



إمارات تاكس
EMARATAX

Login to Emaratax using UAE PASS
User Manual

Date: January 2023

Version 1.0.0.0

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Document Control Information

Document Version Control

Version No.	Date	Prepared/Reviewed by	Comments
1.0	16-Jan-23	Federal Tax Authority	User Manual for login to EmaraTax Portal using UAE PASS

Annexure

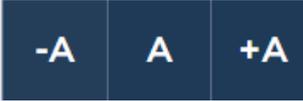
The below are the list of User manuals that you can refer to

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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Overview

Overview

If you have a UAE PASS account, this document provides a step by step guide to link your EmaraTax account with your UAE PASS account. It also explains how to signup in EmaraTax and create an account using UAE PASS in case you do not have an EmaraTax account.

If you do not have a UAE PASS account, you need to create one first.

In order to use your Emirates Id to login to UAE PASS, your UAE PASS account should be in “Verified” status. If it is not “Verified”, use your email or mobile number registered with UAE PASS to login to UAE PASS.



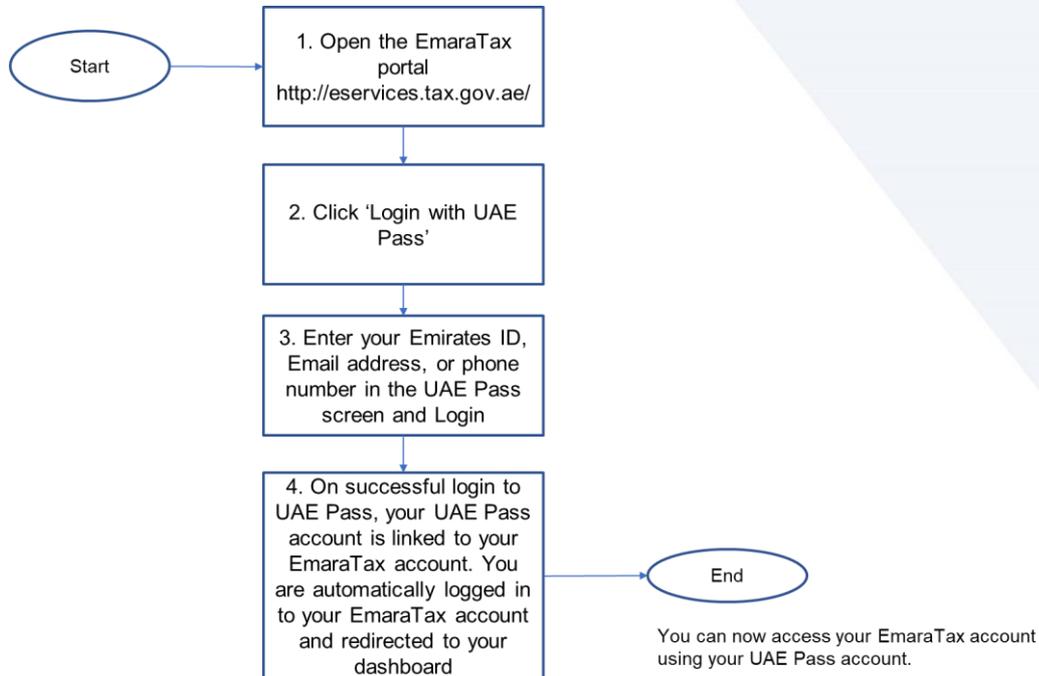
Scenarios Covered

Identify one of the 3 scenarios that is relevant to you and follow the corresponding steps to link your EmaraTax account with your UAE Pass account

Follow the steps below that are relevant to your circumstances		
If...	And...	
You have an EmaraTax account and can access your registered account	Your EmaraTax registered email matches with your UAE Pass email	Scenario 1
You have an EmaraTax account and can access your registered account	Your EmaraTax registered email does not match with your UAE Pass email	Scenario 2
You do not have an EmaraTax account	-	Scenario 3



Scenario 1 - You have a EmaraTax account and can access your registered account. And your registered email is the same as your email





Step	Action
(1)	Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen (in UAE PASS website)

Step	Action
(1)	Enter your Emirates Id or email or phone registered with your UAE PASS.



Login to UAE PASS

taxpayeruae2@gmail.com

Remember me

Login

1

Step	Action
(1)	Click on 'Login'



Access Request

to UAE PASS Staging Sandbox website



Check UAE PASS App on your mobile

Please tap **"Allow access"** to sign in, Do not click Back or Refresh please.

