



إمارات تاكس  
EMARATAX

## Link Tax Agency To Taxable Person - User Manual

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## 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"> <li>• Registered for VAT</li> <li>• Registered for Excise</li> <li>• Non-registered Taxpayer</li> <li>• Tax Group</li> <li>• Warehouse Keeper</li> <li>• Freight Forwarder/VAT Clearing Company (TINCO)</li> <li>• Excise Tax Clearing Company (TINCE)</li> </ul>
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
<b>In the Portal</b>	
<b>User types</b>	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
<b>English</b>	This is used to toggle between the English and Arabic versions of the portal
-A    A    +A	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
<b>Manage Account</b>	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
<b>Log Out</b>	This is used to log off from the portal
<b>In the Business Process application</b>	
<b>Previous Step</b>	This is used to go the Previous section of the Input Form
<b>Next Step</b>	This is used to go the Next section of the Input Form
<b>Save as Draft</b>	This is used to save the application as draft, so that it can be completed later
1      2	This menu on the top gives an overview of the various sections within the application. 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 checkmark.

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## Introduction



This manual is prepared to help a registered or non-registered Taxpayer to appoint a Tax Agency for managing their Taxpayer account. The Taxpayer can select the required access privileges to be granted to the Tax Agency and submit the Tax Agency appointment request.

The Tax Agency can accept or reject the appointment. On accepting the Taxpayer request, the Tax Agency can link one of its registered Tax Agent to manage the Taxpayer's account as per the privilege granted by the Taxpayer in the appointment request.



# Login to EmaraTax as the Taxable Person Account Admin

**New Here?**  
If you are not registered, please [signup here](#).

[Sign Up](#)

**Login**  
Welcome to the Federal Tax Authority

**Login with FTA account**

Email Address: Training\_wd@abc.com

Password:

[Forgot password?](#)

Enter Security Code: 5B4624

[Login](#)

**Login with your Emirates ID**

UAE Pass provides single trusted digital identity solution for service providers

الرمز المزدوج UAE PASS

[Login With UAE PASS](#)

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[FAQs](#)  
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[FAQs](#)  
[Contact Us](#)

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This page is best viewed in Microsoft Edge Ver. 38.14393.1056.0 (latest version), Google Chrome (latest version).

	<ul style="list-style-type: none"> <li>You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.</li> <li>If you login via your registered email and password, on successful login, the EmaraTax online user dashboard will be displayed. If you had opted for 2 factor authentication, you will be required to enter the OTP received in your registered email and mobile number to successfully login.</li> <li>If you wish to login via UAE Pass, you will be redirected to UAE Pass. On successful UAE Pass login, you will be redirected back to the EmaraTax online user dashboard.</li> </ul>
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# Link Tax Agency to Taxable Person – Steps to be performed by the Taxable Person Account Admin

## Taxable Person Tile

The screenshot shows the 'Taxable Person List' section. It includes fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', 'Preferred Communication Channel', and an 'Upload Taxable Person Logo (Optional)' section. A 'Create' button is visible. Below this is a search bar for 'Search by TRN Number or Taxable Person'. The main list displays a card for 'Abdul Rehman' with a 'View' button highlighted with a red box. The footer contains the FTA logo, copyright information (© 2020), and links to 'QUICK LINKS' (FAQs, Help Center, Glossary, Sitemap) and 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries). Social media icons for Instagram, LinkedIn, Twitter, and YouTube are also present.

Step	Action
(1)	Click “view” on the Taxable person tile.



## Taxable Person Dashboard

The screenshot shows the Taxable Person Dashboard interface. On the left, there is a navigation sidebar with options like HOME, ABDUL REHMAN (selected), VAT, EXCISE TAX, WAREHOUSE KEEPER, PAYMENTS, MY CORRESPONDENCE, and USER AUTHORIZATION (highlighted with a red box and a yellow circle with an 'i'). The main content area includes sections for Required Actions, Most Used Services, Registration Overview (with cards for Value Added Tax, Tax Group, Excise Tax, Warehouse Keeper, Designated Zone Management, Application Status, Return Filing Status, and Payment Status), and My Reports.

Step	Action
(1)	Click on the 'USER AUTHORIZATION' from the left-hand side panel.



## Manage User Authorization

The screenshot shows the 'Manage User Authorization' page. The URL is 'training\_wd@abc.com'. The page title is 'Manage User Authorization'. The left sidebar shows navigation options: HOME, ABDUL REHMAN (selected), VAT, EXCISE TAX, WAREHOUSE KEEPER, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION (selected), and OTHER SERVICES. The main content area displays a table with one row:

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions		
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin			

Below the table are three icons: a magnifying glass, a person icon, and a gear icon.

	The User Authorization page displays all the Users linked to the Taxable Person along with the type and status.
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The screenshot shows the same 'Manage User Authorization' page as above, but with a red box highlighting the '+ Add User' button in the top right corner of the table header. A red circle with the number '1' is placed over the 'Add User' button.

Step	Action
(1)	Click 'Add User' to link a Tax Agency to the Taxable Person.

