



General Tax Authority

National Authentication System User Login

VERSION

Version 1.1 30 June 2020

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1 Purpose of this document.

This document describes steps for User Creation by Authorised Signatories.

The purpose of this document is to describe the process of User Login and Authorised Signatories (who are authorised to access Taxpayer's data and act on behalf of them with GTA)

2 Self-Registration – create User ID and Password

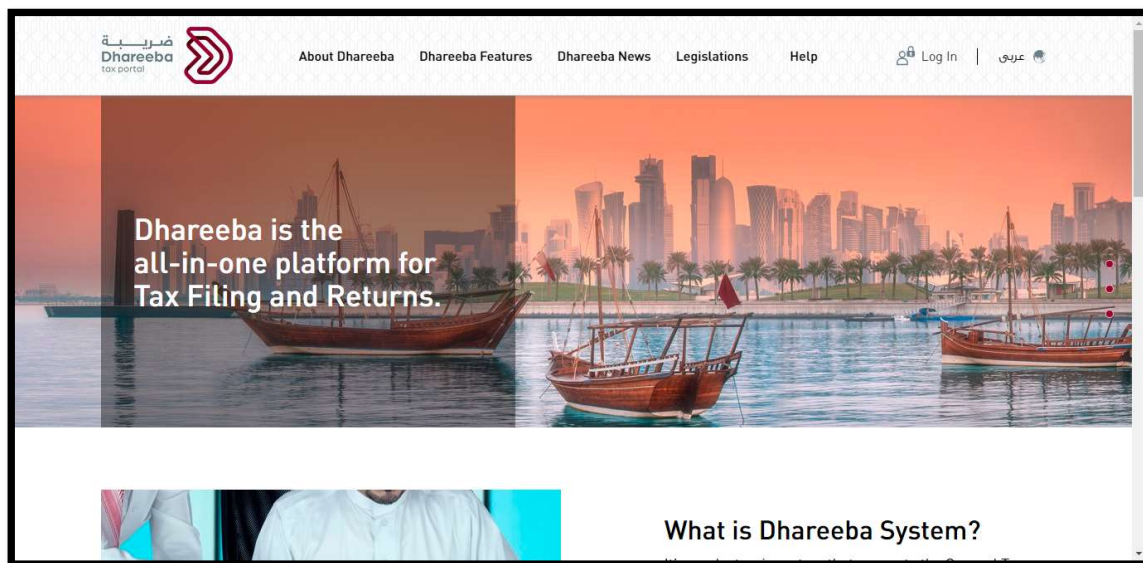
To create a User ID and Password, the User should have a valid Mobile Number as well as a valid Email ID. Qatari citizens and residents need a valid Qatar ID.

Registration Process

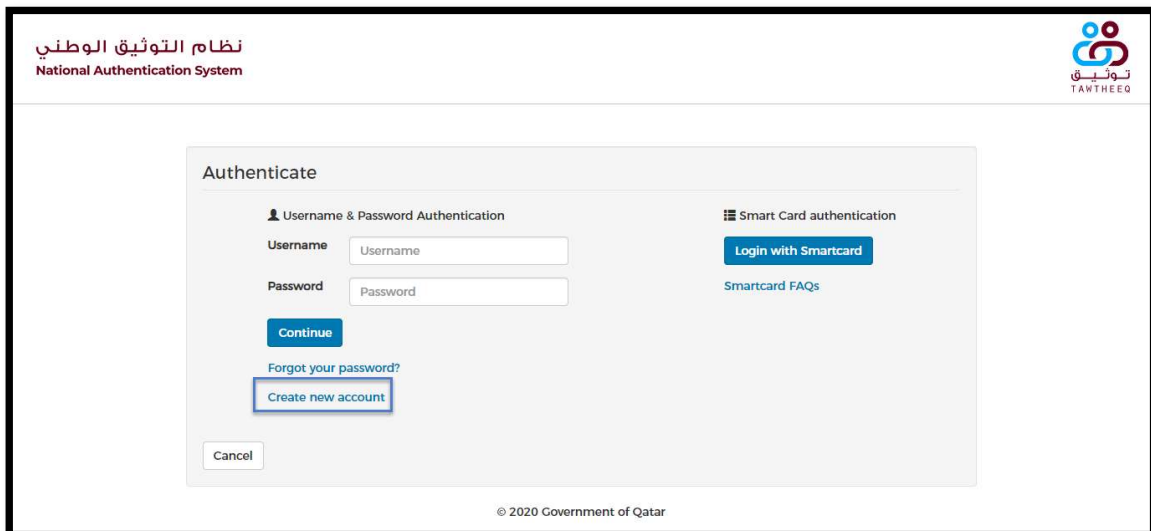
Type in the URL of DHAREEBA (<https://dhareeba.gov.qa>)

Click on 'Log-in' button, this leads the User to the National Authentication System (NAS) Self Service Portal for creation of Login ID and Password.

The NAS Self Service Portal provides links for the User to Register, Reset Password and Unsuspend account.



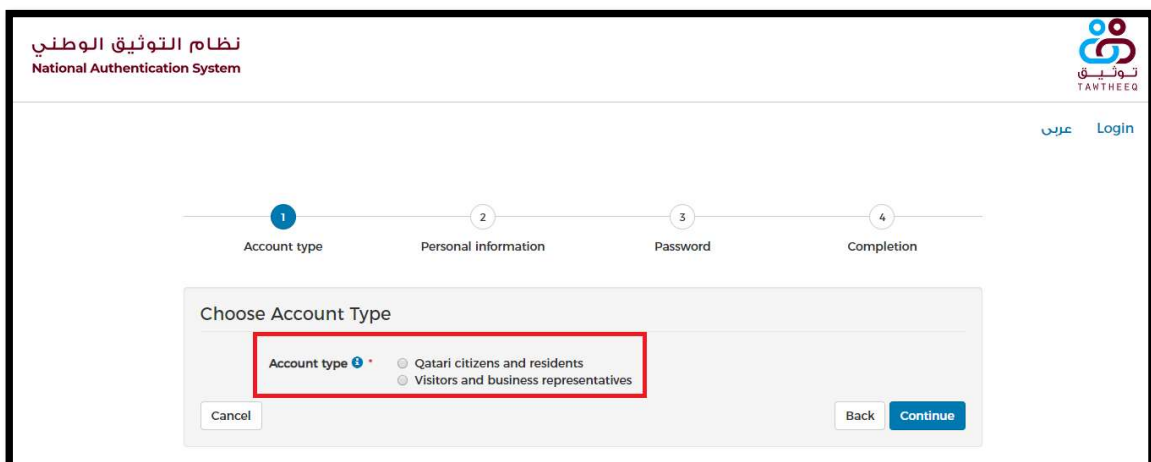
Click on Create new account. System will take taxpayer to next page where taxpayer needs to select the account type.



The screenshot shows the 'Authenticate' page of the National Authentication System. It features two main authentication methods: 'Username & Password Authentication' and 'Smart Card authentication'. Under 'Username & Password Authentication', there are input fields for 'Username' and 'Password', a 'Continue' button, a link for 'Forgot your password?', and a 'Create new account' button which is highlighted with a red box. The 'Smart Card authentication' section includes a 'Login with Smartcard' button and a link to 'Smartcard FAQs'. The page also has a 'Cancel' button at the bottom left and a copyright notice '© 2020 Government of Qatar' at the bottom center.

On the page 'Choose Account type' on the National Authentication Portal select either

- 'Qatari citizen and resident' if you have a Qatari citizenship or you have a resident permit,
- 'Visitors and business representatives' if you don't have a valid QID number (you are not a Qatari citizen and don't have a resident permit).

