



إمارات تاكس  
**EMARATAX**

Login to EmaraTax using UAE PASS

User Manual

Date: January 2023

Version 1.0.0.0

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## Document Control Information

### Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	16-Jan-23	Federal Tax Authority	User Manual for login to EmaraTax Portal using UAE PASS

### 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. 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](#)



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## Overview

### Overview

If you have a UAE PASS account, this document provides a step by step guide to link your EmaraTax account with your UAE PASS account. It also explains how to signup in EmaraTax and create an account using UAE PASS in case you do not have an EmaraTax account.

If you do not have a UAE PASS account, you need to create one first.

In order to use your Emirates Id to login to UAE PASS, your UAE PASS account should be in “Verified” status. If it is not “Verified”, use your email or mobile number registered with UAE PASS to login to UAE PASS.



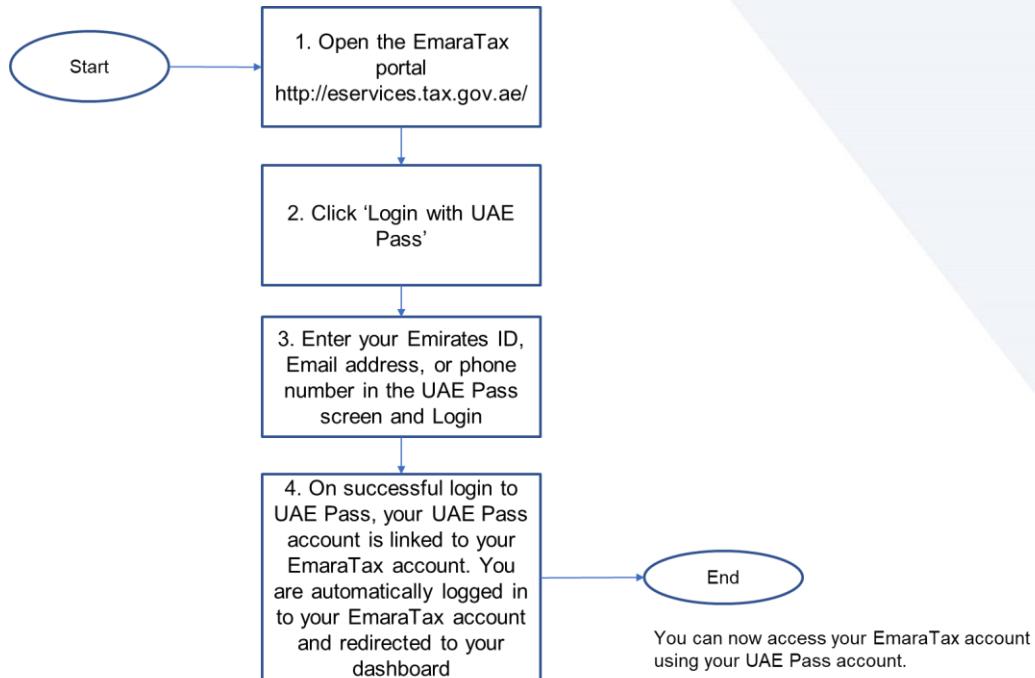
## Scenarios Covered



**Identify one of the 3 scenarios that is relevant to you and follow the corresponding steps to link your EmaraTax account with your UAE Pass account**

Follow the steps below that are relevant to your circumstances		
If...	And...	
You have an EmaraTax account and can access your registered account	Your EmaraTax registered email matches with your UAE Pass email	Scenario 1
You have an EmaraTax account and can access your registered account	Your EmaraTax registered email does not match with your UAE Pass email	Scenario 2
You do not have an EmaraTax account	-	Scenario 3

## Scenario 1 - You have a EmaraTax account and can access your registered account. And your registered email is the same as your email





**EMARATAX**

**Are you an existing e-Services user?**

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.

[Please reset your password here](#)

**Don't have an account?**

If you do not already have an account with the FTA please [signup here](#)

[Sign Up](#)

Got any question on the new system?  
[Read the FAQs](#)

**Login with your E-mail**

E-mail Address

Password

[Forgot password?](#)

Enter Security Code  **991166**

**Login**

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates **1**

Step	Action
(1)	Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen (in UAE PASS website)

## Login to UAE PASS

Emirates ID, email, or phone eg. 971500000000

Remember me

**Login**

Don't have UAEPASS account? [Create new account](#)

[Recover your account](#)

Step	Action
(1)	Enter your Emirates Id or email or phone registered with your UAE PASS.



