



إمارات تاكس
EMARATAX

Link TRN to New Email Address - User Manual

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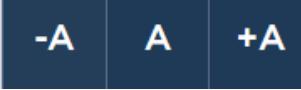
Annexure

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 check

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Link TRN to email address

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Introduction



This manual is prepared to help you navigate through the Federal Tax Authority EmaraTax Portal to Link TRN to New Email Address.



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.



EmaraTax Home Page

The screenshot shows the EmaraTax Home Page. At the top left is the Federal Tax Authority logo. The main header is "EmaraTax Home Page". Below the header is a search bar with placeholder text "What are you looking for?". A navigation bar includes links for "HOME", "OTHER SERVICES" (which is highlighted with a red box and has a circled '1' over it), and "MY CORRESPONDENCE". The main content area is titled "Create New Taxable Person Profile". It contains fields for "Profile name in English" and "Profile Name in Arabic", "Preferred Language", "Preferred communication Channel", and an "Upload Taxable Person Logo (Optional)" section with a file upload input and a "Create" button. Below this is a "Taxable Person List" section with a search bar and two entries: "Company1" and "Company2". The footer contains copyright information, quick links (tax.gov.ae, Help Center, Glossary, Sitemap), other links (What's New, FAQ, Contact Us, Complaints and Inquiries), and social media links for Follow Us (Instagram, LinkedIn, Twitter, YouTube). There is also a "Customer Charter" link.

Step	Action
(1)	After successful login, click 'Other Services'. The "Other Services" option is used for accessing the general services for the user profile.



Other Services

The screenshot shows the 'Other Services' section of the FTA website. At the top, there's a search bar and navigation links for 'User Type', 'Logout', and 'Language'. Below the search bar, there are three main service tiles:

- Link TRN to New Email Address**: Shows 2 Total Requests. A red box highlights the 'View All' button, which is circled with a number '1'.
- Reconsideration & Waiver Reduction**: Shows View All button.
- Excise Goods List**: Shows View All button.

Below these tiles, there's a section titled 'My Reports' containing a logo and copyright information. At the bottom, there are 'QUICK LINKS' (tax.gov.ae, Help Center, Glossary, Sitemap), 'OTHER LINKS' (What's New, FAQ's, Contact Us, Complaints and Suggestions), and 'FOLLOW US' (links to social media). A 'Customer Charter' logo is also present.

Step	Action
(1)	In order to link TRN to email address, click 'View All' on the "link TRN to email address" tile. This will take you to a new page.



Link TRN to New Email Address

Reference number	Submitted Date	Status Date	Status	Action
1000000002491	05/07/2022	06/07/2022	<input checked="" type="radio"/> DRAFTED	***
1000000002460	05/07/2022	06/07/2022	<input type="radio"/> APPROVED	***

Step	Action
(1)	Click 'New Request'. Create a new request for Link TRN to New Email address.



Guidelines and Instructions

The screenshot shows the 'Link TRN to New Email Address' service page. It includes:

- Tutorial Materials:** Watch Video Tutorial, Download User Manual.
- Required Documents:**
 - It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
 - A scanned copy of the stamp issued from the Authorized Signatory of the Taxpayer
 - Company letterhead, along with the company stamp and contact details
 - List of all the Tax Registration Number (TRN), Workhouse Keeper Number etc) issued by the FTA to the Taxpayer that needs to be linked to the new user email address
 - Details of the new email holder (such as name, email address, passport number, Emirates ID etc)
 - Details of the new email holder (such as name, email address, passport number, Emirates ID etc)
 - Signature and stamp of the Taxpayer's Authorized Signatory
- Service Details:** About the service, Eligibility Criteria, Service steps, FAQs.
- Confirmation:** I confirm that I have read the above instructions and guidelines.
- Buttons:** Back, Start.



The 'guidelines and instructions' page is designed to help you understand certain important requirements relating to Link TRN to New Email Address in the UAE. It also provides guidance on what information you should have in hand when you are completing the Link TRN to New Email Address application.

Screenshot of the Federal Tax Authority (FTA) website showing the 'Link TRN To New Email Address' service page.

