



## Payment for Returns Voluntary disclosures, Tax Assessments and Penalties using the MagnatiPay

### User Manual

Date: Oct 2022

Version 1.0.0.0

#### Private and Confidential

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## 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](#)



## Payments for Returns Voluntary Disclosures Tax Assessment and Penalties - Payment via MagnatiPay

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## Introduction



This manual is prepared to help a taxpayer navigate through the EmaraTax portal, access the “Payments” screen and make payments for outstanding liabilities for the tax type the taxpayer is registered using the MagnatiPay payment method.

# Login to EmaraTax Portal

**New Here?**  
If you are not registered, please sign up here.  
[Sign Up](#)

**Login**  
Welcome to the Federal Tax Authority

**Login with FTA account**

Email Address  
ftauser64@fta.com

Password  
\*\*\*\*\*

[Forgot password?](#)

Enter Security Code  
039975

[Login](#)

**Login with your Emirates ID**

UAE Pass provides single trusted digital identity solution for service providers

الهوية الرقمية  
UAE PASS

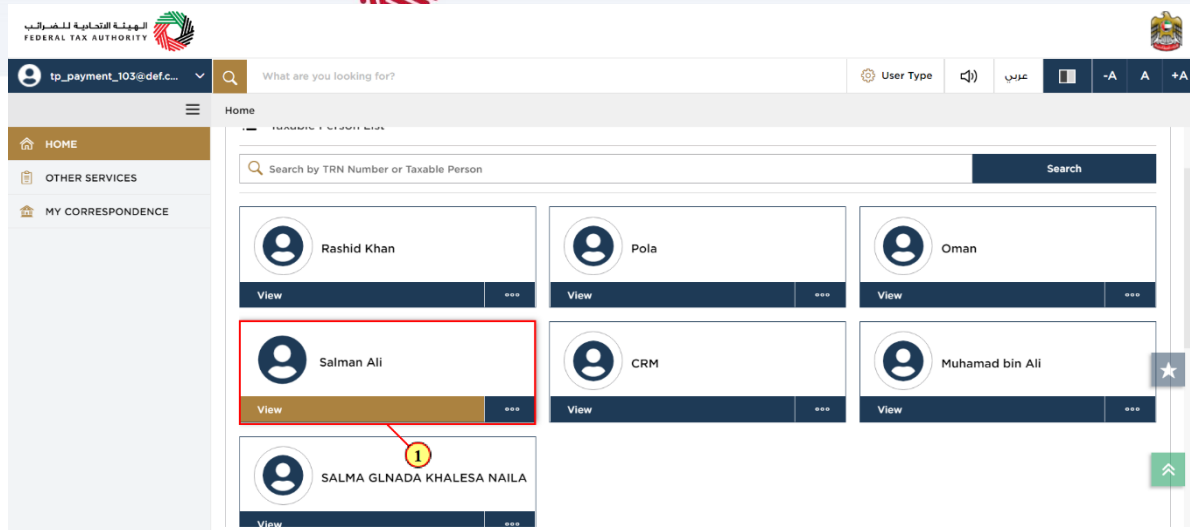
[Login With UAE PASS](#)

**QUICK LINKS**  
fta.gov.ae  
Glossary  
Site map

**OTHER LINKS**  
What's New  
FAQ's  
Contact Us  
Comments and Suggestions

**FOLLOW US**  
Contact Us  
800 599 994

- 
- 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/or 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](#).



Step	Action
(1)	<ul style="list-style-type: none"> <li>On the EmaraTax online user dashboard, click the “View” button on the taxable person profile for which a payment is to be made</li> </ul>



The screenshot shows the user interface of the Federal Tax Authority portal. The left sidebar contains a menu with options: HOME, SALMAN ALI, VAT, EXCISE TAX, PAYMENTS (highlighted with a red box and a yellow circle with the number 1), MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area displays 'Required Actions' with a table of due dates and descriptions, 'Most Used Services' with links to VAT registration and returns, and a 'Registration Overview' section with three cards: Value Added Tax (Active), Tax Group, and VAT Clearing Company - TINCO (Not Registered).

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click on the "Payments" menu option to access the available payment tiles.</li> </ul>



tp\_payment\_103@def.c...

What are you looking for?

