



## Link and Delink of Excise Tax Clearing Company (TINCE) to/from an Online User - User Manual

Date: Oct 2022

Version 1.0.0.0

### Private and Confidential

This document contains information which is confidential and proprietary to the Federal Tax Authority. Any dissemination, distribution, copying, use of or reliance upon the confidential and proprietary information contained herein is unauthorized and strictly prohibited.

## 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> 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
 <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
	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](#)



<b>Document Control Information</b> .....	<b>2</b>
Annexure 2	
Navigating through EmaraTax.....	3
<b>Introduction</b> .....	<b>5</b>
<b>Login to EmaraTax</b> .....	<b>6</b>
<b>Taxable Person Tile</b> .....	<b>7</b>
<b>Link Online User to the Excise Tax Clearing Company - TINCE</b> .....	<b>8</b>
<b>Delink Online User from Excise Tax Clearing Company – TINCE</b> .....	<b>14</b>



# Introduction



**This manual is prepared to help the registered Excise Tax Clearing Company (TINCE) to navigate through the Federal Tax Authority EmaraTax portal and perform the following:**

- Link one or more users to the TINCE account to enable them submit the EX201A and the EX201B applications.
- Delink user from the TINCE account to remove their access from the TINCE 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 FTA website interface. The top navigation bar includes the FTA logo, a search bar, and user information. The main content area is divided into two sections: 'Create New Taxable Person Profile' and 'Taxable Person List'.

**Create New Taxable Person Profile:** This section contains a form with the following fields:

- Profile Name in English (text input)
- Profile Name in Arabic (text input)
- Preferred Language (dropdown menu)
- Preferred Communication Channel (dropdown menu)
- Upload Taxable Person Logo (Optional) (file upload area with 'Add' button and 'Drag files here' text)
- Max File Size: 5 MB
- Formats: JPEG, JPG, PNG
- Maximum number of files: 1
- 'Create' button

**Taxable Person List:** This section displays a table of taxable persons. The table has a search bar and a 'Search' button. The table contains two entries:

Profile Name	View
Abdullah	View
shareef	View

Step	Action
(1)	<ul style="list-style-type: none"> <li>This service is used to Link or Delink Excise Tax Clearing Company – TINCE 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 Excise Tax Clearing Company – TINCE is located.</li> <li>Click 'View' on the Taxable Person tile to view the Taxable Person dashboard.</li> </ul>

# Link Online User to the Excise Tax Clearing Company - TINCE

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	
VAT Clearing Company	training ff	training2_ff@abc.com	06/08/2022	06/08/2022	Inactive	Write Access	

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

Add User Authorization

User Type: **Excise Tax Clearing Company**

Email Address:

Last Name in English:

Last Name in Arabic:

First Name in Arabic:

Authorizations:

Back Add

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

Add User Authorization

User Type: **Excise Tax Clearing Company**

Email Address: **Training\_wd@abc.com**

Last Name in English:

Last Name in Arabic:

First Name in Arabic:

Authorizations:

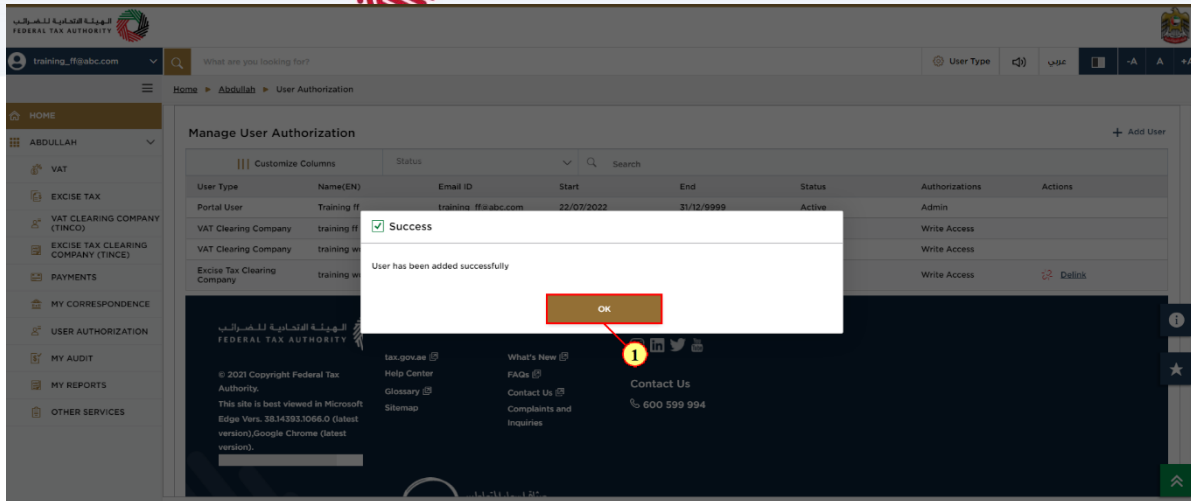
Back Add



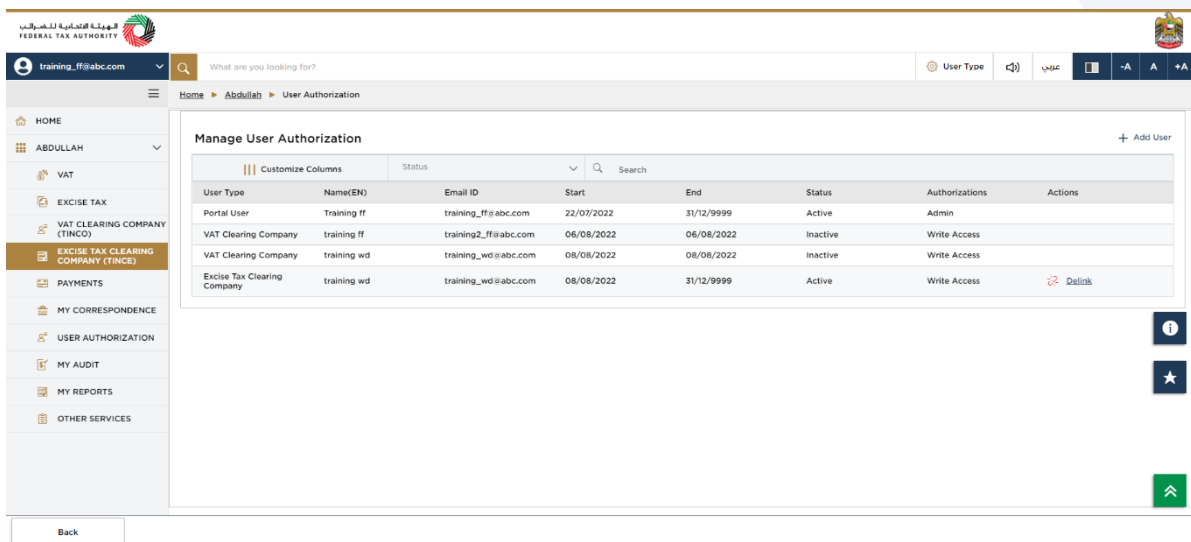
Step	Action
(1)	Type the Online User email address and click on "Search" option to populate the User Type information in the screen.

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 TINCE is required to submit EX201A and EX201B applications for the TINCE, Provide "Write Access" authorization.</li> </ul>

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



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



	Online User "Excise Tax Clearing Company" has been added to the TINCE and the status is "Active".
--	---

The following sections explain the Delink process. Log in as the Online User who was linked to the TINCE.

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

Step	Action
(1)	Click 'Excise Tax Clearing Company (TINCE)' tile under the Taxable Person.

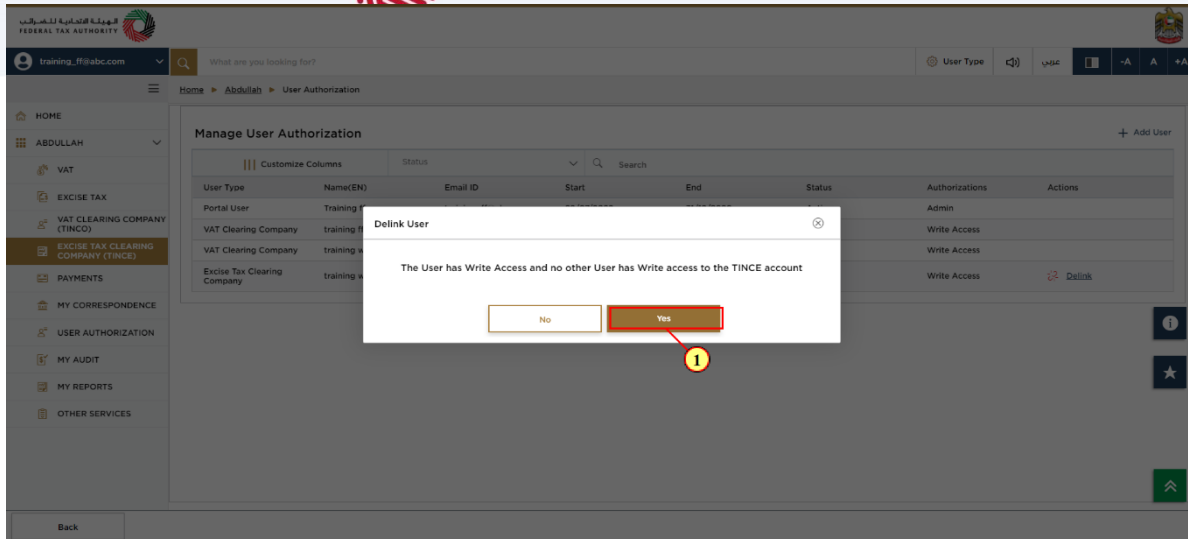
	<ul style="list-style-type: none"> <li>Access to EX201A and EX201B tiles is provided.</li> <li>Online User can submit the EX201A and the Ex201B applications on behalf of the TINCE.</li> </ul>
--	---