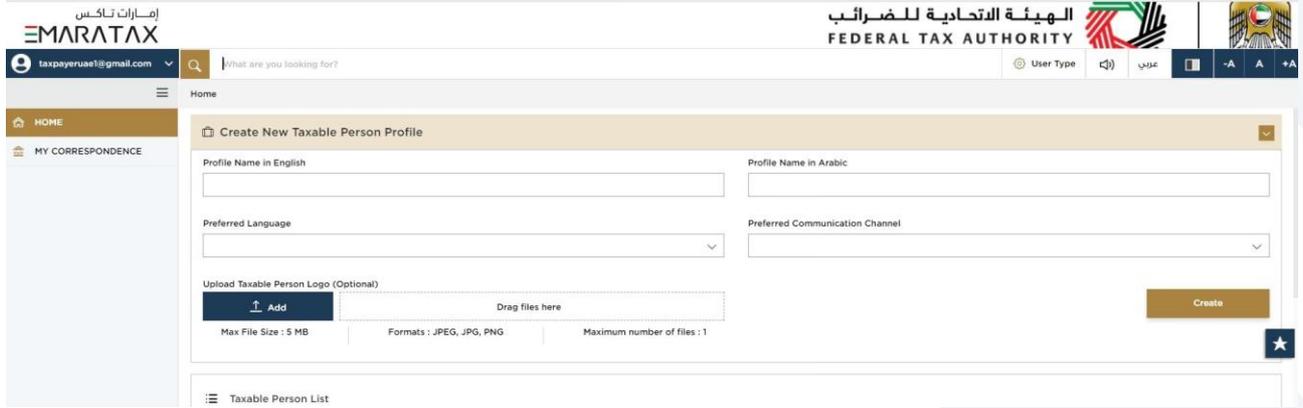


Waiting for your confirmation...

Cancel



You will receive a UAE PASS authentication notification in your UAE PASS mobile app. Confirm the notification.

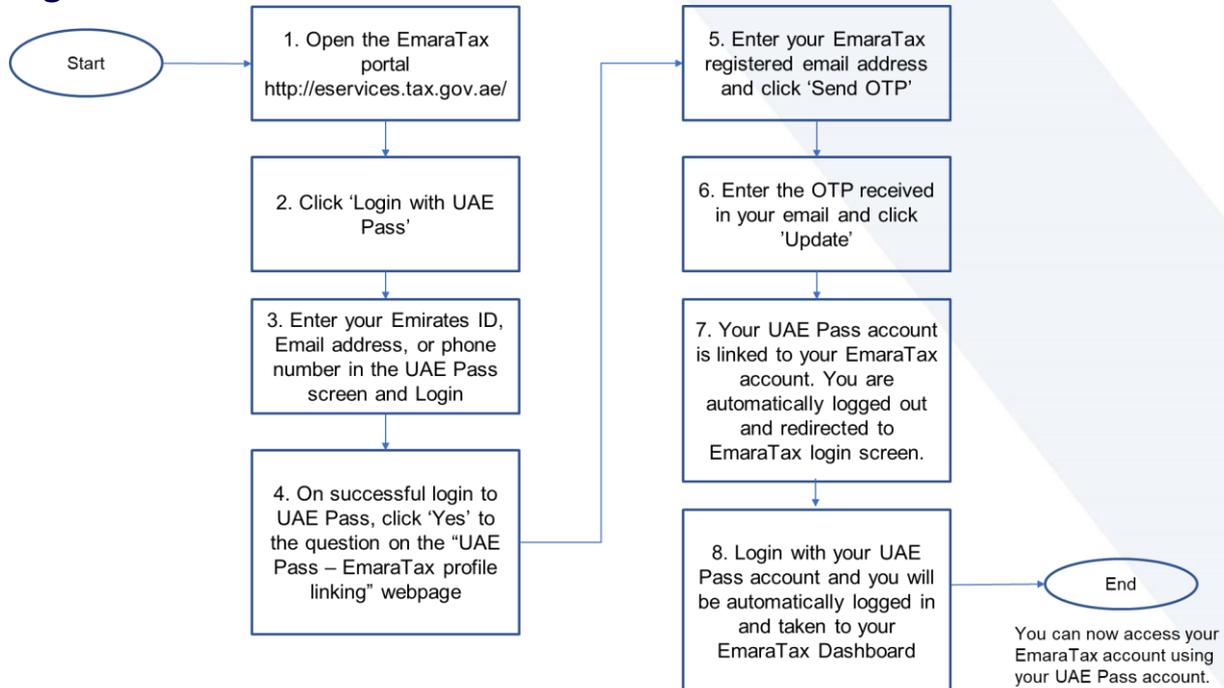


The screenshot displays the EmaraTax user interface. At the top, there is a navigation bar with the 'EMARATAX' logo, a search bar, and user information. The main content area is titled 'Create New Taxable Person Profile'. It contains several input fields: 'Profile Name in English', 'Profile Name in Arabic', 'Preferred Language', and 'Preferred Communication Channel'. Below these is an 'Upload Taxable Person Logo (Optional)' section with an 'Add' button and a file upload area. A 'Create' button is located at the bottom right of the form. A sidebar on the left shows 'HOME' and 'MY CORRESPONDENCE' options.

