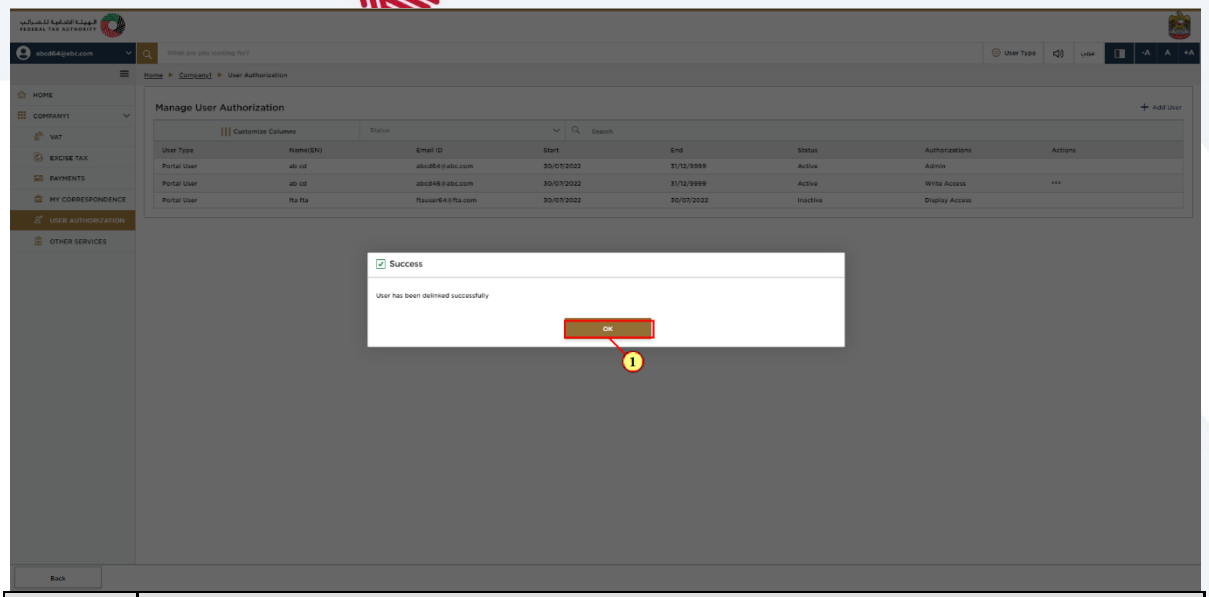
Step	Action
(1)	Click 'User Authorization' to proceed to the 'User Authorization' page.



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.

