



Link TRN to New Email Address - User Manual

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Document Version Control

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1.0	01-Oct-22	Federal Tax Authority	User Manual for EmaraTax Portal

Annexure



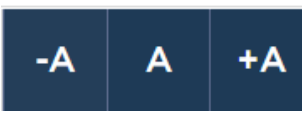



The below are the list of User manuals that you can refer to

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"> 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 عربي	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
 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
	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](#)



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

What are you looking for?

HOME

OTHER SERVICES

MY CORRESPONDENCE

Create New Taxable Person Profile

Profile Name in English

Profile Name in Arabic

Preferred Language

Preferred communication Channel

Upload Taxable Person Logo (Optional)

Add

Drop files here

Max File Size : 5 MB

Formats : JPEG, JPG, PNG

Maximum number of files : 1

Create

Taxable Person List

Search by TRN Number or Taxable Person

Search

Company1

View

Company2

View

QUICK LINKS

tax.gov.ae

Help Center

Glossary

Sitemap

OTHER LINKS

What's New

FAQs

Contact Us

Complaints and Inquiries

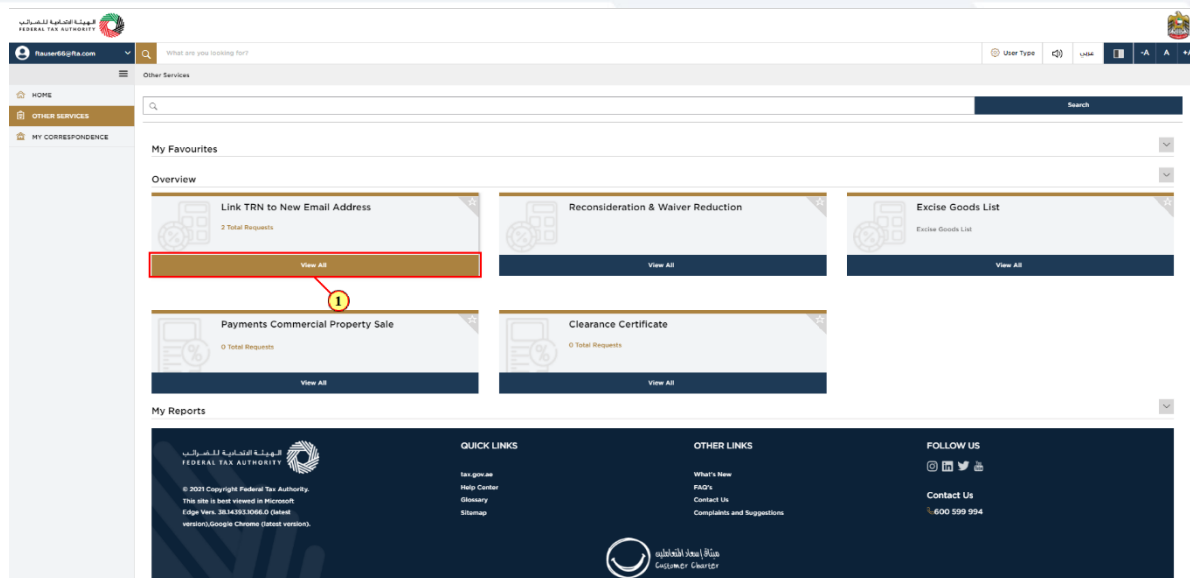
FOLLOW US

Contact Us

600 599 994

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



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

The screenshot shows the 'Link TRN to New Email Address' page. In the top right corner, there is a red button labeled 'New Request' with a yellow circle and the number '1' next to it, indicating the first step in the process.

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 on the Federal Tax Authority website. The page layout includes a header with the FTA logo and navigation menu, a search bar, and a main content area. The main content area is divided into several sections: 'Tutorial Materials' with links to 'Watch Video Tutorial' and 'Download User Manual'; 'Required Documents' with a list of required information and documents; 'Service Details' with expandable sections for 'About the service', 'Eligibility Criteria', 'Service steps', and 'FAQs'; and a confirmation checkbox stating 'I confirm that I have read the above instructions and guidelines'. The page also features a 'Back' button and a 'Start' button.

 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.



Other Services > Link TRN to New Email Address

What are you looking for?

User Type | Login | Home | Search | Settings

Link TRN To New Email Address

No. of form sections
2 sections

Expected time to complete this application
10 minutes

Expected fees for this service
Free of charge

Tutorial Materials

Watch Video Tutorial

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), Warehouse Register 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)
- Test 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

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back

Go to top

Start

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



Other Services > Link TRN to New Email Address

What are you looking for?

User Type | Login | Home | Search | Help

Link TRN To New Email Address

No. of form sections: 2 sections

Expected time to complete this application: 10 minutes

Expected fees for this service: Free of charge

Tutorial Materials

Watch Video Tutorial

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), Warehouse Register 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)
- Test 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

FAQs

☒ I confirm that I have read the above instructions and guidelines

Back Start

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

Taxable Person TRN List

Other Services > Link TRN to New Email Address

Link TRN To New Email Address

1 Taxable Person TRN List

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

Customize Columns Search

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

+ Add TRN

Previous Step	Cancel	Save as Draft	Next Step
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".



Link TRN To New Email Address

1 Taxable Person TRN List 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

Customize Columns Search

User Type	Taxable Person TRN List	Authorized Signatory Letter	Actions
Taxable Person TRN/ TIN	10563339500003	View Attachment	...

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



Link TRN To New Email Address

1 Taxable Person TRN List 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

Customize Columns Search

User Type	Taxable Person TRN List	Authorized Signatory Letter	Actions
Taxable Person TRN/TIN	10563339500003	view attachment	...

Previous Step Cancel Save as Draft **Next Step**

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

Other Services > Link TRN to New Email Address

Link TRN To New Email Address

Taxable Person TRN List

Declaration & review

Step 1: Taxable Person TRN list

Taxable Person TRN List

Authorized Signatory Letter

100633339500003

☐ I read and reviewed all steps information

Previous Step

Cancel Save as Draft Submit

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.



Other Services > Link TRN to New Email Address

What are you looking for?

User Type Login

Link TRN To New Email Address

- 1 Taxable Person TRN List
- 2 Declaration & review

Declaration & review Expand All / Collapse All

Step 1: Taxable Person TRN list

Taxable Person TRN List Edit

Taxable Person TRN List	Authorized Signatory Letter
10063339500003	View attachment

☐ I read and reviewed all steps information

Previous Step Cancel Save as Draft Submit

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



Email Verification

The screenshot shows the 'Link TRN To New Email Address' process. A modal window titled 'OTP Validation' is displayed, asking the user to enter a 4-digit OTP. The background shows a 'Declaration & review' section with a 'Taxable Person TRN List'.

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



Other Services > Link TRN to New Email Address

Link TRN To New Email Address

1 2

Taxable Person TRN List Declaration & review

Step 1: Taxable Person TRN list

Taxable Person TRN List

Taxable Person TRN List

100623335500003

I read and reviewed all steps information

OTP Validation

Please enter OTP sent to your registered email address/mobile number

4 8 2 6

OTP expires in 01:29 minutes.

Resend OTP

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

Cancel Submit

Previous Step Cancel Save as Draft Submit

Step	Action
(1)	Click Submit.



Post Application Submission

Link TRN To New Email Address

Application submitted successfully

IN REVIEW

Name : Rta Rta

Reference Number : 100000002325

Submitted Date : 7 July 2022

What Next:

- 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 FTA determines that the Taxable Person failed to register for VAT on time. The FTA 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