



Link Tax Agency To Taxable Person - User Manual

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Document Control Information

Document Version Control

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



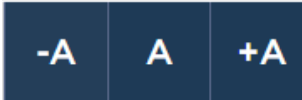



Annexure

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

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Introduction



This manual is prepared to help a registered or non-registered Taxpayer to appoint a Tax Agency for managing their Taxpayer account. The Taxpayer can select the required access privileges to be granted to the Tax Agency and submit the Tax Agency appointment request.

The Tax Agency can accept or reject the appointment. On accepting the Taxpayer request, the Tax Agency can link one of its registered Tax Agent to manage the Taxpayer's account as per the privilege granted by the Taxpayer in the appointment request.

Login to EmaraTax as the Taxable Person Account Admin

- 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.

Link Tax Agency to Taxable Person – Steps to be performed by the Taxable Person Account Admin

Taxable Person Tile

Step	Action
(1)	Click “view” on the Taxable person tile.



Taxable Person Dashboard

Step	Action
(1)	Click on the 'USER AUTHORIZATION' from the left-hand side panel.

Manage User Authorization

Manage User Authorization

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	

 The User Authorization page displays all the Users linked to the Taxable Person along with the type and status.

Manage User Authorization

User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	training wd	training_wd@abc.com	28/07/2022	31/12/9999	Active	Admin	

Step	Action
(1)	Click 'Add User' to link a Tax Agency to the Taxable Person.

Add User Authorization

The screenshot shows the 'Add User Authorization' form. The 'User Type' dropdown is set to 'Tax Agency', which is highlighted with a red box and a yellow circle with the number '1'. The form also includes a search bar, fields for first and last names in both English and Arabic, an email address field, and an 'Authorizations' dropdown menu. A 'Back' button is at the bottom left, and an 'Add' button is at the bottom right.

Step	Action
(1)	From the dropdown, Click 'Tax Agency' to select the user type as Tax Agency.

Tax Agency Appointment

Step	Action
(1)	Search for the Tax Agency to be linked using the Tax Agency Number (TAN) of the Tax Agency.

Step	Action
(1)	Click 'Add Tax Types' and select the tax types and activities that the Tax Agency should be authorized with. You can also provide a date range to limit the time period the Tax Agency can have access to your Taxable Person account.

Step	Action
(1)	Select the 'Tax Type' from the scroll down for which access is required.

Step	Action
(1)	Select the 'Tax Activity' from the scroll down for which access is required.



Step	Action
(1)	<ul style="list-style-type: none"> Select the 'Authorization' from the scroll down for which access is required. Use 'Write Access' to provide access to the Tax Agency to submit requests to the FTA on your behalf for any of the 'tax activities' that you had selected. 'Read Access' shall limit the Tax Agency to only view your Taxable Person account.

Step	Action
(1)	<ul style="list-style-type: none"> Click 'Add' to save the details. Click 'Cancel' to close the pop-up without saving the details.

Post Application Submission

training_wd@abc.com What are you looking for? User Type عربي

Home > Abdul Rehman > User Authorization

Link Taxable Person to Tax Agency

Application Submitted Successfully

● SUBMITTED

Name : Abdul Rehman
Reference Number : 90500001164
Submitted Date : 19 August 2022

What Next:



- Once your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
- Your application shall be sent to the Tax Agency to confirm the appointment.
- The status of your request on the Dashboard will change to "In Review" and you will receive an email from us to confirm receipt of your application.



Login to EmaraTax as a Tax Agency



The following sections explain the steps to be taken by the Tax Agency to accept or reject the link request submitted by the Taxable Person Account Admin.

Step	Action
(1)	Login as a Tax Agency to the EmaraTax account.

Link Tax Agency to Taxable Person – steps to be performed by Tax Agency

Tax Agency Tile

Step	Action
(1)	Click 'Manage' on the "Taxable Person Management" tile.