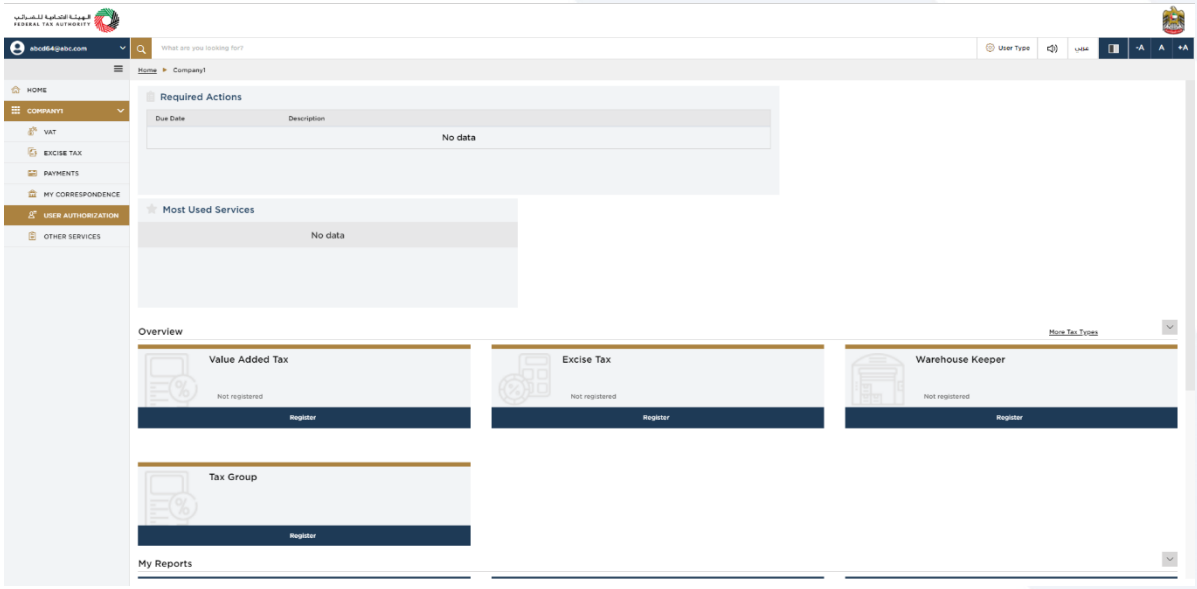


Step	Action
(1)	A pop-up message will appear on the screen. Confirm the request by clicking on "Yes" button. Select "No" to cancel and close the pop-up.

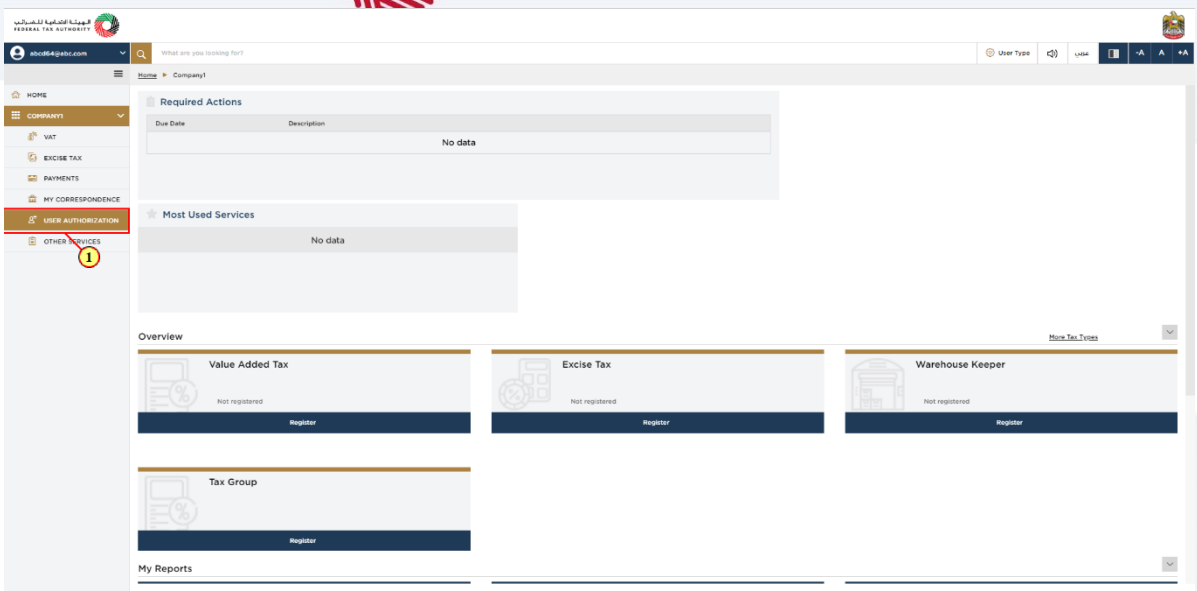


Step	Action
(1)	• The Online User is delinked successfully from the taxable person account. • Click on 'OK' button to close the pop-up.