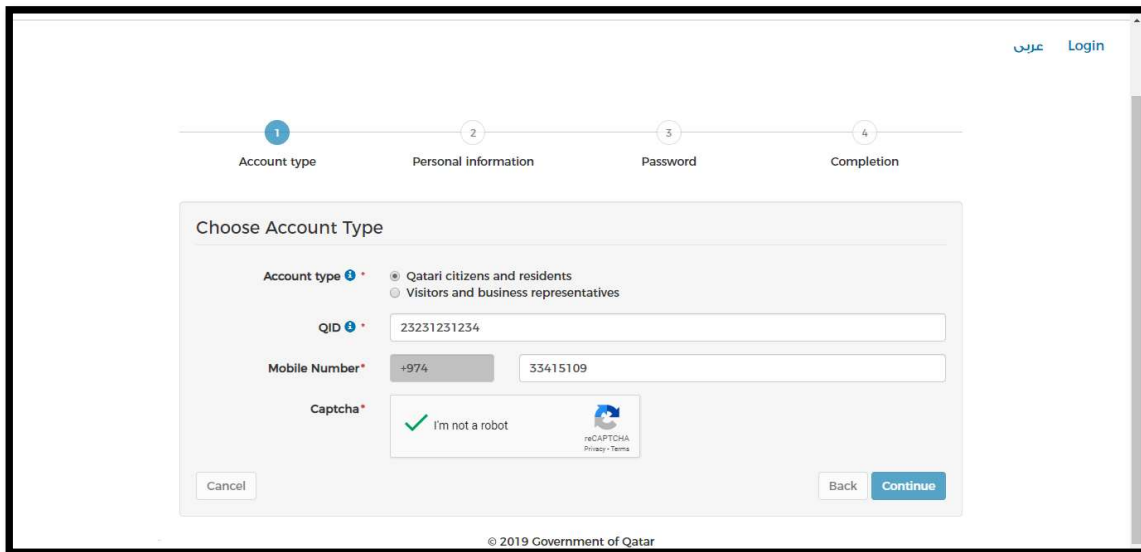


The screenshot shows the 'Choose Account Type' page of the National Authentication System. At the top, there is a progress bar with four steps: 1. Account type (highlighted with a blue circle), 2. Personal information, 3. Password, and 4. Completion. Below the progress bar, the 'Choose Account Type' section contains a radio button selection for 'Account type'. Two options are listed: 'Qatari citizens and residents' and 'Visitors and business representatives'. The 'Qatari citizens and residents' option is selected and highlighted with a red box. At the bottom, there are 'Cancel', 'Back', and 'Continue' buttons.

2.1 Registering as a Qatari citizen and resident

User chooses 'Qatari citizen and residents' the system displays the following fields for registration. User needs to mandatorily provide QID and Mobile Number to activate account.

- QID –should be a valid QID
- Mobile Number –should be a valid Mobile Number on which User will receive an OTP for completion of Registration
- Captcha verification – User to click on checkbox in front of “I’m not a robot”

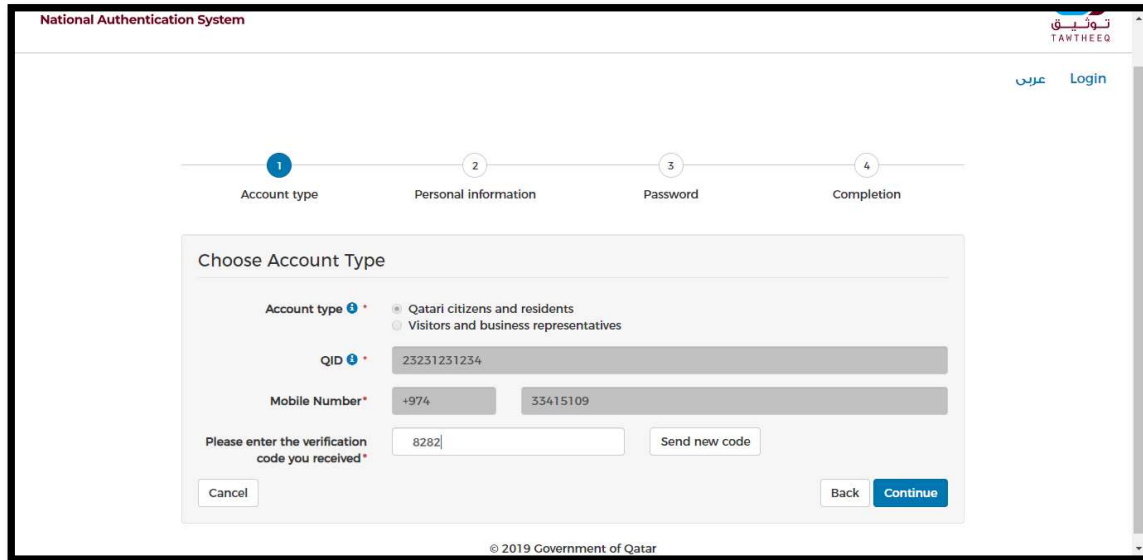


User clicks on 'Continue', NAS sends SMS to the Mobile Number mentioned by the User.

Please use the following code: 2231 to finish the registration.

User enters the Verification Code received in the section “Please enter the verification code you received”

The User clicks on ‘Continue’ button and is directed to the ‘Personal Information’ page for further registration information.



All details filled in should be as per QID.

- Nationality – User selects from dropdown
- Name (Arabic or English) – First name and Last Name mandatory
- Date of Birth – Mandatory
- Gender – Mandatory
- Address – Mandatory (Zone, Street, Building Number)
- P.O. Box – Not Mandatory
- E-mail ID – Mandatory (should be a valid email ID)
- Re-enter E-mail ID – Mandatory, the user must enter the same E-mail ID as entered above.

نظام التوثيق الوطني
National Authentication System

توثيق
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عربي Login

1 Account type 2 Personal information 3 Password 4 Completion

Please fill in personal information details

Nationality *


Name * Please fill one of the Arabic or English name (at least first and last name).

Arabic Name

English Name

Date of Birth (dd/mm/yyyy) *

Gender * ☐ Male ☐ Female

Address 

Building No.