The page includes the following sections:

- Header:** FTA logo, search bar, user type selection, and print/refresh buttons.
- Breadcrumbs:** Other Services > Link TRN To New Email Address.
- Section Headers:** No. of form sections (2 sections), Expected time to complete this application (10 minutes), and Expected fees for this service (Free of charge).
- Tutorial Materials:** Watch Video Tutorial and Download User Manual.
- Required Templates:** N/A.
- Required Documents:** It will be necessary for you to prepare the following information in an appropriate format and include it in your online application:
 - A copy of the signed and stamped letter from the Authorized Signatory of the Taxpayer
 - Company letterhead, along with the company stamp and contact details
 - List of all the Tax Registration Number (TRN), Workhouse Kaiser number etc issued by the FTA to the Taxpayer that needs to be linked to the new user email address
 - Date of birth or passport number, along with the passport number, Emirates ID etc
 - Text requesting FTA to make the new email holder the account admin of the specified Taxpayer accounts
 - Signature and stamp of the Taxpayer's Authorized Signatory
 The accepted file types are PDF, JPG, PNG and JPEG. The individual file size limit is 5MB.
- Service Details:** About the service, Eligibility Criteria, Service steps, and FAQs.
- Confirmation Step:** A checkbox labeled "I confirm that I have read the above instructions and guidelines" is highlighted with a red box and a yellow circle containing the number "1".
- Footer:** Back button, Go to top, and Start button.

Step	Action
(1)	Read the guidelines and instructions for Link TRN to New Email Address and mark the checkbox to confirm.

Screenshot of the Federal Tax Authority (FTA) website showing the 'Link TRN To New Email Address' service page.

The page includes:

- User interface elements: FTA logo, search bar, user type selection, and print/refresh buttons.
- Section title: Link TRN To New Email Address.
- Information boxes:
 - No. of form sections: 2 sections.
 - Expected time to complete this application: 10 minutes.
 - Expected fees for this service: Free of charge.
- Tutorial Materials and Required Templates sections.
- Required Documents section with a detailed list of required items:
 - A copy of the signed and stamped letter from the Authorized Signatory of the Taxpayer.
 - Company letterhead, along with the company stamp and contact details.
 - List of all the Tax Registration Number (TRN), Workhouse Kaiser number etc issued by the FTA to the Taxpayer that needs to be linked to the new user email address.
 - Details of the new user (Name, Date of Birth, National ID, passport number, Emirates ID etc).
 - Text requesting FTA to make the new email holder the account admin of the specified Taxpayer accounts.
 - Signature and stamp of the Taxpayer's Authorized Signatory.
- Service Details section with links to About the service, Eligibility Criteria, Service steps, and FAQs.
- An instruction box: I confirm that I have read the above instructions and guidelines.
- Action buttons: Back, Use to Top, Start (highlighted with a red box and circled with a green marker).

Step	Action
(1)	Click 'Start' to initiate the Link TRN to new Email Address application



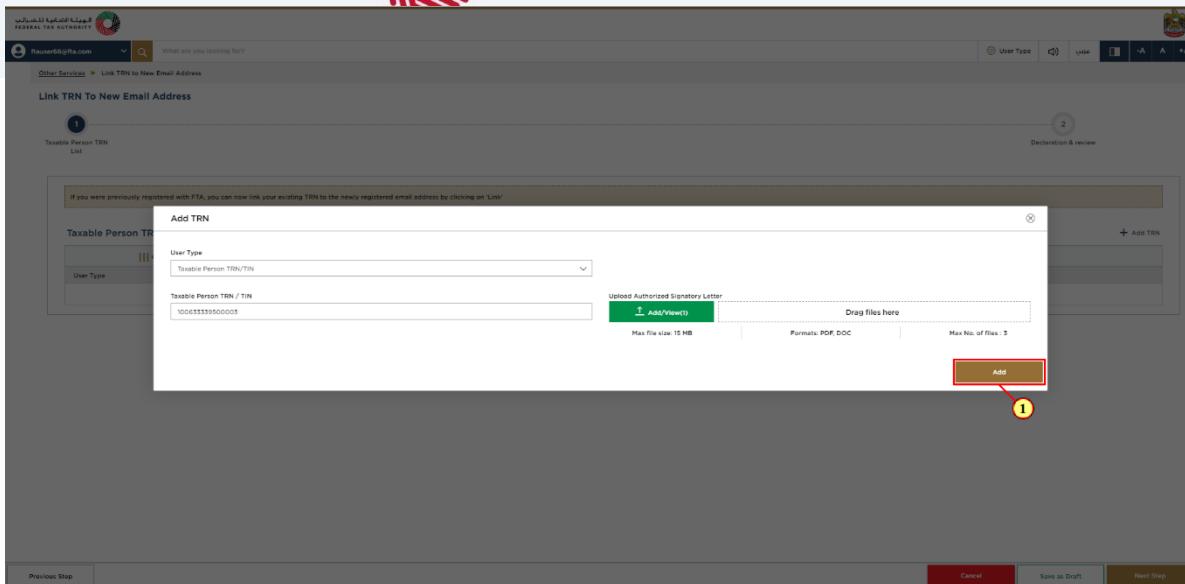
Taxable Person TRN List

If you were previously registered with FTA, you can now link your existing TRN to the newly registered email address by clicking on 'Link'

User Type	Taxable Person TRN List	Authorized Signatory Letter	Actions
No records found. Please add TRN and click on Add			

2 Declaration & review

Step	Action
(1)	Click 'Add TRN'.



