



إمارات تاكس  
**EMARATAX**

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

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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.

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# Introduction



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

The screenshot shows the 'Create New Taxable Person Profile' form. It has fields for 'Profile Name in English' and 'Profile Name in Arabic', 'Preferred Language', 'Preferred Communication Channel', and an optional 'Upload Taxable Person Logo (Optional)' section with a file upload button and a 'Create' button. Below this is a 'Taxable Person List' section showing two entries: 'Abdullah' and 'shareef'. The 'View' button for 'Abdullah' is highlighted with a red circle containing the number '1'.

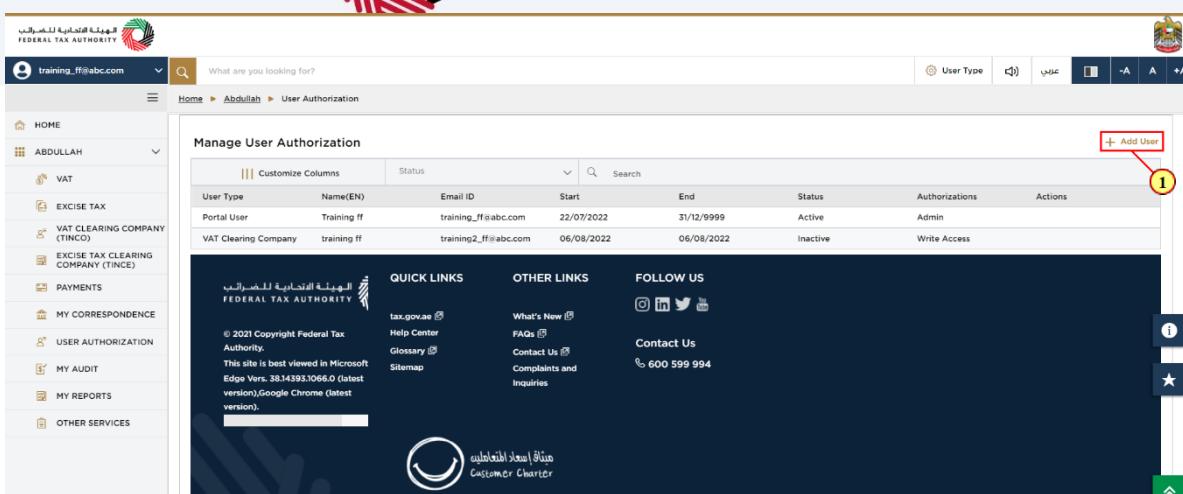
Step	Action
(1)	<ul style="list-style-type: none"> <li>This service is used to Link or Delink VAT Clearing Company – TINCO to or from an Online User.</li> <li>To access this service, you are requested to login as the Account Admin of the Taxable Person in which the VAT Clearing Company – TINCO is located.</li> <li>Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.</li> </ul>



# Link Online User to the VAT clearing company - TINCO

The screenshot shows the FTA online portal interface. On the left, a sidebar menu includes 'HOME', 'ABDULLAH', 'VAT', 'EXCISE TAX', 'EXCISE TAX CLEARING COMPANY (TINCO)', 'PAYMENTS', 'MY CORRESPONDENCE', and 'USER AUTHORIZATION' (which is highlighted with a red circle and the number '1'). The main content area displays 'Required Actions' and 'Most Used Services'. Under 'Required Actions', there are two items: 'Submission pending for Return Stagger 1 - Quarterly (Feb to Jan) for the period St 29/08/2022' and 'Payment for VAT Late Registration Penalty, pending for 10000.00' dated 22/07/2022. The 'Most Used Services' section lists three options: 'Excise Tax Clearing Company - Amendment (TINCO)', 'VAT Clearing Company - Amendment (TINCO)', and 'Excise Tax Clearing Company - Edit (TINCO)'. Below this is a 'Registration Overview' section with four cards: 'Value Added Tax' (Active), 'Tax Group' (Register), 'VAT Clearing Company - TINCO' (Active, highlighted with a star), and 'Excise Tax' (Not registered). A table below summarizes the steps:

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



**Manage User Authorization**

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	Training ff	training_ff@abc.com	22/07/2022	31/12/9999	Active	Admin	<a href="#">Edit</a>
VAT Clearing Company	training ff	training2_ff@abc.com	06/08/2022	06/08/2022	Inactive	Write Access	<a href="#">Edit</a>