Zone Street

P. O. Box

E-mail *

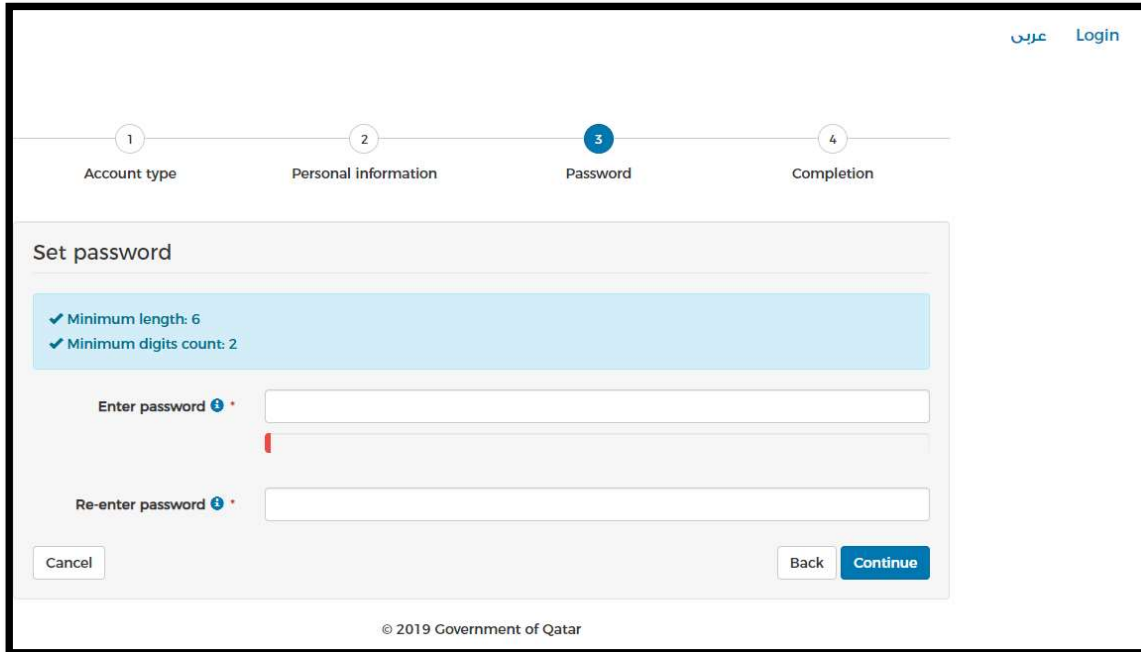
Re-enter E-mail *

Cancel Back Continue

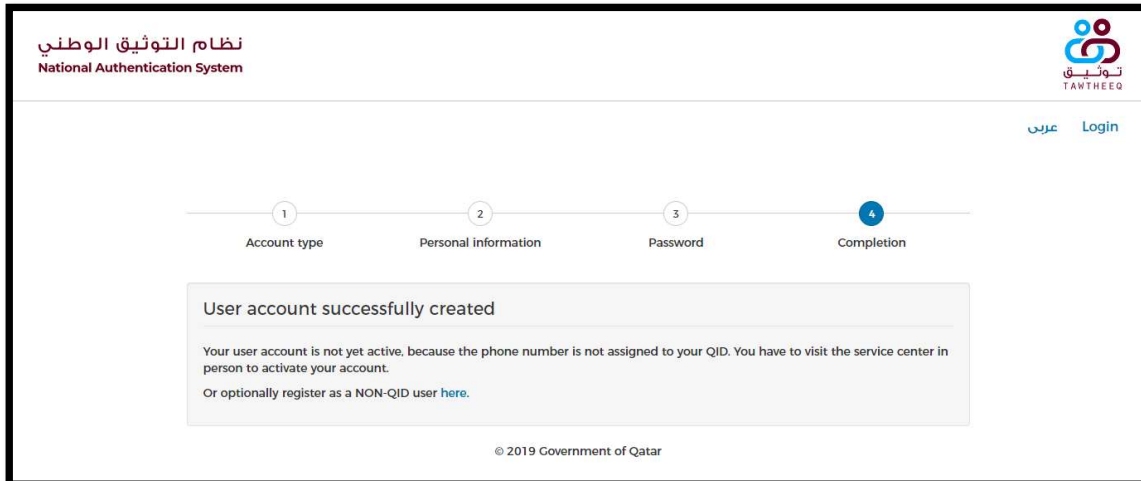
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The User clicks on 'Continue' button and is directed to the 'Password' page, the User must enter the following

- Password – Mandatory
- Re-enter Password – Mandatory



The User clicks on 'Continue' button and this completes the NAS Registration process for the 'Qatari citizen and residents'



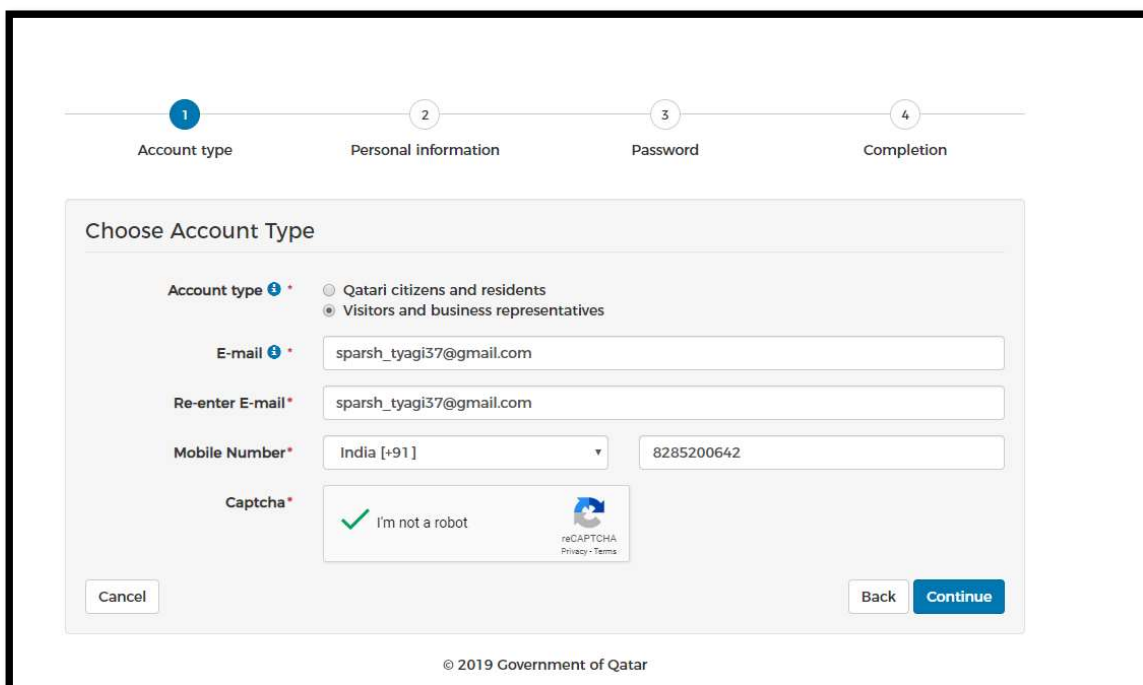
The User receives an SMS on the registered mobile number mentioned in the registration.

Dear Imran Tahir, your account has been registered.

2.2 Registering as Visitors and business representatives

User chooses 'Visitors and business representatives' the system requires the system displays the following fields for registration

- E-mail ID – Mandatory - User selects from dropdown
- Re-enter E-mail ID – Mandatory, the user must enter the same E-mail ID as entered above.
- Mobile Number – Mandatory, should be a valid Mobile Number on which User will receive an OTP for completion of Registration
- Captcha verification



The User clicks on 'Continue' button and is directed to the 'Personal Information' page for further registration information.

- Nationality – Mandatory, any Nationality
- Name (Arabic or English) – First name and Last Name mandatory
- Date of Birth – Mandatory
- Gender – Mandatory
- P.O. Box – Not Mandatory
- Passport Number – Mandatory
- Address – Mandatory (Street, Postal Code, City, Country)

نظام التوثيق الوطني
National Authentication System

توثيق
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عربي Login

1 Account type 2 Personal information 3 Password 4 Completion

Please fill in personal information details

Nationality*

Name* Please fill one of the Arabic or English name (at least first and last name).

