



Renew Tax Agent Registration - User Manual

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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"> 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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Document Control Information	2
Annexure 2	
Navigating through EmaraTax	3
Introduction	5
Login to EmaraTax	6
Tax Agent Tile	8
Post Application Submission	11
Tax Agent Renewal Payment	12
Payment 14	
Purchased Services	17
Card Information	19
Payment Acknowledgment - on successful payment	21
Payment Acknowledgment - on failed payment	22
Correspondences	23



Introduction



This manual is prepared to help a registered Tax Agent to navigate through the Federal Tax Authority EmaraTax portal to submit their renewal application. The Tax Agent renewal application allows the Tax Agent to renew their registration once in three years from the date their TAAN was issued and added to the Tax Agent register by FTA. The Tax Agent will not be able to renew their registration if they are not linked to a registered Tax Agency. On successful Tax Agent registration renewal payment, the Tax Agent's registration will be renewed for the next three years and an updated registration certificate will be issued. The Tax Agent can download their registration certificate from their account.

Login to EmaraTax

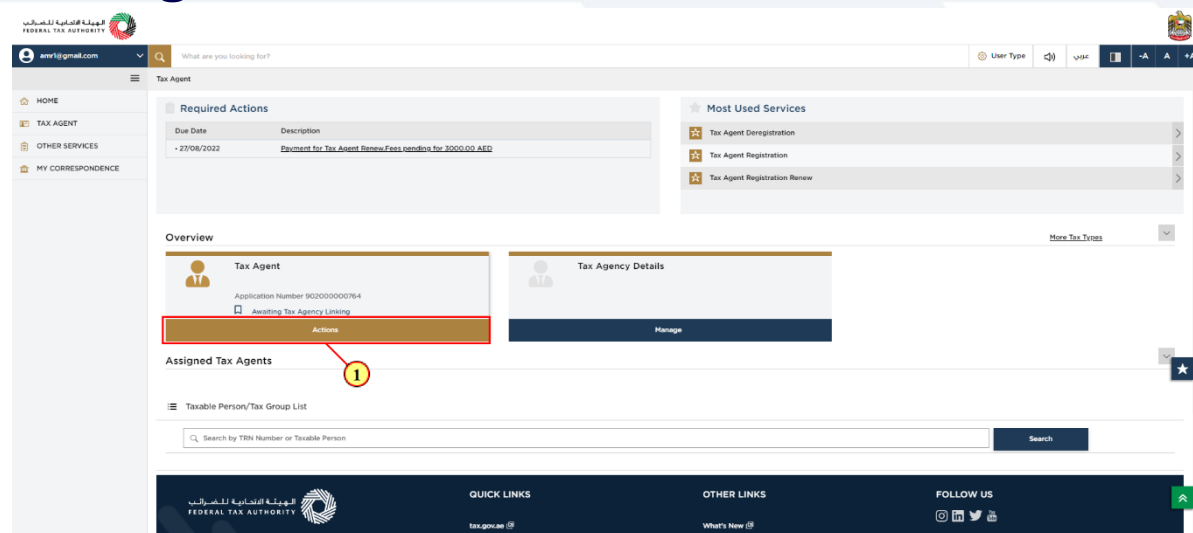


- You can login into the EmaraTax account using your login credentials or using UAE Pass. If you do not have an EmaraTax account, you can sign-up for an account by clicking the 'sign up' button. If you have forgotten your password, you can use the "forgot password" feature to reset your password.
- If 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.

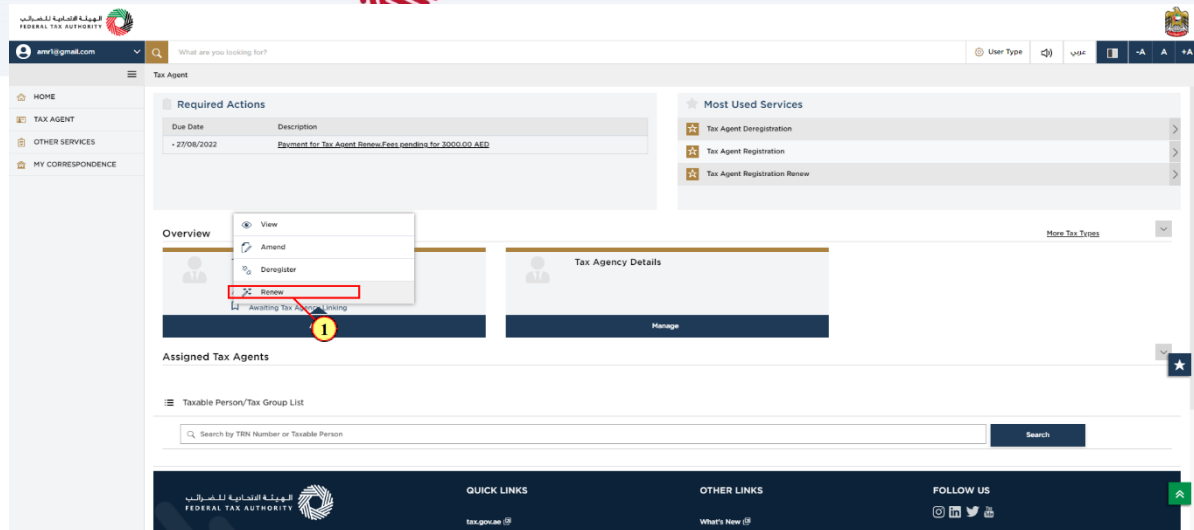


Step	Action
(1)	Click 'Tax Agent' to go to Tax Agent tile.

