إمـــارات تـاكـس
EMARATAX

Taxable Person Dashboard - User Manual

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Document Version Control

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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: • 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	
⚙ 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
-A A +A	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
1 ✓ —— 2	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

Taxable Person Dashboard

Introduction

This manual is prepared to help the online users to navigate through their taxable person dashboard in the Federal Tax Authority EmaraTax portal.

Login to EmaraTax

	• 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. • 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. • 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.

Taxable Person Dashboard

	On successful login, you will be redirected to the online user dashboard.
	Within the dashboard you will be able to see multiple features like:
	• Search
	• User Type
	• 'Required Actions' and 'Most Used Services'
	• Overview section
	• Left navigation bar
	• Footer

User Type

Step	Action
(1)	Click on 'User Type'.

Step	Action
(1)	Select the user type from the list.

The 'User Type' determines your purpose for using the EmaraTax portal. You will be asked to select the 'User Type' the first time you login. Depending on the 'User Type' you select, the corresponding functionalities will be enabled in your user profile. For Example, if you selected 'Tax Agent', the Tax Agent associated functionalities will be enabled in your profile. Please note that you can select one or more user types at a time if required. For Example, if you are a Tax Agency and you are also required to register for VAT, you need to select both 'Taxable Person' and 'Tax Agency' user types. You can view and add 'User Type' at any point in time by clicking the 'User Type' icon as shown below.

Step	Action
(1)	Click 'Proceed'. You will be redirected to that particular user type's dashboard.

Search

	Depending on the 'User types' selected in your user profile, the search bar will display the various services available. To open a service, select it from the search bar and click the 'search icon'. You will be redirected to the service screen.

Required Actions and Most Used Services

	• The 'Required Action Section' will display the three immediate actions that are due to be completed by you. If there are no actions pending, this section will be empty. • The 'Most Used Services' will display the frequently availed services by you.

Overview

The 'Overview' section for the taxable person dashboard will display the tiles of various Tax Types available for registration such as VAT, Excise Tax. It also displays the tiles for Warehouse Keeper, Tax Group, VAT Clearing Company. You can click 'More Tax Types' to view the full list.

	If you are already registered for a tax type (Example VAT), the VAT tile will display your VAT Tax Registration Number and the status of your registration (Example 'Active'). Clicking the 'Action' button, will display the menu options – view, edit, amend, print certificate, deregister.
	• Click the 'View' option to display the list of all the registration related applications you have submitted for the selected TRN.
	• Click the 'Edit' option to open an Edit registration application. 'Edit registration application is used to make changes in your registration that does not require an approval from FTA.
	• Click the 'Amend' option to open a registration amendment application for changes that require FTA approval.
	• Click 'Print Certificate' option to request the FTA to print a physical copy of your registration certificate.
	• Click 'Deregister' to open a deregistration application.

	If you have not registered for a tax type (Example Warehouse Keeper), 'Not Registered' will displayed in the tile along with a 'Register' button. Click the 'Register' button to open the registration application.