User Type

عربي

-A A +A

Home
Salman Ali
Payments

HOME
SALMAN ALI
VAT
EXCISE TAX
PAYMENTS
MY CORRESPONDENCE
USER AUTHORIZATION
OTHER SERVICES

My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)

TOTAL VAT PAYMENTS DUE

Total Outstanding Amount  
AED 31,000.00

Overdue Amount  
AED 31,000.00

Transaction History

Select & Pay Pay All

Funds Available

Funds Available on Account - VAT

Only the applicable tax type tiles for which the Taxpayer has been registered will be displayed here.

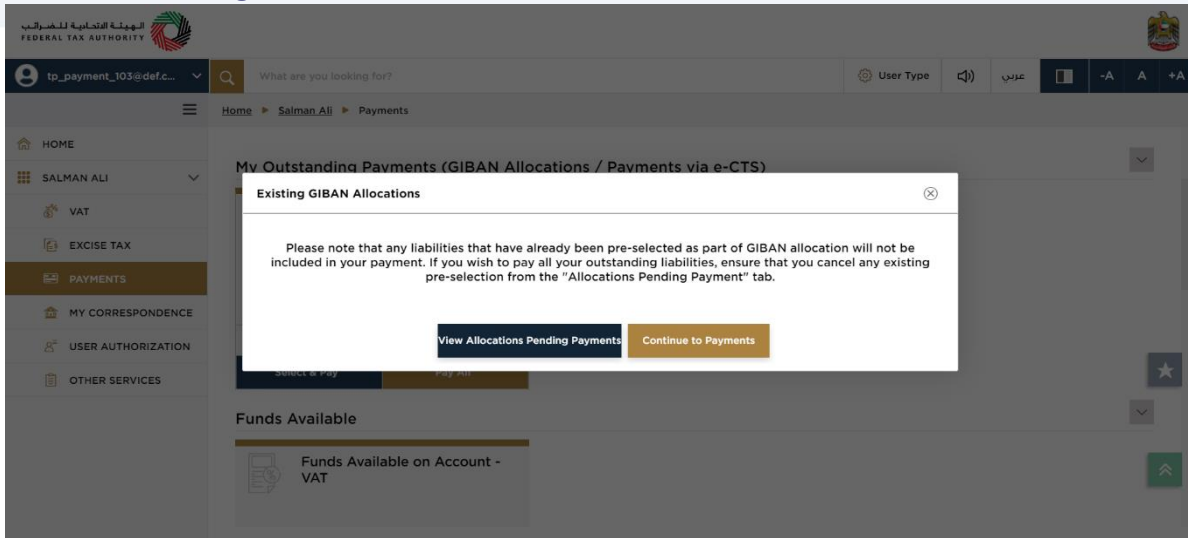




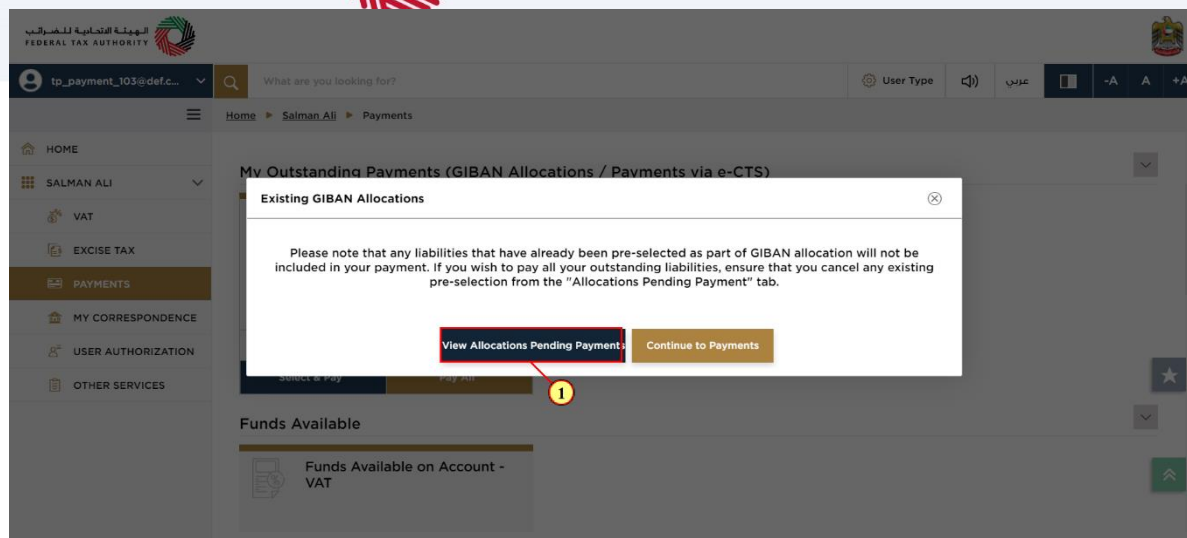
## Pay All

Step	Action
(1)	<ul style="list-style-type: none"> <li>If you wish to make a single payment towards all the outstanding taxes and penalties, click on the "Pay All" option available for that specific tax type</li> </ul>

