



إمارات تاكس
EMARATAX

Taxable Person Dashboard - User Manual

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Document Control Information

Document Version Control

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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"> • 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	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 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.

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](#)



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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

The screenshot shows the Taxable Person Dashboard interface. At the top, there is a search bar and navigation options. Below it, the 'Required Actions' section indicates 'No data'. The 'Most Used Services' section shows 'Value Added Tax Registration'. The 'Overview' section displays four categories: Value Added Tax (Active), Excise Tax (Not registered), Warehouse Keeper (Not registered), Tax Group (Register), and VAT Clearing Company - TINCO (Not registered). Each category has a 'Register' button.

	<p>On successful login, you will be redirected to the online user dashboard. Within the dashboard you will be able to see multiple features like:</p> <ul style="list-style-type: none"> • Search • User Type • 'Required Actions' and 'Most Used Services' • Overview section • Left navigation bar • Footer
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User Type and Search

User Type

The screenshot shows the Taxable Person Dashboard for ABC Super Market Ltd. The 'User Type' button is highlighted with a red box and a yellow circle containing the number 1. A table below provides instructions for the first step.

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



FEDERAL TAX AUTHORITY

What are you looking for?

User Profile

Please select the relevant purpose(s) for using e-CTS portal

Taxable Person A Person who is subject to Tax under the provisions of the relevant Tax Law	Tax Agents Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfilment of his Tax obligations and the exercise of his.. Read More	Tax Agency Any legal entity which has a trade license to operate as a Tax Agency	Special Refunds
Verification Body Analyst	Other Services		

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



User Profile

Please select the relevant purpose(s) for using e-CTS portal

<input checked="" type="checkbox"/> Taxable Person A Person who is subject to Tax under the provisions of the relevant Tax Law	<input type="checkbox"/> Tax Agents Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfilment of his Tax obligations and the exercise of his.. Read More	<input type="checkbox"/> Tax Agency Any legal entity which has a trade license to operate as a Tax Agency	<input type="checkbox"/> Special Refunds
<input type="checkbox"/> Verification Body Analyst	<input checked="" type="checkbox"/> Other Services		

Proceed



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.



User Profile

Please select the relevant purpose(s) for using e-CTS portal

<input checked="" type="checkbox"/> Taxable Person A Person who is subject to Tax under the provisions of the relevant Tax Law	<input type="checkbox"/> Tax Agents Any Person registered with the Authority in the Register, who is appointed on behalf of another Person to represent him before the Authority and assist him in the fulfilment of his Tax obligations and the exercise of his.. Read More	<input type="checkbox"/> Tax Agency Any legal entity which has a trade license to operate as a Tax Agency	<input type="checkbox"/> Special Refunds
<input type="checkbox"/> Verification Body Analyst	<input checked="" type="checkbox"/> Other Services		

1 **Proceed**

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



Search

The screenshot shows the Taxable Person Dashboard. At the top, there's a search bar with placeholder text 'What are you looking for?' and a user dropdown showing 'ftauerif4@fta.ae'. Below the search bar is a breadcrumb navigation: 'Home > ABC Super Market Ltd'. On the left, a sidebar menu for 'ABC SUPER MARKET LTD' includes 'HOME', 'ABC SUPER MARKET LTD' (selected), 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area has a section titled 'Required Actions' with a table showing 'Due Date' and 'Description' columns, both currently empty ('No data'). Below this is a section titled 'Most Used Services' with a link to 'Value Added Tax Registration'. The 'Overview' section displays six service cards: 'Value Added Tax' (TRN: 100E339301000VG, Active, Actions button), 'Excise Tax' (Not registered, Register button), 'Warehouse Keeper' (Not registered, Register button), 'Tax Group' (Register button), 'VAT Clearing Company - TINCO' (Not registered, Register button), and 'More Tax Types' (dropdown arrow). At the top right of the dashboard are icons for 'User Type', 'Search', 'View', and zoom controls.