Arabic Name

English Name

Date of Birth (dd/mm/yyyy)*

Gender* ☐ Male ☐ Female

P. O. Box

Passport Number*

Address

Street

Postal Code

City

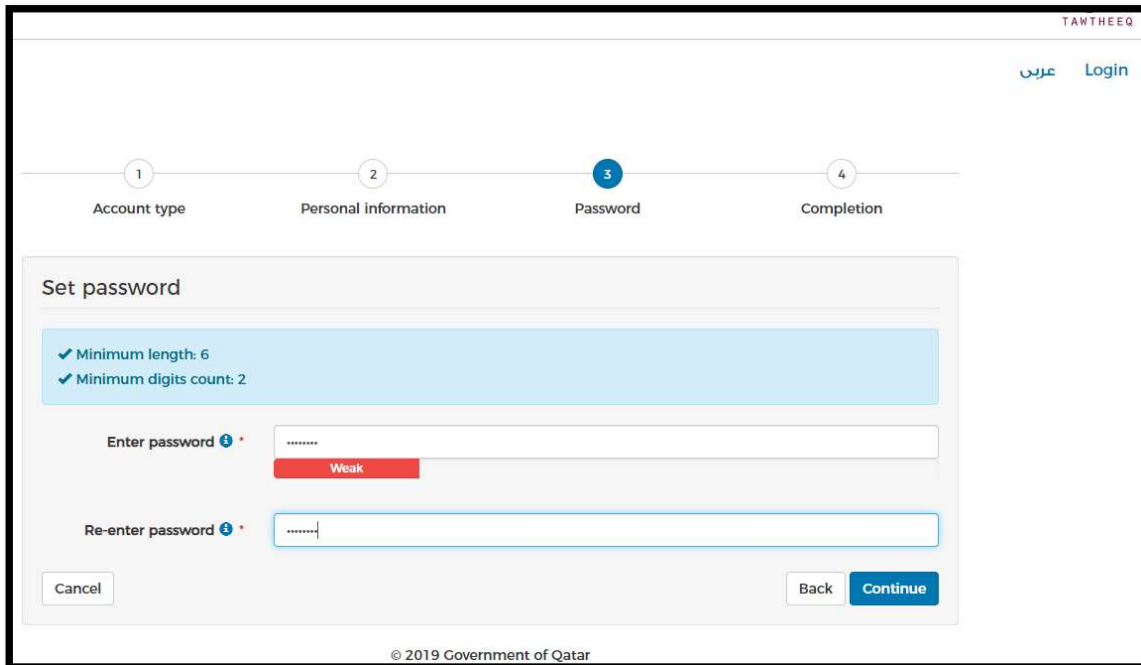
Country

Cancel Back Continue

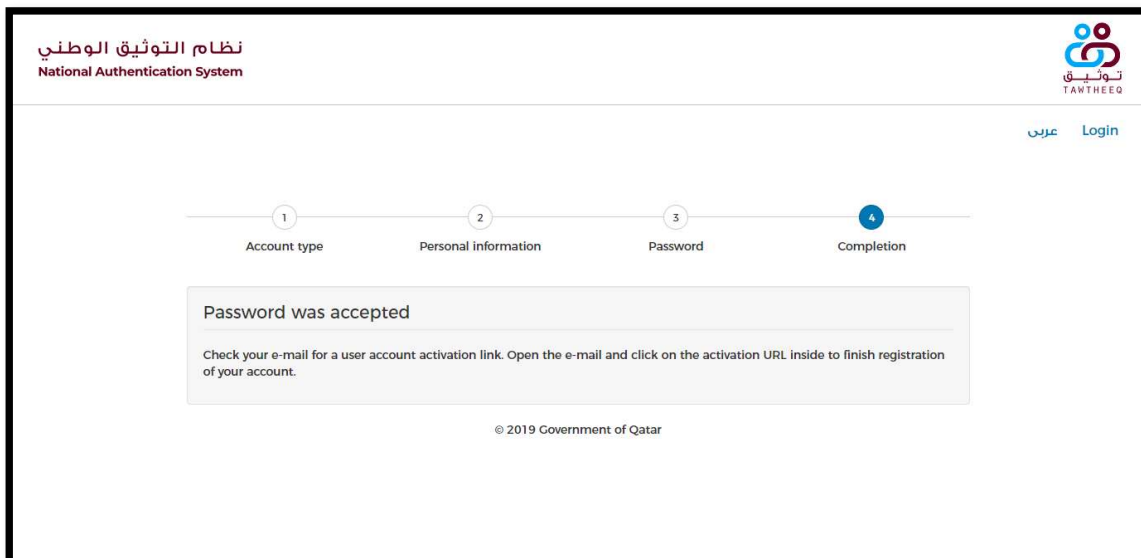
© 2019 Government of Qatar

The User clicks on 'Continue' button and is directed to the 'Password' page, the User must enter the following

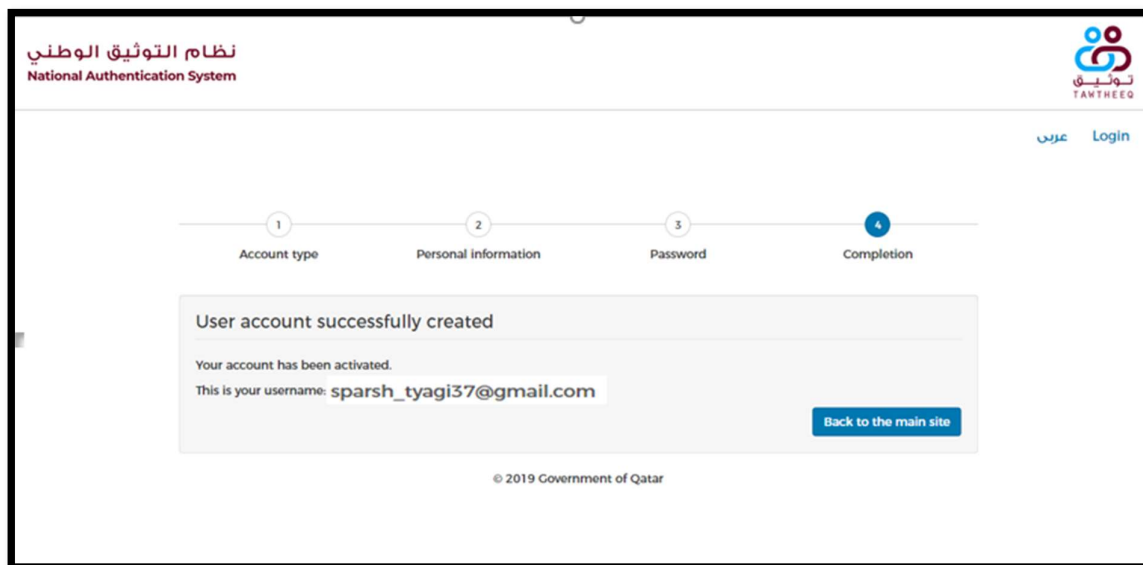
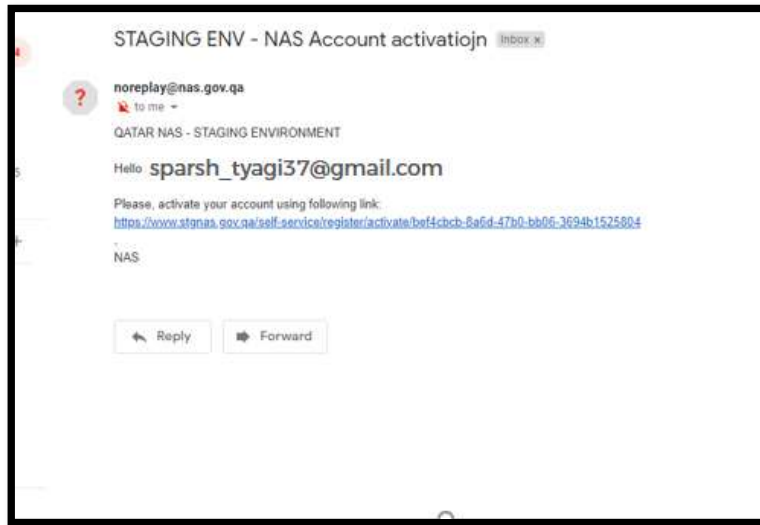
- Password – Mandatory
- Re-enter Password – Mandatory, the user must enter the same password as entered above.



User clicks on 'Continue' button, the 'Completion' page is displayed



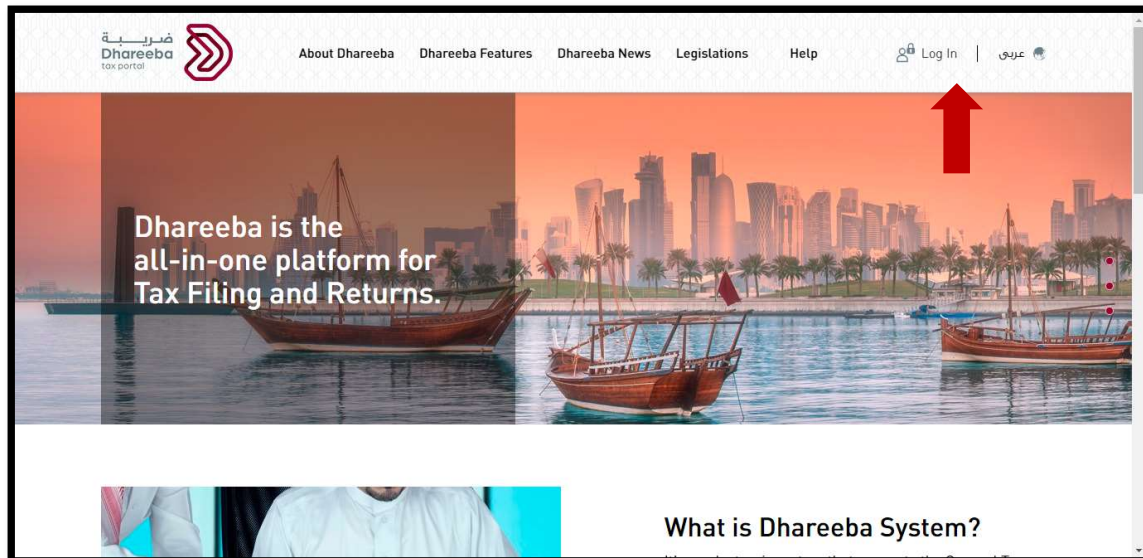
User logs in to the E-mail ID provided and clicks on the link provided, to complete the registration on NAS.