## Cancel Existing Allocation



- Any taxes or penalties that have been selected as part of a reference number created for a GIBAN payment will not be included in the list of taxes and penalties when you click on "Pay All"
- If you wish to pay all of your outstanding taxes and penalties, you should first cancel any existing reference numbers and then click on the "Pay All" option.



Step	Action
(1)	<ul style="list-style-type: none"> <li>Click on “View Allocations Pending Payment” to cancel any existing reference numbers created for a selection of taxes or penalties</li> </ul>

## Allocations Pending Payment Screen

tp\_payment\_103@defc... What are you looking for? User Type عربي -A A +A

HOME POLA VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

**Total Excise Payments Due**

Pending Payments Allocations Pending Payment

This list contains the pre-selected liabilities for which a reference number has been generated but the GIBAN payment has not yet been received by the FTA. Once your payment is received against a reference number it will no longer appear on this list. Those liabilities that are part of this pre-selection will not appear on the "pending payments" tab. If you wish to make a new pre-selection please "Cancel" the existing reference number.

Download

Customize Column Search

Reference Number	Generated On	Amount	Actions
871156	31/07/2022	10,000.00	View
<b>Total</b>		<b>10,000.00</b>	Cancel

Back



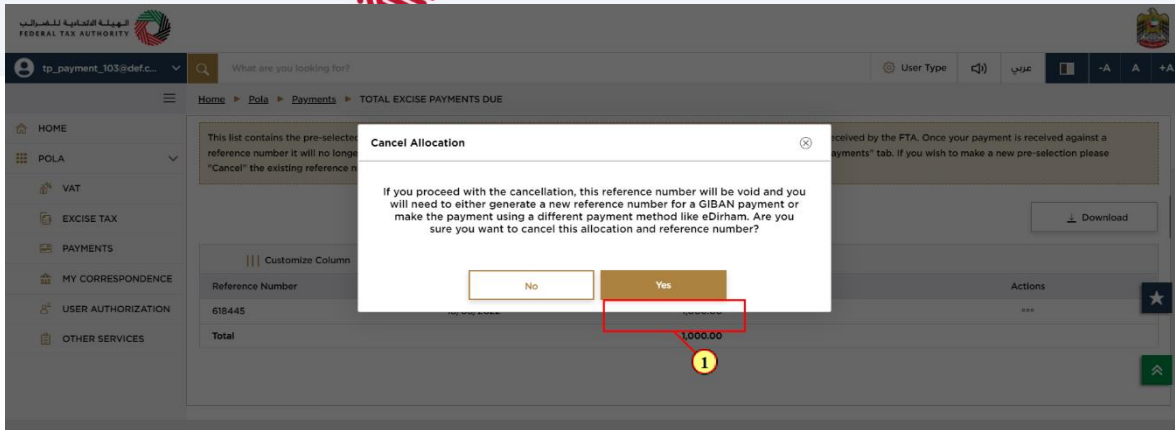
- If you have created more than one reference number, each one will be visible as a separate row. You can choose one at a time and perform the necessary actions.
- If you click on "View", you will be able to see the list of taxes and penalties that are part of that reference number