# Delink Online User from Excise Tax Clearing Company – TINCE

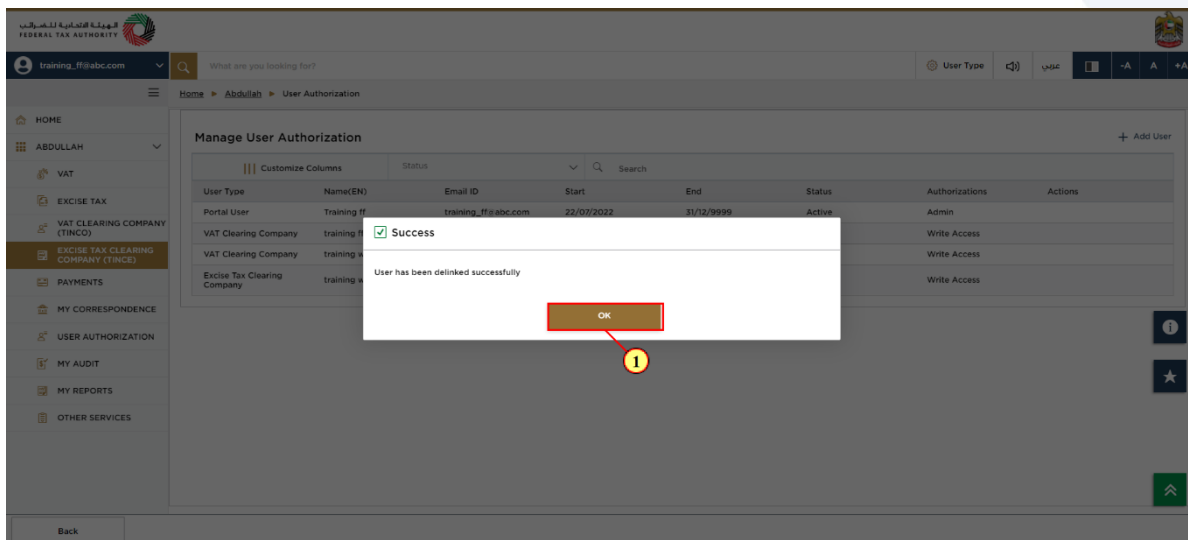
User Type	Name(EN)	Email ID	Start	End	Status	Authorizations	Actions
Portal User	Training ff	training_ff@abc.com	22/07/2022	31/12/9999	Active	Admin	
VAT Clearing Company	training ff	training2_ff@abc.com	06/08/2022	06/08/2022	Inactive	Write Access	
VAT Clearing Company	training wd	training_wd@abc.com	08/08/2022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

The action 'Delink' can be performed either by the Account Admin of the Taxable Person in which the TINCE is present or by the Online User.

Step	Action
(1)	Click 'Delink' to remove the access of the Online User to the Excise Tax Clearing Company TINCE.



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>

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	
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	08/08/2022	Inactive	Write Access	
Excise Tax Clearing Company	training wd	training_wd@abc.com	08/08/2022	09/08/2022	Inactive	Write Access	

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

Create New Taxable Person Profile

Profile Name in English:

Profile Name in Arabic:

Preferred Language:

Preferred Communication Channel:

Upload Taxable Person Logo (Optional)

Max File Size : 5 MB | Formats : JPEG, JPG, PNG | Maximum number of files : 1

Taxable Person List

Search by TRN Number or Taxable Person

Abdul Rehman

View

The Online User now can't access the EX201A and the EX201B applications anymore.





**Thank you**