 On successful login to UAE PASS, your UAE PASS account is linked to your EmaraTax account. You are automatically logged in to your EmaraTax account and redirected to your EmaraTax dashboard.



Scenario 2: Login Via UAEPASS where you has registered in EmaraTax and the EmaraTax registered email address does not match with the UAE PASS registered email address





Step	Action
(1)	Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen (in UAE PASS website)

Step	Action
(1)	Enter your Emirates Id or email or phone registered with your UAE PASS.



Login to UAE PASS

taxpayeruae2@gmail.com

Remember me

Login

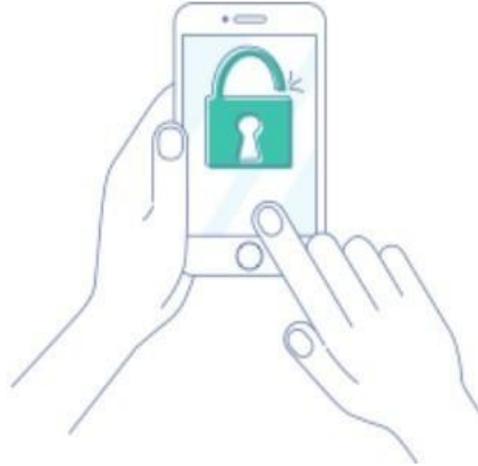
1

Step	Action
(1)	Click on 'Login'



Access Request

to UAE PASS Staging Sandbox website



Check UAE PASS App on your mobile

Please tap **"Allow access"** to sign in, Do not click Back or Refresh please.



Waiting for your confirmation...

Cancel



You will receive a UAE PASS authentication notification in your UAE PASS mobile app. Confirm the notification.



UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

Yes* No**

* Your UAE PASS account will be linked to your existing EmaraTax profile
 ** Your EmaraTax profile will be established based on the UAE PASS account
 Note: This is a one time process, your future login's through UAE PASS will be seamless.

Step	Action
(1)	Click 'Yes' to the question on the "UAE PASS – EmaraTax profile linking" webpage

UAE PASS- EmaraTax Profile Linking

New Email Address

taxpayeruae.2@gmail.com

Send OTP

Back

Step	Action
(1)	Enter your EmaraTax registered email



UAE PASS- EmaraTax Profile Linking

New Email Address

Send OTP

Back

1

Step	Action
(1)	Click on "Send OTP"



Dear Applicant,

Your verification code for the sign-up process is 9175

Code valid for 2 mins only, one-time use.

Please do not share the OTP with anyone for security reasons. For more details, please login to your EmaraTax profile through the following link: <https://eservices.tax.gov.ae> and check the correspondence created.



You will receive a system generated e-mail on your registered e-mail with One Time Password (OTP)

UAE PASS- EmaraTax Profile Linking

New Email Address

taxpayeruae.2@gmail.com

Please enter the OTP sent to your Email address/Mobile No. for verification

1

7

7

4

OTP expires in 00:58 minutes.

[Resend OTP](#)

If you didn't receive any email after few minutes please check your spam inbox.

Back

Update

1

Step	Action
(1)	Enter the OTP received



UAE PASS- EmaraTax Profile Linking

New Email Address

taxpayeruae.2@gmail.com

Please enter the OTP sent to your Email address/Mobile No. for verification

1

7

7

4

OTP expires in 00:58 minutes.

[Resend OTP](#)

i If you didn't receive any email after few minutes please check your spam inbox.

Back

Update

1

Step	Action
(1)	Click on 'Update'. On successful verification of the OTP, your UAE PASS account will be now linked to your EmaraTax account.

✔ **Success**

Your account has been successfully synced with UAE Pass. Please login again with UAE Pass to access your synced account.

OK

Step	Action
(1)	Click on 'OK'. You will be redirected back to EmaraTax login screen.