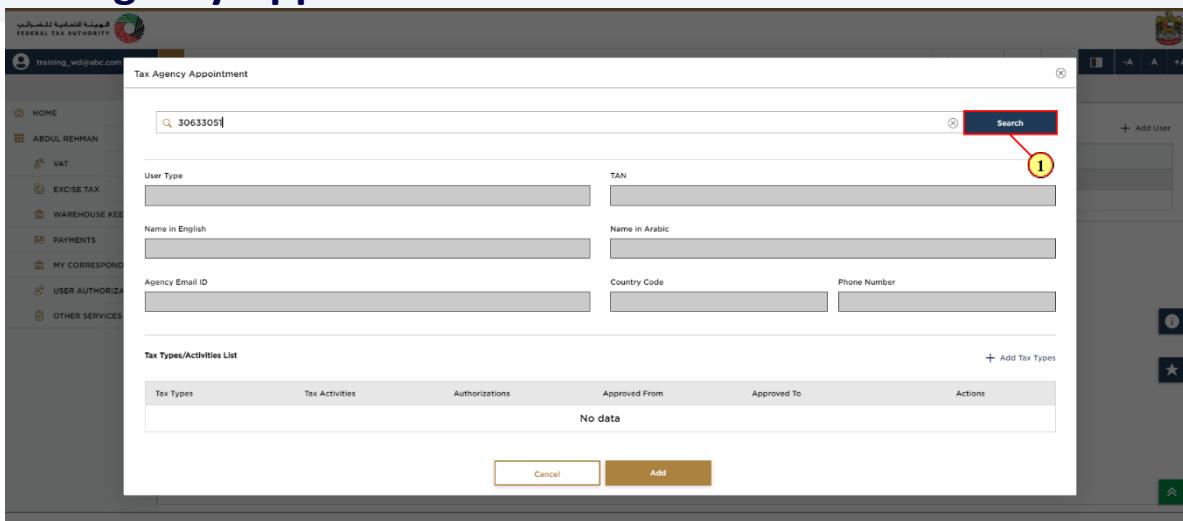


## Add User Authorization

The screenshot shows the 'Add User Authorization' form. On the left, a sidebar lists various services: HOME, ABDUL REHMAN (selected), VAT, EXCISE TAX, WAREHOUSE KEEPER, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION (selected), and OTHER SERVICES. The main form has fields for 'User Type' (set to 'Tax Agency'), 'First Name in English' (with a circled '1'), 'Last Name in English', 'First Name in Arabic', 'Last Name in Arabic', and 'Authorizations' (a dropdown set to 'Select'). There are 'Search', 'Add', and 'Back' buttons at the bottom right.

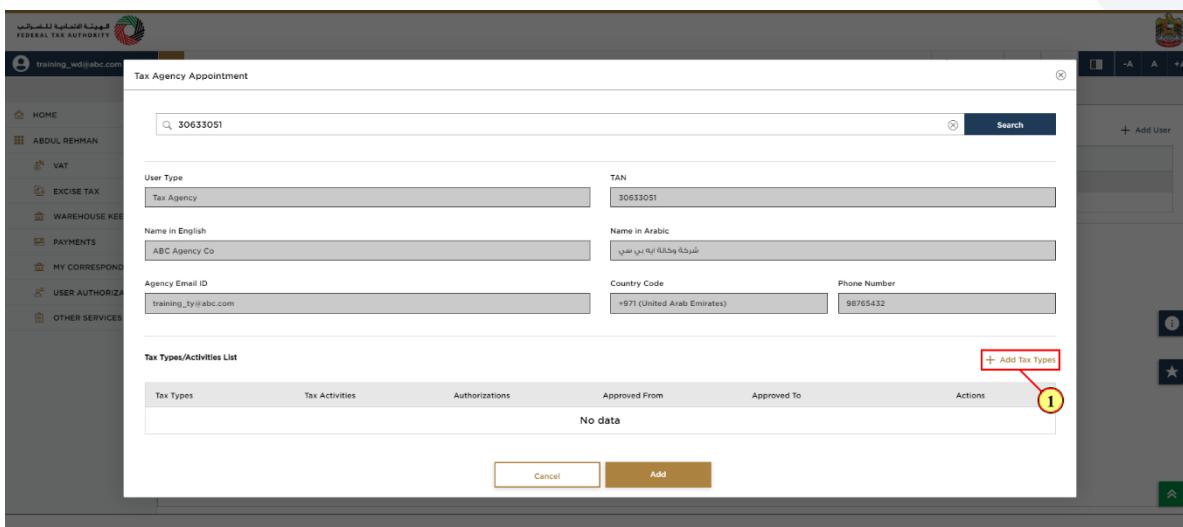
Step	Action
(1)	From the dropdown, Click 'Tax Agency' to select the user type as Tax Agency.

## Tax Agency Appointment



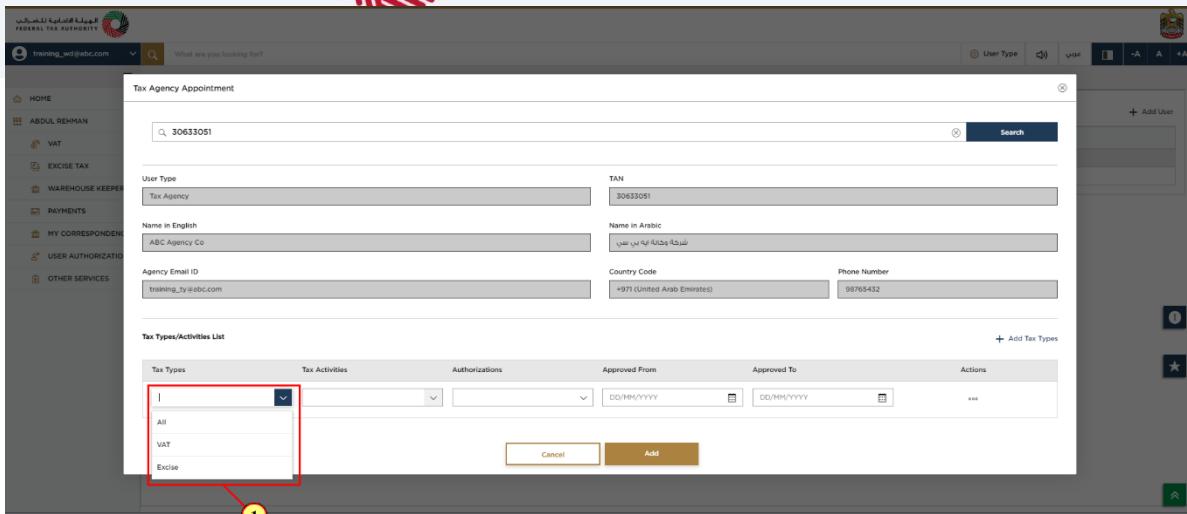
The screenshot shows the 'Tax Agency Appointment' page. A search bar at the top contains the TAN '30633051'. A red circle with the number '1' highlights the 'Search' button. Below the search bar, there are fields for User Type (set to 'Tax Agency'), TAN (30633051), Name in English ('ABC Agency Co'), Name in Arabic ('شركةABC'), Agency Email ID ('training\_ty@abc.com'), Country Code ('+971 (United Arab Emirates)'), and Phone Number ('98765432'). A 'Tax Types/Activities List' section is present but shows 'No data'. A red circle with the number '1' highlights the '+ Add Tax Types' button.

Step	Action
(1)	Search for the Tax Agency to be linked using the Tax Agency Number (TAN) of the Tax Agency.



The screenshot shows the same 'Tax Agency Appointment' page after a search. The TAN '30633051' is now populated in the TAN field. The 'Name in English' and 'Name in Arabic' fields also contain data. The 'Tax Types/Activities List' section still shows 'No data'. A red circle with the number '1' highlights the '+ Add Tax Types' button.