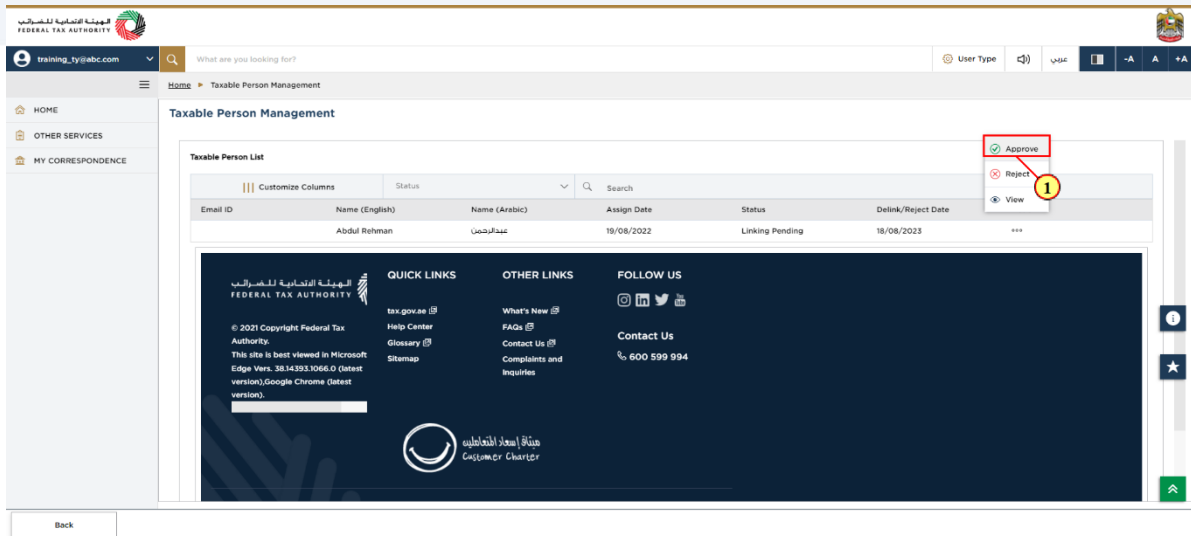
Taxable Person Management

The screenshot shows the 'Taxable Person Management' page. At the top, there's a search bar and navigation tabs. Below, a table titled 'Taxable Person List' displays columns: Email ID, Name (English), Name (Arabic), Assign Date, Status, Delink/Reject Date, and Action. The first row shows 'Abdul Rehman' with status 'Linking Pending'. A red circle with the number '1' points to the 'Action' column header.

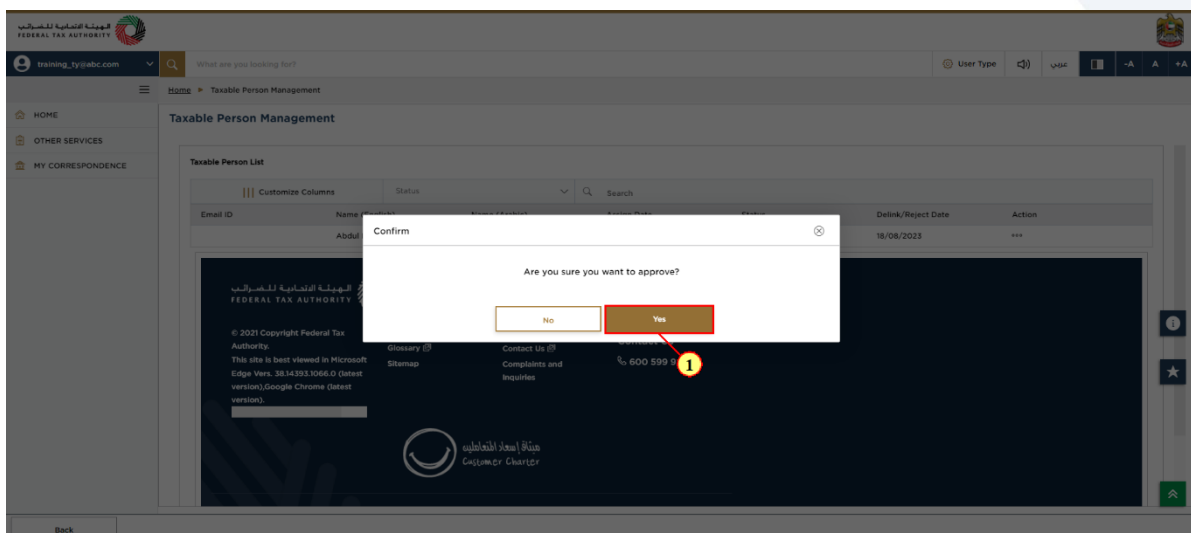
Step	Action
(1)	<ul style="list-style-type: none"> Once inside the manage options, a grid will be presented listing all the taxable person requests for linking which are pending for your approval. Go to the actions section. Click 'Actions' on the required Taxable Person in the list.

This screenshot shows the same 'Taxable Person List' table. The 'Action' column for the first row now has a dropdown menu open, showing three options: 'Approve' (with a green checkmark icon), 'Reject' (with a red X icon), and 'View' (with an eye icon).