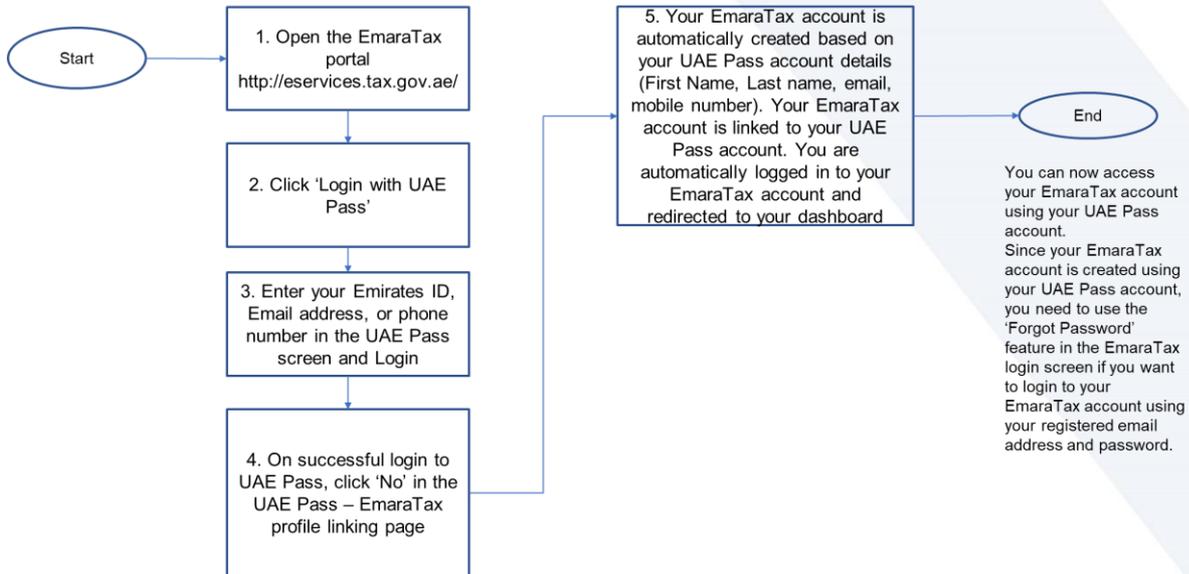


Step	Action
(1)	Click on 'Login with UAE PASS' and follow the steps explained above to login with UAE PASS.

 You are automatically logged in to your EmaraTax account and redirected to your dashboard



Scenario 3: Login via UAE PASS where you have not yet registered in EmaraTax





Step	Action
(1)	Click on 'Login with UAE PASS'. You will be redirected to UAE PASS login screen (in UAE PASS website)

Step	Action
(1)	Enter your Emirates Id or email or phone registered with your UAE PASS.



Login to UAE PASS

taxpayeruae2@gmail.com

Remember me

Login

1

Step	Action
(1)	Click on 'Login'



Access Request

to UAE PASS Staging Sandbox website



Check UAE PASS App on your mobile

Please tap "Allow access" to sign in, Do not click Back or Refresh please.



Waiting for your confirmation...

Cancel



You will receive a UAE PASS authentication notification in your UAE PASS mobile app. Confirm the notification.



UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

Yes*

No**

1

* Your UAE PASS account will be linked to your existing EmaraTax profile

** Your EmaraTax profile will be established based on the UAE PASS account

Note: This is a one time process, your future login's through UAE PASS will be seamless.

Step	Action
(1)	Click "No**" to create a new EmaraTax profile

UAE PASS- EmaraTax Profile Linking

Do you have an online account with EmaraTax?

Yes*

No**

* Your UAE PASS account will be linked to your existing EmaraTax profile

** Your EmaraTax profile will be established based on the UAE PASS account

Note: This is a one time process, your future login's through UAE PASS will be seamless.

An EmaraTax account will be created based on your UAE PASS account details (First Name, Last name, email, mobile number). Your UAE PASS account is linked to your EmaraTax account.



You are automatically logged in to your Emaratax account. Click “Skip” to continue.

Step	Action
(1)	Select your relevant user type and click ‘Proceed’ to navigate your dashboard.



إمارات تاكس
EMARATAX

taxpayeruae.2@gmail.c... What are you looking for?

Home

HOME

OTHER SERVICES

MY CORRESPONDENCE

Create New Taxable Person Profile

Taxable Person List

Search by TRN Number or Taxable Person

 Depending on the 'User Type' selected, the associated dashboard is displayed.
Note: The above screenshot is for the "Taxable Person" user type.

إمارات تاكس
EMARATAX

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

taxpayeruae1@gmail.com What are you looking for?

User Type عربي

Manage Account

HOME

MY CORRESPONDENCE

Manage Account

First Name in English Taxpayer	Last Name in English UAE	Edit
First Name in Arabic	Last Name in Arabic	
Registered E-Mail Address taxpayeruae1@gmail.com		Edit
Registered Mobile Number +971-015180783		Edit

 You can review the user profile details using the "Manage Account" button. The EmaraTax profile will be updated with your UAE PASS account details - First Name, Last Name, Registered Email and Mobile Number and Contact information from the UAE PASS profile.

Note: Since your EmaraTax account is created using your UAE PASS account, you need to use the 'Forgot Password' feature in the EmaraTax login screen if you want to login to your EmaraTax account using your registered email address and password.