الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

United Arab Emirates

إمارات تاكس
EMARATAX

Link and Delink of VAT Clearing Company (TINCO) To/From an Online User - User Manual

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Document Version Control

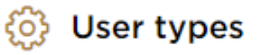
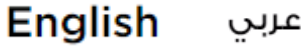
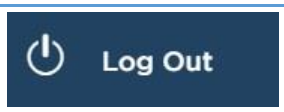
Version No.	Date	Prepared/Reviewed by	Comments
1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

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: • 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	
	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
	This is used to toggle between the English and Arabic versions of the portal
	This is used to decrease, reset, and increase the screen resolution of the user interface of the portal
	This is used to manage the user profile details such as the Name, Registered Email address, Registered Mobile number, and password
	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
	This is used to go the Next section of the Input Form
	This is used to save the application as draft, so that it can be completed later
	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

Document Control Information **2**
Annexure 2
Navigating through EmaraTax 3
Introduction **5**
Login to EmaraTax **6**
Taxable Person Tile **7**
Link Online User to the VAT clearing company - TINCO **8**
Delink Online User from VAT clearing company – TINCO **14**

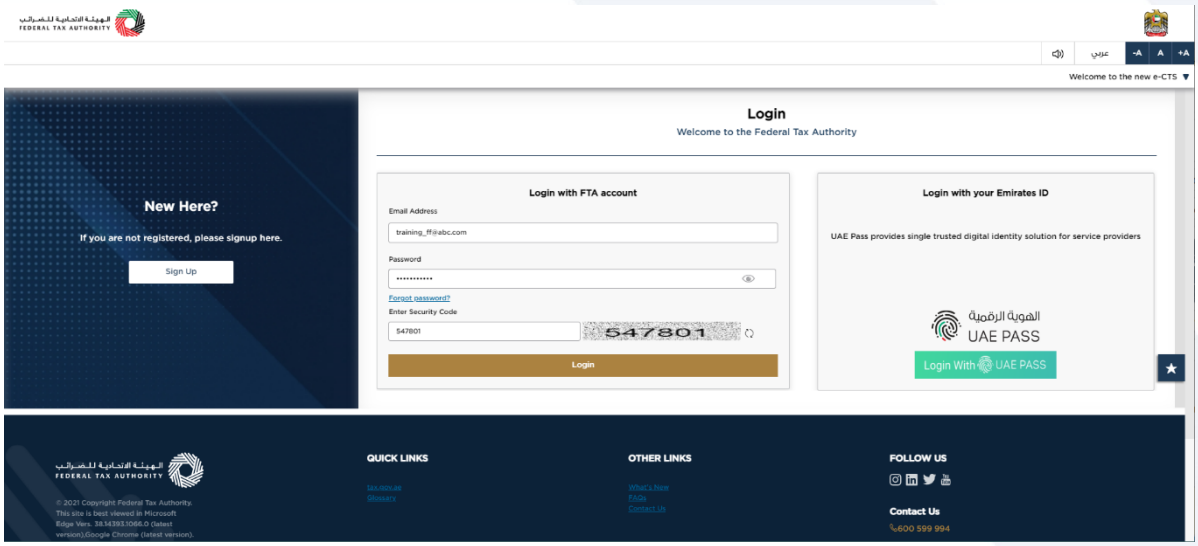
Introduction

الـهـيـئـة الاتحـاديـة لـلـضـرائـب
FEDERAL TAX AUTHORITY
United Arab Emirates

This manual is prepared to help the registered VAT Clearing Company (TINCO) to navigate through the Federal Tax Authority EmaraTax portal and perform the following:

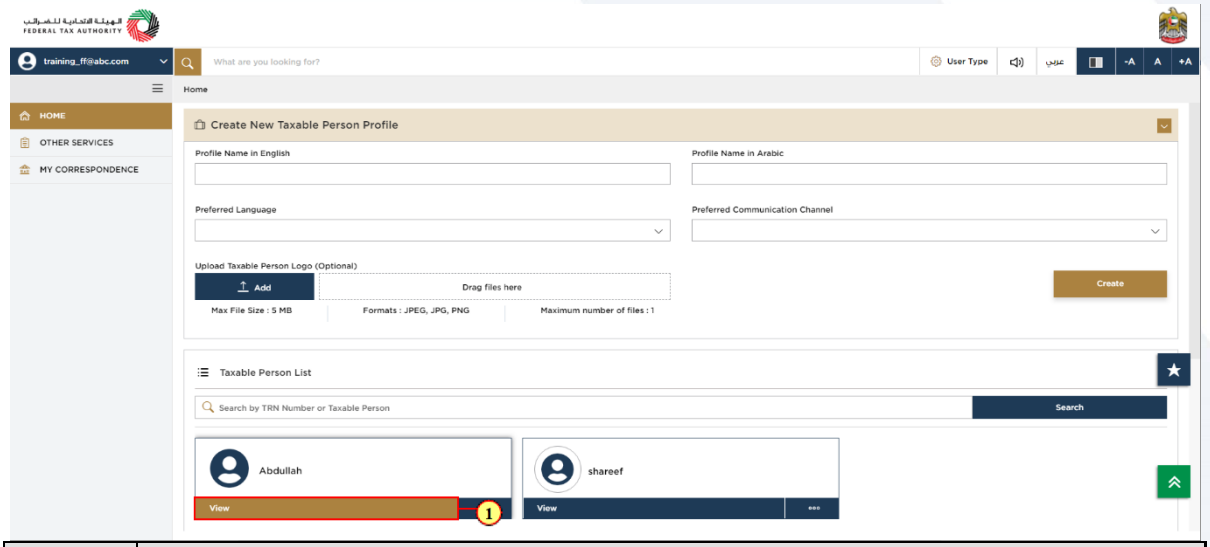
- Link one or more users to the TINCO account to enable them submit the VAT 301 and the VAT 702 applications.
- Delink user from the TINCO account to remove their access from the TINCO account.

