



إمارات تاكس
EMARATAX

Business Visitor and UAE Nationals Building New Residences
Dashboard - User Manual

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Document Control Information

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Annexure Section







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 the Business Visitor and UAE Nationals Building New Residences to navigate through the EmaraTax portal and explains the Business Visitor and UAE Nationals Building New Residences Dashboard.



EmaraTax Login Page

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

عربي -A A +A

Welcome to the new e-CTS

Login

Welcome to the Federal Tax Authority

Login with FTA account

Email Address
user02@gmail.com

Password
User@54321

[Forgot password?](#)

Enter Security Code
268651

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

New Here?

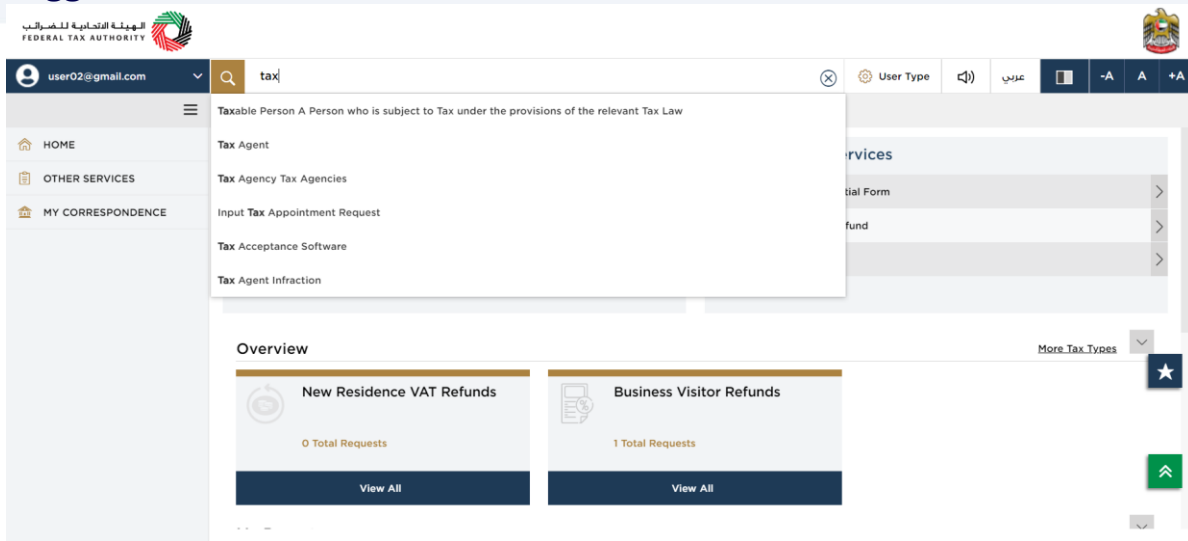
If you are not registered, please signup here.

Sign Up



- 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.