Step	Action
(1)	Click 'Add Tax Types' and select the tax types and activities that the Tax Agency should be authorized with. You can also provide a date range to limit the time period the Tax Agency can have access to your Taxable Person account.



Tax Agency Appointment

User Type: Tax Agency TAN: 30633051

Name in English: ABC Agency Co Name in Arabic: شركة اجيسي

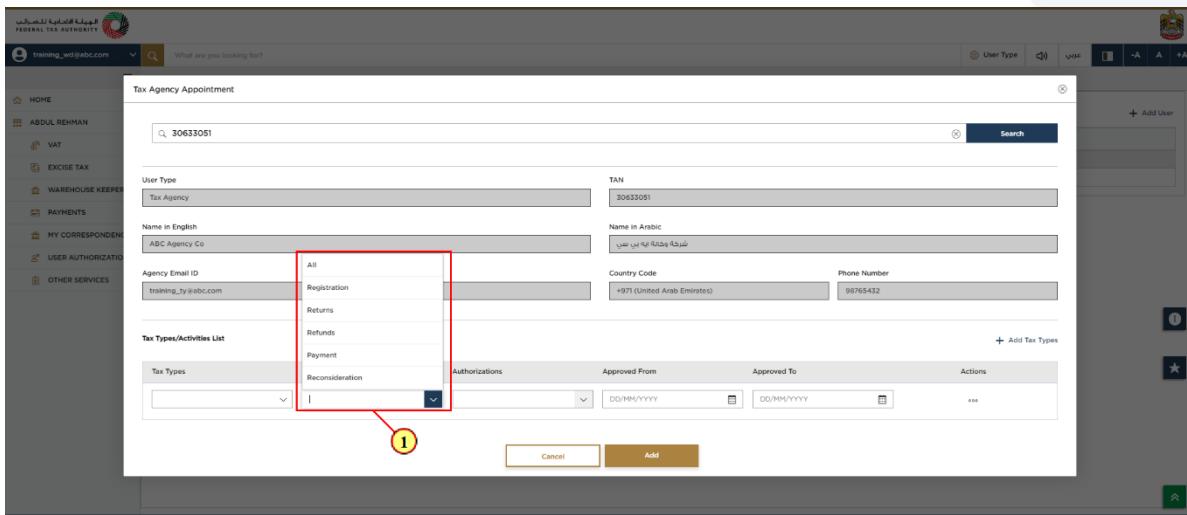
Agency Email ID: training\_ty@abc.com Country Code: +971 (United Arab Emirates) Phone Number: 98765432

**Tax Types/Activities List**

Tax Types	Tax Activities	Authorizations	Approved From	Approved To	Actions
All	Registration Returns Refunds Payment Reconsideration	Authorizations	DD/MM/YYYY	DD/MM/YYYY	...
VAT					
Excise					

+ Add Tax Types

Step	Action
(1)	Select the 'Tax Type' from the scroll down for which access is required.



Tax Agency Appointment

User Type: Tax Agency TAN: 30633051

Name in English: ABC Agency Co Name in Arabic: شركة اجيسي

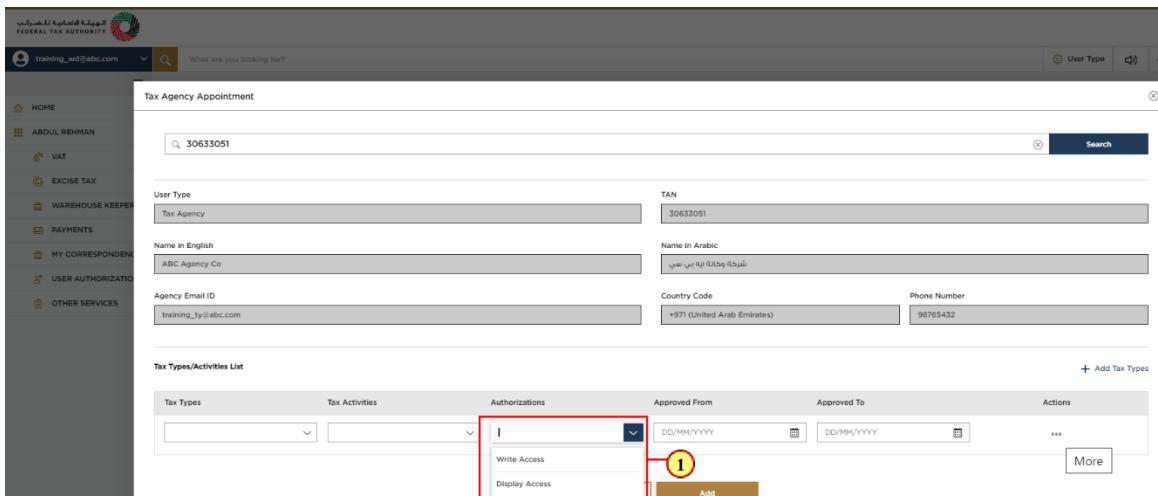
Agency Email ID: training\_ty@abc.com Country Code: +971 (United Arab Emirates) Phone Number: 98765432

**Tax Types/Activities List**

Tax Types	Tax Activities	Authorizations	Approved From	Approved To	Actions
All	Registration Returns Refunds Payment Reconsideration	Authorizations	DD/MM/YYYY	DD/MM/YYYY	...
VAT					
Excise					

+ Add Tax Types

Step	Action
(1)	Select the 'Tax Activity' from the scroll down for which access is required.