Login to EmaraTax



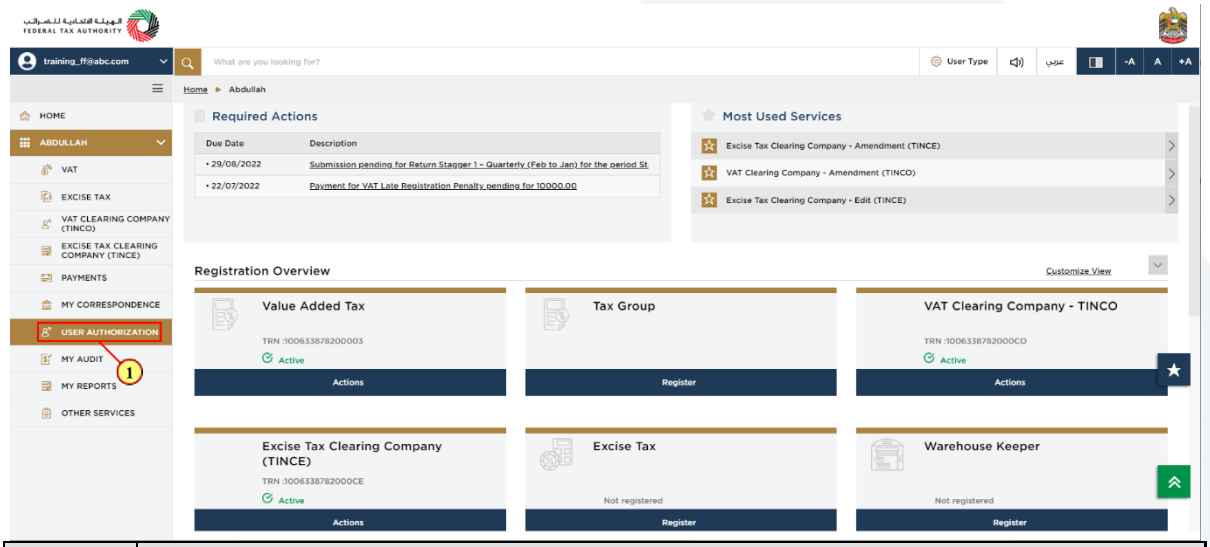
- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'Sign Up' button. If you have forgotten your password, you can use the "Forgot Password" feature to reset your password.
- If 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 Tile

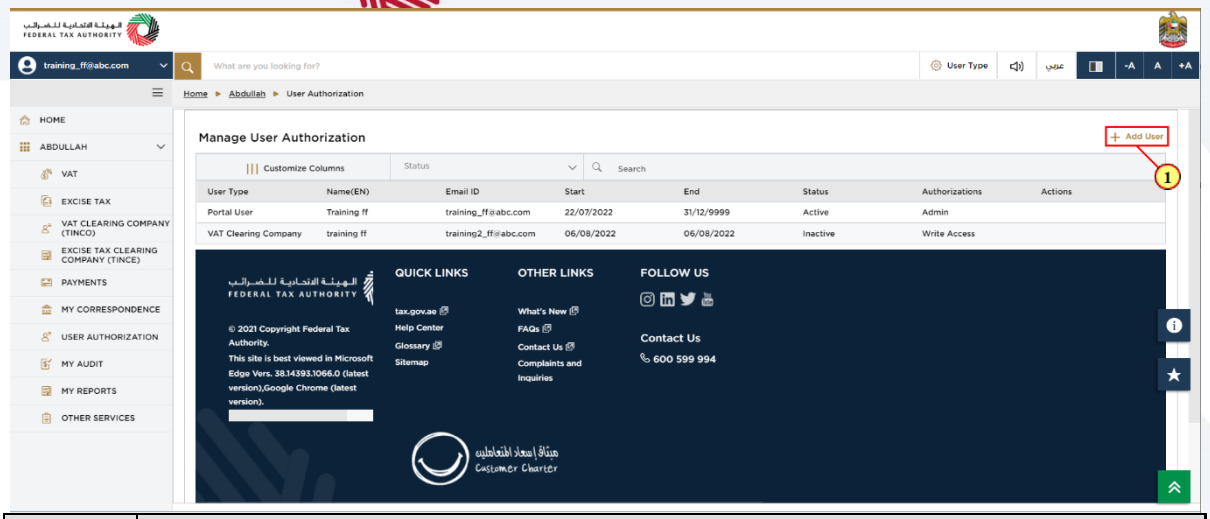


Step	Action
(1)	• This service is used to Link or Delink VAT Clearing Company – TINCO to or from an Online User. • To access this service, you are requested to login as the Account Admin of the Taxable Person in which the VAT Clearing Company – TINCO is located. • Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.

