



امارات تاکس **MARATAX**

Register as an Online User - User Manual

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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: 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.





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	
عربي English	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	
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	
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 <u>Here</u>





Register as an Online user

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Introduction

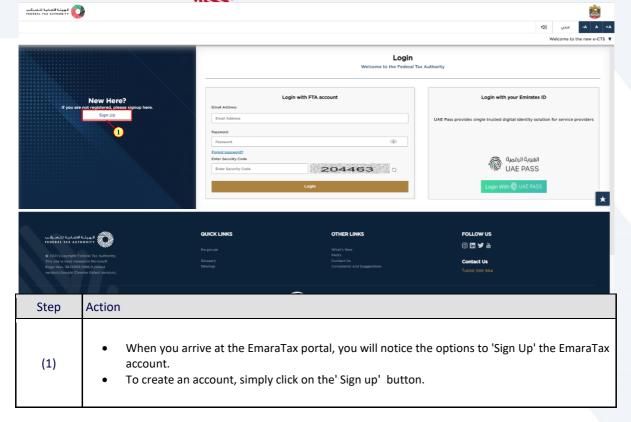




This manual is prepared to help you navigate through the Federal Tax Authority EmaraTax Portal and create an EmaraTax account, with the FTA.

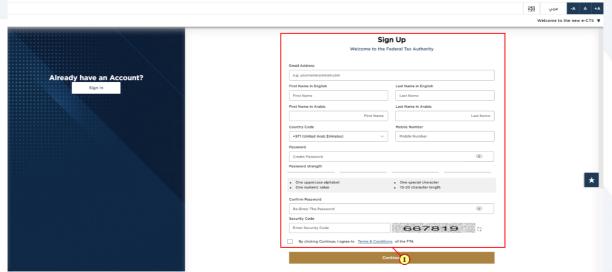








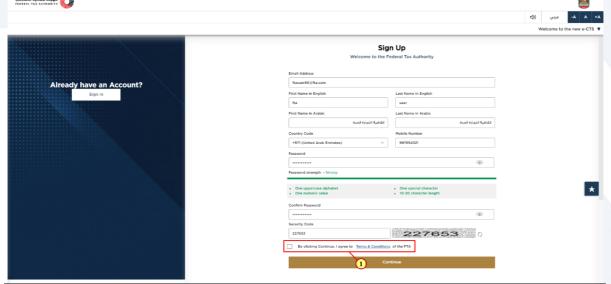




Step	Action	
(1)	 "In order to signup for the EmaraTax user profile, please enter the following details" Enter a working email address with which you want to register yourself with FTA. This will be your unique identification for your EmaraTax account. Enter your First name and Last name in English as well as Arabic. Enter your mobile number with country code. Enter an unique password. You are advised to keep a strong password as per the instructions mentioned herewith. Re-enter the password to confirm. Enter the security code as shown in the figure. 	



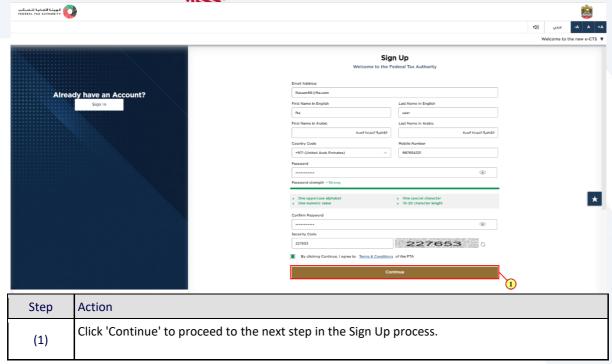




Step	Action
(1)	Please read the Terms & Conditions of the FTA in relation to using EmaraTax. Select the checkbox to agree to the Terms and Conditions.

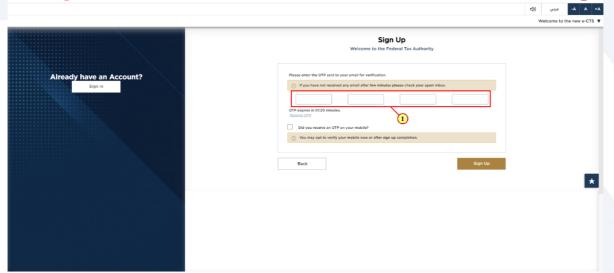








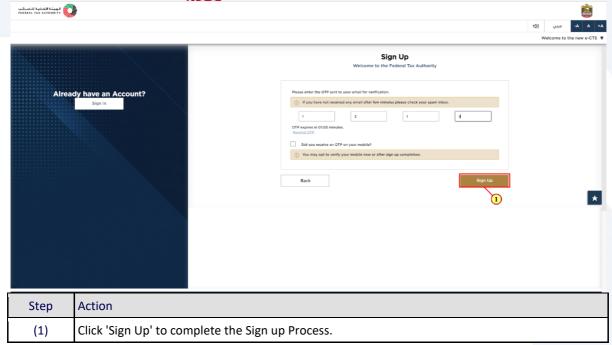




Step	Action	
(1)	 You will receive an email at your registered email address containing an One Time Password (OTP). Enter the OTP you have received in your email. Please note that the OTP is only valid for short duration indicated through a timer in this page. In case the OTP is expired, click 'Resend OTP' link to receive a new OTP. If you choose to verify your mobile number, please select the checkbox 'Did you receive an OTP on your mobile' and enter the OTP received in your mobile number. 	

















Step	Action	
(1)	Your user profile is now successfully registered with the FTA. You will be able to login using your credentials.	













Step	Action
(1)	Click 'Login' to be routed to the EmaraTax home page to login. There are a number of dedicated services available to you which you can access through your EmaraTax account.





Thank you