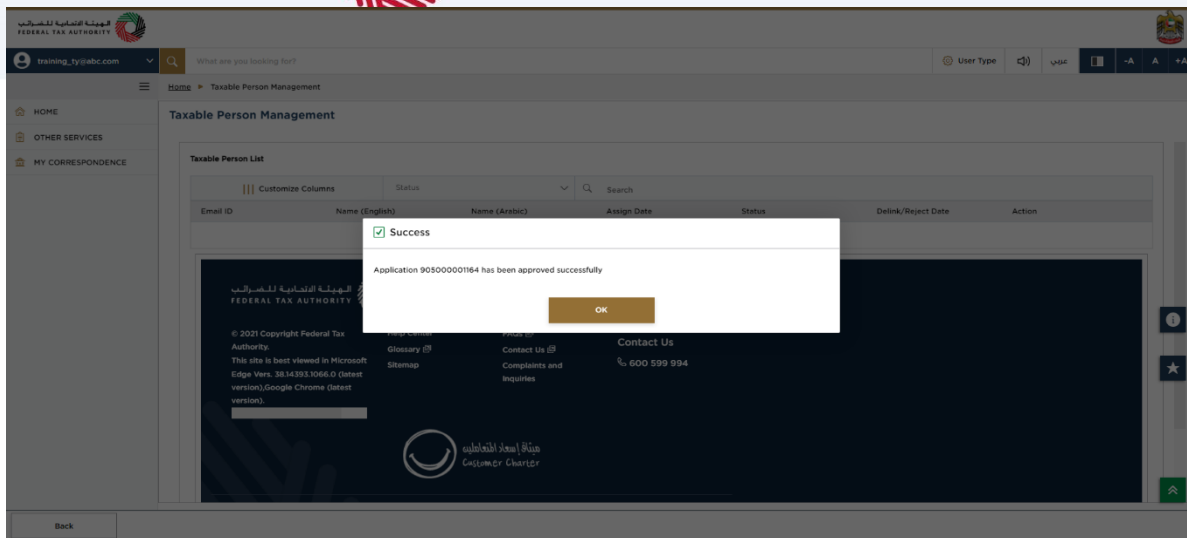
	<ul style="list-style-type: none"> Taxable Person linking requests are displayed with options to View, Approve or Reject. "View" option is to view the details of the link request "Approve" option is to accept the link request, On accepting the request, the Taxable Person will be linked with the Tax Agency. Both the Tax Agency and Taxable Person shall receive an email correspondence. "Reject" option is to reject the link request. On rejecting the request, both the Taxable Person and Tax Agency shall receive an email correspondence. If the Tax Agency does not take any actions on the link request within 5 days of receiving the request, the request shall be auto cancelled. Reminder email notifications shall be sent to the Tax Agency before auto cancellation.
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Step	Action
(1)	Click 'Approve' to approve the linking request from the Taxable Person.



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



- The request for linking Tax Agency to Taxable person is successful.
- The status of the request on shall change to “Linking Approved” and both the Taxable Person Account Admin and the Tax Agency shall receive an email notification.



The following sections explain the steps of assigning the Tax Agent to Taxable Person.

EMARATAX

training_taxagency@ab...

What are you looking for?

User Type عربي

HOME

OTHER SERVICES

MY CORRESPONDENCE

Taxable Person Management

Taxable Person List

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
Abdul Rehman	عبد الرحمن		28/09/2022	Linked	30/09/2022	Action
FTA_TEST15@TAX.GOV.AE	Neeraja	نيرجا	21/09/2022	Linked	31/10/2022	Action

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ميثاق إعمار المستهلكين Consumer Charter

Step	Action
(1)	Click 'Action' to assign a Tax Agent to a Taxable Person.

EMARATAX

training_taxagency@ab...

What are you looking for?

User Type عربي

HOME

OTHER SERVICES

MY CORRESPONDENCE

Taxable Person Management

Taxable Person List

Email ID	Name (English)	Name (Arabic)	Assign Date	Status	Delink/Reject Date	Action
Abdul Rehman	عبد الرحمن		28/09/2022	Linked	30/09/2022	Delink Assign Agent
FTA_TEST15@TAX.GOV.AE	Neeraja	نيرجا	21/09/2022	Linked	31/10/2022	Delink

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ميثاق إعمار المستهلكين Consumer Charter

Step	Action
(1)	Click 'Assign Agent'.