Login Using Email ID and Password

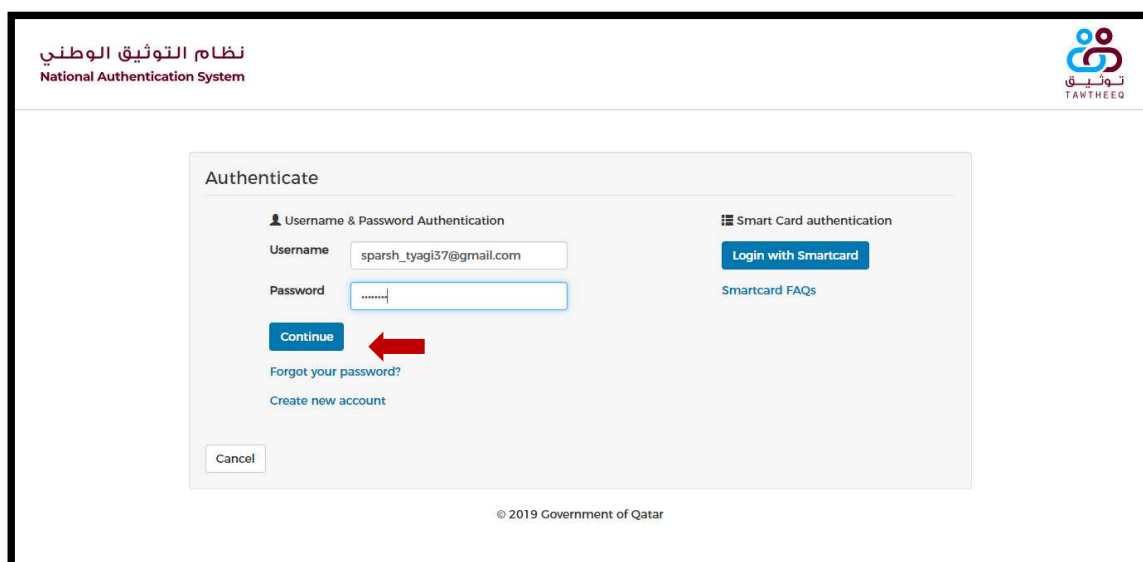
The user needs to access the Dhareeba Portal via public link <https://dhareeba.gov.qa>

On entering this portal URL, Dhareeba page will open where Taxpayer needs to click on "Log In" button.

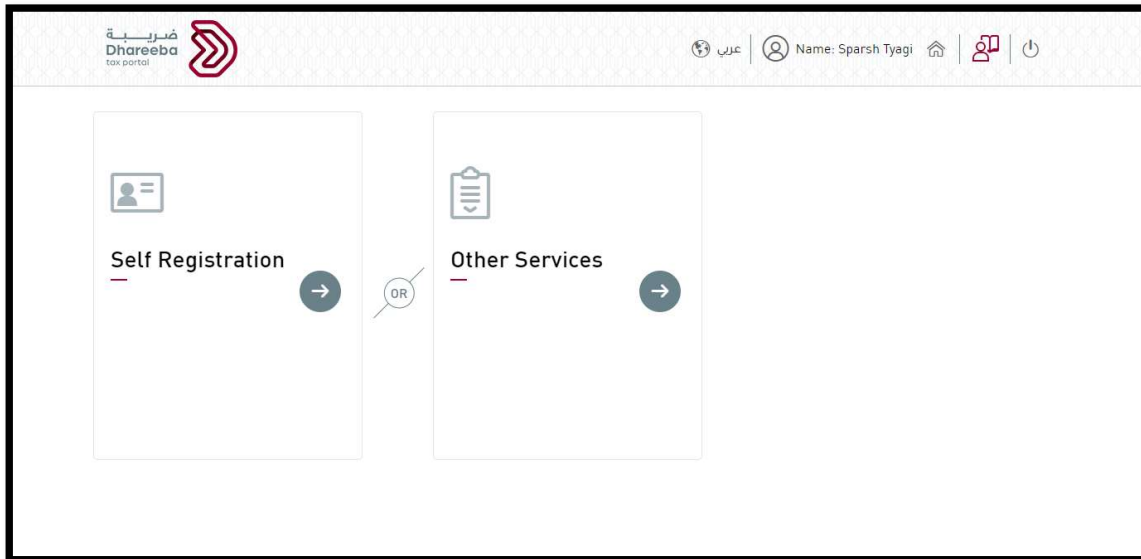


After clicking on "Log In" button, Taxpayer will be redirected to GTA NAS Portal.

On GTA NAS Portal, Taxpayer can login into portal using E-mail ID and password.



After clicking on "Continue" button, Taxpayer will be redirected to GTA TAS Portal where he can perform Registration Process.

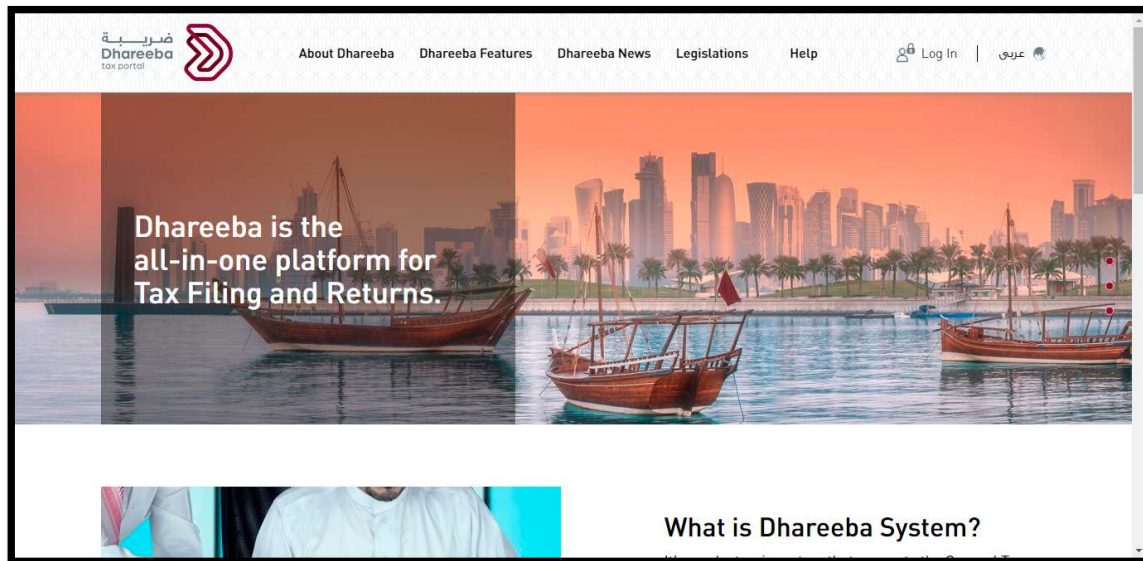


2.3 Registering via Smart Card

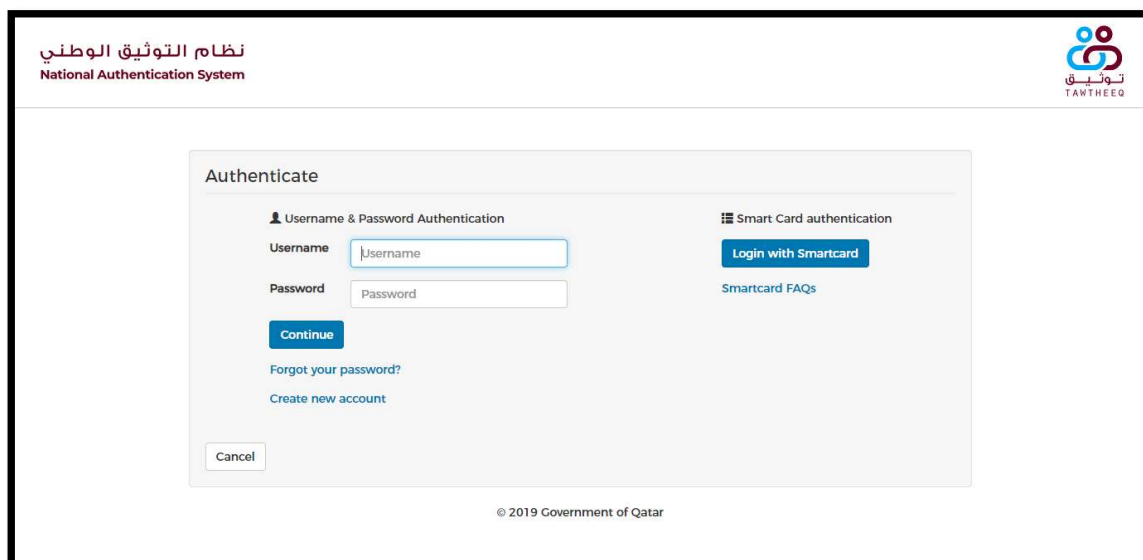
The user needs to access the Dhareeba Portal via public link <https://dhareeba.gov.qa>

On entering this portal URL, Dhareeba page will open where Taxpayer needs to click on "Log In" button.

If user wishes to log in using the Smart Card, then user should click on the "Login with Smart Card" button.