> If you have not registered and have initiated a registration application which is in draft (Example Excise Tax), the 'Application Number' will be displayed with status 'Draft' along with a 'Continue' button. Click the 'Continue' button to open the draft application.
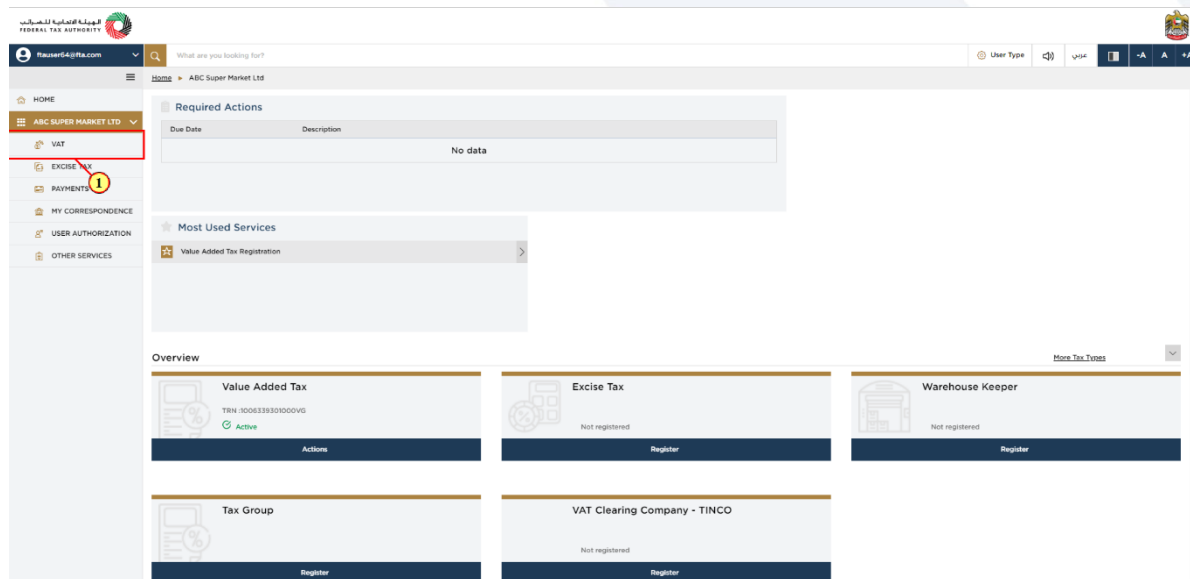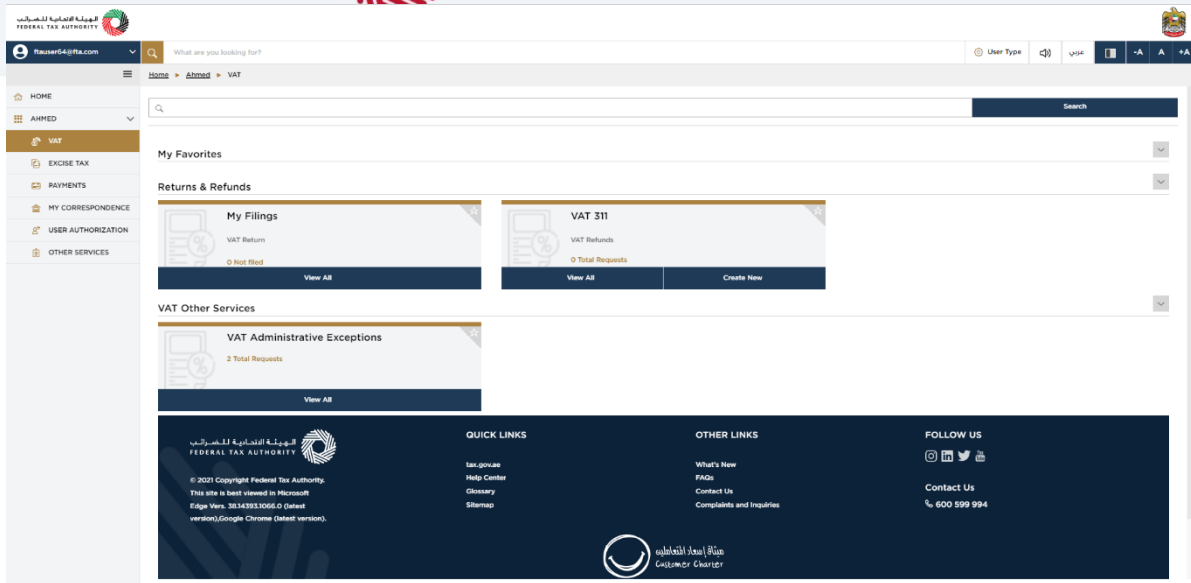
	If you have registered and after submitting the registration application. which is in Review (Example Excise Tax), the'Application Number' will be displayed with status 'In Review' along with a 'View' button. Click the 'View' button to open the Submitted application.

VAT

Step	Action
(1)	In the the left navigation bar, you can see a VAT tab. Click VAT.

- Clicking on the VAT tab, will open a new screen, which shows the VAT Returns and Refund tiles and the VAT other services tile.
- You can initiate VAT Administrative exception application from the VAT Other services section.