## Login to UAE PASS

taxpayeruae2@gmail.com

Remember me

**Login**

A screenshot of a login interface. It shows an email input field containing "taxpayeruae2@gmail.com", a "Remember me" checkbox, and a large blue "Login" button. A yellow circle with the number "1" is placed above the "Login" button, pointing to it with a thin red arrow.

Step	Action
(1)	Click on 'Login'



الهوية الرقمية  
UAE PASS

## Access Request

to UAE PASS Staging Sandbox website



### Check UAE PASS App on your mobile

Please tap "**Allow access**" to sign in, Do not  
click Back or Refresh please.



Waiting for your confirmation...

Cancel



You will receive a UAE PASS authentication notification in your UAE PASS mobile app. Confirm the notification.



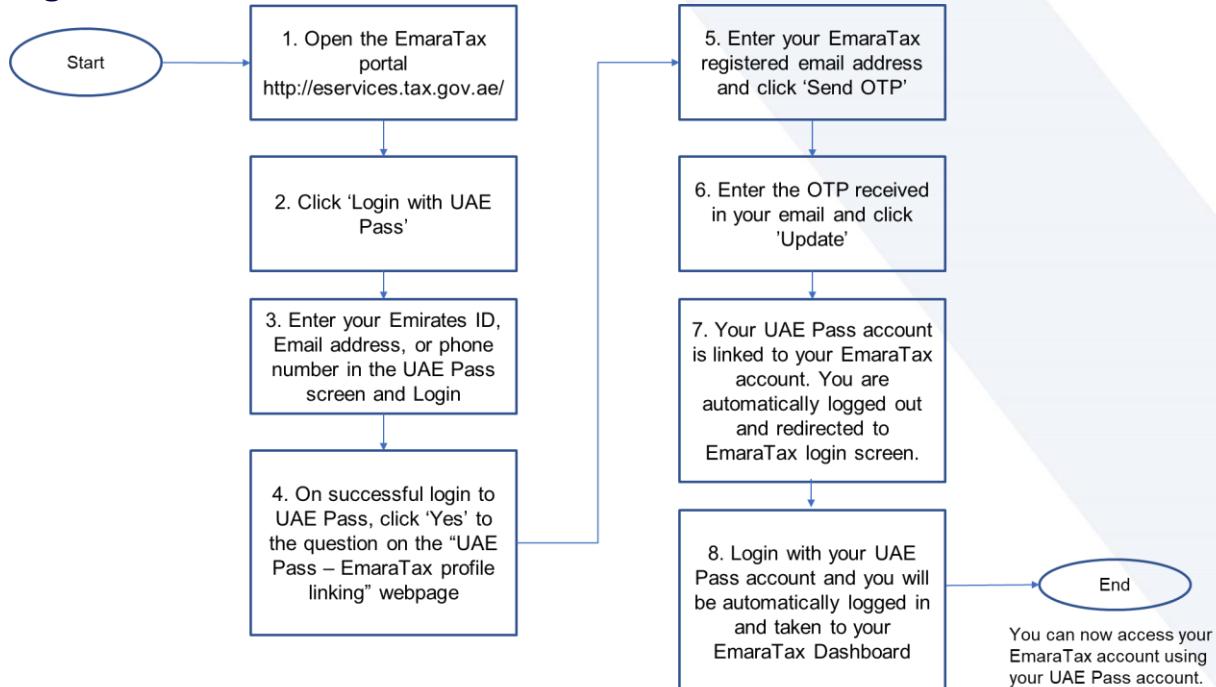
The screenshot shows the EmaraTax website interface. At the top, there's a navigation bar with the UAE coat of arms, the Federal Tax Authority logo, and language selection (Arabic/English). Below the navigation is a search bar and a user profile section. The main content area is titled 'Create New Taxable Person Profile'. It contains fields for 'Profile Name in English' and 'Profile Name in Arabic', both with input boxes. There are dropdown menus for 'Preferred Language' and 'Preferred Communication Channel'. Below these is a section for 'Upload Taxable Person Logo (Optional)' with a file upload button ('Add') and a drag-and-drop area ('Drag files here'). A note specifies 'Max File Size : 5 MB', 'Formats : JPEG, JPG, PNG', and 'Maximum number of files : 1'. On the right side of this section is a 'Create' button. At the bottom of the page, there's a link to 'Taxable Person List'.