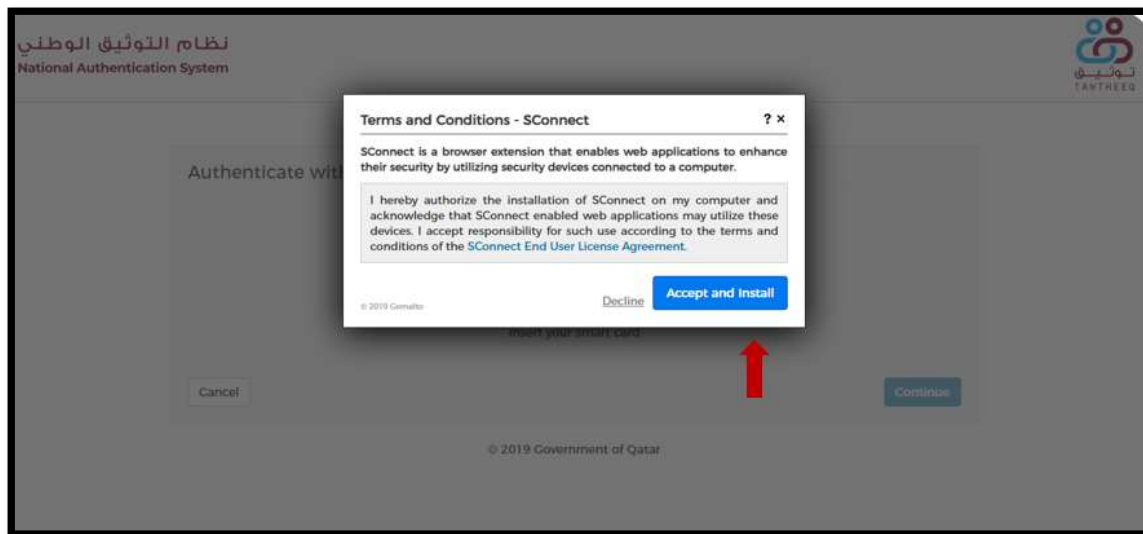


If user wishes to log in using the Smart Card, then user should click on the "Login with Smart Card" button.

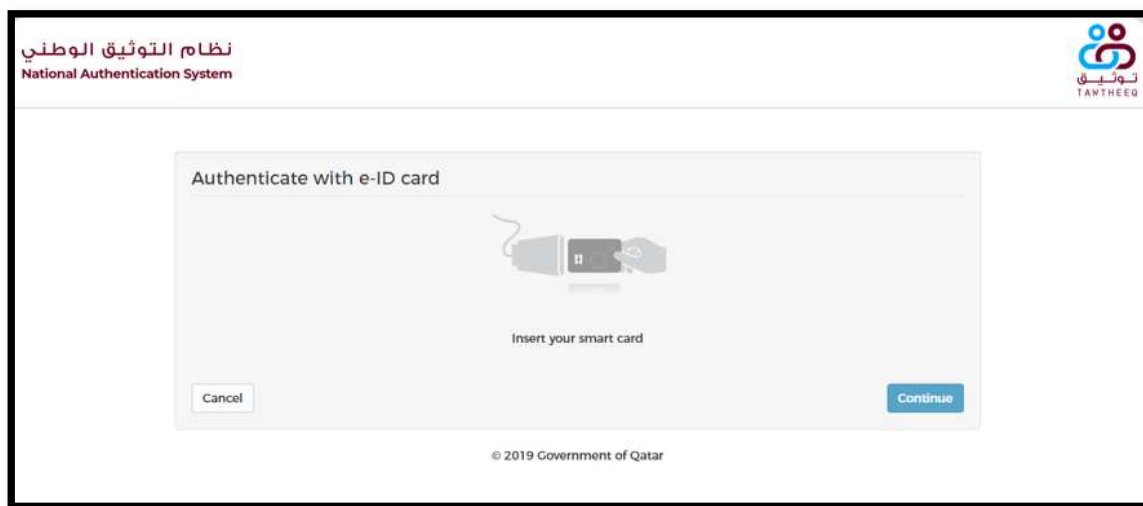


After clicking on "Login with Smartcard" button, Taxpayer will be navigated to "Authenticate with e-ID" screen where he will see the "Terms and Conditions".

After reading all the "Terms and Conditions", Taxpayer will click on "Accept and Install" button



After clicking on "Accept and Install" button, Taxpayer will be able to see the "Authenticate with e-ID card" screen where message will be displayed to Insert your Smart card.

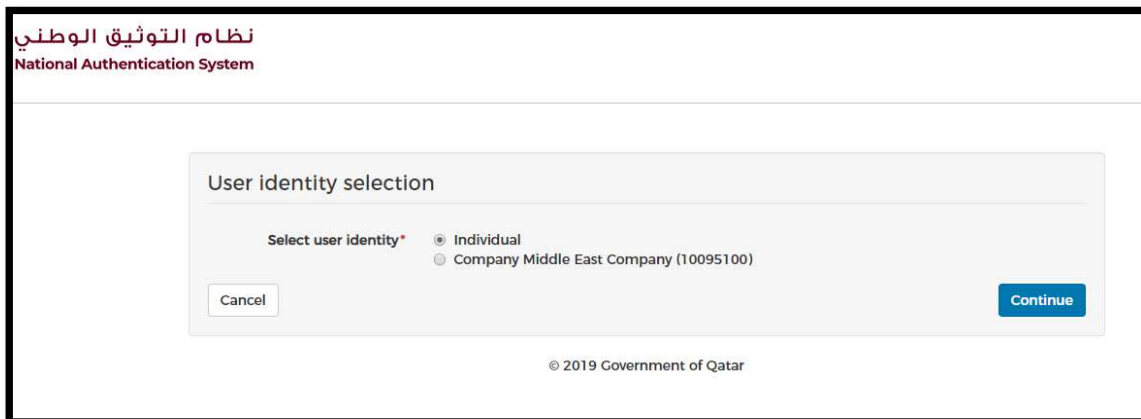


After inserting Smart card into the card reader, Taxpayer will be able to see the screen where he can enter the PIN.



Once the user provides PIN and clicks on the continue button, user will be directed to the Taxpayer Dashboard.

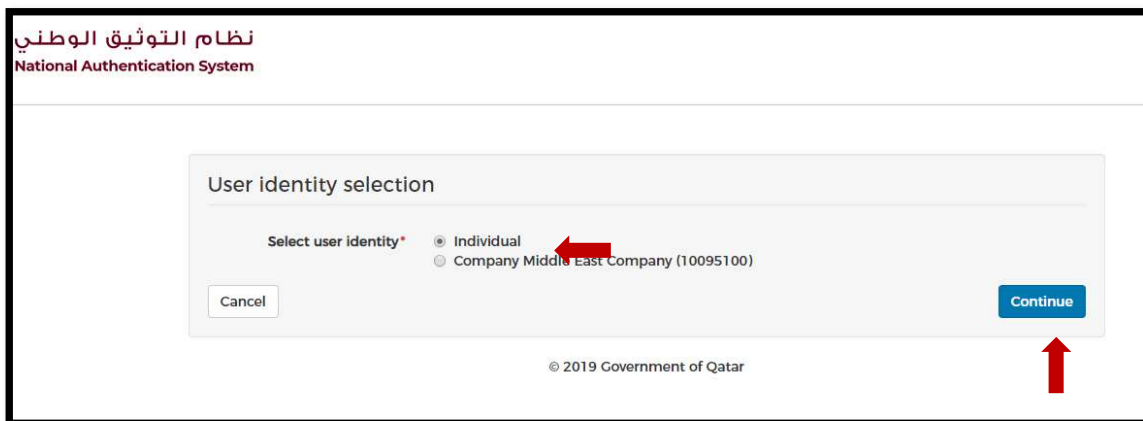
After clicking on "Continue" button, Taxpayer will be navigated to "User identity selection" screen where he can select the user identity as either "Individual" or "Company Middle East Company".