Tax Agency Appointment

User Type: Tax Agency TAN: 30633051

Name in English: ABC Agency Co Name in Arabic: شركة اجيسي

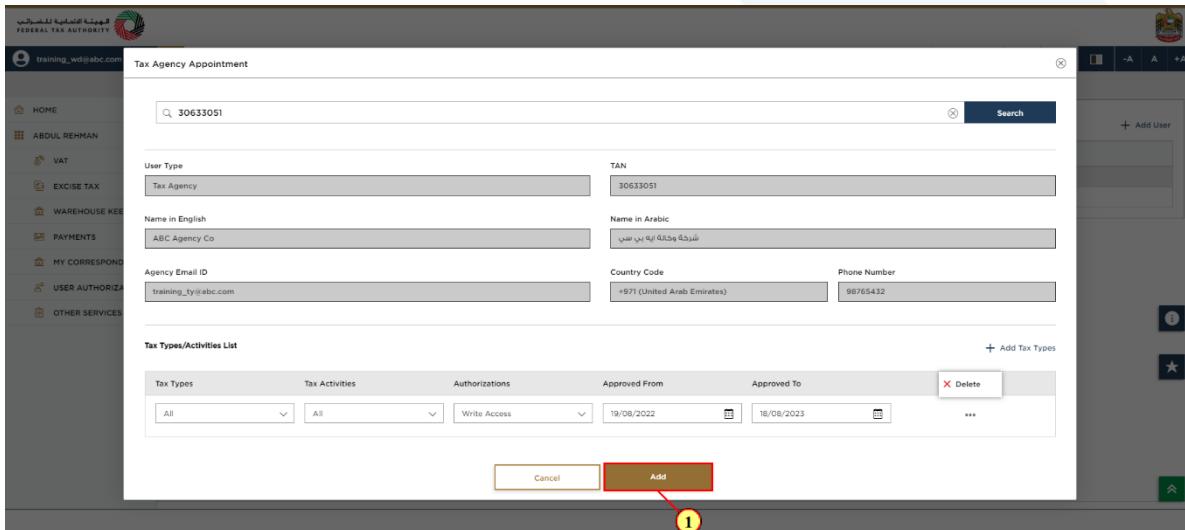
Agency Email ID: training\_ty@abc.com Country Code: +971 (United Arab Emirates) Phone Number: 98765432

**Tax Types/Activities List**

Tax Types	Tax Activities	Authorizations	Approved From	Approved To	Actions
All	Registration Returns Refunds Payment Reconsideration	Authorizations	DD/MM/YYYY	DD/MM/YYYY	...
VAT					
Excise					

+ Add Tax Types

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the 'Authorization' from the scroll down for which access is required.</li> <li>Use 'Write Access' to provide access to the Tax Agency to submit requests to the FTA on your behalf for any of the 'tax activities' that you had selected. 'Read Access' shall limit the Tax Agency to only view your Taxable Person account.</li> </ul>



The screenshot shows the 'Tax Agency Appointment' screen. It includes fields for User Type (Tax Agency), TAN (30633051), Name in English (ABC Agency Co), Name in Arabic (أب سي إيه بي جي), Agency Email ID (training\_ty@abc.com), Country Code (+971 United Arab Emirates), and Phone Number (98765432). Below these, there's a 'Tax Types/Activities List' section with dropdowns for Tax Types (All), Tax Activities (All), Authorizations (Write Access), Approved From (19/08/2022), Approved To (18/08/2023), and a 'Delete' button. At the bottom right of this list is a red box containing the 'Add' button, which is circled in yellow and labeled with the number '1'.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click 'Add' to save the details.</li> <li>Click 'Cancel' to close the pop-up without saving the details.</li> </ul>



## Post Application Submission

The screenshot shows a web interface for the Federal Tax Authority. At the top, there's a navigation bar with the FTA logo, user information (training\_wd@abc.com), a search bar, and various icons. Below the header, a breadcrumb trail shows 'Home > Abdul Rehman > User Authorization'. The main content area has a heading 'Link Taxable Person to Tax Agency' and a success message 'Application Submitted Successfully'. It displays submitted details: Name (Abdul Rehman), Reference Number (90500000164), and Submitted Date (19 August 2022). On the right, there are 'SUBMITTED' and 'REVIEW' buttons, along with a star icon and a green upward arrow icon. A sidebar on the left contains a blue info icon.

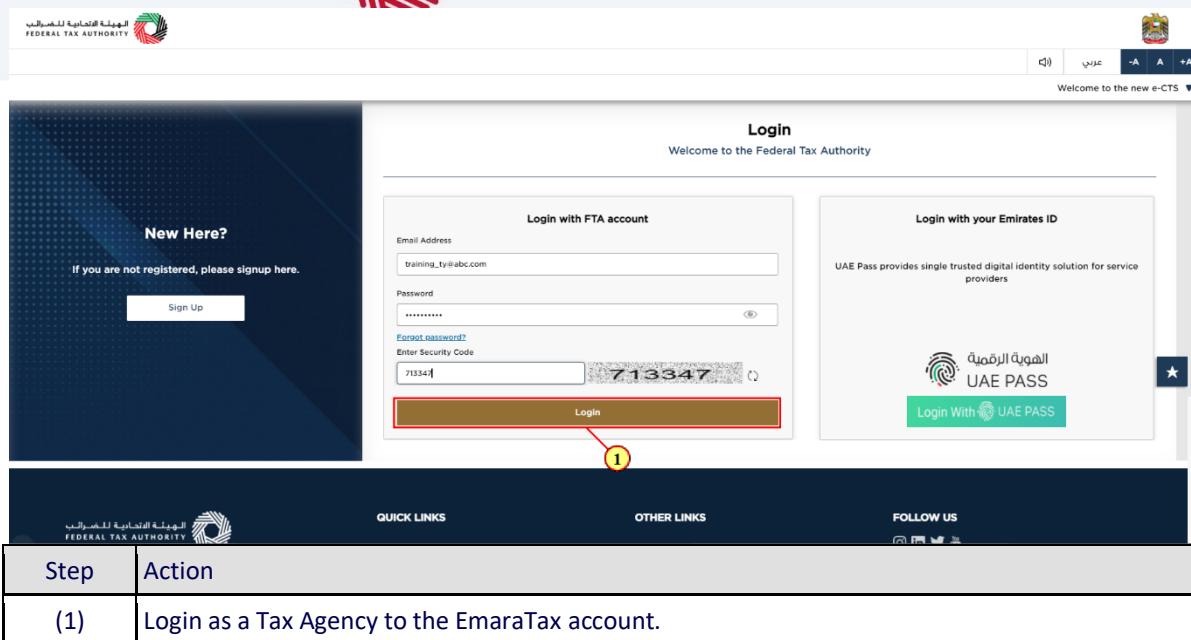
- Once your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- Your application shall be sent to the Tax Agency to confirm the appointment.
- The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.