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 screenshot shows the Taxable Person Dashboard. At the top, there's a search bar with placeholder text 'What are you looking for?' and a user interface for selecting 'User Type' and 'View'. On the left, a sidebar menu includes 'HOME', 'ABC SUPER MARKET LTD' (selected), 'VAT', 'EXCISE TAX', 'PAYMENTS', 'MY CORRESPONDENCE', 'USER AUTHORIZATION', and 'OTHER SERVICES'. The main content area has two sections: 'Required Actions' (empty) and 'Most Used Services' (listing 'Value Added Tax Registration'). Below these are sections for 'Overview' (listing 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', 'Tax Group', and 'VAT Clearing Company - TINCO') and 'More Tax Types'.

	<ul style="list-style-type: none"> 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.
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Overview

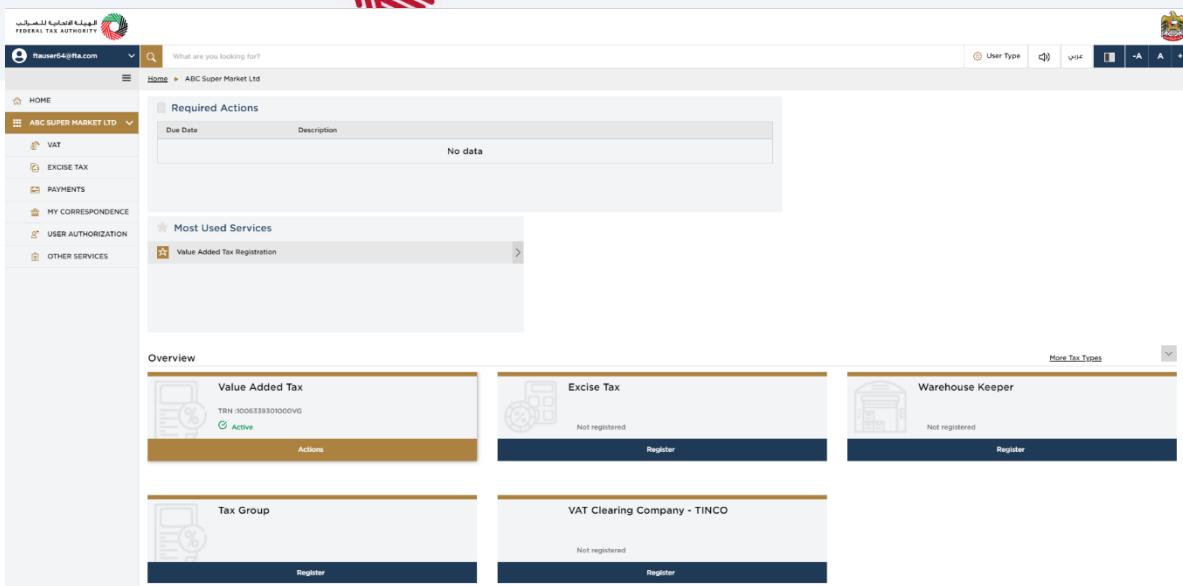
The screenshot shows the Taxable Person Dashboard for ABC Super Market Ltd. The top navigation bar includes the FTA logo, user information (rauerf@fta.com), a search bar, and various settings. The main content area is titled 'Overview' and displays several tiles:

- Value Added Tax:** Status: Active, Not registered. Actions: Register.
- Excise Tax:** Status: Not registered. Actions: Register.
- Warehouse Keeper:** Status: Not registered. Actions: Register.
- Tax Group:** Actions: Register.
- VAT Clearing Company - TINCO:** Status: Not registered. Actions: Register.

Below these tiles, there is a section titled 'Required Actions' which is currently empty ('No data'). A 'Most Used Services' section also lists 'Value Added Tax Registration'.



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.



The screenshot shows the FTA Taxable Person Dashboard. The top navigation bar includes the FTA logo, user information (Email: ftouser64@fta.ae), a search bar, and various user settings. The main content area is titled 'ABC SUPER MARKET LTD' under the 'ABC SUPER MARKET LTD' dropdown menu. It features a 'Required Actions' section with a table showing 'Due Date' and 'Description' columns, both currently empty ('No data'). Below this is a 'Most Used Services' section with a link to 'Value Added Tax Registration'. The 'Overview' section displays four tax types: 'Value Added Tax' (Active, Not registered, Register button), 'Excise Tax' (Not registered, Register button), 'Warehouse Keeper' (Not registered, Register button), and 'Tax Group' (Register button). A 'More Tax Types' dropdown arrow is visible.