Individual

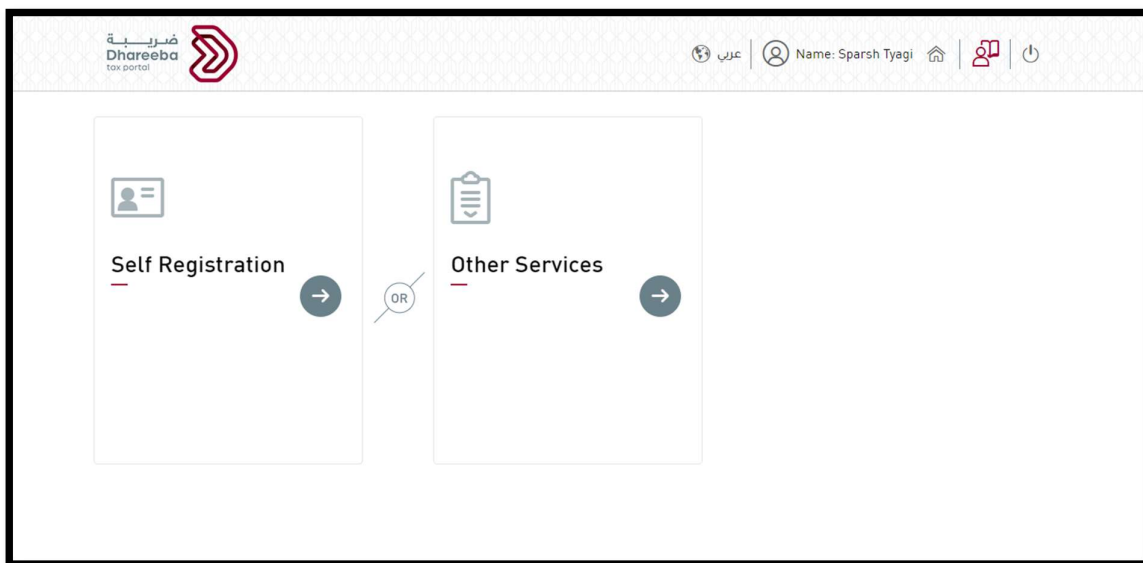
After selecting the user identity as "Individual", Taxpayer will click on "Continue" button.

After clicking on "Continue" button, Taxpayer will be redirected to GTA TAS portal where he can perform registration process or can perform post registration processes if he has already done with registration process.



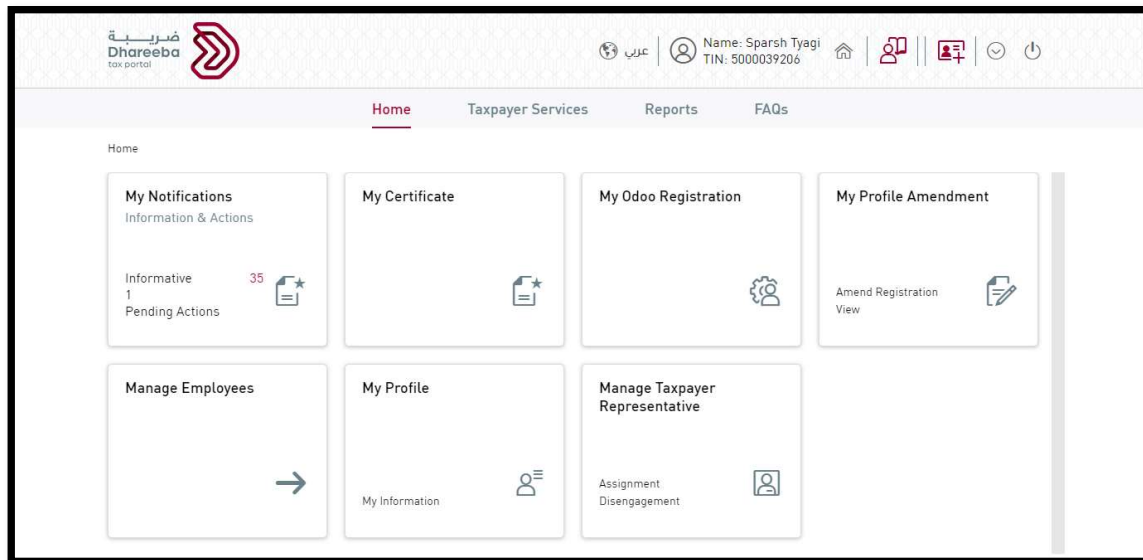
The screenshot shows the 'National Authentication System' (نظام التوثيق الوطني) interface. It features a 'User identity selection' dialog box with two radio button options: 'Individual' (selected) and 'Company Middle East Company (10095100)'. A red arrow points to the 'Individual' option. Below the options are 'Cancel' and 'Continue' buttons. A red arrow points to the 'Continue' button. The footer indicates '© 2019 Government of Qatar'.

Taxpayer will see pre-registration screen if he has not done registration process.



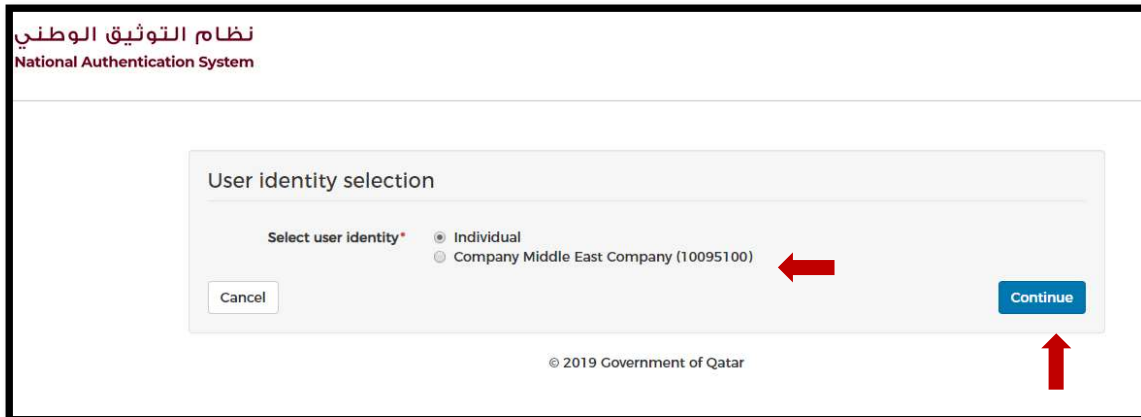
The screenshot shows the 'Dhareeba tax portal' (ضريبة Dhareeba tax portal) interface. It features two main options: 'Self Registration' and 'Other Services', each with a right-pointing arrow. A red line is under 'Self Registration'. A red arrow points to the 'Self Registration' option. The top navigation bar includes the Dhareeba logo, a language selector (عربي), a user profile icon with the name 'Name: Sparsh Tyagi', and icons for home, help, and power.

In case if Taxpayer is already completed registration process then Taxpayer will see post-registration screen.



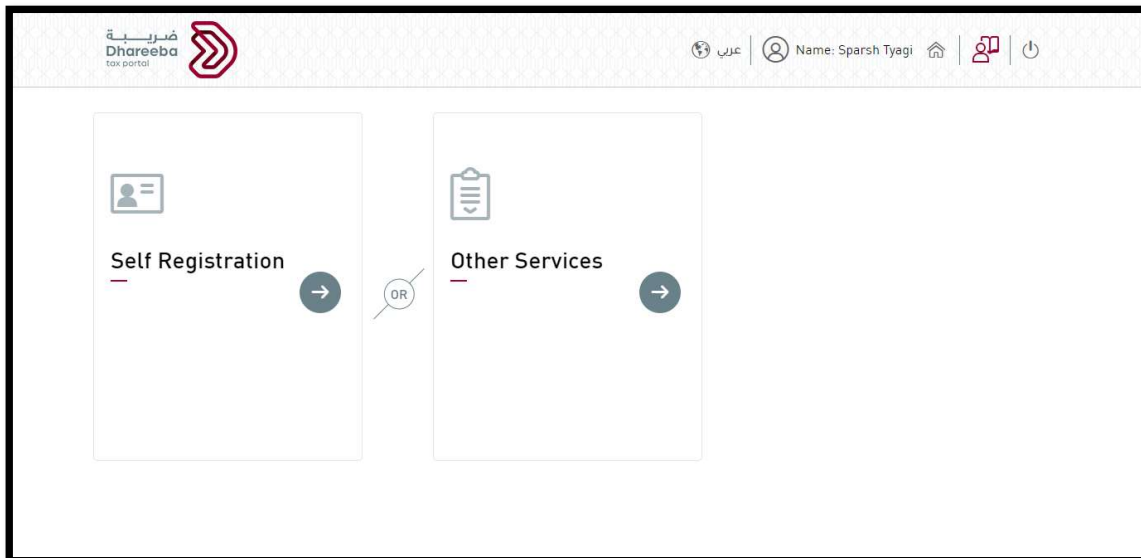
Company Middle East Company

After selecting the user identity as "Company Middle East Company", Taxpayer will click on "Continue" button.