## Login to EmaraTax as a Tax Agency



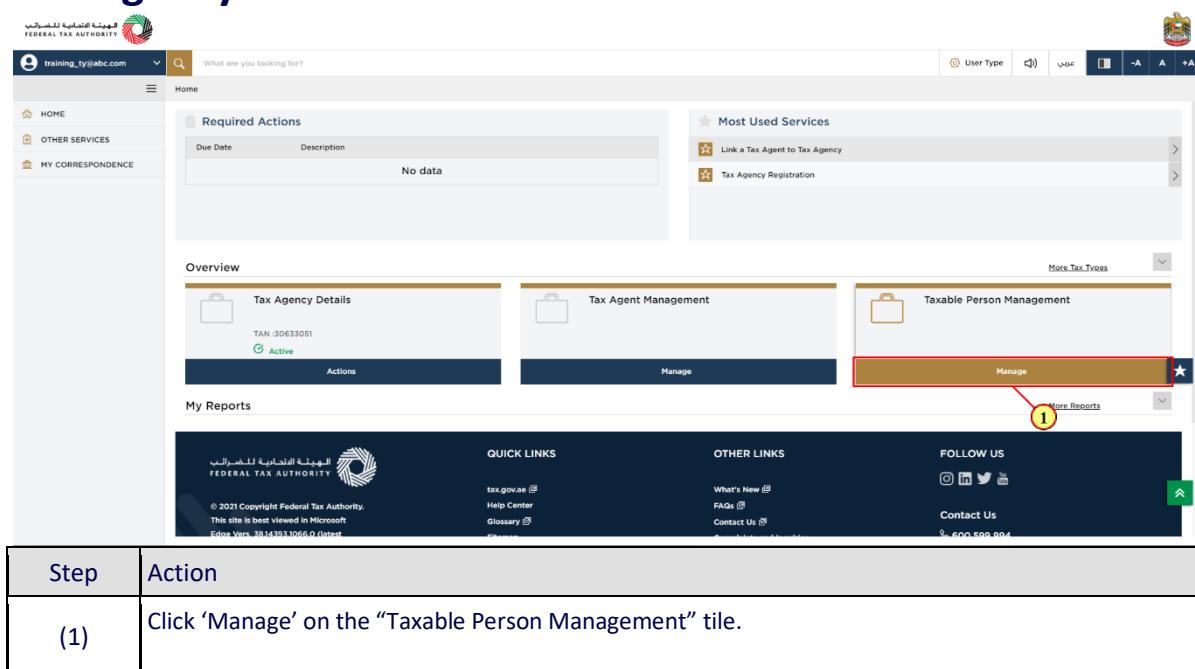
The following sections explain the steps to be taken by the Tax Agency to accept or reject the link request submitted by the Taxable Person Account Admin.



Step	Action
(1)	Login as a Tax Agency to the EmaraTax account.

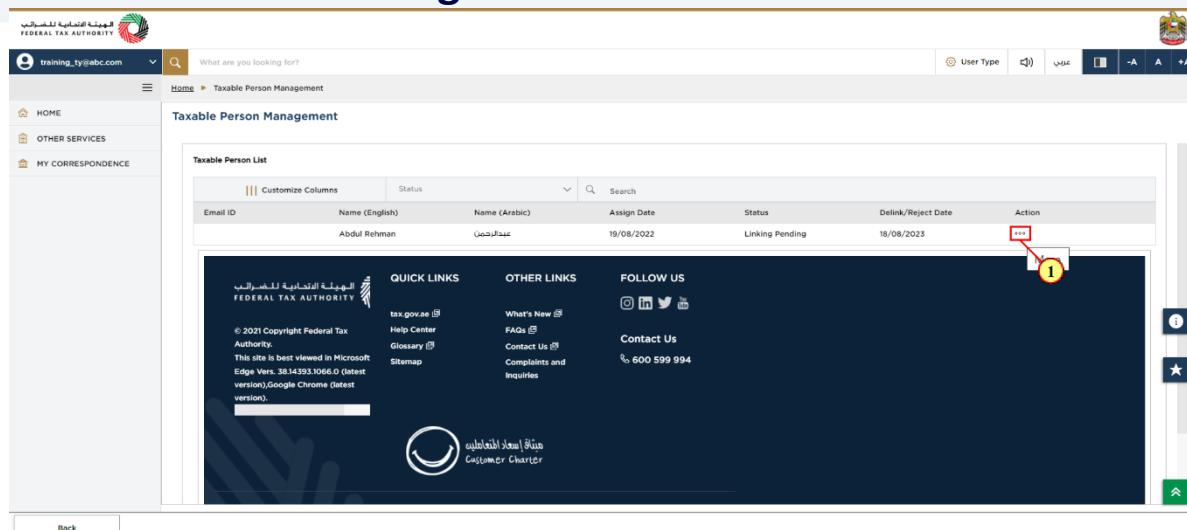
## Link Tax Agency to Taxable Person – steps to be performed by Tax Agency

### Tax Agency Tile



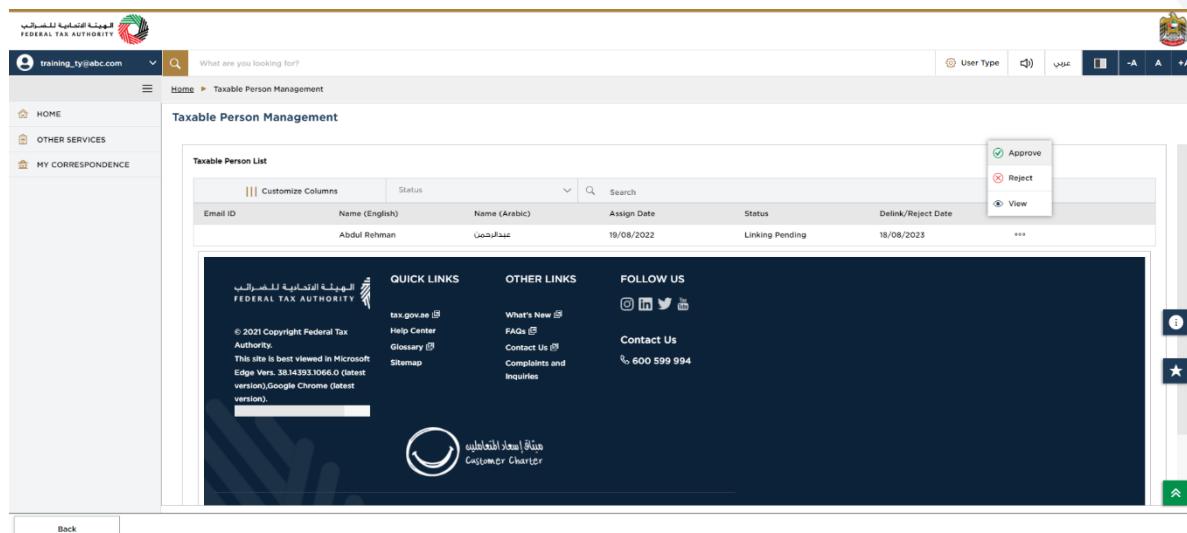
Step	Action
(1)	Click 'Manage' on the "Taxable Person Management" tile.