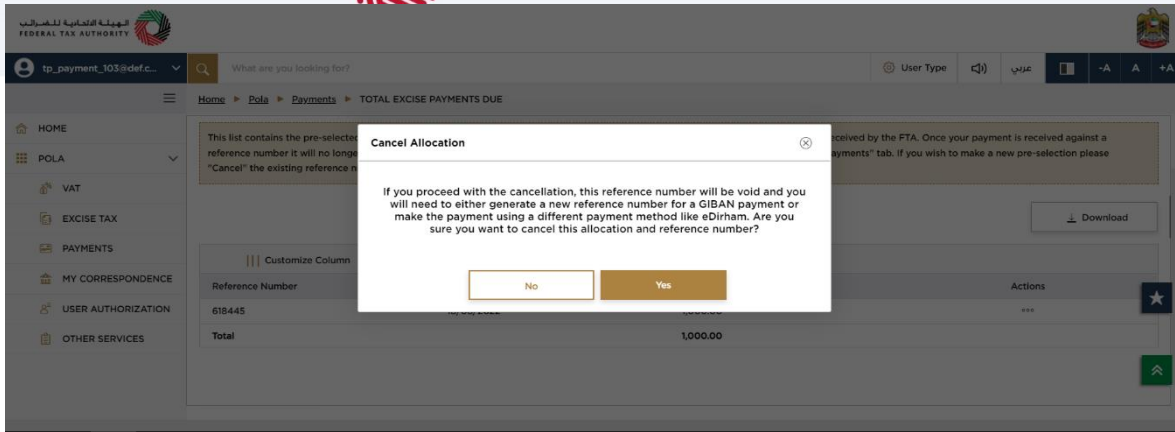
The screenshot shows the 'Total Excise Payments Due' section of the Federal Tax Authority portal. The 'Actions' column for the first row is highlighted with a red box and a yellow circle containing the number 1, indicating the step to click on the three dots and then 'Cancel'.

Reference Number	Generated On	Amount	Actions
871156	31/07/2022	10,000.00	...
<b>Total</b>		<b>10,000.00</b>	

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click on the three dots under the "Actions" column and click on "Cancel" to cancel the existing allocation</li> </ul>

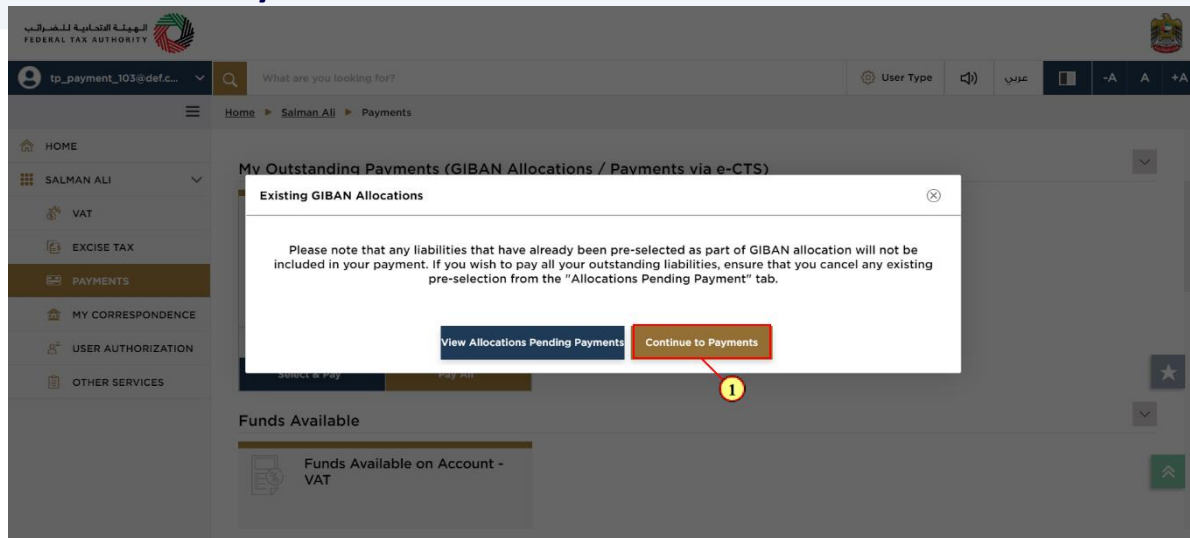


Step	Action
(1)	<ul style="list-style-type: none"> <li>Click on “Yes” if you wish to cancel the existing allocation</li> </ul>