Tax Agent Tile



Step	Action
(1)	Click 'Actions' on the Tax Agent tile to go to 'Renew' option.



Step	Action
(1)	Click 'Renew' to initiate the Tax Agent renewal application.



amr1@gmail.com

What are you looking for?

User Type
عربي

- A A + A

Tax Agent
Tax Agent Renew

Tax Agent Renew

Application Submitted Successfully

● Payment Pending

Name : amr younes

Reference Number : 902000000771

Submitted Date : 22 August 2022

Fees : AED 3000.0000

Pay

-
- After your application is submitted successfully, a Reference Number is generated for your submitted application. Note this reference number for future purposes.
 - The status of your request on the Dashboard will change to "Payment Pending" and you will receive an email notification.

Post Application Submission

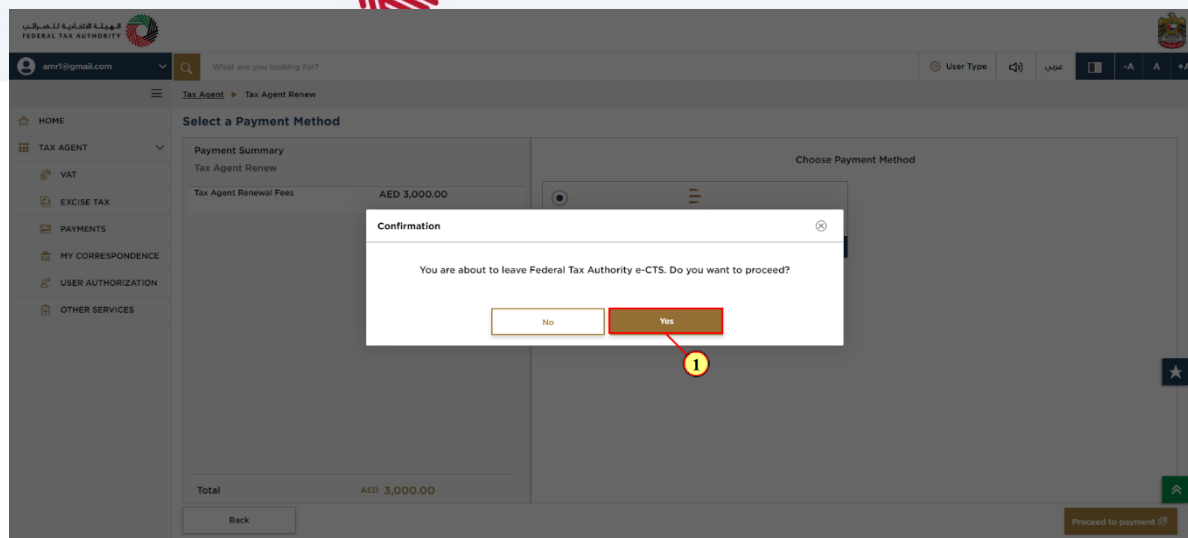
The screenshot shows the 'Tax Agent Renew' page on the Federal Tax Authority website. The page has a header with the logo and navigation links. The main content area shows the status 'Application Submitted Successfully' and 'Payment Pending'. A red box highlights the 'Pay' button, which is labeled with a yellow circle containing the number 1.

Step	Action
(1)	Click 'Pay' to initiate the Tax Agent renewal payment process.

Tax Agent Renewal Payment

The screenshot shows the 'Tax Agent Renewal Payment' interface. On the left, a sidebar lists navigation options: HOME, TAX AGENT, VAT, EXCISE TAX, PAYMENTS, MY CORRESPONDENCE, USER AUTHORIZATION, and OTHER SERVICES. The main content area is titled 'Select a Payment Method'. It is divided into two panels. The left panel, 'Payment Summary', shows 'Tax Agent Renewal Fees' for AED 3,000.00. The right panel, 'Choose Payment Method', has a radio button selected for 'eDirham', which is highlighted with a red box and a yellow circle containing the number 1. At the bottom right, there is a 'Proceed to payment' button.

Step	Action
(1)	<ul style="list-style-type: none"> Choose the preferred payment method. Click 'Proceed to payment'.



Step	Action
(1)	<ul style="list-style-type: none"> You are about to leave Federal Tax Authority EmaraTax portal. Do you want to proceed? Click 'Yes' to continue.



Payment

Payment



Federal Tax Authority

Time remaining to complete the payment 00 h. 09 min. 31 sec.
Central Park - Business Tower, Sheikh. Zayed Street, Dubai, 784

Payment Method

Select payment method

Credit or Debit card Payment (Visa/Master Card)

Confirm & Calculate Prices

Back To Merchant



On click of 'Back to Merchant' payment will be cancelled, and you will be redirected to the Payment acknowledgment page with the status 'Payment failed'.