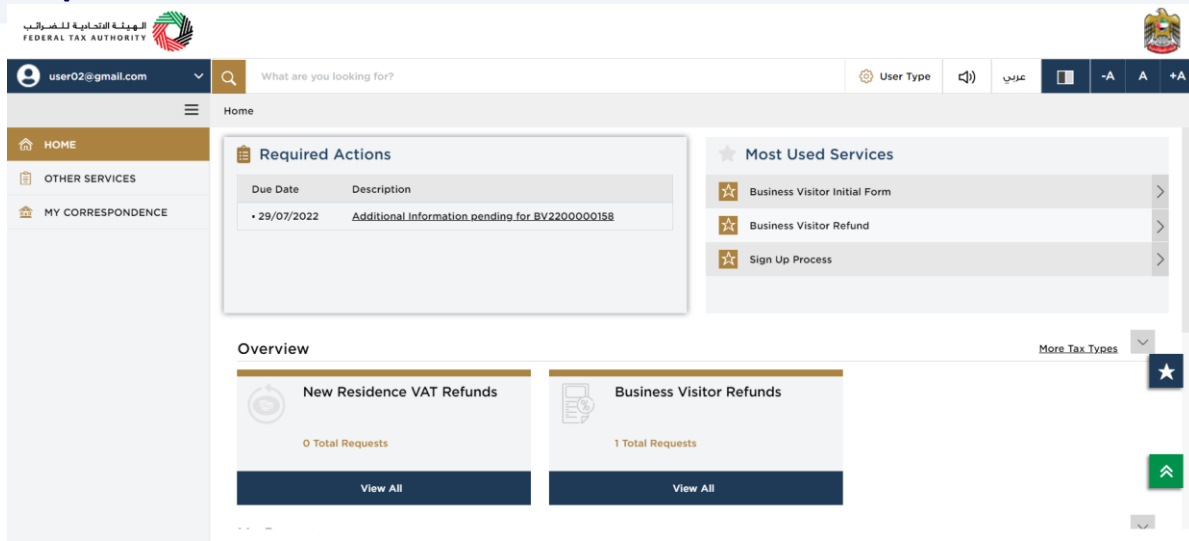
Logged in User Dashboard




Based on the user type, the search bar lists the application forms applicable to the logged in user. The logged in user can select any option and then click on "Search". The user is redirected to the respective page.



Required Actions



Due Date	Description
29/07/2022	Additional Information pending for BV2200000158



The 'Required Action Section' will display the three immediate actions that are due from the logged in user. If there are no actions pending from the logged in online user, this section will be empty.



Most Used Services

The screenshot displays the user interface of the Federal Tax Authority dashboard. At the top, there is a navigation bar with the user's email (user02@gmail.com), a search bar, and language settings (Arabic). The main content area is divided into several sections:

- Required Actions:** A table with columns for Due Date and Description. One entry is shown: 29/07/2022, Additional Information pending for BY2200000158.
- Most Used Services:** A list of three frequently used services, each with a star icon and a right-pointing arrow:
 - Business Visitor Initial Form
 - Business Visitor Refund
 - Sign Up Process
- Overview:** Two summary cards for VAT Refunds:
 - New Residence VAT Refunds:** 0 Total Requests, with a 'View All' button.
 - Business Visitor Refunds:** 1 Total Requests, with a 'View All' button.



The 'Most Used Services' will display the frequently availed three services by the logged in user.



Overview Section



The 'Overview' section displays the "New Residence VAT refunds" and "Business Visitor Refunds" tile.

Step	Action
(1)	Click here to create a new refund request and also to view all your previous 'New Residence VAT Refunds' request.



Step	Action
(1)	Click here to create a new refund request and also to view all your previous 'Business Visitor Refunds' request.



Manage Account

The screenshot shows the user interface of the Federal Tax Authority dashboard. The left sidebar contains the following menu items: 'user02@gmail.com', 'Manage Account' (highlighted with a red box and a red arrow), 'Log Out', 'OTHER SERVICES', and 'MY CORRESPONDENCE'. The main content area is titled 'Home' and includes a search bar, a 'Required Actions' table with one entry for 'Additional Information pending for BY2200000158' due on 29/07/2022, a 'Most Used Services' list with 'Business Visitor Initial Form', 'Business Visitor Refund', and 'Sign Up Process', and an 'Overview' section with two cards: 'New Residence VAT Refunds' (0 Total Requests) and 'Business Visitor Refunds' (1 Total Requests). The top right corner shows user settings, language (عربي), and accessibility options.

Step	Action
(1)	Click on 'Manage account' to manage the logged in user account.



Log Out of Account

The screenshot shows the Emaratax user interface. In the left-hand navigation menu, the 'Log Out' option is highlighted with a red rectangular box. A red circle with the number '1' is placed over the 'Log Out' text. The main dashboard area displays 'Required Actions' with a table containing one entry: 'Additional Information pending for BV2200000158' due on 29/07/2022. Below this, there are 'Overview' cards for 'New Residence VAT Refunds' (0 Total Requests) and 'Business Visitor Refunds' (1 Total Requests). The 'Most Used Services' section lists 'Business Visitor Initial Form', 'Business Visitor Refund', and 'Sign Up Process'.