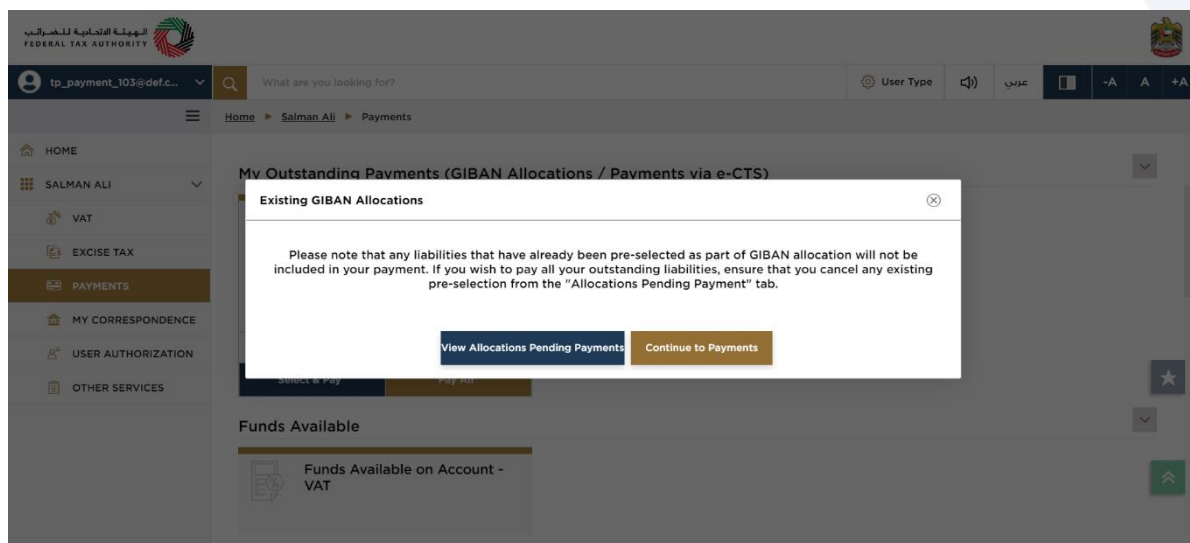



- Once you cancel the existing allocation, all the taxes or penalties that were selected as part of that reference number, will now be included for payment when you click on “Pay All”.
- If you click on “No” in the pop up window, you will return to the 'Allocations Pending Payment' screen.

## Continue to Payments



Step	Action
(1)	<ul style="list-style-type: none"> <li>Click on "Continue to Payments" if there are no existing reference numbers that you wish to first cancel.</li> </ul>



	You will then move to the "Select a Payment Method" screen.
---	---



What are you looking for?

User Type

عربي

HOME

SALMAN ALI

VAT

EXCISE TAX

PAYMENTS

MY CORRESPONDENCE

USER AUTHORIZATION

OTHER SERVICES

2. Quote the generated reference number while making your GIBAN payment  
3. Pay the exact amount for that reference number

The FTA cannot guarantee accurate allocation of your payment if the correct reference number is not quoted while making GIBAN payment

My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)

**TOTAL VAT PAYMENTS DUE**

Total Outstanding Amount  
AED **31,500.00**

Overdue Amount  
AED **31,500.00**

Transaction History

Select & Pay

Pay All

Funds Available **1**

Step	Action
(1)	<ul style="list-style-type: none"> <li>❑ If you wish to make a payment for selected taxes or penalties, click on the 'Select and Pay' option available for that specific tax type</li> </ul>



## Select and Pay

The screenshot shows the user interface of the Federal Tax Authority website. The user is logged in as 'tp\_payment\_103@def.c...'. The main menu on the left includes options like HOME, SALMAN ALI, VAT, EXCISE TAX, PAYMENTS (highlighted), MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area displays 'My Outstanding Payments (GIBAN Allocations / Payments via e-CTS)'. A box titled 'TOTAL VAT PAYMENTS DUE' shows a 'Total Outstanding Amount' of AED 31,000.00 and an 'Overdue Amount' of AED 31,000.00. Below this, there is a 'Transaction History' link and two buttons: 'Select & Pay' (highlighted with a red box and a red arrow) and 'Pay All'. A 'Funds Available' section shows 'Funds Available on Account - VAT'.