**QUICK LINKS**

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- [Customer Charter](#)

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- [Glossary](#)
- [Sitemap](#)
- [Complaints and Inquiries](#)

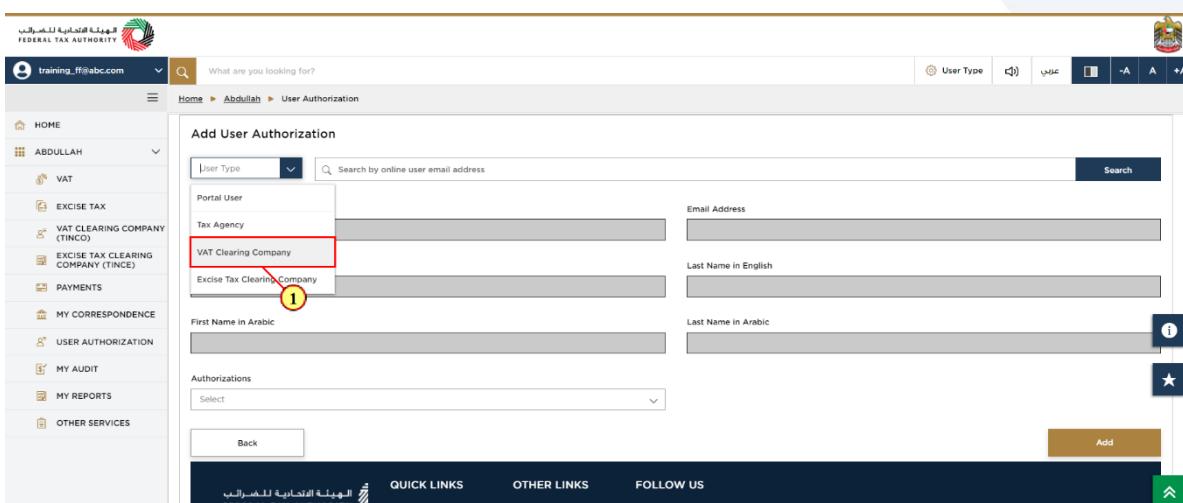
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Step	Action
(1)	Click 'Add User' to link an Online User to the TINCO account.



**Add User Authorization**

User Type:

Search by online user email address:

Email Address:

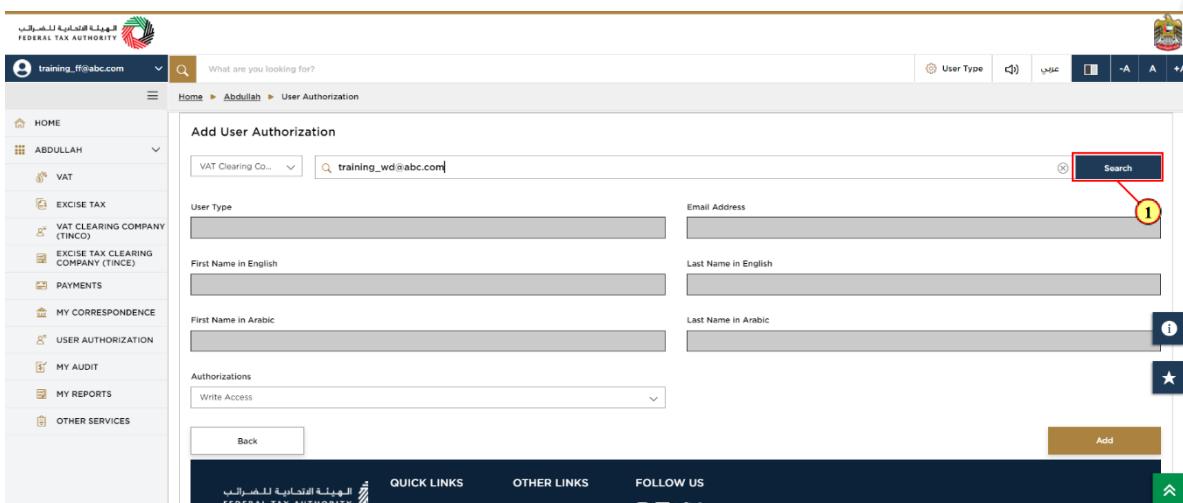
Last Name in English:

First Name in Arabic:

Last Name in Arabic:

Authorizations:

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



**Add User Authorization**

User Type:

Email Address:

First Name in English:

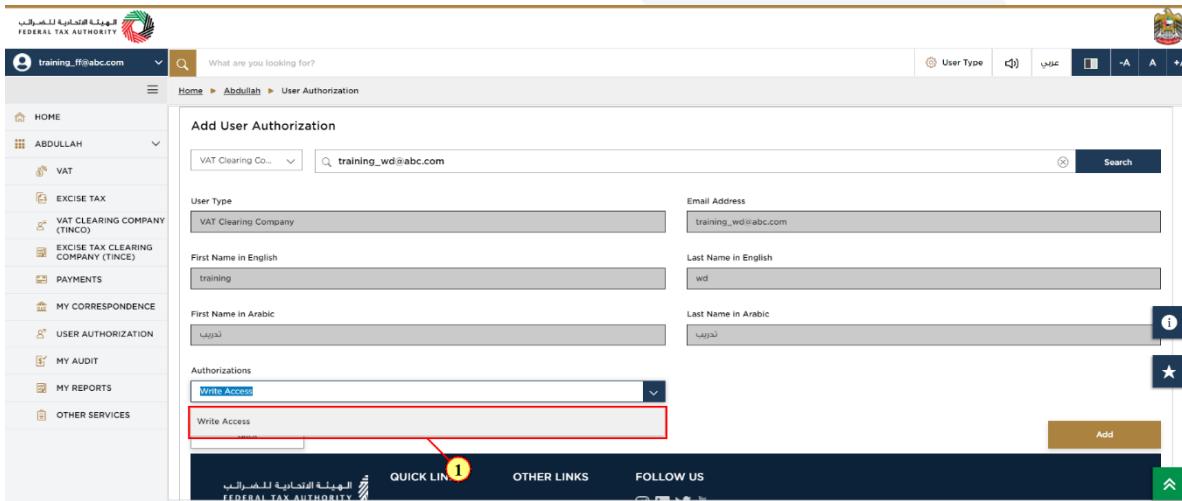
Last Name in English:

First Name in Arabic:

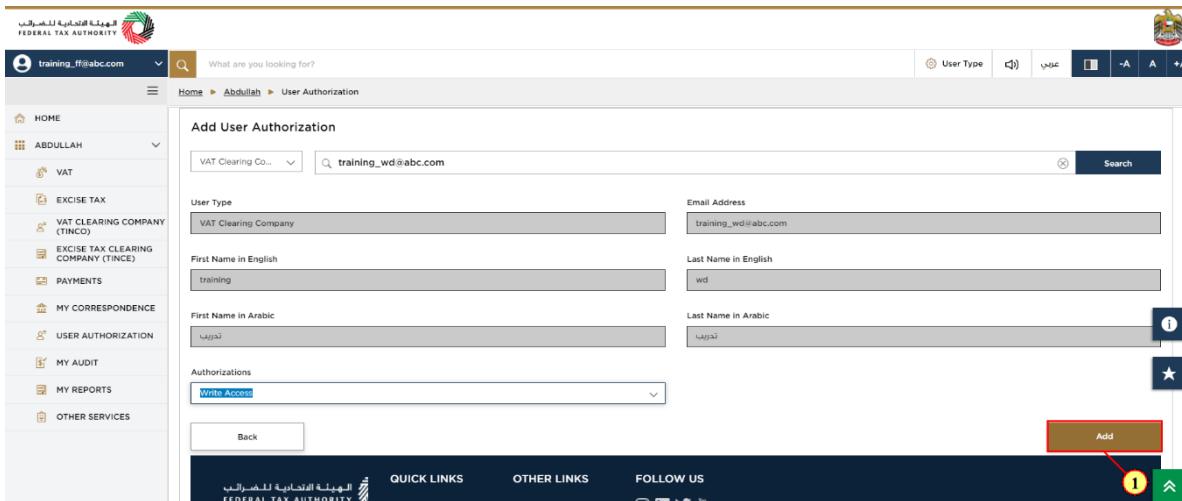
Last Name in Arabic:

Authorizations:

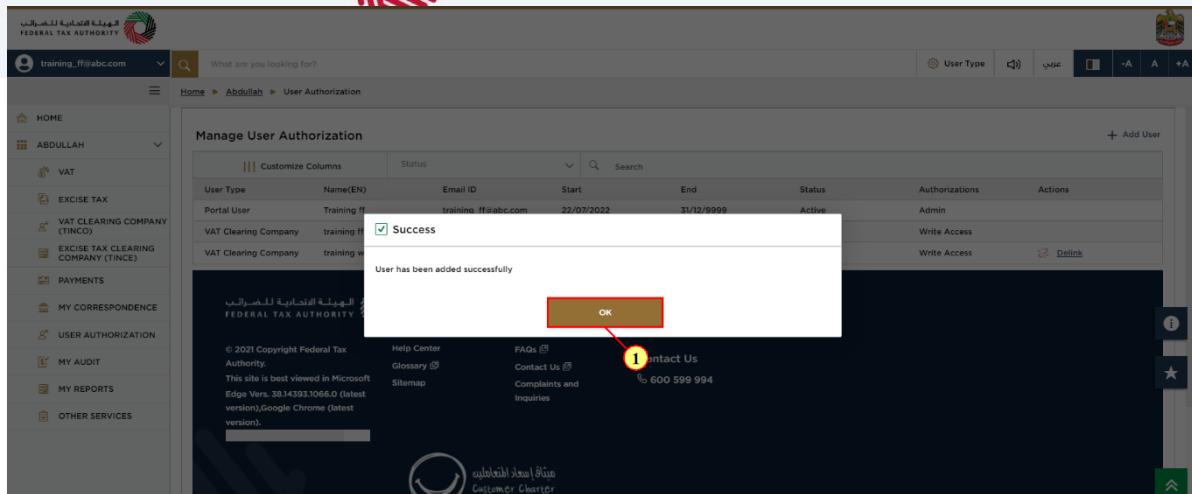
Step	Action
(1)	Type the Online User email address and click on “Search” option to populate the User Type information in the screen.



Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the Authorization option to provide the access to the Online User.</li> <li>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.</li> </ul>

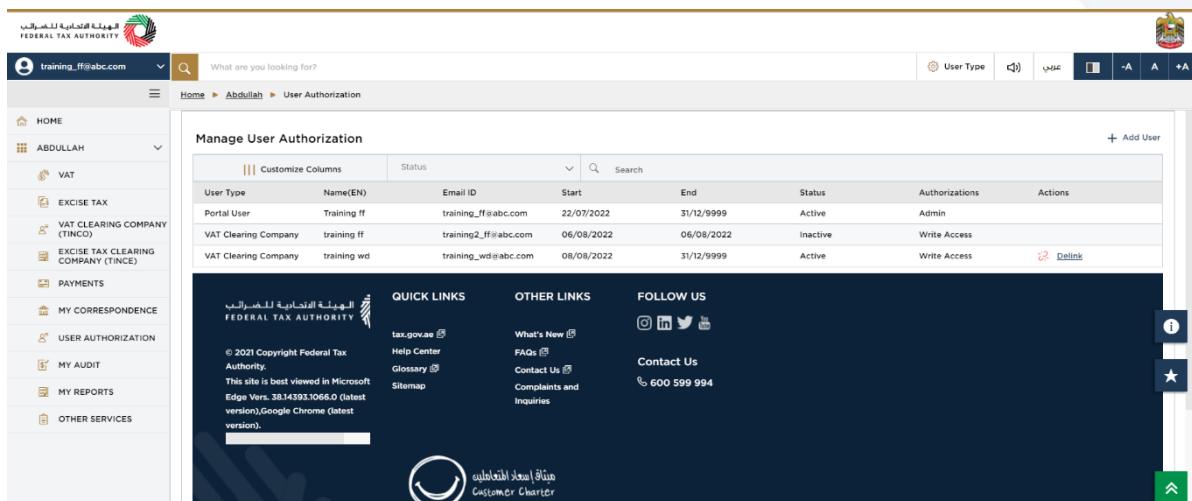


Step	Action
(1)	Click 'Add' to continue.