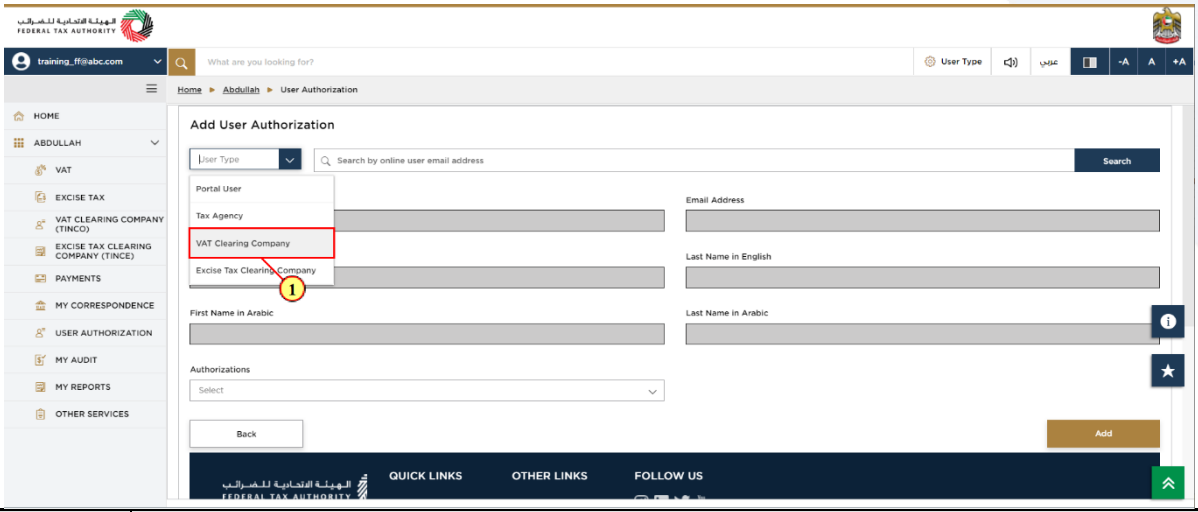
Link Online User to the VAT clearing company - TINCO



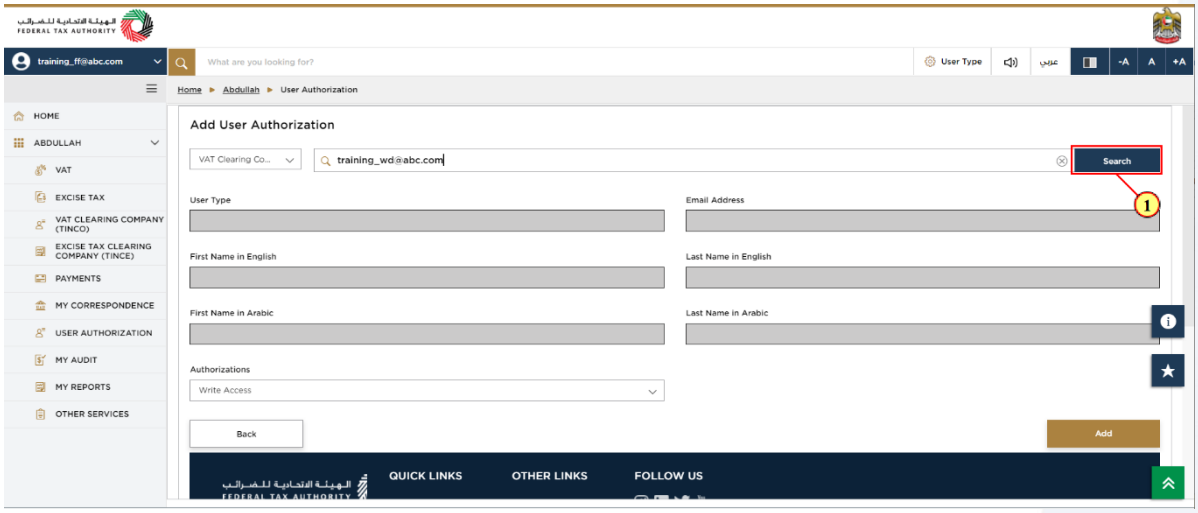
Step	Action
(1)	Click 'User Authorization' to proceed next screen.



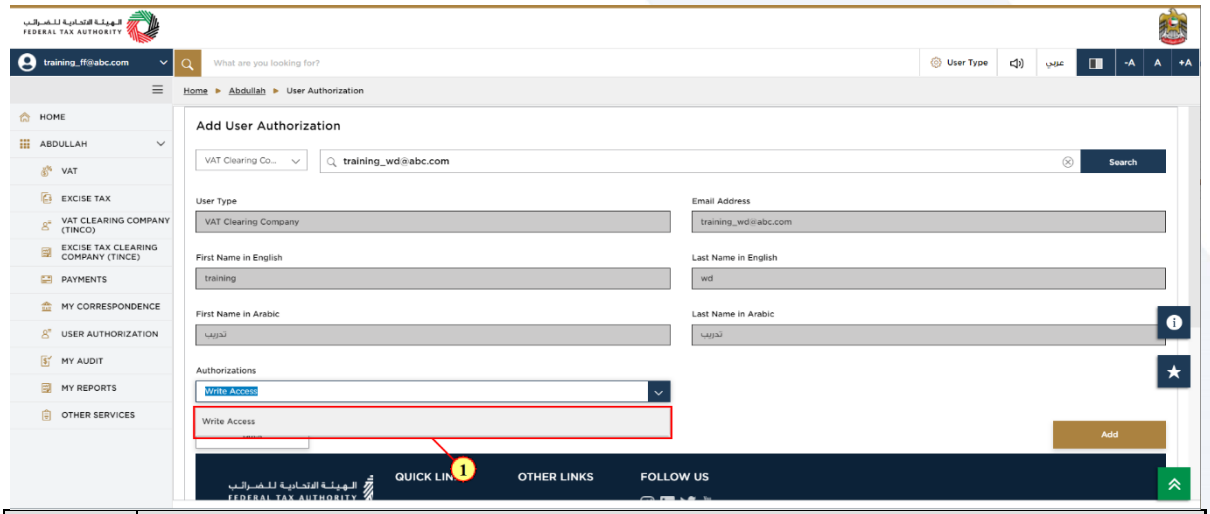
Step	Action
(1)	Click 'Add User' to link an Online User to the TINCO account.