Step	Action
(1)	<ul style="list-style-type: none"> <li>❑ If you wish to make a payment for selected taxes or penalties, click on the 'Select and Pay' option available for that specific tax type</li> </ul>



tp\_payment\_103@def.c... What are you looking for? User Type عربي

Home ▶ Salman Ali ▶ Payments ▶ TOTAL VAT PAYMENTS DUE

HOME  
SALMAN ALI  
VAT  
EXCISE TAX  
PAYMENTS  
MY CORRESPONDENCE  
USER AUTHORIZATION  
OTHER SERVICES

Total Tax Liabilities : AED 20,000.00 Total Penalties : AED 11,000.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstand... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/> 300000003394	VAT Late Registration Penalty	-	29/06/2022	10,000.00	10,000.00	10,000.00	Overdue
<input type="checkbox"/> 300000003398	VAT VD Fixed Penalty	November 2021	28/12/2021	1,000.00	1,000.00	1,000.00	Overdue
<input type="checkbox"/> > 300000003398	VAT Returns + VD	November 2021		20,000.00	20,000.00	20,000.00	Overdue

Total Payment Amount : AED 0.00

Showing 5 of 3 records per page



By default, all of the outstanding taxes and penalties will be selected. To change the default selection, click the checkbox next to the "Reference Number" column



tp\_payment\_103@def.c... What are you looking for? User Type عربي

Home ▶ Salman Ali ▶ Payments ▶ TOTAL VAT PAYMENTS DUE

HOME  
SALMAN ALI  
VAT  
EXCISE TAX  
PAYMENTS  
MY CORRESPONDENCE  
USER AUTHORIZATION  
OTHER SERVICES

Total Tax Liabilities : AED 20,000.00 Total Penalties : AED 11,000.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstand... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/> 300000003394	VAT Late Registration Penalty	-	29/06/2022	10,000.00	10,000.00	10,000.00	Overdue
<input type="checkbox"/> 300000003398	VAT VD Fixed Penalty	November 2021	28/12/2021	1,000.00	1,000.00	1,000.00	Overdue
<input type="checkbox"/> > 300000003398	VAT Returns + VD	November 2021		20,000.00	20,000.00	20,000.00	Overdue

Total Payment Amount : AED 0.00

Showing 5 of 3 records per page

Step	Action
(1)	<ul style="list-style-type: none"> <li>Select the outstanding taxes and penalties you wish to make a payment for by clicking on the checkbox.</li> </ul>



tp\_payment\_103@def.c... What are you looking for? User Type عربي

Home ▶ Salman Ali ▶ Payments ▶ TOTAL VAT PAYMENTS DUE

HOME  
SALMAN ALI  
VAT  
EXCISE TAX  
PAYMENTS  
MY CORRESPONDENCE  
USER AUTHORIZATION  
OTHER SERVICES

Total Tax Liabilities : AED 20,000.00 Total Penalties : AED 11,000.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstand... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/> 300000003394	VAT Late Registration Penalty	-	29/06/2022	10,000.00	10,000.00	10,000.00	Overdue
<input checked="" type="checkbox"/> 300000003398	VAT VD Fixed Penalty	November 2021	28/12/2021	1,000.00	1,000.00	500.00	Overdue
<input type="checkbox"/> > 300000003398	VAT Returns + VD	November 2021		20,000.00	20,000.00	20,000.00	Overdue

Total Payment Amount : AED 500.00

< > 1 Go Showing 5 of 3 records per page

Step	Action
(1)	<ul style="list-style-type: none"> <li>To make a partial payment for the selected taxes or penalties, edit the amount displayed against the tax or penalty under the "Amount to be Paid" column.</li> </ul>



tp\_payment\_103@def.c... What are you looking for? User Type عربي

HOME SALMAN ALI VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Home ▶ Salman Ali ▶ Payments ▶ TOTAL VAT PAYMENTS DUE

Total Tax Liabilities : AED 20,000.00 Total Penalties : AED 11,000.00 Download

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstand... Liability (AED)	Amount to be paid (AED)	Status
<input type="checkbox"/> 300000003394	VAT Late Registration Penalty	-	29/06/2022	10,000.00	10,000.00	10,000.00	Overdue
<input checked="" type="checkbox"/> 300000003398	VAT VD Fixed Penalty	November 2021	28/12/2021	1,000.00	1,000.00	500.00	Overdue
<input type="checkbox"/> > 300000003398	VAT Returns + VD	November 2021		20,000.00	20,000.00	20,000.00	Overdue

Total Payment Amount : AED 500.00

Showing 5 of 3 records per page



- You can edit the "Amount to be Paid" column by entering an amount equal to or less than the amount displayed in the "Outstanding Liability" column.
- If you enter an amount greater than the value in the 'Outstanding Liability' column, a pop-up message will indicate that overpayments are not allowed.