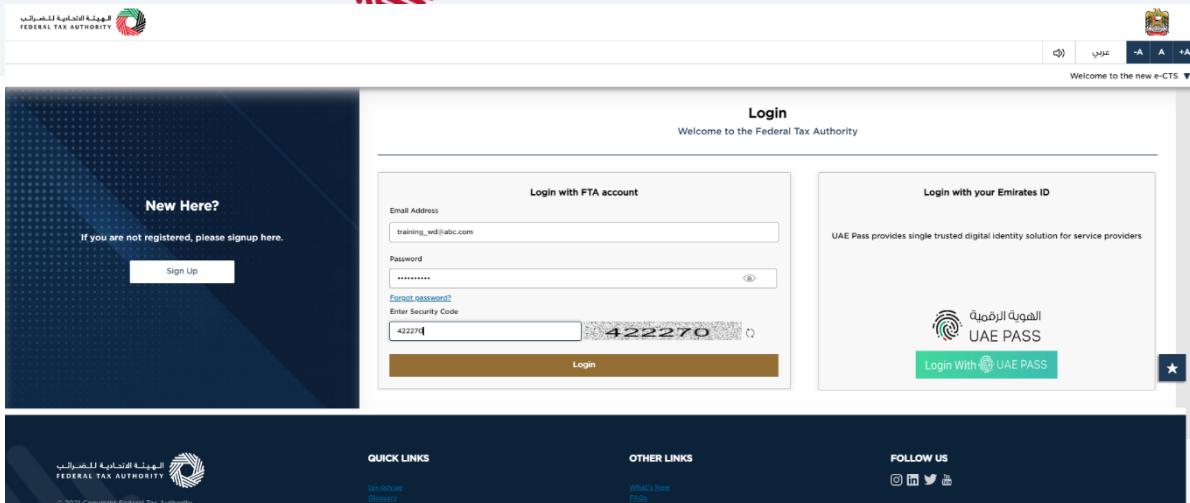
The screenshot shows the 'Manage User Authorization' page. A modal window displays a 'Success' message: 'User has been added successfully'. An 'OK' button is highlighted with a red circle and a number '1' above it, indicating the next step.

Step	Action
(1)	<ul style="list-style-type: none"> <li>Online User for VAT Clearing Company (TINCO) has been added successfully.</li> <li>Click "OK" to continue.</li> </ul>

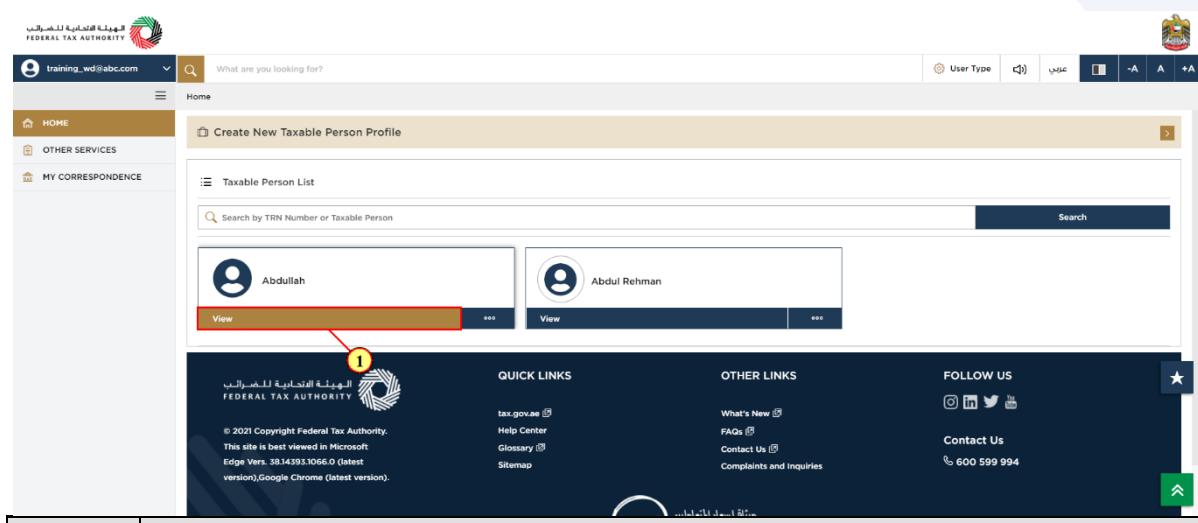


The screenshot shows the 'Manage User Authorization' page with the newly added user listed. The user 'VAT Clearing Company' is shown with an email of 'training\_wd@abc.com', a start date of '08/08/2022', an end date of '31/12/9999', and an active status. The 'Actions' column shows 'Write Access' and a 'Delink' button.