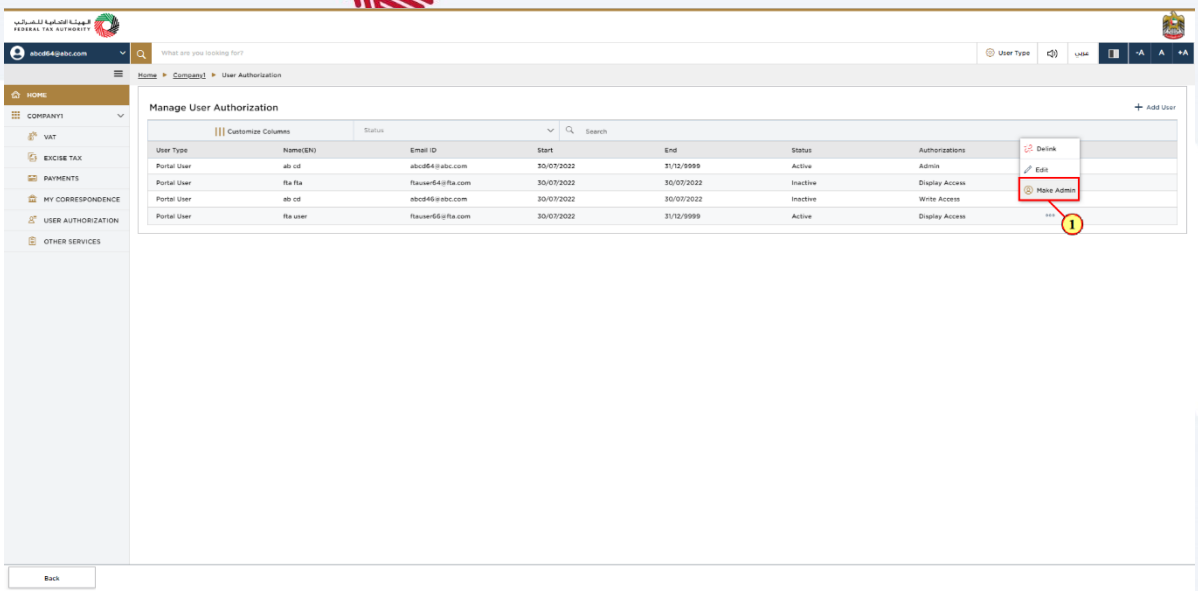
Change the admin of a taxable person account



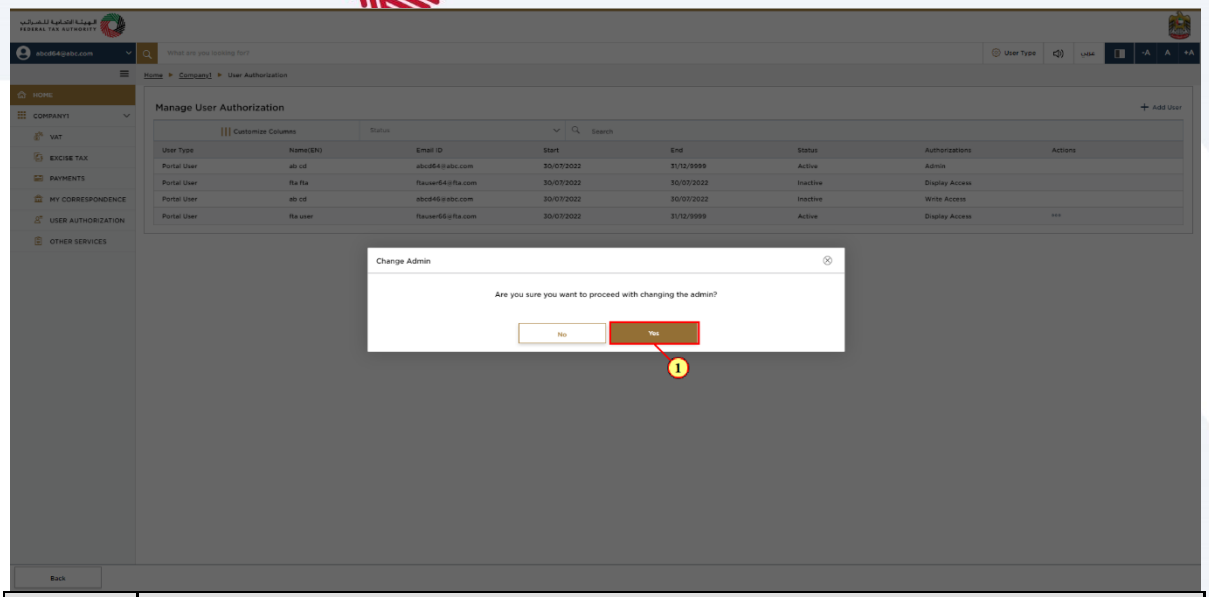
	Account admin can change the admin of a taxable person account to another online user.



