



إمارات تاكس  
EMARATAX

## Register as an Online User - User Manual

Date: Oct 2022

Version 1.0.0.0

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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.

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 you navigate through the Federal Tax Authority EmaraTax Portal and create an EmaraTax account, with the FTA.



Step	Action
(1)	<ul style="list-style-type: none"> <li>When you arrive at the EmaraTax portal, you will notice the options to 'Sign Up' the EmaraTax account.</li> <li>To create an account, simply click on the 'Sign up' button.</li> </ul>



Welcome to the new e-CTS ▾

**Sign Up**

Welcome to the Federal Tax Authority

Email Address  
e.g. youname@email.com

First Name in English  
First Name      Last Name

First Name in Arabic  
First Name      Last Name

Country Code  
+971 (United Arab Emirates)

Mobile Number

Password  
Create Password

Password strength:  
• One uppercase alphabet      • One special character  
• One numeric value      • 10-20 character length

Confirm Password  
Re-Enter The Password

Security Code  
Enter Security Code

667819

By clicking Continue, I agree to [Terms & Conditions](#) of the FTA

Continue 1

Step	Action
(1)	<p>"In order to signup for the EmaraTax user profile, please enter the following details"</p> <ul style="list-style-type: none"> <li>Enter a working email address with which you want to register yourself with FTA. This will be your unique identification for your EmaraTax account.</li> <li>Enter your First name and Last name in English as well as Arabic.</li> <li>Enter your mobile number with country code.</li> <li>Enter an unique password. You are advised to keep a strong password as per the instructions mentioned herewith. Re-enter the password to confirm.</li> <li>Enter the security code as shown in the figure.</li> </ul>



**Sign Up**

Welcome to the Federal Tax Authority

Email Address rauer6@fta.com	Last Name in English user
First Name in English Ra	Last Name in Arabic الرا
First Name in Arabic الرا	Last Name in English user
Country Code +971 (United Arab Emirates)	Mobile Number 987654321
Password *****	Password strength - Strong
<ul style="list-style-type: none"> <li>• One uppercase alphabet</li> <li>• One numeric value</li> <li>• One special character</li> <li>• 10-20 character length</li> </ul>	
Confirm Password *****	
Security Code 227653 	
<input type="checkbox"/> By clicking Continue, I agree to <a href="#">Terms &amp; Conditions</a> of the PTA	
<span style="border: 1px solid #ccc; border-radius: 50%; padding: 2px;">1</span> Continue	

Step	Action
(1)	Please read the Terms & Conditions of the FTA in relation to using EmaraTax. Select the checkbox to agree to the Terms and Conditions.



**Sign Up**

Welcome to the Federal Tax Authority

Email Address <input type="text" value="rauer66@fta.com"/>	Last Name in English <input type="text" value="user"/>
First Name in English <input type="text" value="Ra"/>	Last Name in Arabic <input type="text" value="راغب"/>
First Name in Arabic <input type="text" value="را"/>	Last Name in Arabic <input type="text" value="راغب"/>
Country Code <input type="text" value="+971 (United Arab Emirates)"/>	Mobile Number <input type="text" value="987654321"/>
Password <input type="password" value="*****"/>	
Password strength - Strong	
<ul style="list-style-type: none"> <li>• One uppercase alphabet</li> <li>• One special character</li> <li>• One numeric value</li> <li>• 10-20 character length</li> </ul>	
Confirm Password <input type="password" value="*****"/>	
Security Code <input type="text" value="227653"/> 	
<input checked="" type="checkbox"/> By clicking Continue, I agree to <a href="#">Terms &amp; Conditions</a> of the FTA	
<b>Continue</b>	

Step	Action
(1)	Click 'Continue' to proceed to the next step in the Sign Up process.



Welcome to the new e-CTS ▾

**Sign Up**

Welcome to the Federal Tax Authority

Already have an Account? [Sign In](#)

Please enter the OTP sent to your email for verification.

If you have not received any email after few minutes please check your spam inbox.

OTP expires in 01:20 minutes. [Resend OTP](#)

Did you receive an OTP on your mobile?

You may opt to verify your mobile now or after sign up completion.

[Back](#) [Sign Up](#)

Step	Action
(1)	<ul style="list-style-type: none"> <li>You will receive an email at your registered email address containing an One Time Password (OTP). Enter the OTP you have received in your email.</li> <li>Please note that the OTP is only valid for short duration indicated through a timer in this page. In case the OTP is expired, click 'Resend OTP' link to receive a new OTP.</li> <li>If you choose to verify your mobile number, please select the checkbox 'Did you receive an OTP on your mobile' and enter the OTP received in your mobile number.</li> </ul>



**Sign Up**

Welcome to the Federal Tax Authority

Already have an Account? [Sign In](#)

Please enter the OTP sent to your email for verification.

If you have not received any email after few minutes please check your spam inbox.

OTP expires in 01:05 minutes. [Resend OTP](#)

Did you receive an OTP on your mobile?

You may opt to verify your mobile now or after sign up completion.

[Back](#) [Sign Up](#)

1

Step	Action
(1)	Click 'Sign Up' to complete the Sign up Process.



Sign Up Successful!

Please use your email ID [1](#) to log in to the FTA.

Login



Step	Action
(1)	Your user profile is now successfully registered with the FTA. You will be able to login using your credentials.



Sign Up Successful!

Please use your email ID to login to the FTA.

Login

1



Step	Action
(1)	Click 'Login' to be routed to the EmaraTax home page to login. There are a number of dedicated services available to you which you can access through your EmaraTax account.



Thank you