On successful login to UAE PASS, your UAE PASS account is linked to your EmaraTax account. You are automatically logged in to your EmaraTax account and redirected to your EmaraTax dashboard.



## Scenario 2: Login Via UAEPASS where you has registered in EmaraTax and the EmaraTax registered email address does not match with the UAE PASS registered email address





<p><b>Don't have an account?</b></p> <p>If you do not already have an account with the FTA please <a href="#">signup here</a></p> <p><a href="#">Sign Up</a></p> <p>Got any question on the new system? <a href="#">Read the FAQs</a></p>		<p><b>Login with your E-mail</b></p> <p>E-mail Address <input type="text"/></p> <p>Password <input type="password"/></p> <p><a href="#">Forgot password?</a></p> <p>Enter Security Code <input type="text"/> 991166 </p> <p><a href="#">Login</a></p>	<p><b>Login with UAE PASS</b></p> <p>UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates</p> <p> 1</p>
<b>Step</b>	<b>Action</b>		
(1)	Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen (in UAE PASS website)		

The screenshot shows the UAE PASS login interface. It features a large circular biometric fingerprint logo at the top center. Below it is the text "Login to UAE PASS". A red rectangular box highlights the input field where users enter their Emirates ID, email, or phone number, which is followed by the placeholder "eg. 971500000000". To the right of this input field is a yellow circle containing the number "1", with a red arrow pointing from the "Action" step in the table below to this circle. Below the input field is a "Remember me" checkbox with a checked mark. A large blue "Login" button is centered at the bottom of the form. At the bottom of the page, there are links for "Create new account" and "Recover your account".

Step	Action
(1)	Enter your Emirates Id or email or phone registered with your UAE PASS.



## Login to UAE PASS

taxpayeruae2@gmail.com

Remember me

Login

1

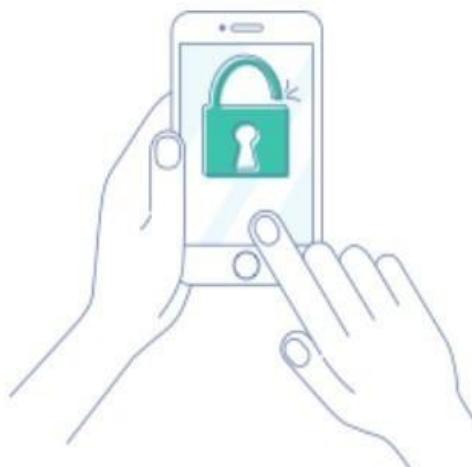
Step	Action
(1)	Click on 'Login'



الهوية الرقمية  
UAE PASS

# Access Request

to UAE PASS Staging Sandbox website



## Check UAE PASS App on your mobile

Please tap "Allow access" to sign in, Do not  
click Back or Refresh please.



Waiting for your confirmation...

Cancel



You will receive a UAE PASS authentication notification in your UAE PASS mobile app. Confirm the notification.



### UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

**Yes\***
**No\*\***

\* Your UAE PASS account will be linked to your existing EmaraTax profile

\*\* Your EmaraTax profile will be established based on the UAE PASS account

Note: This is a one time process, your future login's through UAE PASS will be seamless.

Step	Action
(1)	Click 'Yes' to the question on the "UAE PASS – EmaraTax profile linking" webpage

### UAE PASS- EmaraTax Profile Linking

New Email Address

**Send OTP**

**Back**

Step	Action
(1)	Enter your EmaraTax registered email



UAE PASS- EmaraTax Profile Linking

New Email Address

1

**Send OTP**

Back

Step	Action
(1)	Click on “Send OTP”



Dear Applicant,

Your verification code for the sign-up process is 9175

Code valid for 2 mins only, one-time use.

Please do not share the OTP with anyone for security reasons. For more details, please login to your EmaraTax profile through the following link: <https://eservices.tax.gov.ae> and check the correspondence created.

	You will receive a system generated e-mail on your registered e-mail with One Time PASSword (OTP)
--	---

### UAE PASS- EmaraTax Profile Linking

New Email Address

Please enter the OTP sent to your Email address/Mobile No. for verification

1

OTP expires in 00:58 minutes.