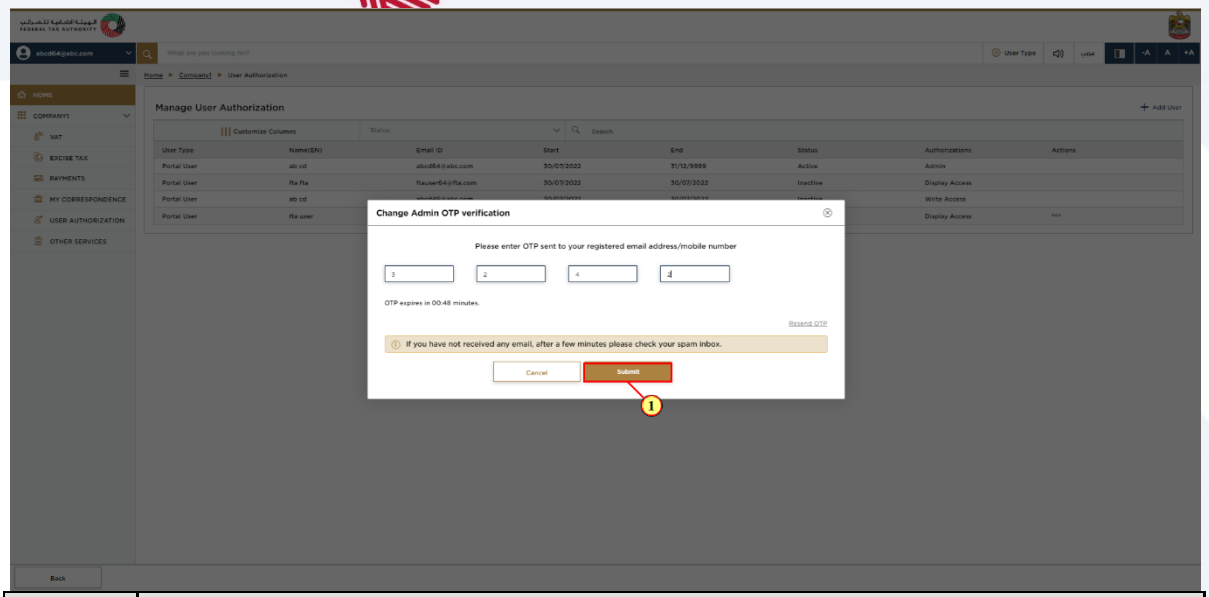
Step	Action
(1)	Click 'User Authorization' to proceed to the User Authorization' page.



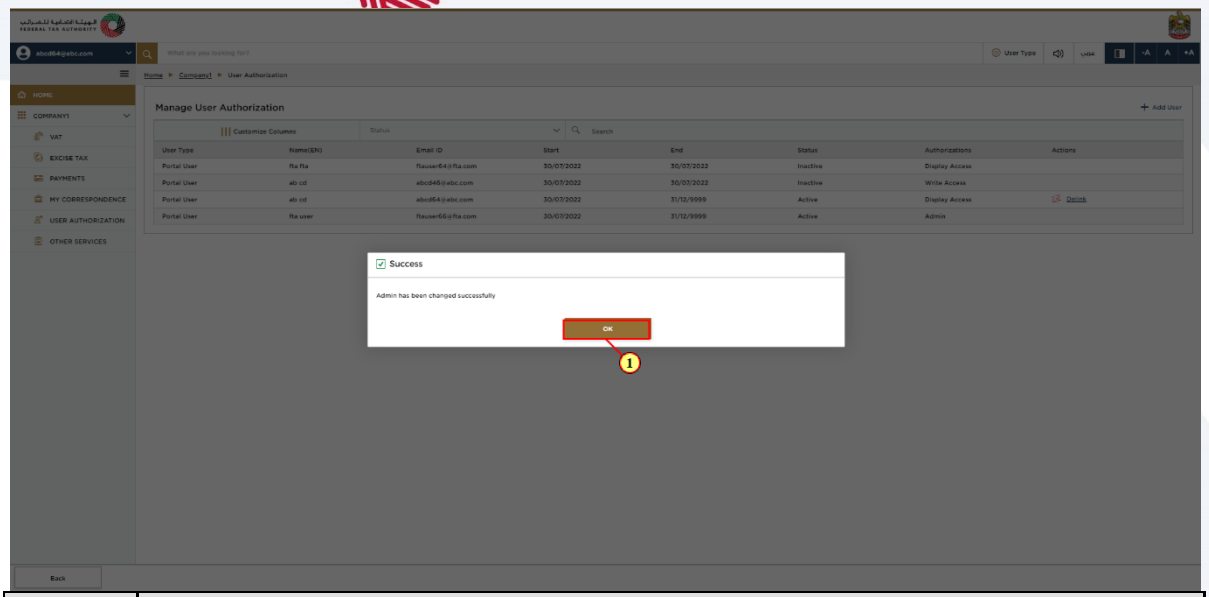
Step	Action
(1)	Identify the online user you want to make admin of the taxable person account and choose the menu "Make Admin" to proceed.