Excise Tax

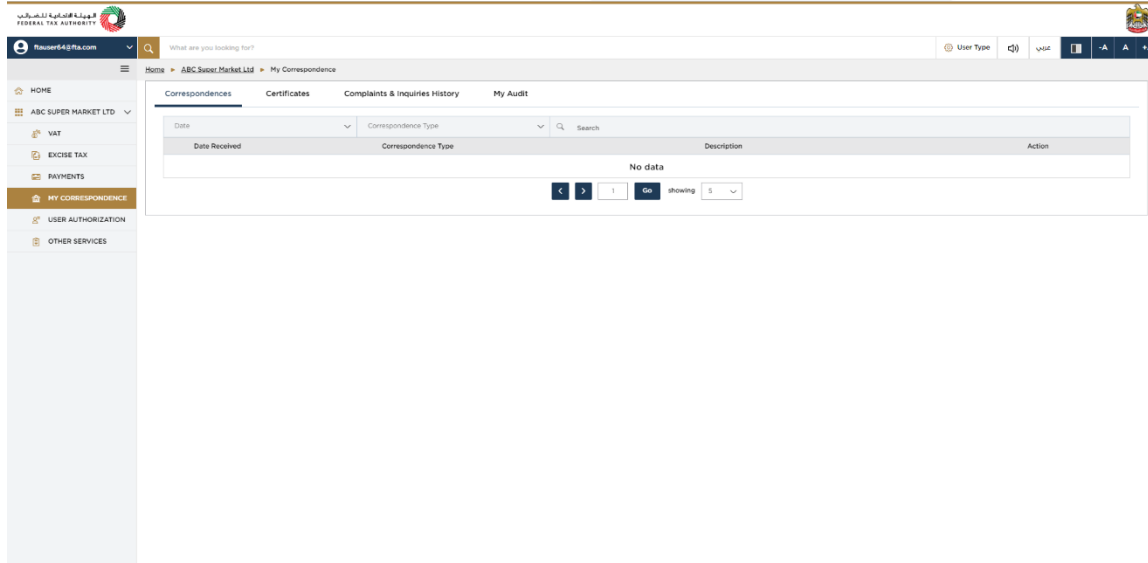|	• Similarly, In the the left navigation bar there is an Excise Tax tab. • Clicking on the Excise Tax tab, will open a new screen, which shows the Mainland Declarations tile.

Payments

	Clicking on the Payment tab on the left navigation bar, will open a new screen, showing the following sections:
	• Your Outstanding Payments
	• Funds Available
	• Other Payment services, such as Payment corrections, advance payments, applications for pending payment.

- Clicking on the My Correspondence on the left navigation bar, will open a new screen that displays the following, – Correspondences, Certificates, Complaints and Inquiries.
- The Correspondences section displays all the email communication sent to you from the FTA. You can view or download the correspondence by clicking the three dots in the "Action" column.
- Please note that the Correspondences will display only the specific information related to the "Taxable Person" you have selected.

The 'Certificates' section displays your tax registration certificates issued by the FTA. You can view or download your certificate by clicking the three dots in the "Action" column.

The 'Complaints and Inquiries' tab displays all the complaints and inquiries, which you have submitted to the FTA. You can view the complaint or Inquiry by clicking the three dots in the "Action" column.

User Authorizations

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	•	Clicking on the User Authorization tab on the left navigation bar, will open a new screen for managing the users, who will be able to access this taxable person account.
	•	The account admin, will be able to add users, who can have either 'Write Access' or 'Display Access' to the taxable person account. This section is explained in details in the User Authorization manual.

