



إمارات تاكس EMARATAX

Register as an Online User - User Manual

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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](#)

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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) | <ul style="list-style-type: none"> When you arrive at the EmaraTax portal, you will notice the options to 'Sign Up' the EmaraTax account. To create an account, simply click on the 'Sign up' button. |



| Step | Action |
|------|---|
| (1) | <p>"In order to signup for the EmaraTax user profile, please enter the following details"</p> <ul style="list-style-type: none"> • 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. |



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Welcome to the new e-CTS

Sign Up

Welcome to the Federal Tax Authority

Already have an Account?
Sign In

Email Address
ftauser66@fta.com

First Name in English
fta

Last Name in English
user

First Name in Arabic
الهيئة الاتحادية للضرائب

Last Name in Arabic
الهيئة الاتحادية للضرائب

Country Code
+971 (United Arab Emirates)

Mobile Number
987654321

Password

Password strength - Strong

- One uppercase alphabet
- One numeric value
- One special character
- 10-20 character length

Confirm Password

Security Code
227653

☐ By clicking Continue, I agree to [Terms & Conditions](#) of the FTA.

1 Continue

| 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. |



الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

Welcome to the new e-CTS

Sign Up

Welcome to the Federal Tax Authority

Already have an Account?
[Sign In](#)

Email Address
ftauser66@fta.com

First Name in English
fta

Last Name in English
user

First Name in Arabic
الهيئة الاتحادية للضرائب

Last Name in Arabic
المستخدم

Country Code
+971 (United Arab Emirates)

Mobile Number
987654321

Password

Password strength - Strong

- One uppercase alphabet
- One numeric value
- One special character
- 10-20 character length

Confirm Password

Security Code
227653

☒ By clicking Continue, I agree to [Terms & Conditions](#) of the FTA.

[Continue](#)

| Step | Action |
|------|--|
| (1) | Click 'Continue' to proceed to the next step in the Sign Up process. |



| Step | Action |
|------|---|
| (1) | <ul style="list-style-type: none"> 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) | Click 'Sign Up' to complete the Sign up Process. |



Sign Up Successful!

Please use your email ID **(1)** to the FTA.

Login



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



Sign Up Successful!

Please use your email ID to login to the FTA.

Login



| 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