## Taxable Person Management



The screenshot shows the 'Taxable Person Management' page. At the top, there's a search bar and navigation links for 'User Type', 'Print', 'Zoom', and font size. The main area displays a grid of 'Taxable Person List' with columns: Email ID, Name (English), Name (Arabic), Assign Date, Status, Delink/Reject Date, and Action. One row for 'Abdul Rehman' is shown with a status of 'Linking Pending'. The 'Action' column for this row has a red box around it, and a yellow circle with the number '1' points to the 'Approve' button. The bottom of the page includes a footer with links like 'tax.gov.ae', 'Help Center', 'FAQs', 'Contact Us', and 'Customer Charter'.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Once inside the manage options, a grid will be presented listing all the taxable person requests for linking which are pending for your approval. Go to the actions section.</li> <li>Click 'Actions' on the required Taxable Person in the list.</li> </ul>



This screenshot shows the same 'Taxable Person Management' page as above, but the 'Actions' menu for the 'Abdul Rehman' row is open. The menu includes three options: 'Approve' (which is checked), 'Reject', and 'View'. The rest of the page content is identical to the first screenshot.

	<ul style="list-style-type: none"> <li>Taxable Person linking requests are displayed with options to View, Approve or Reject.</li> <li>"View" option is to view the details of the link request</li> <li>"Approve" option is to accept the link request. On accepting the request, the Taxable Person will be linked with the Tax Agency. Both the Tax Agency and Taxable Person shall receive an email correspondence.</li> <li>"Reject" option is to reject the link request. On rejecting the request, both the Taxable Person and Tax Agency shall receive an email correspondence.</li> <li>If the Tax Agency does not take any actions on the link request within 5 days of receiving the request, the request shall be auto cancelled. Reminder email notifications shall be sent to the Tax Agency before auto cancellation.</li> </ul>
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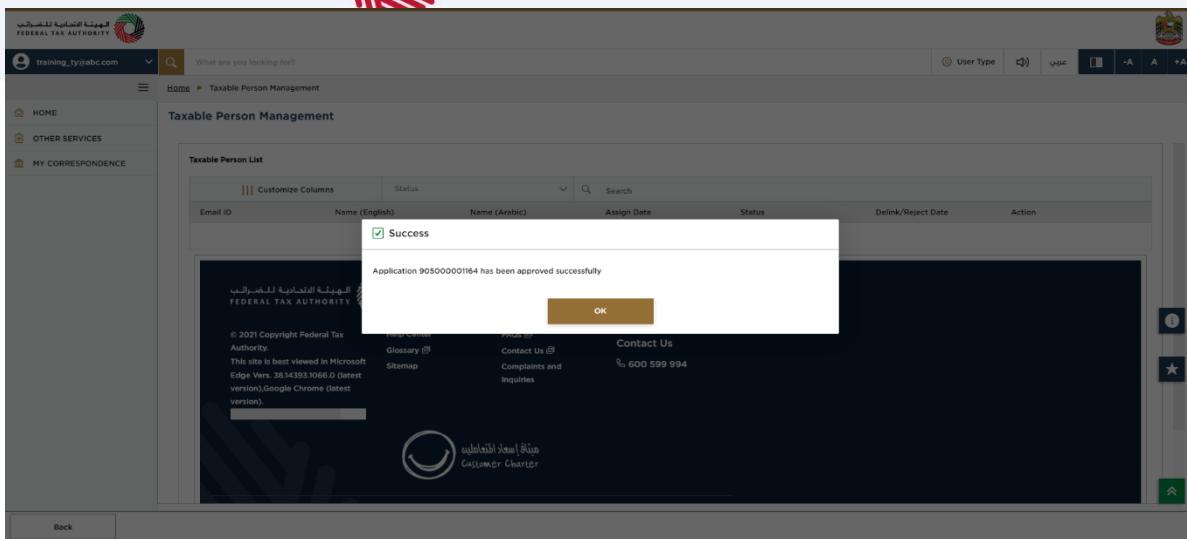


The screenshot shows the Taxable Person Management interface. In the center, there is a table titled 'Taxable Person List' with one row visible. The row contains columns for Email ID, Name (English), Name (Arabic), Assign Date, Status, Delink/Reject Date, and Action. The 'Action' column for the first row has three options: 'Approve' (with a checkmark), 'Reject', and 'View'. A yellow circle with the number 1 is placed over the 'Approve' button.

Step	Action
(1)	Click 'Approve' to approve the linking request from the Taxable Person.

A confirmation dialog box titled 'Confirm' is displayed in the center of the screen. It contains the question 'Are you sure you want to approve?'. Below the question are two buttons: 'No' and 'Yes'. A yellow circle with the number 1 is placed over the 'Yes' button.

Step	Action
(1)	Click 'Yes' to continue.