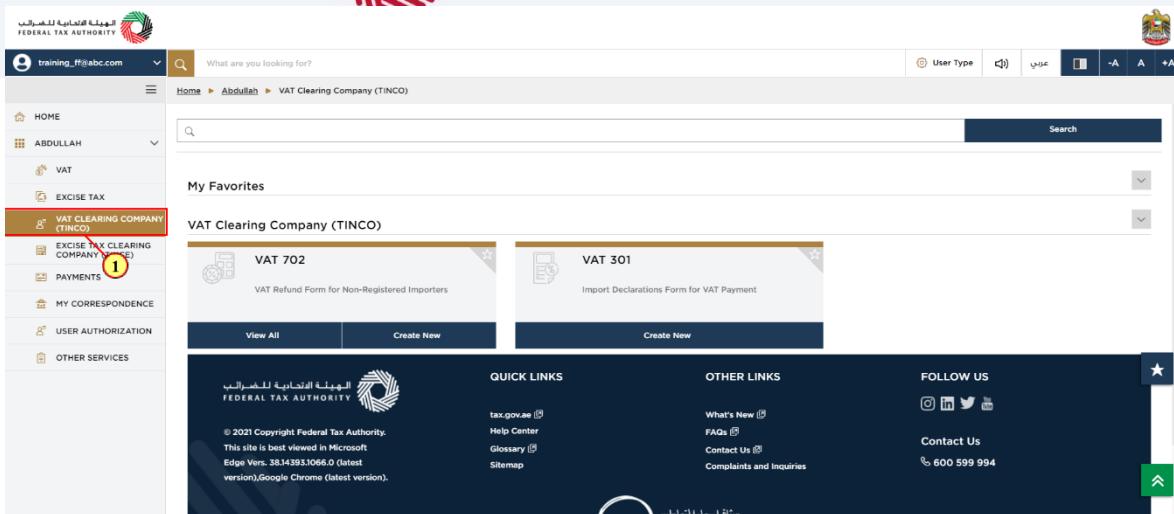
	Online User "VAT Clearing Company" has been added to the TINCO and the status is "Active".
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- The following sections explain the Delink process.
- Log in as the Online User who was linked to the TINCO.

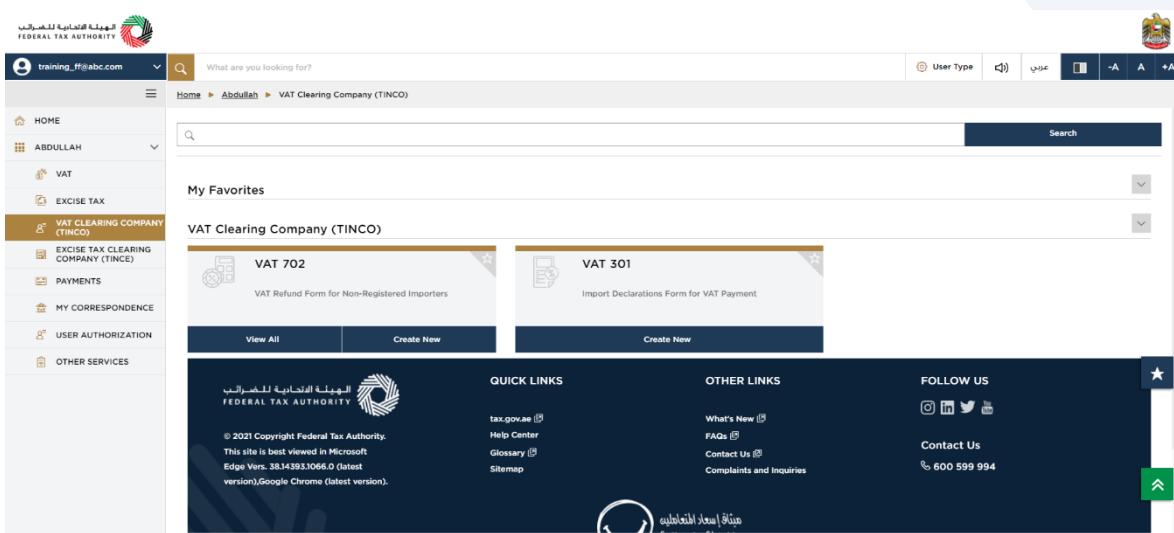


Step	Action
(1)	The Taxable Person in which the TINCO is present is displayed to the Online User. Click 'View' to open Taxable Person dashboard.