tp\_payment\_103@def.c... What are you looking for? User Type عربي

HOME SALMAN ALI VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Home ▶ Salman Ali ▶ Payments ▶ TOTAL VAT PAYMENTS DUE

Total Tax Liabilities : AED 20,000.00 | Total Penalties : AED 11,000.00

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstand... Liability (AED)	Amount to be paid (AED)	Status
300000003394	VAT Late Registration Penalty	-	29/06/2022	10,000.00	10,000.00	10,000.00	Overdue
300000003398	VAT VD Fixed Penalty	November 2021	28/12/2021	1,000.00	1,000.00	500.00	Overdue
> 300000003398	VAT Returns + VD	November 2021		20,000.00	20,000.00	20,000.00	Overdue

Total Payment Amount : AED 500.00

Showing 5 of 3 records per page

Back Proceed to Payment

Step	Action
(1)	<ul style="list-style-type: none"> <li>Click "Proceed to Payment" to move to the Select a Payment Method screen</li> </ul>



tp\_payment\_103@def.c... What are you looking for? User Type عربي -A A +A

HOME SALMAN ALI VAT EXCISE TAX PAYMENTS MY CORRESPONDENCE USER AUTHORIZATION OTHER SERVICES

Home ▶ Salman Ali ▶ Payments ▶ TOTAL VAT PAYMENTS DUE


Total Tax Liabilities : AED 20,000.00 | Total Penalties : AED 11,000.00

Reference Number	Liability Type	Period Description	Payment Due Date	Original Liability (AED)	Outstand... Liability (AED)	Amount to be paid (AED)	Status
300000003394	VAT Late Registration Penalty	-	29/06/2022	10,000.00	10,000.00	10,000.00	Overdue
300000003398	VAT VD Fixed Penalty	November 2021	28/12/2021	1,000.00	1,000.00	500.00	Overdue
> 300000003398	VAT Returns + VD	November 2021		20,000.00	20,000.00	20,000.00	Overdue

Total Payment Amount : AED 500.00

Showing 5 of 3 records per page

Back Proceed to Payment

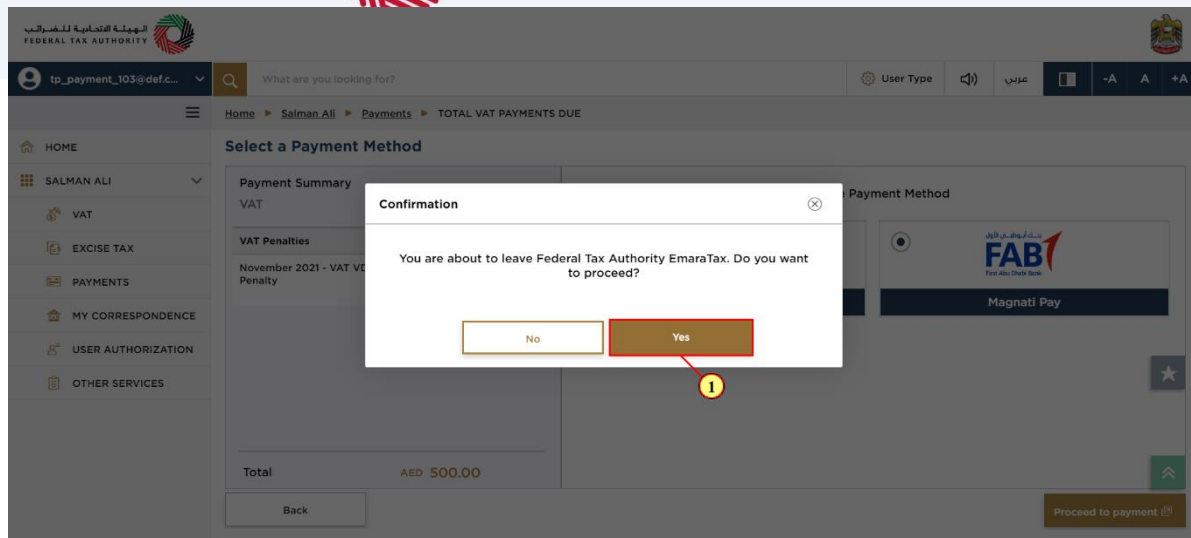
 You will then be able to select a method of payment as explained later.



# Choose Payment Method

Step	Action
(1)	Click on the radio button “Magnati Pay” to choose the payment method and then click on “Proceed to Payment”.