Step	Action
(1)	<ul style="list-style-type: none"> Select the user type, example, if you are entering the TRN of a Taxable Person or Tax Agent or Tax Agency etc. Enter the TRN in the textbox and attach the authorized signatory letter. Signed and stamped letter from the Authorized Signatory of the existing account holder requesting the email change request and providing the details (name, email address, passport number etc.) of the old and new email holder. This letter must be on official company headed paper, include a company stamp and business contact details of the company. Copy of passport of the old and new email holder. Copy of Emirates ID of the old and new email holder (if applicable) need to upload. Click "Add".

FEDERAL TAX AUTHORITY

What are you looking for?

Other Services ▶ Link TRN to New Email Address

Link TRN To New Email Address

2 Declaration & review

If you were previously registered with FTA, you can now link your existing TRN to the newly registered email address by clicking on 'Link'.

Taxable Person TRN List

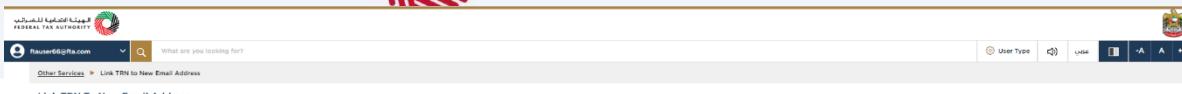
+ Add TRN

User Type	Taxable Person TRN List	Authorized Signatory Letter	Actions
Taxable Person TRN/TIN	10063339500003		...

Previous Step

Cancel Save as Draft 1 Step

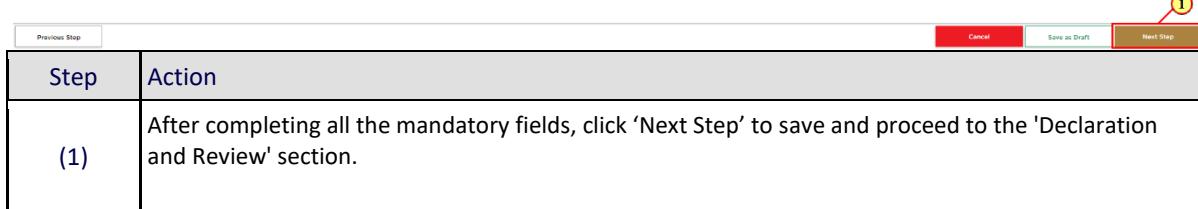
Step	Action
(1)	You may click on 'Save as draft' to save your application and return to continue working on your application later.



The screenshot shows the FTA's digital platform. At the top, there's a search bar with placeholder text 'What are you looking for?' and a dropdown menu for 'Other Services' with an option 'Link TRN to New Email Address'. Below the search bar, there's a section titled 'Link TRN To New Email Address' with a 'Link' button. On the right, there are user interface icons for 'User Type', 'Print', 'Reset', and 'Search'. A progress indicator '2' and the text 'Declaration & review' are visible.



The screenshot shows a table titled 'Taxable Person TRN List' with one row of data. The columns are 'User Type' (Taxable Person TRN/TIN), 'Taxable Person TRN List' (10063339500003), 'Authorized Signatory Letter' (with a link icon), and 'Actions' (with a 'View attachments' link). There are buttons for '+ Add TRN' and 'Declaration & review' at the top right.



The screenshot shows a table with two columns: 'Step' and 'Action'. The 'Step' column has a 'Previous Step' button. The 'Action' column contains a table with one row. The first cell of the action table has a red circle with the number '1' over it, pointing to the 'Next Step' button. Other buttons in the row include 'Cancel' and 'Save as Draft'.