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.

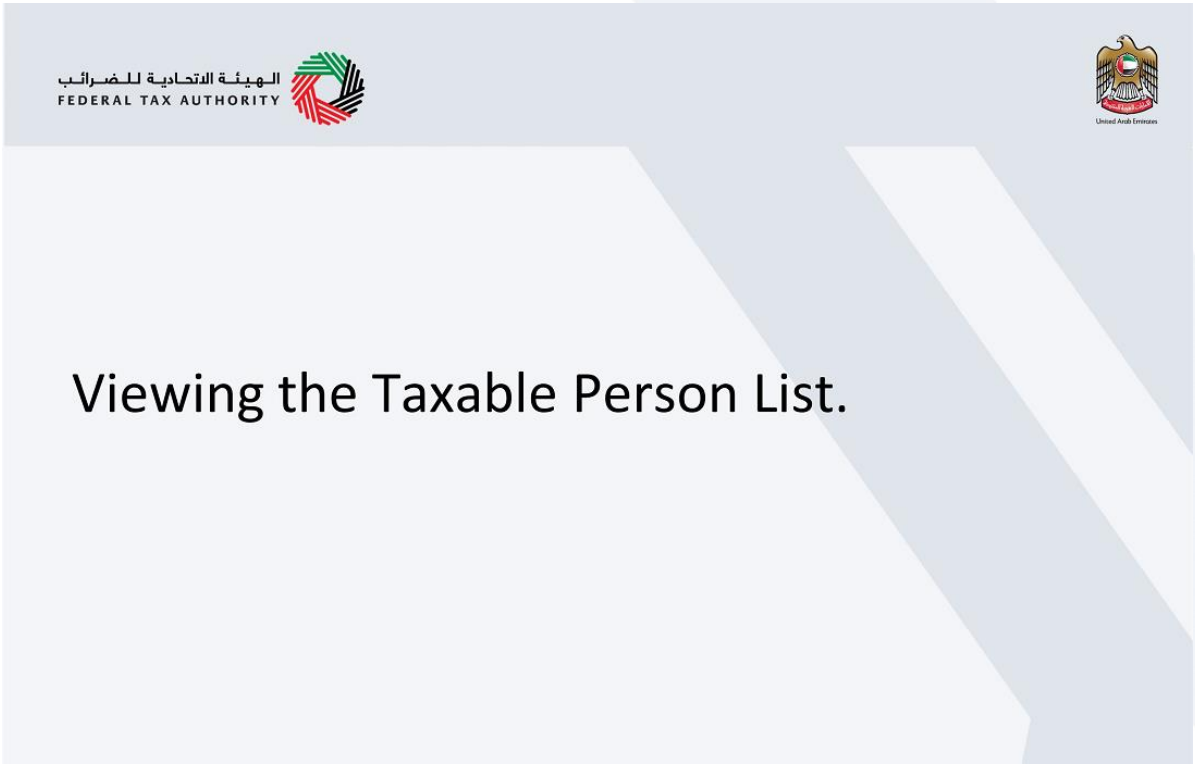


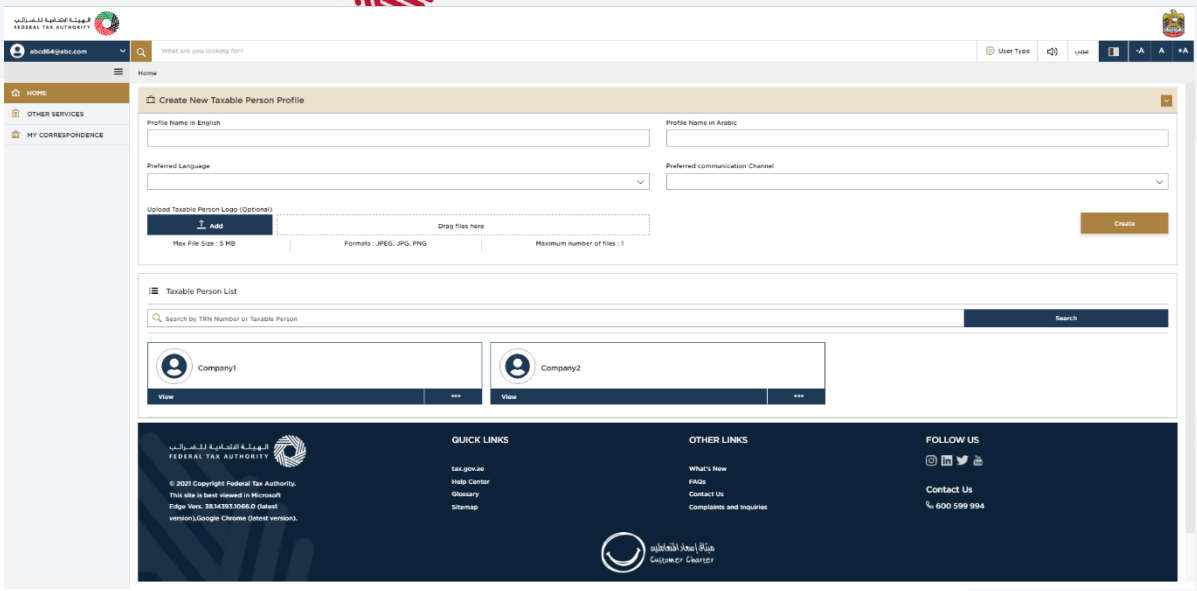
Step	Action
(1)	A One Time Password (OTP) will be sent to your registered email address or verified mobile number. Enter the OTP received and click 'Submit' button to proceed. Note that the OTP validity is time bound. Click ‘Resend OTP’ if you need to receive a new OTP.