Payment



Federal Tax Authority

Time remaining to complete the payment 00 h. 09 min. 31 sec.
Central Park - Business Tower, Sheikh. Zayed Street, Dubai, 784

Payment Method

Select payment method

Credit or Debit card Payment (Visa/Master Card) ▼

Confirm & Calculate Prices

1

Back To Merchant

Step	Action
(1)	<ul style="list-style-type: none"> Select payment method from the drop down. Click 'Confirm and Calculate Prices' to determine the total payment amount.



Confirm & Calculate Prices

Purchased Services

1 Qty.

Service Name

eCTS-Revenue related to VAT

AED 3000.00

Related Fees

Including Fees & Charges

AED 63.06

Including Tax

AED 0.00

Total Payment

AED 3063.06

Cancel Process

Back To Merchant

Proceed With Payment



- Before clicking 'proceed with payment', verify the total payment amount including the print certificate fees and the additional payment charges.
- On click of 'Cancel Process' payment will be cancelled, and you will be redirected to the Payment acknowledgment page with the status 'Payment failed'.

Purchased Services

Confirm & Calculate Prices

Purchased Services

1 Qty.

Service Name

eCTS-Revenue related to VAT

AED 3000.00

Related Fees

Including Fees & Charges

AED 63.06

Including Tax

AED 0.00

Total Payment

AED 3063.06

Cancel Process

Back To Merchant

Proceed With Payment

1

Step	Action
(1)	Verify the applicable charges to print the registration certificate and click 'Proceed with Payment'.



Payment



Federal Tax Authority

Central Park - Business Tower, Sheikh Zayed Street, Dubai, 784

Credit or Debit card Payment (Visa/Master Card)

Total Payment AED 3063.06

Time remaining to complete the payment 00 h, 06 min, 36 sec.

Card Information

Card Holder Full Name

MASTER CARD

Card Number

Expiry Date

CVV2 / CVC2

Cancel

Change Payment Method

Pay Now



On click of 'Cancel' payment will be cancelled, and you will be redirected to the Payment acknowledgment page with the status 'Payment failed'.



Card Information

Payment



Federal Tax Authority

Central Park - Business Tower, Sheikh Zayed Street, Dubai, 784

Credit or Debit card Payment (Visa/Master Card)

Total Payment AED 3063.06

Time remaining to complete the payment 00 h, 06 min, 36 sec.

Card Information

Card Holder Full Name

MASTER CARD

Card Number

Expiry Date

CVV2 / CVC2

Cancel

Change Payment Method

Pay Now

1

Step	Action
(1)	<ul style="list-style-type: none"> If you have selected the card payment option, enter the card details, and click 'Pay Now'. To change the payment method, click 'Change Payment Method'. You will be redirected back to the 'Payment' Page.



ACS Emulator for 3DS V2

Authentication Result: (Y) Authentication/Account Verification Successful

Submit

(Y) Authentication/Account Verification Successful

(N) Not Authenticated /Account Not Verified Transaction denied

(N) Authentication Cancelled

(U) Authentication not available

(R) Authentication rejected

(E) Authentication Server Error

(AI) API Gateway ASM Policy Error

1

Step	Action
(1)	Select 'Authentication/Account Verification Successful' from the dropdown and click 'Submit'.



Payment Acknowledgment - on successful payment

Payment Acknowledgment

Payment Successful

Payment Reference Number : 22634083271821083211
 Submission Date : 20/09/2022
 Time : 12:51:29
 TRN :
 Legal Name :
 Amount paid to FTA : AED 3,000.00

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".

For any queries please contact us on www.fta.gov.ae or contact us directly at our call center number 1234567890 or email fta@fta.gov.ae

[Download](#) [Back to Dashboard](#)

- After your payment is completed successfully, a Reference Number is generated for your payment. Note this reference number for future purposes.
- Your Tax Agent registration is successfully renewed, and you will receive an email from us confirming the same.
- Read the "What Next" and "Important Notes".

Payment Acknowledgment

Payment Successful

Payment Reference Number : 22634083271821083211
 Submission Date : 20/09/2022
 Time : 12:51:29
 TRN :
 Legal Name :
 Amount paid to FTA : AED 3,000.00

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".

For any queries please contact us on www.fta.gov.ae or contact us directly at our call center number 1234567890 or email fta@fta.gov.ae

[Download](#) [Back to Dashboard](#)

Step	Action
(1)	<ul style="list-style-type: none"> • Click 'Download' to download a pdf copy of the acknowledgement screen. • Click 'Back to Dashboard' to navigate back to the Tax Agent dashboard.

Payment Acknowledgment - on failed payment

Payment Declined

Payment Failed

Amount paid to FTA : AED 3,000.00

Payment Status : DECLINED

Date : 22/08/2022

Time : 19:51:46

Details :
This payment transaction has been failed. Please try again to make the payment from dashboard.

If your payment status is 'Declined' and you receive the page as 'Payment failed', you must try the payment again from the dashboard.



Correspondences



Tax Agent receives the following correspondences:

- Application submission acknowledgment.



Thank you