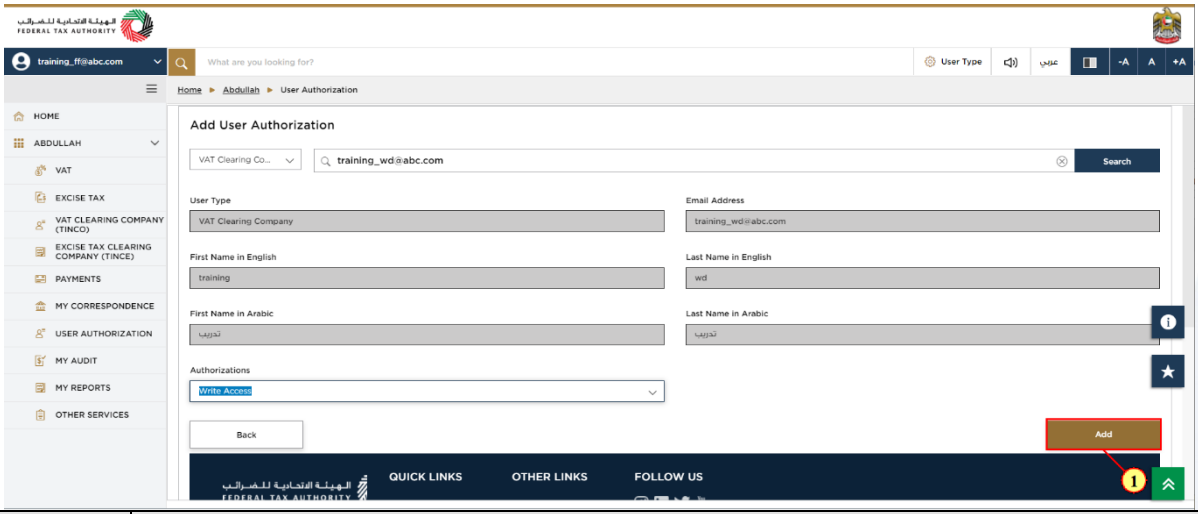
Step	Action
(1)	Select VAT Clearing Company to add Online User.



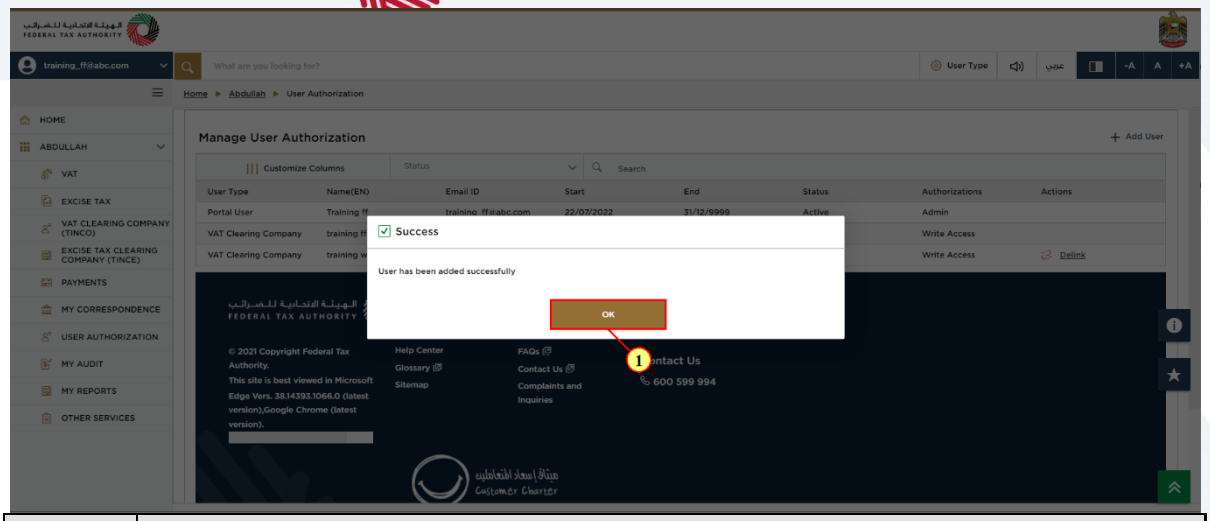
Step	Action
(1)	Type the Online User email address and click on “Search” option to populate the User Type information in the screen.



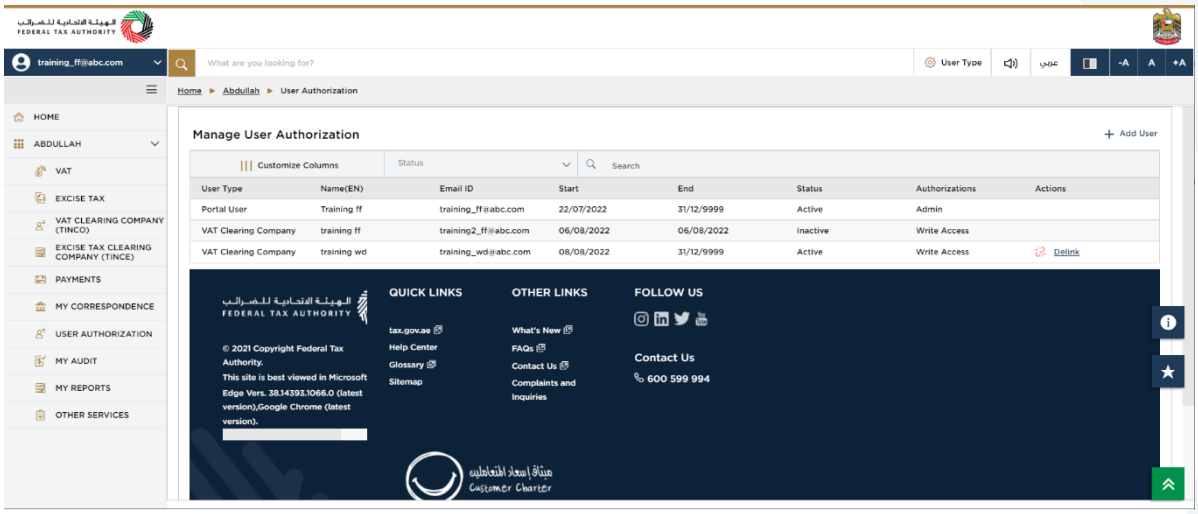
Step	Action
(1)	• Select the Authorization option to provide the access to the Online User. • If the Online User linked to the TINCO is required to submit VAT 301 and VAT 702 applications for the TINCO, Provide “Write Access” authorization.