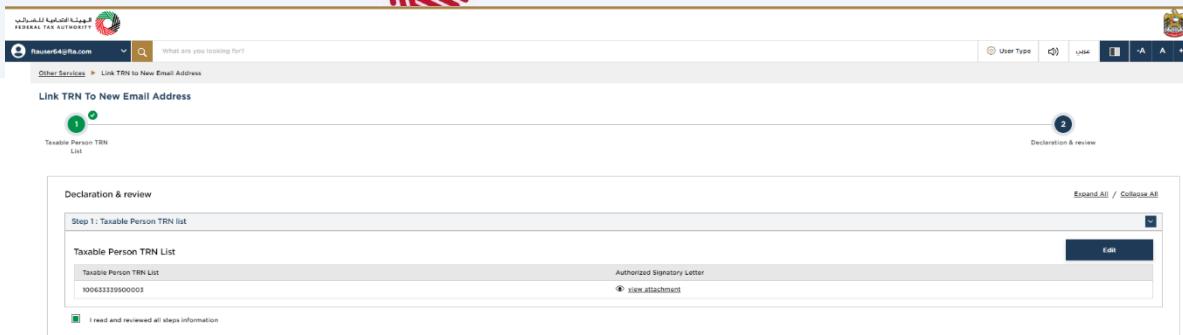
Step	Action
(1)	After completing all the mandatory fields, click 'Next Step' to save and proceed to the 'Declaration and Review' section.



Declaration and Review

The screenshot shows the 'Declaration & review' section. It includes a 'Step 1: Taxable Person TRN List' table with columns for 'Taxable Person TRN List' and 'Authorized Signatory Letter'. A red box highlights the checkbox 'I read and reviewed all steps information'.

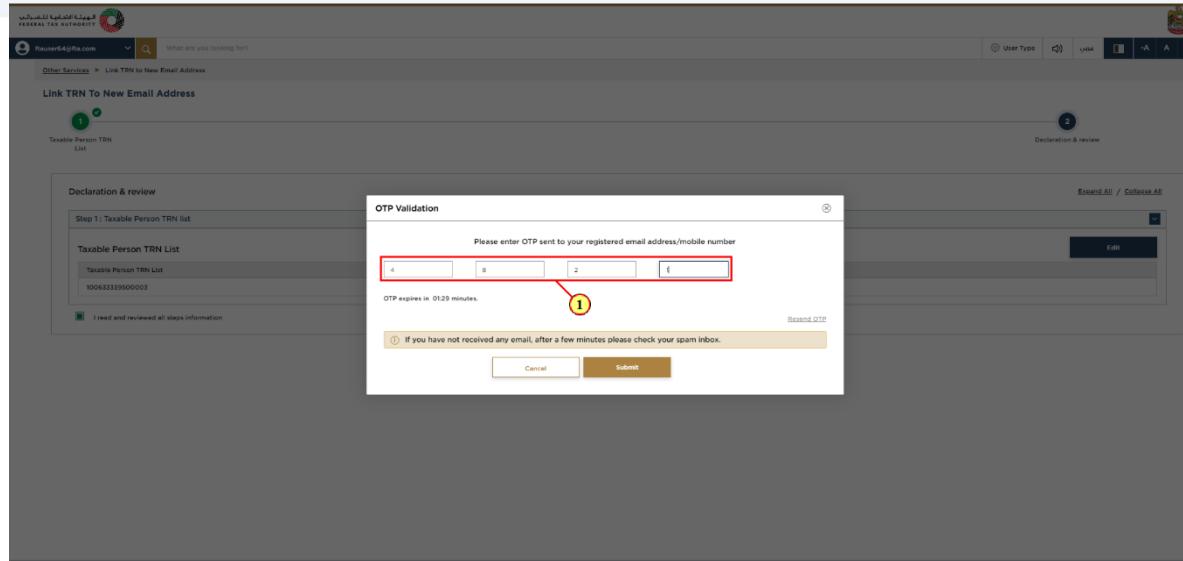
Step	Action
(1)	After carefully reviewing all of the information entered on the application, mark the checkbox to declare the correctness of the information provided in the application.