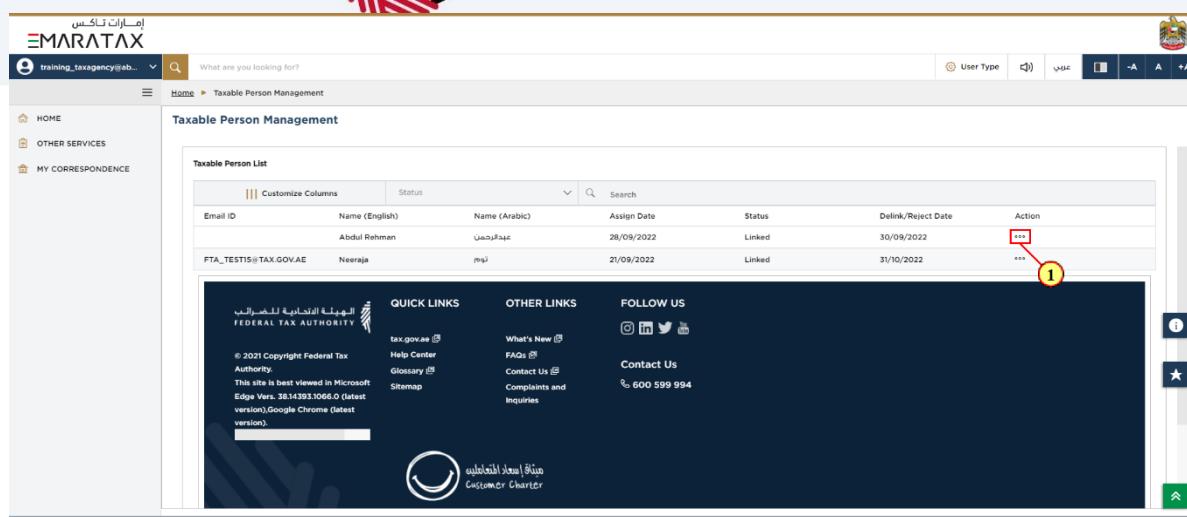


The screenshot shows the 'Taxable Person Management' section of the FTA website. A modal window titled 'Success' is displayed, stating 'Application 905000001164 has been approved successfully'. The background shows a table with columns for Email ID, Name (English), Name (Arabic), Assign Date, Status, Delink/Reject Date, and Action. The status column for the row in question shows 'Approved'. The bottom right of the modal has an 'OK' button.

	<ul style="list-style-type: none"> <li>The request for linking Tax Agency to Taxable person is successful.</li> <li>The status of the request on shall change to “Linking Approved” and both the Taxable Person Account Admin and the Tax Agency shall receive an email notification.</li> </ul>
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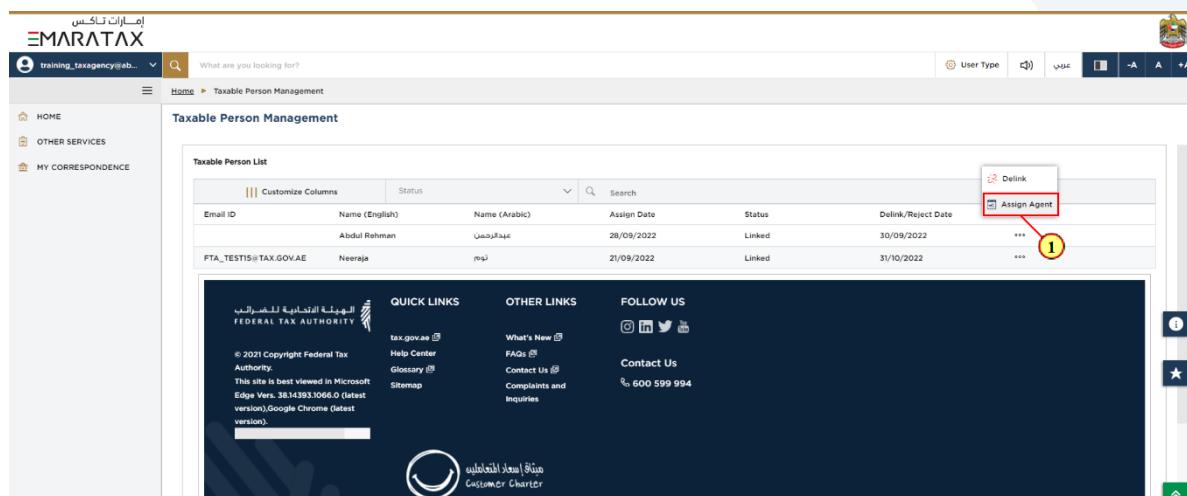
The following sections explain the steps of assigning the Tax Agent to Taxable Person.



**Taxable Person Management**

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
Abdul Rehman	عبد الرحمن	28/09/2022	Linked	30/09/2022	***	
FTA_TESTIS@TAX.GOV.AE	Neeraja	نيراجا	21/09/2022	Linked	31/10/2022	

Step	Action
(1)	Click 'Action' to assign a Tax Agent to a Taxable Person.



**Taxable Person Management**

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
Abdul Rehman	عبد الرحمن	28/09/2022	Linked	30/09/2022	***	
FTA_TESTIS@TAX.GOV.AE	Neeraja	نيراجا	21/09/2022	Linked	31/10/2022	

Step	Action
(1)	Click 'Assign Agent'.

[https://taxpayer-uat.tax.gov.ae/sap/bc/ui5/ui5/sap/zmcf\\_fmca/index.html?sap-client=200&sap-language=EN](https://taxpayer-uat.tax.gov.ae/sap/bc/ui5/ui5/sap/zmcf_fmca/index.html?sap-client=200&sap-language=EN)

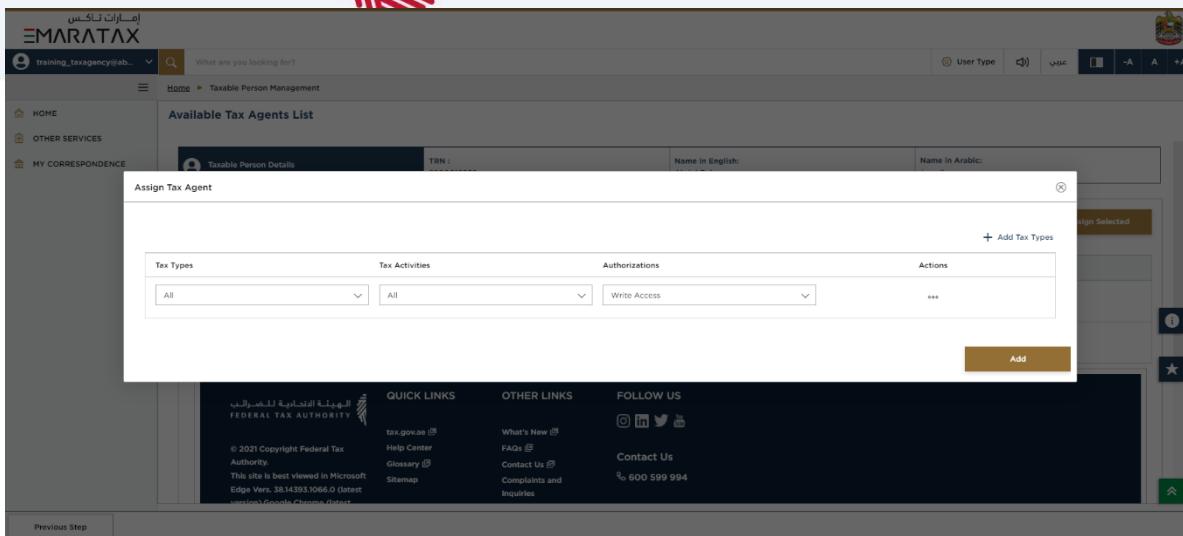
Step	Action
(1)	Select the Tax Agent and click 'Assign'.