[Resend OTP](#)

! If you didn't receive any email after few minutes please check your spam inbox.

[Back](#)
[Update](#)

Step	Action
(1)	Enter the OTP received

### UAE PASS- EmaraTax Profile Linking

New Email Address

Please enter the OTP sent to your Email address/Mobile No. for verification

OTP expires in 00:58 minutes.

[Resend OTP](#)

i If you didn't receive any email after few minutes please check your spam inbox.

[Back](#)
Update
1

Step	Action
(1)	Click on 'Update'. On successful verification of the OTP, your UAE PASS account will be now linked to your EmaraTax account.

 Success

Your account has been successfully synced with UAE Pass. Please login again with UAE Pass to access your synced account.

OK

Step	Action
(1)	Click on 'OK'. You will be redirected back to EmaraTax login screen.



EmaraTax

Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.

[Please reset your password here](#)

**Don't have an account?**

If you do not already have an account with the FTA please [signup here](#)

[Sign Up](#)

Got any question on the new system?  
[Read the FAQs](#)

**Login with your E-mail**

E-mail Address

Password  [Forgot password?](#)

Enter Security Code

[Login](#)

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates

Step	Action
(1)	Click on 'Login with UAE PASS' and follow the steps explained above to login with UAE PASS.

EmaraTax

taxpayeruae.2@gmail.com

What are you looking for?

Home

Create New Taxable Person Profile

Taxable Person List

Search by TRN Number or Taxable Person

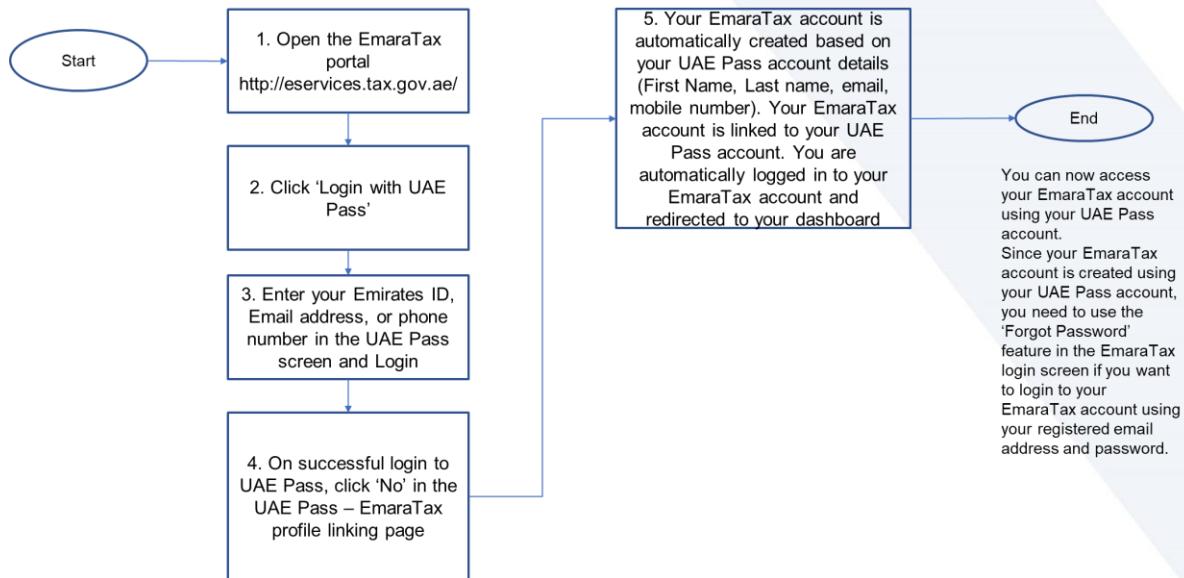
Taxpayer

[View](#)

You are automatically logged in to your EmaraTax account and redirected to your dashboard



## Scenario 3: Login via UAE PASS where you have not yet registered in EmaraTax





إمارات تاكس  
EMARATAX

! Are you an existing e-Services user?

If you already have an account with the FTA you will need to reset your password before you can login to EmaraTax for the first time. If you have already successfully reset your password please login to EmaraTax with your new credentials.