Available Tax Agents List

TAAN	Email id	Full Name (English)	Full Name (Arabic)	Date From	Date To	Action
20003950	training_taxagent1@	training Tax Agent	تدريب الخريجين	28/09/2022	31/12/9999	Assign

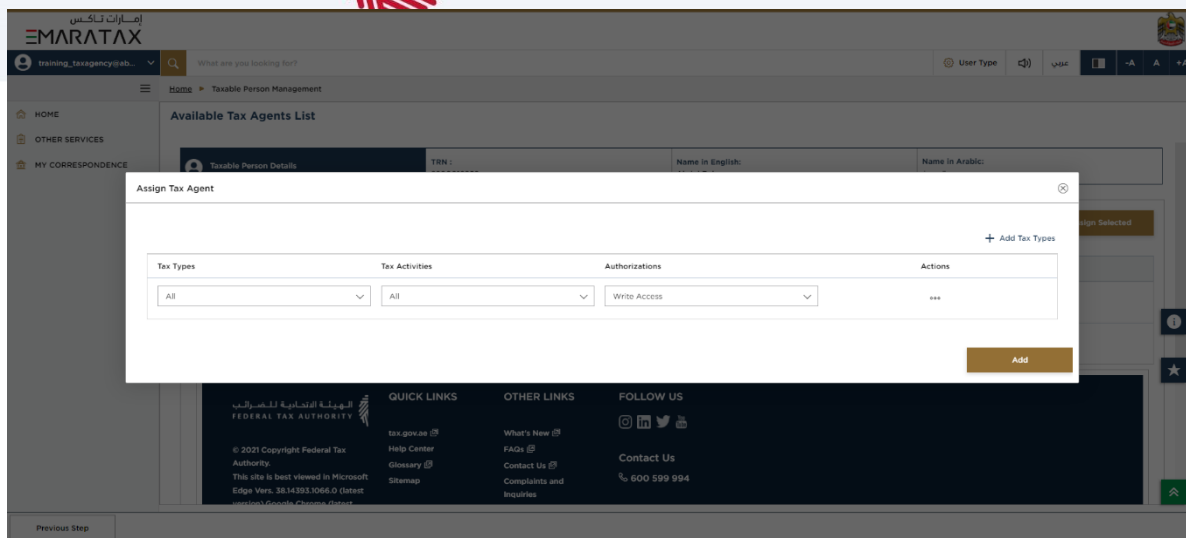
https://taxpayer-uat.tax.gov.ae/sap/bc/ui5_ui5/sap/zmcf_fmca/index.html?sap-client=200&sap-language=EN

Step	Action
(1)	Select the Tax Agent and click 'Assign'.

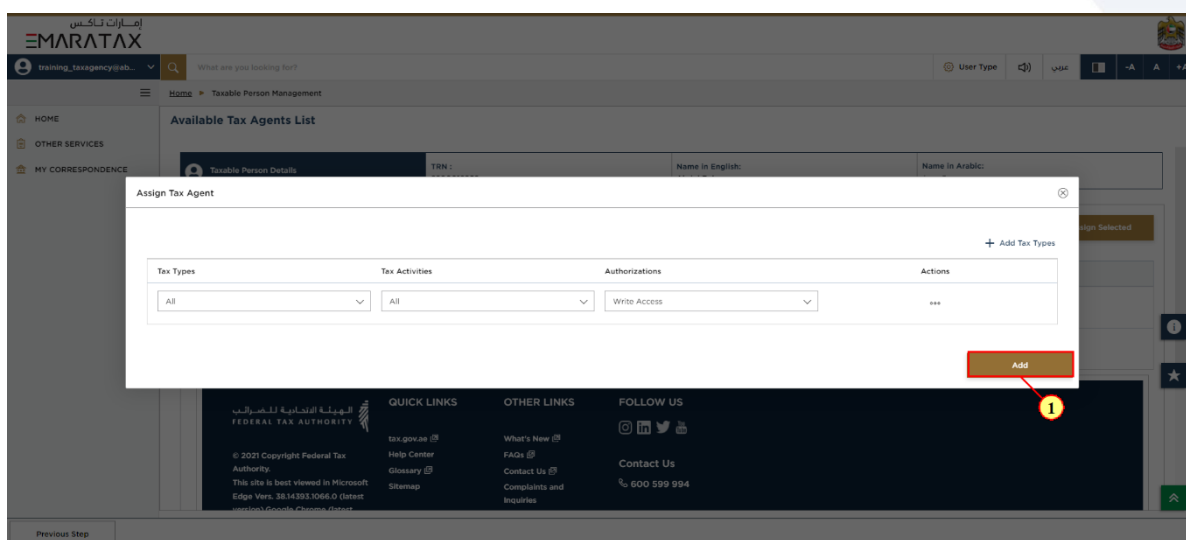
Assign Tax Agent

Tax Types	Tax Activities	Authorizations	Actions
All	All	Write Access	...

Step	Action
(1)	Click 'Add Tax Types' to provide access the Tax Agent.



The Tax Agency can provide access to the Tax Agent based on the Tax Types, Activities and Authorizations.



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



The following section explains the Tax Agent can access the Taxable Person's dashboard.



The Tax Agent can access the Taxable person's dashboard.



Correspondences



Tax Agency 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