The screenshot shows the 'Available Tax Agents List' page. A tax agent named 'training\_taxagent1@a...' is selected, indicated by a red circle labeled '1'. The 'Assign Selected' button is highlighted with a red box.

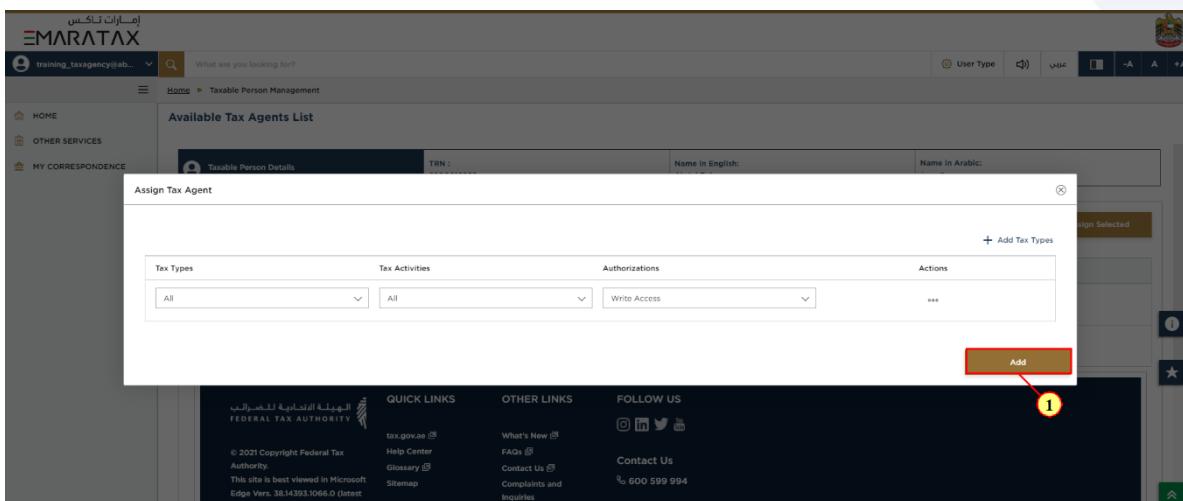
[https://taxpayer-uat.tax.gov.ae/sap/bc/ui5/ui5/sap/zmcf\\_fmca/index.html?sap-client=200&sap-language=EN](https://taxpayer-uat.tax.gov.ae/sap/bc/ui5/ui5/sap/zmcf_fmca/index.html?sap-client=200&sap-language=EN)

Step	Action
(1)	Click 'Add Tax Types' to provide access the Tax Agent.

The screenshot shows the 'Assign Tax Agent' page. The 'Actions' column contains a red box with a plus sign and the text '+ Add Tax Types', which is highlighted with a red circle labeled '1'. The 'Add' button is also visible.

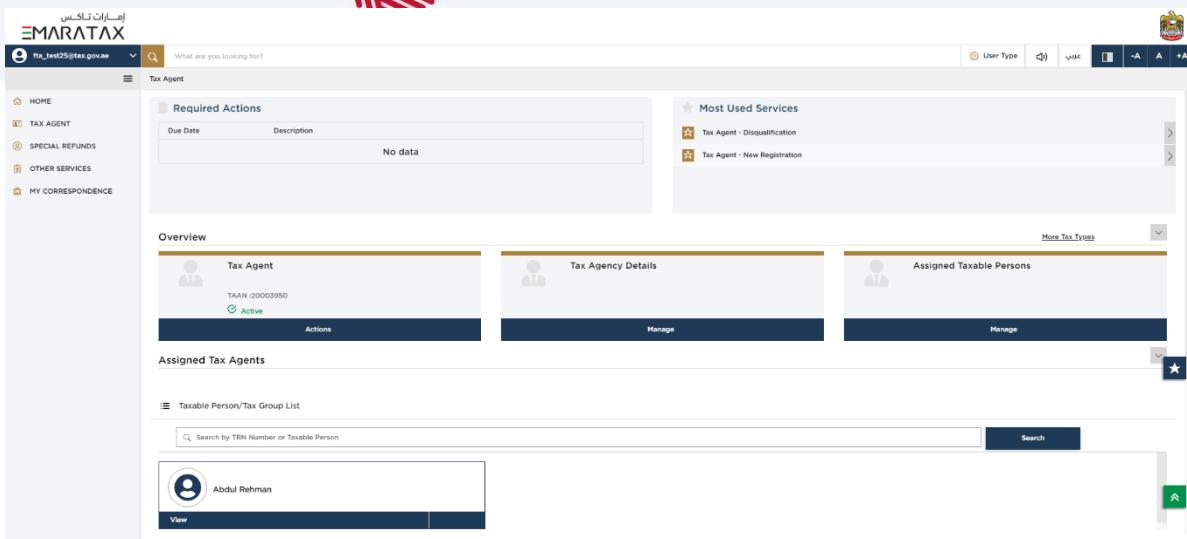


	The Tax Agency can provide access to the Tax Agent based on the Tax Types, Activities and Authorizations.
---	---



Step	Action
(1)	Click 'Add' to continue.

The following section explains the Tax Agent can access the Taxable Person's dashboard.



The screenshot shows the Tax Agent dashboard of the EMARATAX system. At the top, there's a navigation bar with links for HOME, TAX AGENT, SPECIAL REFUNDS, OTHER SERVICES, and MY CORRESPONDENCE. A search bar is also present. On the left, a sidebar titled 'Tax Agent' lists 'Required Actions' (with a note 'No data') and 'Most Used Services' (listing 'Tax Agent - Disqualification' and 'Tax Agent - New Registration'). The main content area is titled 'Overview' and contains three cards: 'Tax Agent' (TAAN 2000029950, Active), 'Tax Agency Details' (Manage button), and 'Assigned Taxable Persons' (Manage button). Below this is a section for 'Assigned Tax Agents' with a single entry for 'Abdul Rehman'. A search bar at the bottom allows searching by TRN Number or Taxable Person.



The Tax Agent can access the Taxable person's dashboard.



## Correspondences



### Tax Agency receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you