[Please reset your password here](#)

**Don't have an account?**

If you do not already have an account with the FTA please [signup here](#)

[Sign Up](#)

Got any question on the new system?  
[Read the FAQs](#)

**Login with your E-mail**

E-mail Address

Password

[Forgot password?](#)

Enter Security Code

**Login with UAE PASS**

UAE Pass is a single trusted digital identity for all citizens,residents to United Arab Emirates

[Login with UAE PASS](#)

Step	Action
(1)	Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen (in UAE PASS website)

### Login to UAE PASS

Emirates ID, email, or phone eg. 971500000000

Remember me

Don't have UAEPASS account? [Create new account](#)

[Recover your account](#)



## Login to UAE PASS

taxpayeruae2@gmail.com

Remember me

Login

1

Step	Action
(1)	Click on 'Login'



الهوية الرقمية  
UAE PASS

## Access Request

to UAE PASS Staging Sandbox website



### Check UAE PASS App on your mobile

Please tap "Allow access" to sign in, Do not  
click Back or Refresh please.



Waiting for your confirmation...

Cancel



You will receive a UAE PASS authentication notification in your UAE PASS mobile app. Confirm the notification.

### UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

**Yes\***

**No\*\***

\* Your UAE PASS account will be linked to your existing EmaraTax profile

\*\* Your EmaraTax profile will be established based on the UAE PASS account

Note: This is a one time process, your future login's through UAE PASS will be seamless.

Step	Action
(1)	Click "No**" to create a new EmaraTax profile

### UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

**Yes\***

**No\*\***

\* Your UAE PASS account will be linked to your existing EmaraTax profile

\*\* Your EmaraTax profile will be established based on the UAE PASS account

Note: This is a one time process, your future login's through UAE PASS will be seamless.

	An EmaraTax account will be created based on your UAE PASS account details (First Name, Last name, email, mobile number). Your UAE PASS account is linked to your EmaraTax account.
---	---



Welcome to the Federal Tax Authority EmaraTax. The EmaraTax is a taxpayer centric solution ensuring both sustainability and adaptability. The EmaraTax system is targeted to improve the experiences of numerous stakeholders as tax payers, tax agents, as well as VAT and Excise registrants. To ensure that these objectives are achieved, the EmaraTax has been designed to a high degree of flexibility allowing the FTA to respond to future changes as well.

**Let's Start**

**EmaraTax Services**

You will be able to find all the services provided by the FTA in the EmaraTax corresponding to the below domains:

- Registration
- Payments for Liabilities, Penalties and Late Payments
- Returns, Voluntary Disclosure
- Refunds
- Inquiries and Complaints

You are automatically logged in to your EmaraTax account. Click "Skip" to continue.

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

Step	Action
(1)	Select your relevant user type and click 'Proceed' to navigate your dashboard.

The screenshot shows a list of user types with checkboxes:
 

- 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 fulfillment of his Tax obligations and the exercise ... [Read More](#)
- Tax Agency**: Any legal entity which has a trade license to operate as a Tax Agency.
- Special Refunds**: Special Refunds
- Verification Body Analyst**: Verification Body Analyst
- Other Services**: Other Services
- Tax Agent Infraction**: Tax Agent Infraction

A yellow circle with the number 1 points to the 'Proceed' button at the bottom right of the page.



إمارات تاكس  
**EMARATAX**

taxpayeruae.2@gmail.com

What are you looking for?

Home

**Create New Taxable Person Profile**

**Taxable Person List**

Search by TRN Number or Taxable Person



Depending on the ‘User Type’ selected, the associated dashboard is displayed.  
Note: The above screenshot is for the “Taxable Person” user type.

إمارات تاكس  
**EMARATAX**

taxpayeruae1@gmail.com

What are you looking for?

Manage Account

**Manage Account**

First Name in English Taxpayer	Last Name in English UAE	Edit
First Name in Arabic	Last Name in Arabic	
Registered E-Mail Address taxpayeruae1@gmail.com		Edit
Registered Mobile Number +971-015180782		Edit



You can review the user profile details using the “Manage Account” button. The EmaraTax profile will be updated with your UAE PASS account details - First Name, Last Name, Registered Email and Mobile Number and Contact information from the UAE PASS profile.

**Note:** Since your EmaraTax account is created using your UAE PASS account, you need to use the ‘Forgot Password’ feature in the EmaraTax login screen if you want to login to your EmaraTax account using your registered email address and password.