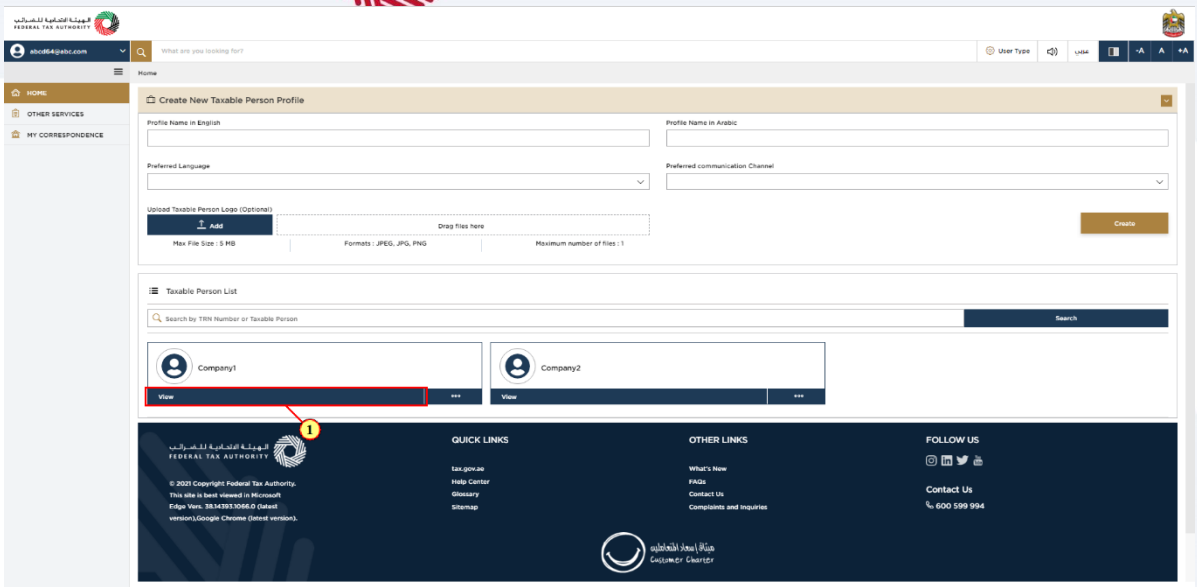
Step	Action
(1)	• The selected Online User is now the Account Admin of the taxable person account. • Click on 'OK' button to close the popup.

Shifting between taxable person accounts (taxable person dashboard)





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



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

Thank you