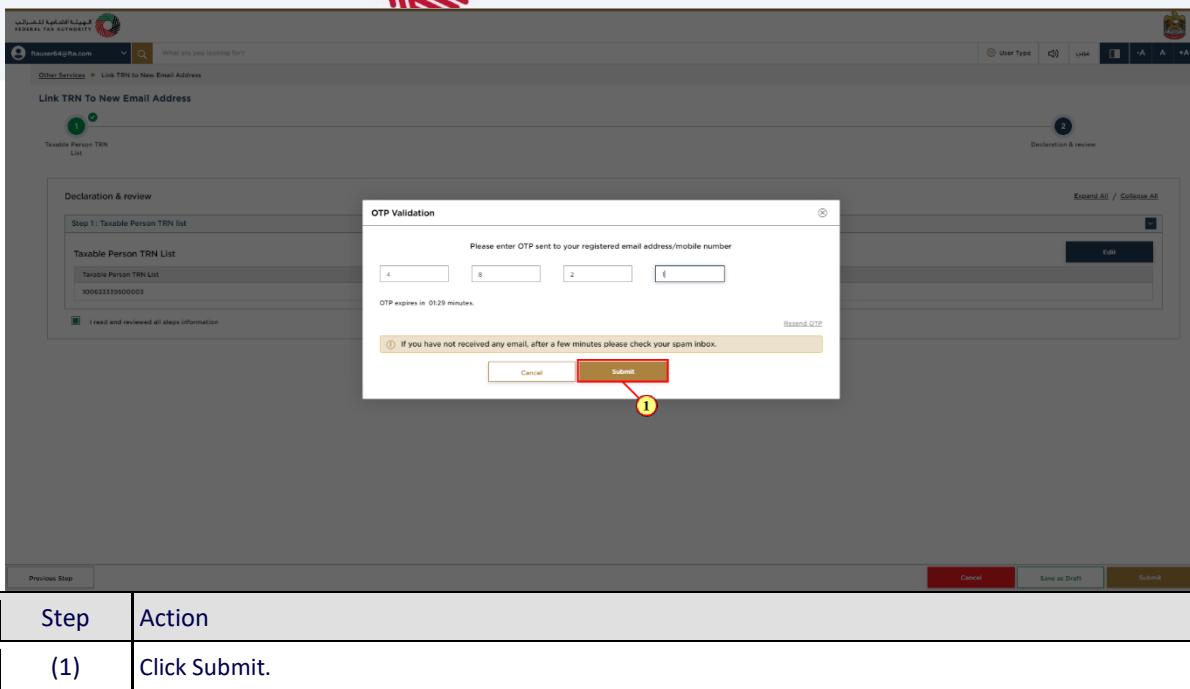
The screenshot shows the 'Declaration & review' step of the application. It includes a table for 'Step 1: Taxable Person TRN list' with one item: 'Taxable Person TRN List' (TRN: 100633339500003). There is also a section for 'Authorized Signatory Letter' with a link to 'View attachment'. A checkbox at the bottom indicates agreement to terms.

Step	Action
(1)	Click 'Submit' to submit the Link TRN to New Email Address application.

Email Verification



Step	Action
(1)	Enter OTP received in the new email address.



The screenshot shows a step-by-step process for linking a Taxable Person TRN to a new email address. The current step is 'OTP Validation'. A modal window titled 'OTP Validation' asks for the OTP sent to the registered email or mobile number. The OTP is 4821. A note says it expires in 01:29 minutes. A link to check the spam inbox is provided. The 'Submit' button is highlighted with a red circle.

Step	Action
(1)	Click Submit.



Post Application Submission

The screenshot shows a web-based application submission interface. At the top, there's a header with the FTA logo and some navigation links. Below the header, a success message says "Application submitted successfully". Underneath this, there are fields for Name (Rta), Reference Number (10000000012345), and Submitted Date (7 July 2022). To the left of the main content area, there's a large graphic of a checklist icon.

Important Notes:

- Once the application is submitted, the FTA shall approve, reject or resubmit and notify the applicant accordingly within 20 business days.
- If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email/SMS notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision via email/SMS to your email address/mobile number registered with FTA.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.

Important Notes:

- Applicant (Taxable Person) may be liable for a late registration administrative penalty if PTA determines that the Taxable Person failed to register for VAT on time. The PTA may charge the applicant a late registration administrative penalty of AED 10,000 if the applicant fails to submit the application within 30 calendar days of being required to register.

After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future communication with the FTA.

What's next?



- Once the application is submitted, the FTA shall approve, reject or resubmit for additional information and notify the applicant accordingly. If the FTA requires any further details from you in order to assist with the verification of your application, you will receive an email notification setting out the information required from you.
- Once the FTA confirms acceptance of your application, you will be notified on the decision.
- The status of your application in the dashboard will be updated accordingly. You may check your application status in the dashboard from time to time.
- Read the "What Next" and "Important Notes".

Correspondences

Taxpayer receives the following correspondences:

- Application submission acknowledgment.
- Additional information notification (only if FTA requires more information to assist with their review of your application).
- Application approval or rejection notification.



Thank you