	<ul style="list-style-type: none"> <li>You can view the payment amount under the “Payment Summary” section.</li> <li>Once you click on Proceed to Payment you will be redirected to the Magnati Pay portal</li> </ul>
--	---



Step	Action
(1)	Click "Yes" to proceed to Magnati Pay portal



Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME

FRITIONLESS

CARD EXPIRY

12 2025

CARD NUMBER

5204740000001002

CVV / CVC

•••

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT

AED 500.00

SERVICE CHARGE

AED 3.40

TOTAL

**AED 503.40**

Pay

Cancel

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First Abu Dhabi Bank Payments and Financials



- This section is for you to enter your card details which will be validated by the Magnati Pay portal.



Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME  
FRICTIONLESS

CARD EXPIRY  
12 2025

CARD NUMBER  
5204740000001002

CVV / CVC  
...

280 16 782

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT

AED 500.00

SERVICE CHARGE

AED 3.40

TOTAL

AED 503.40

Pay

Cancel

Powered by **FAB** **magnati**  
First Abu Dhabi Bank Payments and Possibilities

VISA

Step	Action
(1)	<ul style="list-style-type: none"> <li>You can view any charges levied by the Magnati Pay portal against the "Service Charge" tag</li> </ul>



العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME

FRITIONLESS

CARD EXPIRY

12 2025

CARD NUMBER

5204740000001002

CVV / CVC

...

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT

AED 500.00

SERVICE CHARGE

AED 3.40

TOTAL

AED 503.40

Pay

Cancel 1

Powered by  
FAB1 magnati  
First Abu Dhabi Bank Payments Inc. Possibilities

VISA

Step	Action
(1)	<ul style="list-style-type: none"> <li>Enter the Card Holder Full Name, Card Number, Expiry Date, CVV/CVC and then click on the "Pay" button.</li> </ul>



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

العربية

Select payment method

☒ Credit / Debit / Prepaid Card

CARDHOLDER NAME	CARD EXPIRY	
FRITIONLESS	12	2025
CARD NUMBER	CVV / CVC	
5204740000001002	...	

Please do not click the back button or refresh the page or close the window, while the transaction is processing.  
This is a secure payment gateway using 128-bit SSL encryption.

PAYMENT TO  
Federal Tax Authority

TRANSACTION AMOUNT

AED 500.00

SERVICE CHARGE

AED 3.40

TOTAL

**AED 503.40**

Pay

Cancel

Powered by **FAB** **magnati**  
First Abu Dhabi Bank Payments and Possibilities



- You will be notified on whether your payment has been processed successfully or not.
- You will then be redirected back to the EmaraTax portal. Do not close your browser or app before being redirected back to the EmaraTax portal.



الهيئة الاتحادية للضرائب  
FEDERAL TAX AUTHORITY

tp\_payment\_103@def.c...

What are you looking for?

User Type

عربي

-A A +A

Legal Name : Jaifeoa

Amount paid to FTA : AED 500.00

**What Next :**

- 1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) You can view this payment in your Transaction History
- 4) You can download a copy of this receipt using the Download button below or in the future from "My Correspondence"

**Important:**

Once your Tax Agent Registration application has been 'pre-approved' by the FTA, you will be required to take the Language proficiency test for both Arabic and English, written and spoken & the Tax Agent Qualification Standards Test. You will be notified about the test data via email.

For any queries please contact us on [www.xyz.com](http://www.xyz.com) or contact us directly at our call center number 1234567890 or email [atxyz@gmail.com](mailto:atxyz@gmail.com)

Download

Back to Dashboard

Step	Action
(1)	Click on the "Download" button and download the Payment acknowledgment receipt.



What are you looking for?

User Type

عربي

-A A +A

Amount paid to FTA : AED 500.00

**What Next :**

- 1) Your account will be updated with the payment received. This amount will be automatically allocated to future outstanding liabilities, or your next tax return filing based on the selection you made before making the payment
- 2) You will receive a notification via your preferred means of correspondence confirming this payment
- 3) You can view this payment in your Transaction History
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For any queries please contact us on [www.xyz.com](http://www.xyz.com) or contact us directly at our call center number 1234567890 or email [atxyz@gmail.com](mailto:atxyz@gmail.com)

Download

Back to Dashboard

Step	Action
(1)	Click on 'Back to Dashboard' to go back to dashboard.





Thank you