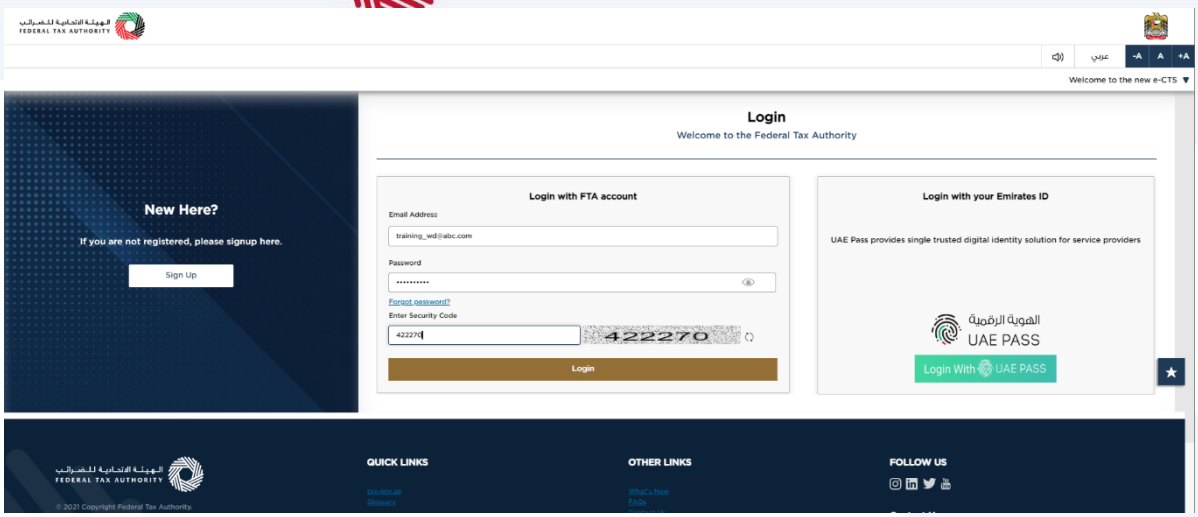
Step	Action
(1)	Click 'Add' to continue.



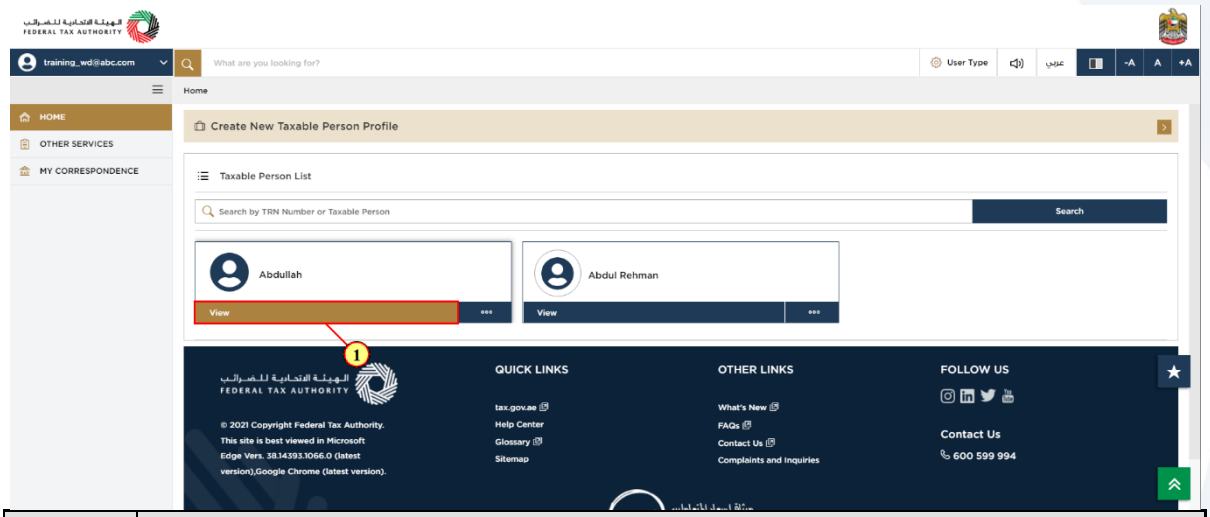
Step	Action
(1)	• Online User for VAT Clearing Company (TINCO) has been added successfully. • Click “OK” to continue.