The screenshot shows the FTA website interface. On the left, there's a sidebar with navigation links: HOME, ABDULLAH, VAT, EXCISE TAX, VAT CLEARING COMPANY (TINCO), EXCISE TAX CLEARING COMPANY (TINCE), PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The 'VAT CLEARING COMPANY (TINCO)' link is highlighted with a red box and has a yellow circle with the number '1' next to it. The main content area is titled 'My Favorites' and contains a section for 'VAT Clearing Company (TINCO)'. It features two tiles: 'VAT 702' (VAT Refund Form for Non-Registered Importers) and 'VAT 301' (Import Declarations Form for VAT Payment). Both tiles have 'View All' and 'Create New' buttons. At the bottom of the page, there's a footer with links to tax.gov.ae, Help Center, Glossary, Sitemap, What's New, FAQs, Contact Us, Complaints and Inquiries, and social media links for Instagram, LinkedIn, Twitter, and YouTube. There's also a 'Follow Us' section with a star icon.

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



This screenshot is identical to the one above, showing the FTA website with the 'VAT CLEARING COMPANY (TINCO)' section highlighted in the sidebar. The main content area displays the 'VAT Clearing Company (TINCO)' section with the same two tiles: 'VAT 702' and 'VAT 301'. The footer information is also identical, including the copyright notice and various links.

	<ul style="list-style-type: none"> <li>Access to VAT 301 and VAT 702 tiles is provided.</li> <li>Online User can submit the VAT 301 and the VAT 702 applications on behalf of the TINCO.</li> </ul>
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# Delink Online User from VAT clearing company – TINCO

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	Training ff	training_ff@abc.com	22/07/2022	31/12/9999	Active	Admin	
VAT Clearing Company	training ff	training2_ff@abc.com	06/08/2022	06/08/2022	Inactive	Write Access	
VAT Clearing Company	training wd	training_wd@abc.com	08/08/2022	31/12/9999	Active	Write Access	

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.

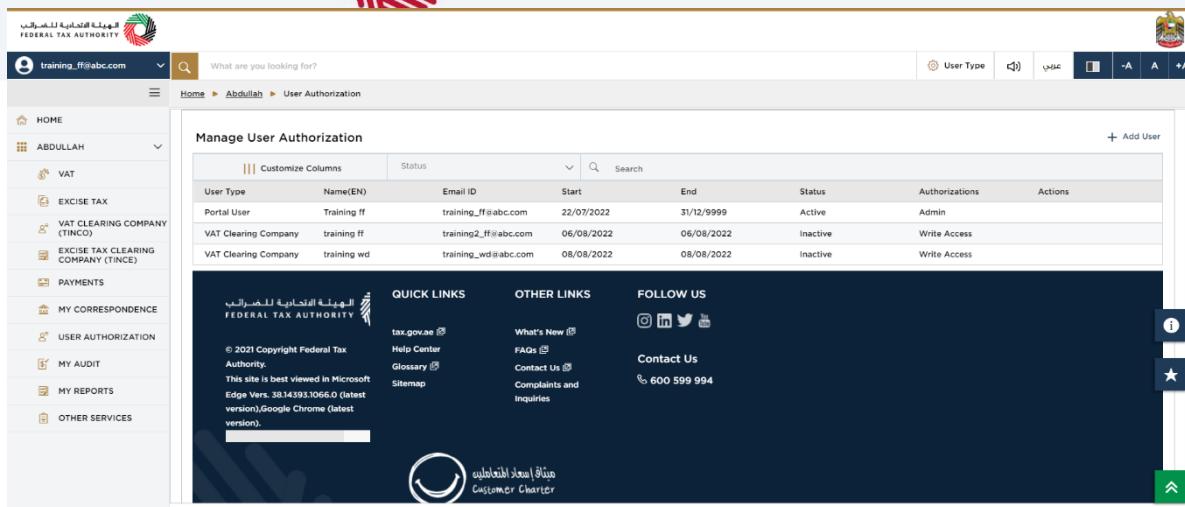
User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	Training ff	training_ff@abc.com	22/07/2022	31/12/9999	Active	Admin	
VAT Clearing Company	training ff	training2_ff@abc.com	06/08/2022	06/08/2022	Inactive	Write Access	
VAT Clearing Company	training wd	training_wd@abc.com	08/08/2022	31/12/9999	Active	Write Access	