Step	Action
(1)	Click on 'Log out' to log out from the logged in user's Emaratax account.



Logged in User Dashboard

The screenshot shows the user dashboard interface. The top navigation bar includes the user's email (user02@gmail.com), a search bar, and language settings (Arabic). The left sidebar contains a 'HOME' button, which is highlighted with a red circle and the number '1'. Below the sidebar, the main content area is divided into several sections: 'Required Actions' with a table of pending tasks, 'Most Used Services' with a list of frequently accessed services, and an 'Overview' section with two cards for 'New Residence VAT Refunds' and 'Business Visitor Refunds'. A 'More Tax Types' dropdown menu is visible on the right side of the dashboard.

Step	Action
(1)	Click here to navigate back to the logged in user's dashboard screen.




Other Services

The screenshot shows the user interface of the Federal Tax Authority. The top navigation bar includes the user's email (user02@gmail.com), a search bar, and language settings (عربي). The main navigation menu on the left has 'HOME', 'OTHER SERVICES' (highlighted with a red circle and '1'), and 'MY CORRESPONDENCE'. The 'Required Actions' table shows one entry: 'Additional Information pending for BV2200000158' with a due date of 29/07/2022. The 'Most Used Services' section lists 'Business Visitor Initial Form', 'Business Visitor Refund', and 'Sign Up Process'. The 'Overview' section displays 'New Residence VAT Refunds' (0 Total Requests) and 'Business Visitor Refunds' (1 Total Requests).

Step	Action
(1)	Click here to view the other services section.


The screenshot shows the 'Other Services' section of the dashboard. The navigation menu is expanded to show 'OTHER SERVICES'. The 'Overview' section contains a grid of six application form cards: 'Clarification', 'Link TRN to New Email Address', 'Input Tax Appointment Request', 'Administrative Exceptions', 'Reconsiderations', and 'Tax Acceptance Software'. Each card includes an icon, a title, and a 'View All' or 'Create New' button.

 A list of generic application forms that are accessible to the logged-in user can be found under 'Other Services'.



My Correspondence

Step	Action
(1)	Click here to view the 'My correspondence' section.

 In the My Correspondence section, there are tabs titled "Correspondences," "Certificates," "Complaints and inquiries," and "My Audit."



Correspondences(0) Certificates(0) Inquiries History / Complaints History My Audit

Total Correspondences 0

Date Received	Correspondence Reference Number	Correspondence Type	Description	Action
No data				



The 'Correspondence' tab displays the email correspondences sent to the logged in user from the EmaraTax system.

Correspondences(0) Certificates(0) Inquiries History / Complaints History My Audit

Total Certificates 0

Date Received	Correspondence Reference Number	Correspondence Type	Description	Action
No data				



The 'Certificates' tab displays the logged in user's tax registration certificates issued by FTA. There are no registration certificates issued by FTA for "Business Visitor" and "UAE Nationals Home Builders". Hence this tab is empty for the logged in user .




The 'Complaints and Inquiries' tab displays the complaints and inquiries submitted to FTA by the online user in EmaraTax.



The 'My Audit' tab displays the inspections and audits raised by the FTA against the logged in user.



Footer Section

The footer section contains the following information for quick and easy navigation of the logged in user

Quick Links

1. Tax.Gov.ae –Federal Tax Authority website’s home page
2. Help Center – Repository of all user manuals and tutorials
3. Glossary – Contains explanation of keywords used in the FTA website
4. Site map – Provides a list of all the page in the EmaraTax website

Other links

1. What’s New – This section lists the announcements and newly added content in the FTA
2. FAQ’s - All frequently asked questions is listed under FAQs section
3. Contact us – The contact details of Federal Tax Authority is listed in this section
4. Complaints and Suggestions – All complaints and suggestions can be submitted in this section





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Thank you