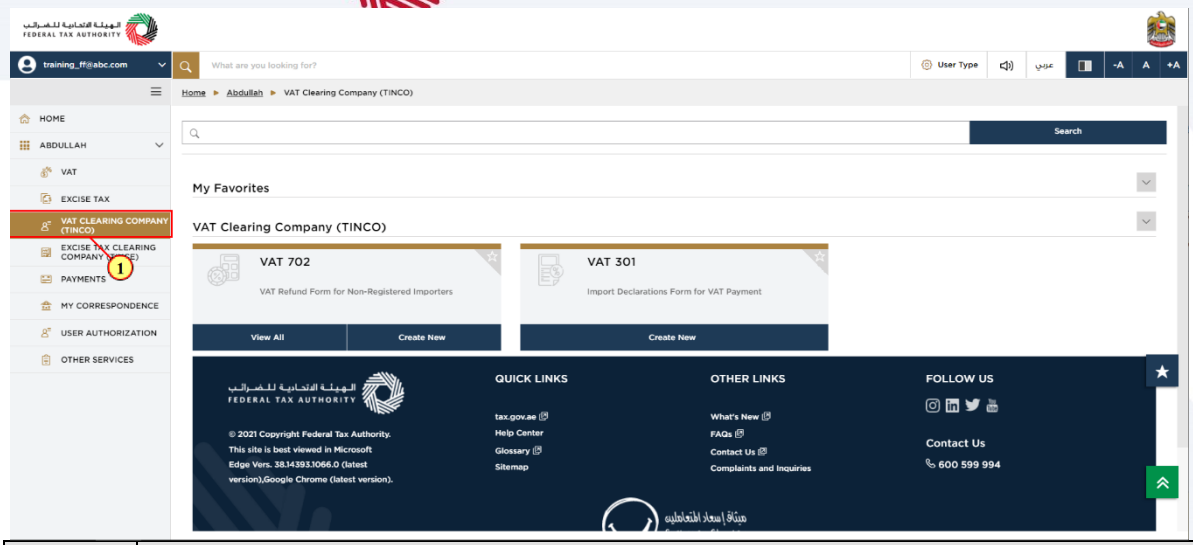
	Online User “VAT Clearing Company” has been added to the TINCO and the status is “Active”.



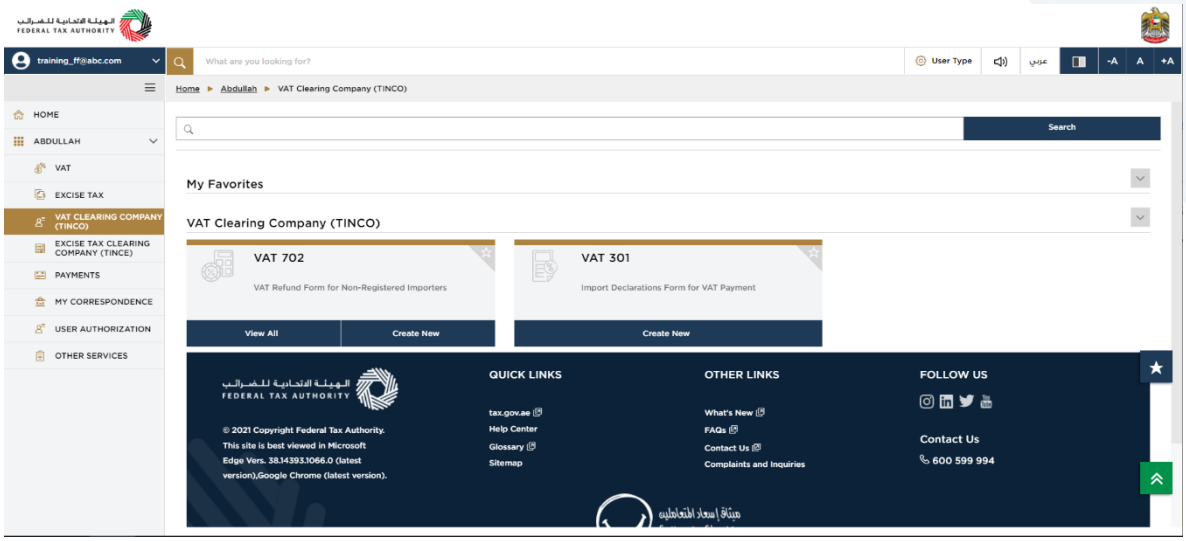
- The following sections explain the Delink process.
- Log in as the Online User who was linked to the TINCO.



Step	Action
(1)	The Taxable Person in which the TINCO is present is displayed to the Online User. Click 'View' to open Taxable Person dashboard.

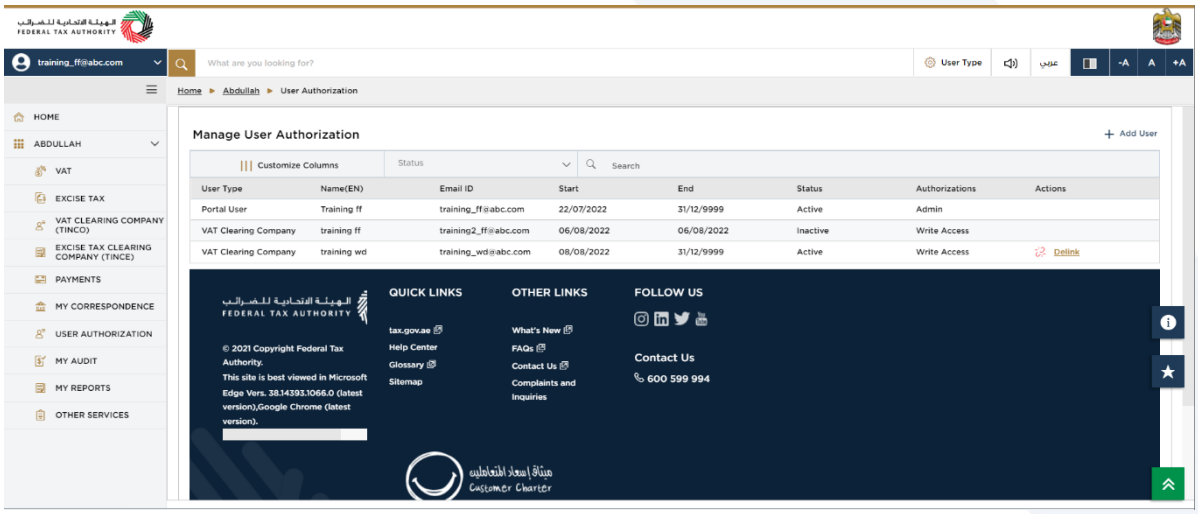


Step	Action
(1)	Click 'VAT Clearing Company (TINCO)' tile under the Taxable Person.

