



إمارات تاكس  
EMARATAX

## Link Tax Agent to Tax Agency - User Manual

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## Document Control Information

### Document Version Control

| Version No. | Date      | Prepared/Reviewed by  | Comments                        |
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### 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. 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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## Introduction



The following sections explain the steps to be taken by the Tax Agent to accept or reject the link request submitted by the Tax Agency.



# Login to EmaraTax as Tax Agent

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:

Password:

[Forgot password?](#)

Enter Security Code:

**Login with your Emirates ID**

UAE Pass provides single trusted digital identity solution for service providers

UAE PASS

[Login With UAE PASS](#)

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- 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.



# Link Tax Agency to Tax Agent – Steps to be performed by the Tax Agent

## Tax Agency Details Tile

The screenshot shows the 'Tax Agency Details' tile highlighted with a red box and a circled '1'. The 'Manage' button is located at the bottom right of the tile.

| Step | Action   |
|------|--|
| (1)  | <ul style="list-style-type: none"> <li>Once you login as a tax agent, you are requested to go to Tax Agency Details tile to accept the request from any tax agency.</li> <li>Click 'Manage' in the Tax Agency Details tile.</li> </ul> |



## Tax Agency List

The screenshot shows the 'Agent List' page of the Tax Agency List. The table has columns: TAN, Name(EN), Name(AR), Date From, Date To, Status, Status Date, and Actions. One row is visible with TAN 0030633051, Name(EN) ABC Agency Co, Name(AR) شركة ابى, Date From 18/08/2022, Date To 31/12/9999, Status Linking Pending, Status Date 18/08/2022, and Actions. A context menu is open over the row, showing options: View, Approve (highlighted with a red circle and circled in red), and Reject. Step (1) points to the 'Approve' button.

| Step | Action  |
|------|---|
| (1)  | Click on actions and Click 'Approve' to approve the Tax Agency linking request. |



| TAN        | Name(EN)      | Name(AR)        | Date From  | Date To    | Status          | Status Date | Actions  |
|------------|---------------|-----------------|------------|------------|-----------------|-------------|--|
| 0030633051 | ABC Agency Co | شركة ABC بي سبي | 18/08/2022 | 31/12/9999 | Linking Pending | 18/08/2022  | <span>View</span><br><span>Approve</span><br><span>Reject</span> |

|  |  |
|--|--|
|  | <ul style="list-style-type: none"> <li>• Tax Agency 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 link request shall be submitted to FTA for review and approval. Both the Tax Agent and Tax Agency shall receive an email correspondence.</li> <li>• “Reject” option is to reject the link request. On rejecting the request, both the Tax Agent and Tax Agency shall receive an email correspondence.</li> <li>• If the Tax Agent 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 Agent before auto cancellation. a reminder will be sent to the Tax Agent.</li> </ul> |
|--|--|



## Link request submitted to FTA – after approval from Tax Agent

Screenshot of the FTA Tax Agency Details page showing a successful link request submission.

The screenshot shows a table titled "Agent List" with columns: TAN, Name(EN), Name(AR), Date From, Date To, Status, Status Date, and Actions. One row is visible with TAN 0030633051, Name(EN) ABC Agency Co, and Status Approved.

A modal window displays a success message: "Success" and "Application 90500000163 has been approved successfully". An "OK" button is at the bottom of the modal, with a red circle and the number "1" pointing to it.

| Step | Action  |
|------|---|
| (1)  | <ul style="list-style-type: none"> <li>On approval of the link request by the Tax Agent, the link request shall be submitted to FTA for review and approval.</li> <li>Click 'OK' to confirm.</li> </ul> |

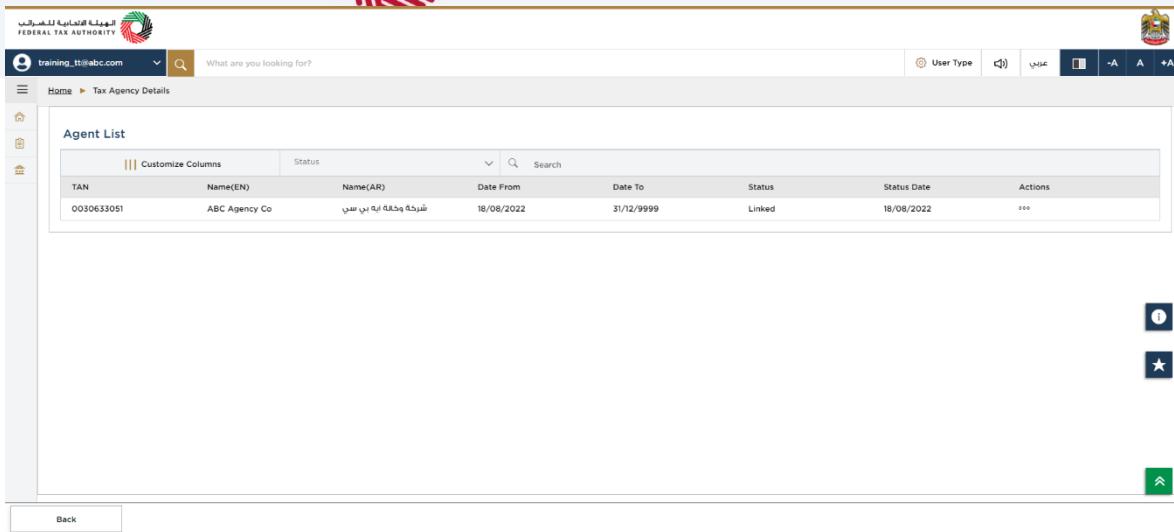


## After review by FTA

FTA shall review the link request and can

- 1) Approve the application.
- 2) Reject the application.
- 3) Request additional information from the Tax Agency.

- On approval of the application, the Tax Agent shall be linked to the Tax Agency and both the Tax Agency and Tax Agency shall be notified. If the Tax Agent being linked is the first Tax Agent for the Tax Agency, the Tax Agency Number and Tax Agency registration certificate shall be issued by FTA. If the Tax Agent is newly linked to a Tax Agency for the first time, Tax Agent Approval Number and Tax Agent registration certificate shall be issued. The Tax Agent shall be listed in the published Tax Agent register in the FTA website.
- On rejection of the application, the Tax Agent shall not be linked to the Tax Agency and both the Tax Agency and Tax Agency shall be notified.
- On request for additional information, the Tax Agency shall receive a notification requesting additional information. Tax Agency has to login to their EmaraTax account and resubmit the application with the specific information.



| TAN        | Name(EN)      | Name(AR)    | Date From  | Date To    | Status | Status Date | Actions                                |
|------------|---------------|-------------|------------|------------|--------|-------------|--|
| 0030633051 | ABC Agency Co | شركة ABC لـ | 18/08/2022 | 31/12/9999 | Linked | 18/08/2022  | <span style="color: green;">...</span> |



After approval of the link request by FTA, the Tax Agent management screen in the Tax Agency EmaraTax account shall be as shown. The Status column shall have the value “Linked”.



## Correspondences



### The Tax Agency and Tax Agent shall receive the following correspondences:

- 1) Application submission acknowledgement (after Tax Agency submits the link request to the Tax Agent).
- 2) Application acceptance or rejection notification (after Tax Agent accepts or rejects the link request; or on auto cancellation of the application in case Tax Agent does not take any action).
- 3) FTA approval of the application.
- 4) FTA rejection of the application.
- 5) FTA requests additional clarification.



Thank you