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.



The screenshot shows the Taxable Person Dashboard for ABC Super Market Ltd. The interface includes a navigation bar with user information (Rtauser64@fta.com), a search bar, and a toolbar with icons for User Type, Print, and Zoom.

Required Actions: A table showing 'Due Date' and 'Description' with a note 'No data'.

Most Used Services: A section showing 'Value Added Tax Registration' with an orange icon.

Overview: A grid of tiles for different tax types:

- Value Added Tax:** Active, Not registered, Register button.
- Excise Tax:** Not registered, Register button.
- Warehouse Keeper:** Not registered, Register button.
- Tax Group:** Register button.
- VAT Clearing Company - TINCO:** Not registered, Register button.



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.



The screenshot shows the Taxable Person Dashboard for ABC Super Market Ltd. Under 'Required Actions', there is a message: 'No data'. In the 'Most Used Services' section, 'Excise Tax Registration' is listed with a status of 'Draft' and a 'Continue' button. Other sections like 'Value Added Tax', 'Excise Tax', 'Warehouse Keeper', 'Tax Group', and 'VAT Clearing Company - TINCO' are also visible.



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.



The screenshot shows the dashboard for a user named HUSSAIN. The main menu includes VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. A sidebar lists 'Most Used Services' with 'Excise Tax Registration' highlighted. The 'Overview' section displays three categories: Value Added Tax (Not registered, Register), Excise Tax (Application Number 2000000001524, In review, View), and Warehouse Keeper (Not registered, Register). Below these are sections for 'Tax Group' and 'More Tax Types'.



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.



Left navigation bar

VAT

The screenshot shows the Taxable Person Dashboard interface. On the left, there is a vertical navigation bar with several tabs: HOME, ABC SUPER MARKET LTD (selected), VAT (highlighted with a red box and a yellow '1' icon), EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES.

The main content area has a header bar with a search field, user type selection, and other UI elements. Below this is a section titled "Required Actions" which displays "No data".

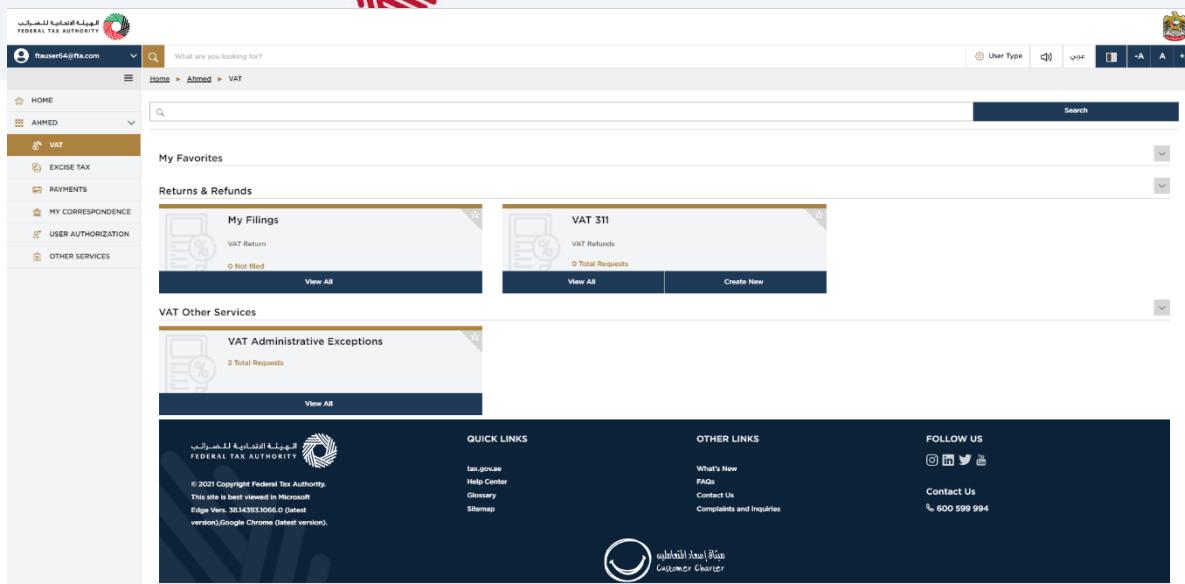
A "Most Used Services" section is present, with "Value Added Tax Registration" highlighted.