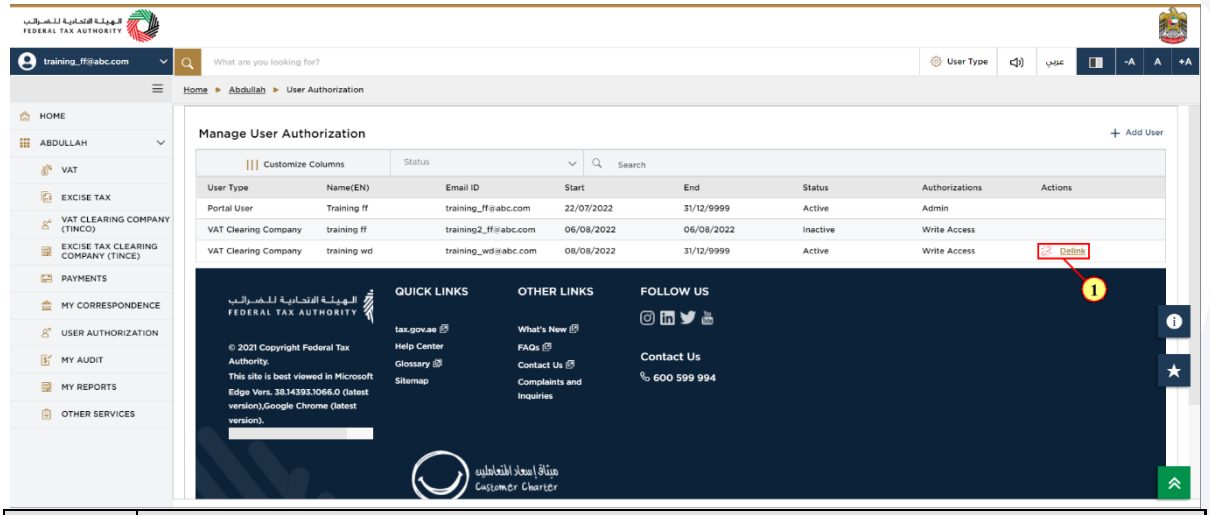


- Access to VAT 301 and VAT 702 tiles is provided.
- Online User can submit the VAT 301 and the VAT 702 applications on behalf of the TINCO.

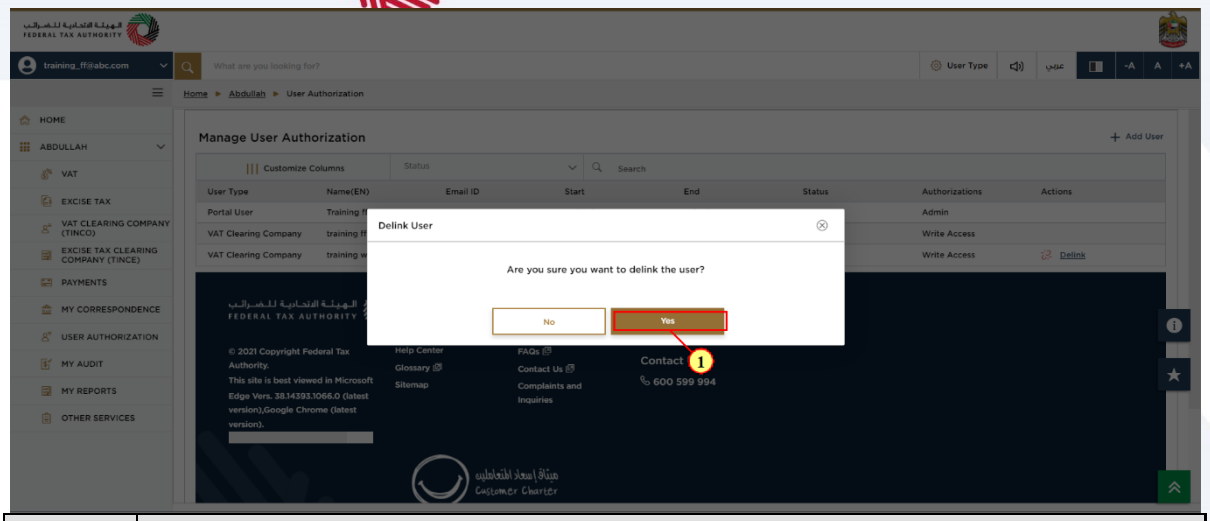
Delink Online User from VAT clearing company – TINCO



