



إمارات تاكس
EMARATAX

Foreign Mission and Diplomats
Dashboard - User Manual

Date: Oct 2022

Version 1.0.0.0

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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 Section

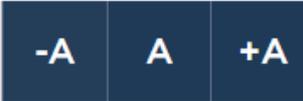
The below are the list of User manuals that you can refer to

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

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Introduction



This manual is prepared to help the Foreign Mission & Diplomats to navigate through the EmaraTax portal and explains the Foreign Mission & Diplomats Dashboard.



EmaraTax Login Page

إمارات تاكس
EMARATAX

عربي -A A +A

Welcome to the new e-CTS

Login

Welcome to the Federal Tax Authority

Login with FTA account

Email Address
diplomat@id.com

Password

[Forgot password?](#)

Enter Security Code
139639

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

إمارات تاكس
EMARATAX

diplomat@fd.com Foreign

Foreign Mission & Diplomats

HOME
HOME
FOREIGN MISSION & DIPLOMATS

Required Actions

Due Date	Description
• 16/06/2022	Additional Information pending for FM2220000202

Most Used Services

- Backend Portal User Creation
- Foreign Mission and Diplomats Excise Refund
- Foreign Mission and Diplomats Registration

Overview

My Registration Details | VAT Refund Request | Excise Refund Request

View All | Edit | View All | View All



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

إمارات تاكس
EMARATAX

diplomat@fd.com Foreign Mission & Diplomats | User Type عربي

HOME FOREIGN MISSION & DIPLOMATS

Required Actions

Due Date	Description
16/06/2022	Additional Information pending for FM2220000202

Most Used Services

- Backend Portal User Creation
- Foreign Mission and Diplomats Excise Refund
- Foreign Mission and Diplomats Registration

Overview

More Tax Types

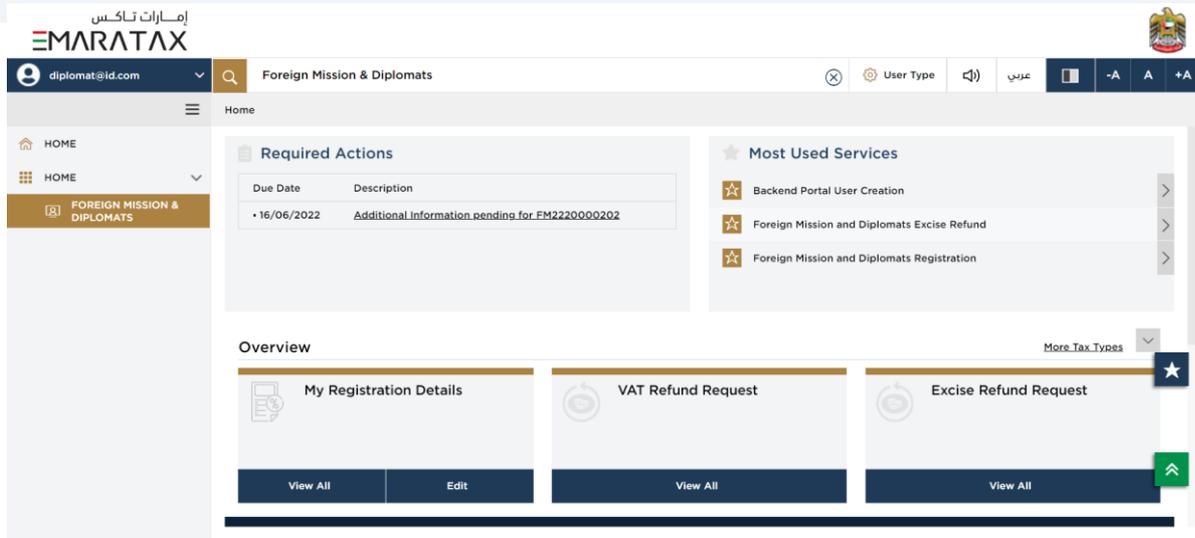
- My Registration Details (View All, Edit)
- VAT Refund Request (View All)
- Excise Refund Request (View All)



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



إمارات تاكس
EMARATAX

diplomat@fd.com Foreign Mission & Diplomats

Home

Required Actions

Due Date	Description
16/06/2022	Additional Information pending for FM2220000202

Most Used Services

- Backend Portal User Creation
- Foreign Mission and Diplomats Excise Refund
- Foreign Mission and Diplomats Registration

Overview

More Tax Types

My Registration Details View All Edit

VAT Refund Request View All

Excise Refund Request View All



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



Overview Section



The 'Overview' section displays the "My Registration Details", "VAT Refund Request" and "Excise Refund Request" tile.

Step	Action
(1)	Click here to view your registration details



Step	Action
(1)	Click here to edit your registration details

Step	Action
(1)	Click here to create a new VAT Refund Request and also to view all your previous VAT Refund requests



Step	Action
(1)	Click here to create a new Excise Refund Request and also to view all your previous Excise Refund requests



Manage Account

إمارات تاكس
EMARATAX

diplomat@fd.com

Foreign Mission & Diplomats

User Type عربي

Home

Required Actions

Due Date	Description
16/06/2022	Additional Information pending for FM2220000202

Most Used Services

- Backend Portal User Creation
- Foreign Mission and Diplomats Excise Refund
- Foreign Mission and Diplomats Registration

Overview

More Tax Types

My Registration Details

VAT Refund Request

Excise Refund Request

View All Edit View All View All

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



Log Out of EmaraTax Portal

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



Logged in User Dashboard

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

Step	Action
(1)	Click here to view the Foreign Mission & Diplomats



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





إمارات تاكس
MARATAX

diplomat@id.com

What are you looking for?

User Type عربي -A A +A

HOME

FOREIGN MISSION & DIPLOMATS

View All Edit View All View All

الهيئة الاتحادية للضرائب
FEDERAL TAX AUTHORITY

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version), Google Chrome (latest version).

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Thank you