Other Services
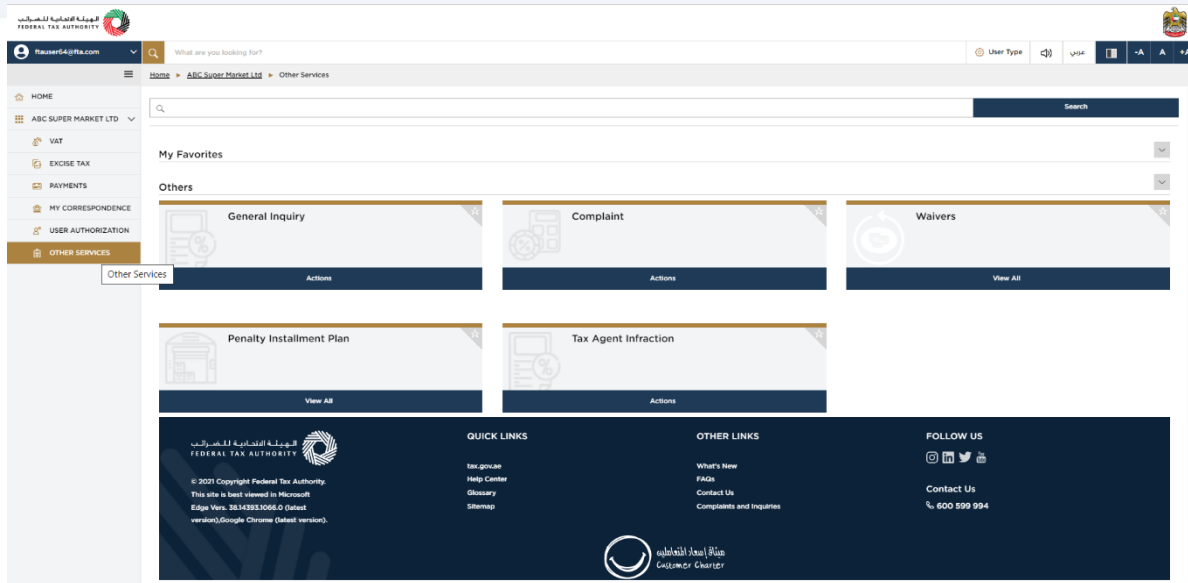
	Clicking on "Other Services" on the left navigation bar, will open a new screen that displays the features such as – General Enquiry, Complaint, Waivers, Penalty Installment Plan

Footer
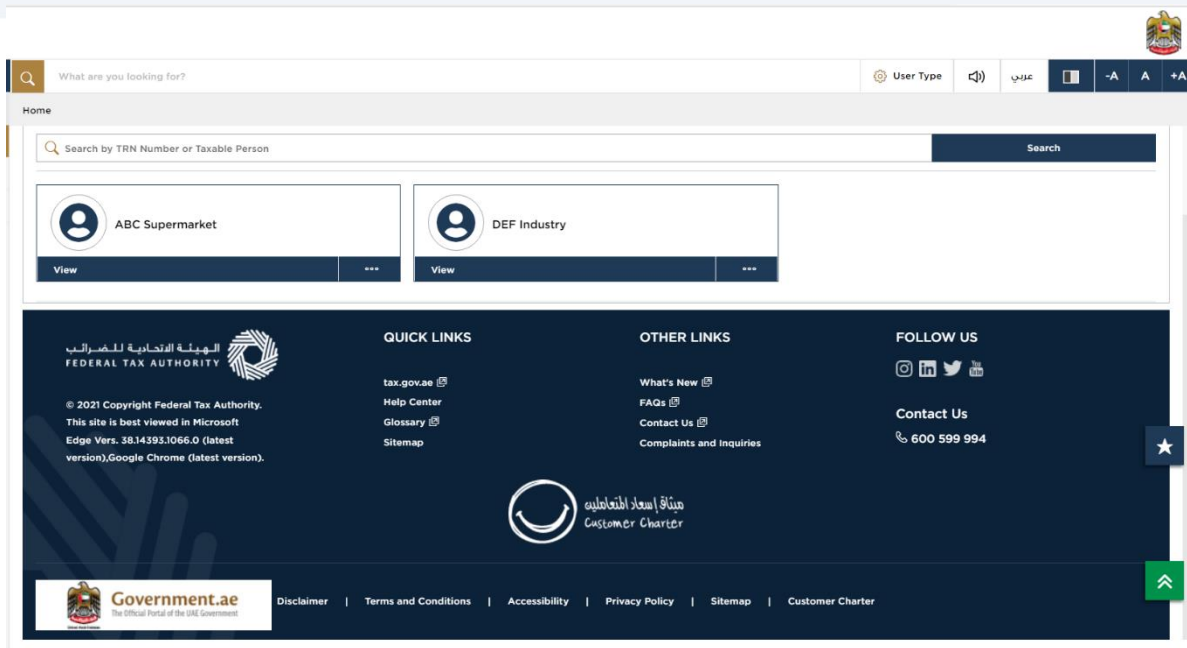
	The footer section is provided for quick and easy navigation of the logged in user to the various links of the FTA.

Thank you