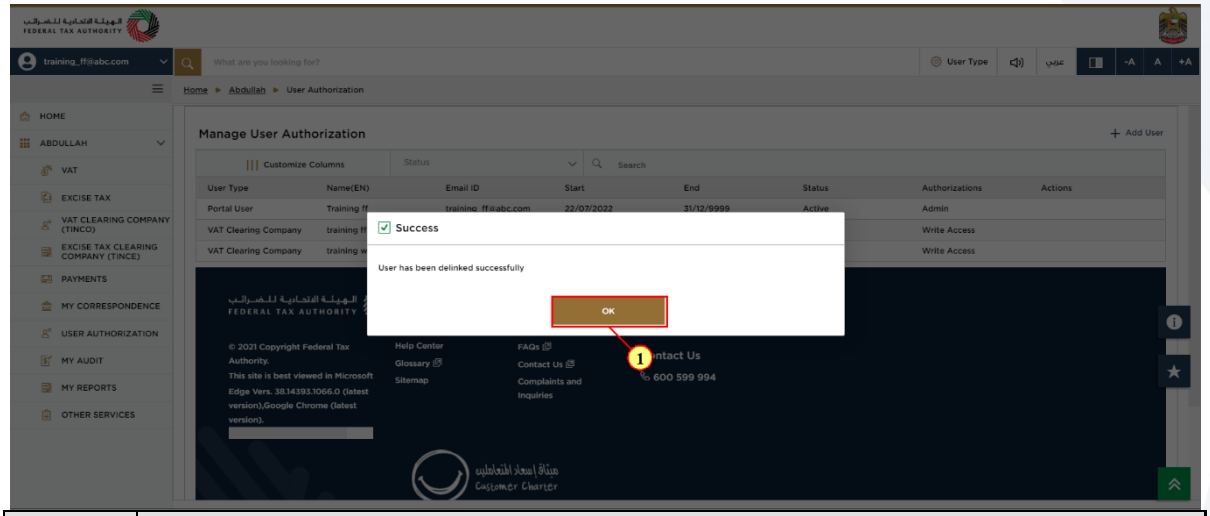
	The action 'Delink' can be performed either by the Account Admin of the Taxable Person in which the TINCO is present or by the Online User.



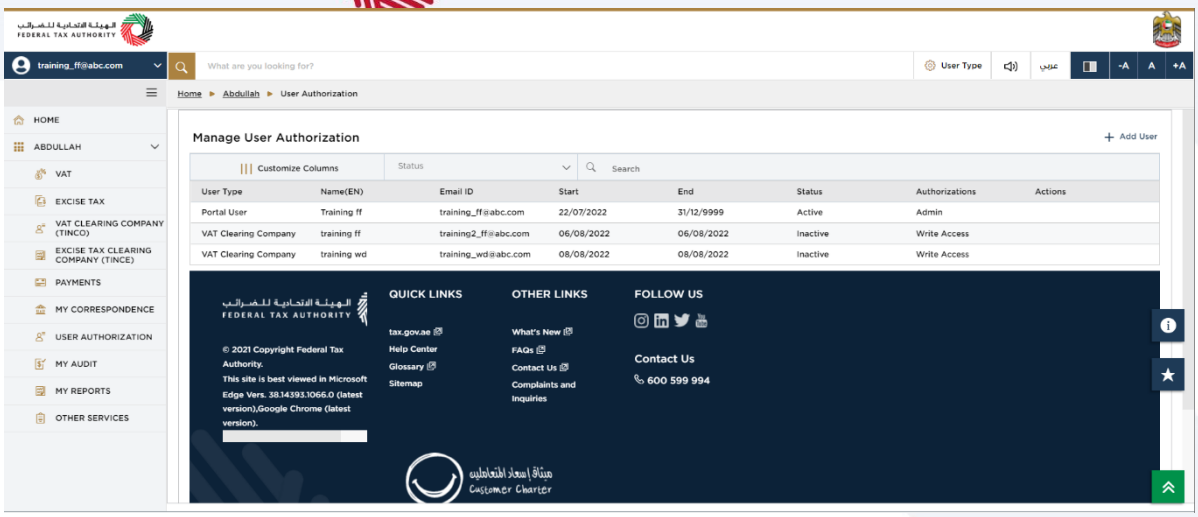
Step	Action
(1)	Click ‘Delink’ to remove the access of the Online User to the VAT Clearing Company TINCO.



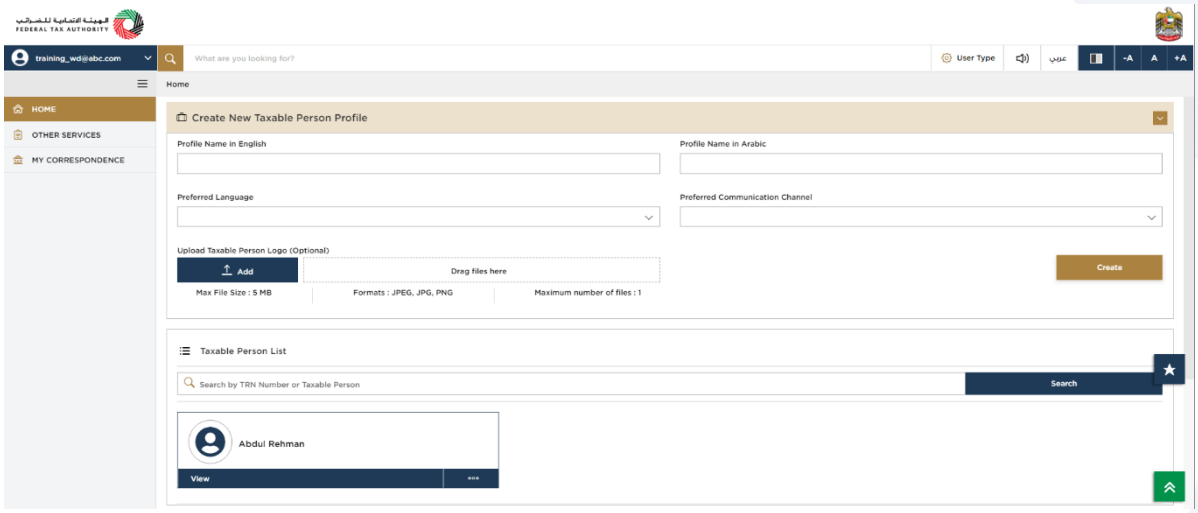
Step	Action
(1)	System asks to confirm to delink the Online User by click on “Yes”.



Step	Action
(1)	• System popup message as “User has been delinked successfully”. • Click 'OK' to continue.



User Type 'VAT Clearing Company' has been delinked successfully and the status is “Inactive”.



The Online User now can’t access the VAT 301 and the VAT 702 applications anymore.

Thank you