The "Overview" section contains four cards:

- Value Added Tax:** TRN: I006339301000VG, Active. Buttons: Actions, Register.
- Excise Tax:** Not registered. Buttons: Register.
- Warehouse Keeper:** Not registered. Buttons: Register.
- Tax Group:** VAT Clearing Company - TINCO. Buttons: Register.

At the bottom right of the overview section, there is a "More Tax Types" button.

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



The screenshot shows the FTA Taxable Person Dashboard. At the top, there's a header with the FTA logo and the United Arab Emirates emblem. Below the header is a navigation bar with links for HOME, AHMED, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. A search bar is located at the top right. The main content area has a breadcrumb trail: Home > Ahmed > VAT. It features several tiles: 'My Favorites' (empty), 'Returns & Refunds' (My Filings, VAT 311), and 'VAT Other Services' (VAT Administrative Exceptions). The VAT 311 tile shows 0 Not filed and 0 Total Requests. The VAT Administrative Exceptions tile shows 2 Total Requests. The footer contains links for tax.gov.ae, Help Center, Glossary, Sitemap, What's New, FAQs, Contact Us, Complaints and Inquiries, and social media icons for Instagram, LinkedIn, Facebook, and YouTube. It also includes a Customer Charter logo.

	<ul style="list-style-type: none"> 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.
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Excise Tax

	<ul style="list-style-type: none"> 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.
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Payments

What are you looking for?

User Type: View

Home > Ahmed > Payments

My Payments

For all GIBAN payments. To ensure that your payment is allocated to your intended liabilities:

1. Ensure that you pre-select your required liabilities
2. Quote the generated reference number while making your GIBAN payment
3. Pay the exact amount for that reference number

The FTA cannot guarantee accurate allocation of your payment if the correct reference number is not quoted while making GIBAN payment

My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)

TOTAL VAT PAYMENTS DUE

Total Outstanding Amount: AED 10,000.00
Overdue Amount: AED 10,000.00

Transaction History Select & Pay Pay All

Funds Available

Funds Available on Account - VAT

AED View All

Others

Request for Payment Corrections Applications Pending Payment Advance 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.



My Correspondence

Correspondences



- 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.



Certificates



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.



Complaints and Inquiries History



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

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	fta ftta	ftauser64@ftta.com	25/07/2022	31/12/9999	Active	Admin	



- 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

The screenshot shows the 'Other Services' section of the website. On the left, there's a navigation bar with links to Home, ABC Super Market Ltd, VAT, Excise Tax, Payments, My Correspondence, User Authorization, and Other Services. The 'Other Services' link is highlighted. The main content area shows five service cards: 'General Inquiry', 'Complaint', 'Waivers', 'Penalty Installment Plan', and 'Tax Agent Infraction'. Each card has a small icon, a title, and a 'View All' or 'Actions' button. At the bottom, there are sections for 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Sitemap), 'OTHER LINKS' (What's New, FAQs, Contact Us, Complaints and Inquiries), and 'FOLLOW US' (social media icons). A footer note mentions copyright information and browser compatibility.



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 screenshot shows the homepage of the Federal Tax Authority. At the top, there is a search bar with the placeholder "What are you looking for?", a user type selector, and language options (Arabic/English). Below the header, there is a search bar for "Search by TRN Number or Taxable Person". Two entities are listed: "ABC Supermarket" and "DEF Industry", each with a "View" button and three dots. The footer contains the FTA logo, copyright information (© 2021), links to "QUICK LINKS" (tax.gov.ae, Help Center, Glossary, Sitemap) and "OTHER LINKS" (What's New, FAQs, Contact Us, Complaints and Inquiries), social media icons, and a "Customer Charter" section.

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

Thank you