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)	<ul style="list-style-type: none"> <li>System popup message as “User has been delinked successfully”.</li> <li>Click ‘OK’ to continue.</li> </ul>



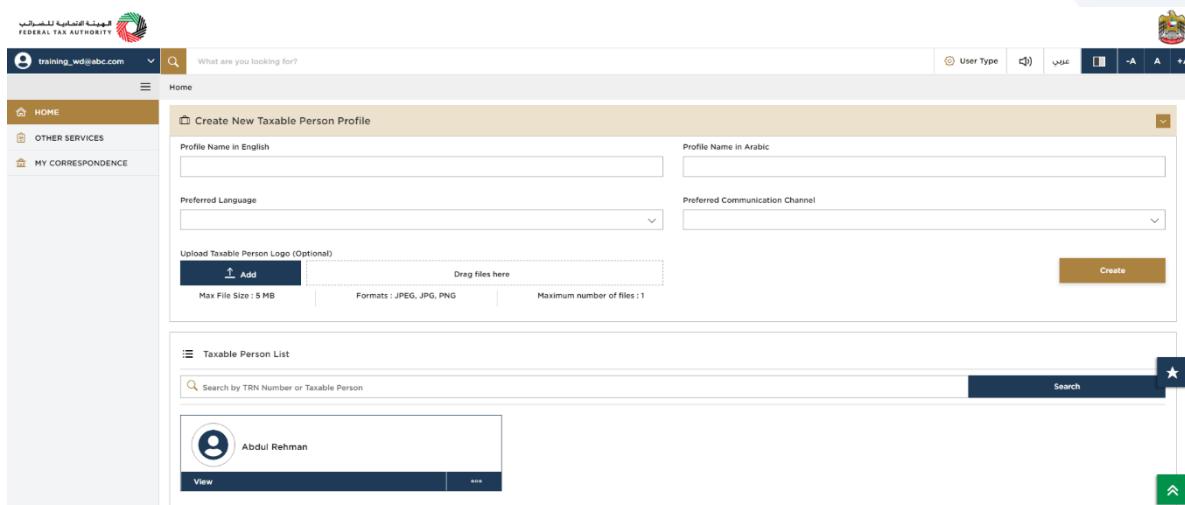
The screenshot shows the 'Manage User Authorization' section. It lists three users:

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	Training ff	training_ff@abc.com	22/07/2022	31/12/9999	Active	Admin	<a href="#">Edit</a>
VAT Clearing Company	training ff	training2_ff@abc.com	06/08/2022	06/08/2022	Inactive	Write Access	<a href="#">Edit</a>
VAT Clearing Company	training wd	training_wd@abc.com	08/08/2022	08/08/2022	Inactive	Write Access	<a href="#">Edit</a>

At the bottom left, there is a note: "This site is best viewed in Microsoft Edge Vers. 38.14393.0.066.0 (latest version), Google Chrome (latest version)."



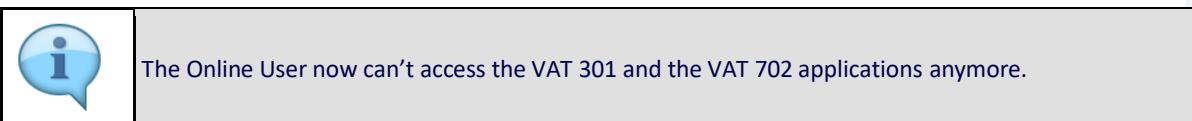
User Type 'VAT Clearing Company' has been delinked successfully and the status is "Inactive".



The screenshot shows the 'Create New Taxable Person Profile' form. It includes fields for:

- Profile Name in English
- Profile Name in Arabic
- Preferred Language
- Preferred Communication Channel
- Upload Taxable Person Logo (Optional)

Below the form is a 'Taxable Person List' section showing a single entry for 'Abdul Rehman'.



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



# Thank you