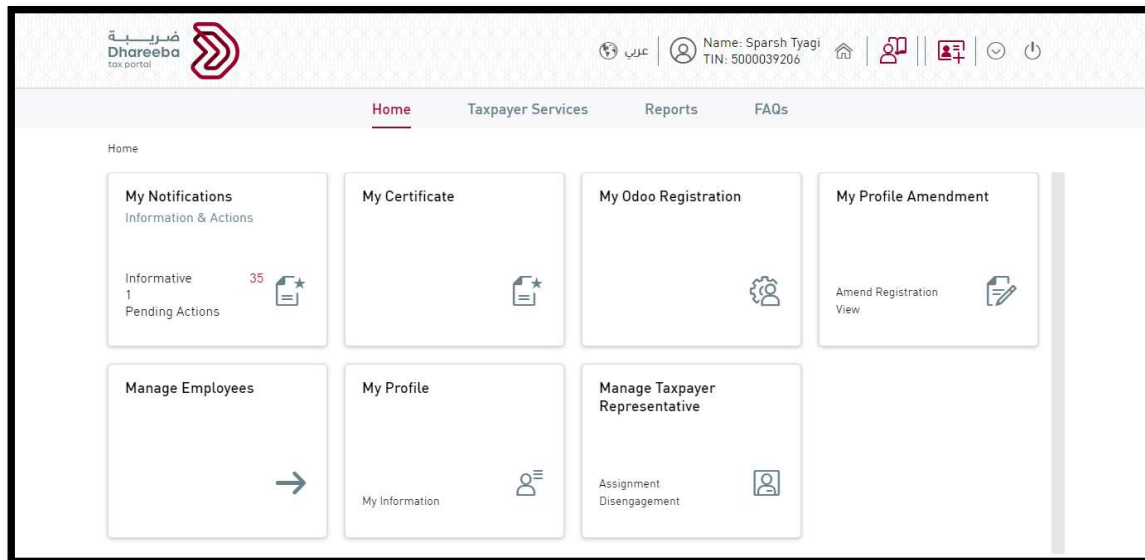


After clicking on "Continue" button, Taxpayer will be redirected to GTA TAS portal where he can perform registration process or can perform post registration processes if he has already done with registration process.

Taxpayer will see pre-registration screen if he has not done registration process.



In case if Taxpayer is already completed Registration process then Taxpayer will see post-registration screen.

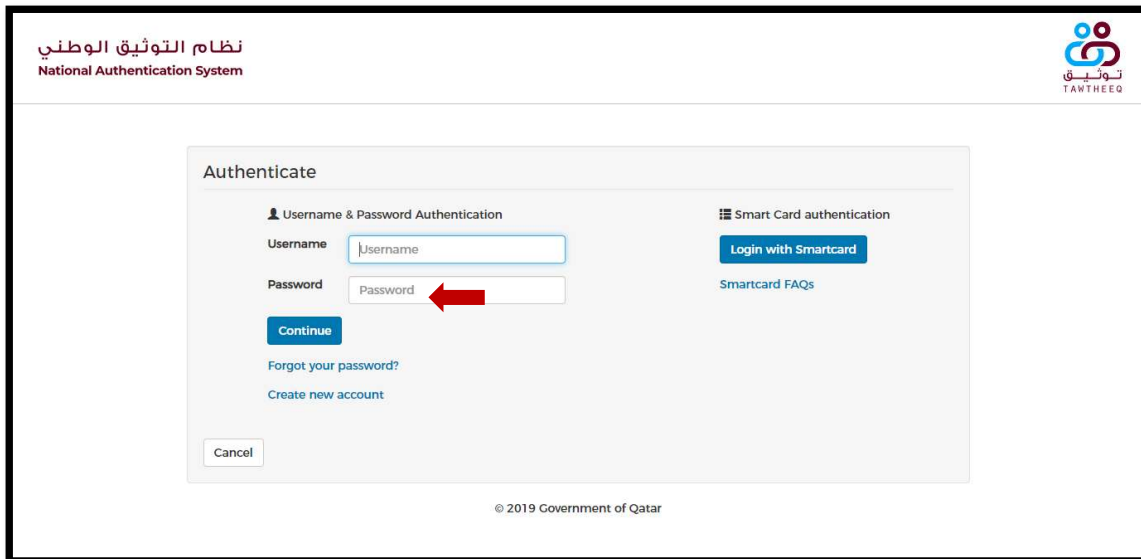


3 Forgot password functionality

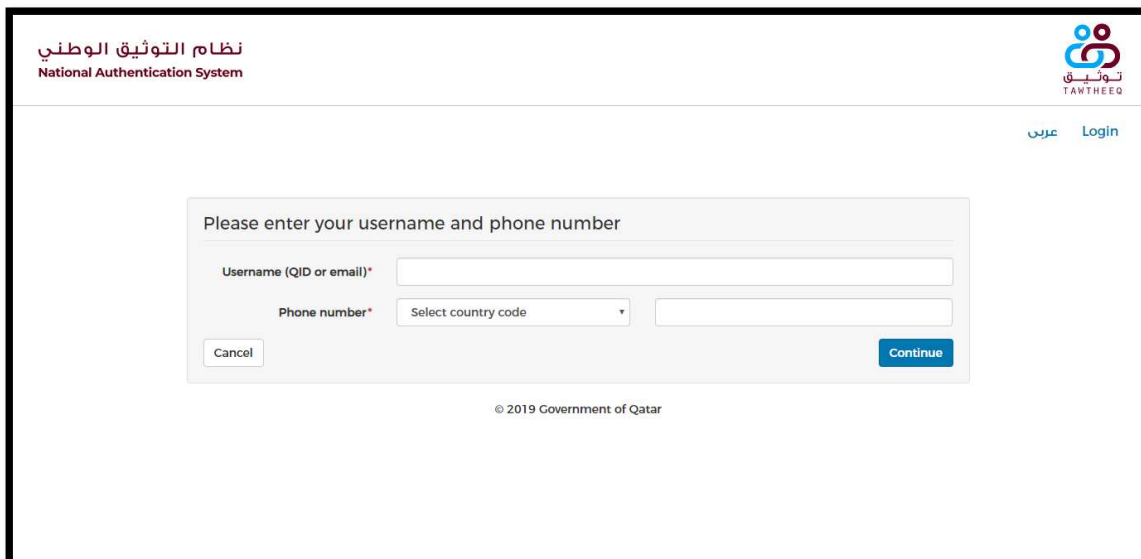
In case any Taxpayer forgets password, then he can recover his password with the help of his QID or E-mail ID.

Using QID for password recovery

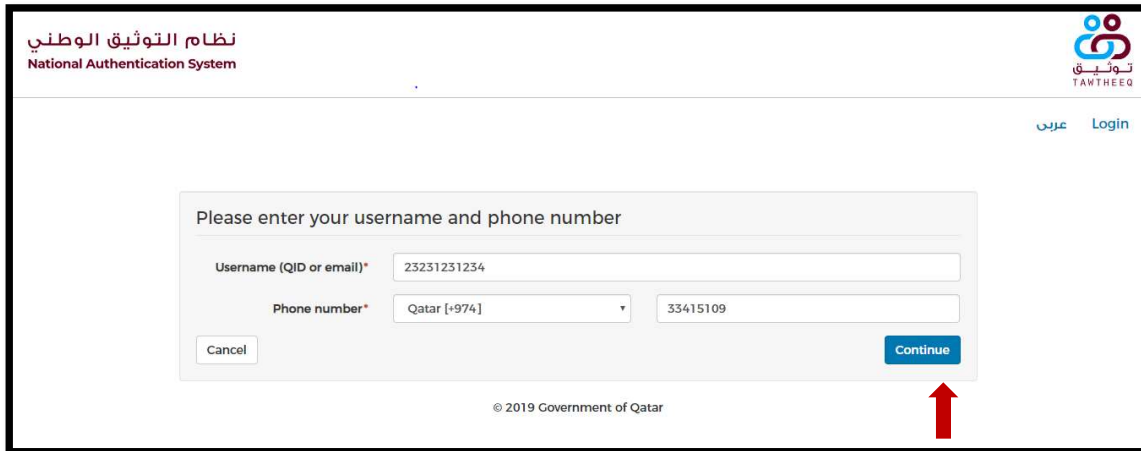
For this Taxpayer needs to access the portal and will click on "Forgot your password?" link.



After clicking on "Forgot your password?" button, Taxpayer will be navigated to "Please enter your username and phone number" screen where Taxpayer needs to enter either his QID or E-mail ID and Phone Number with Country Code.



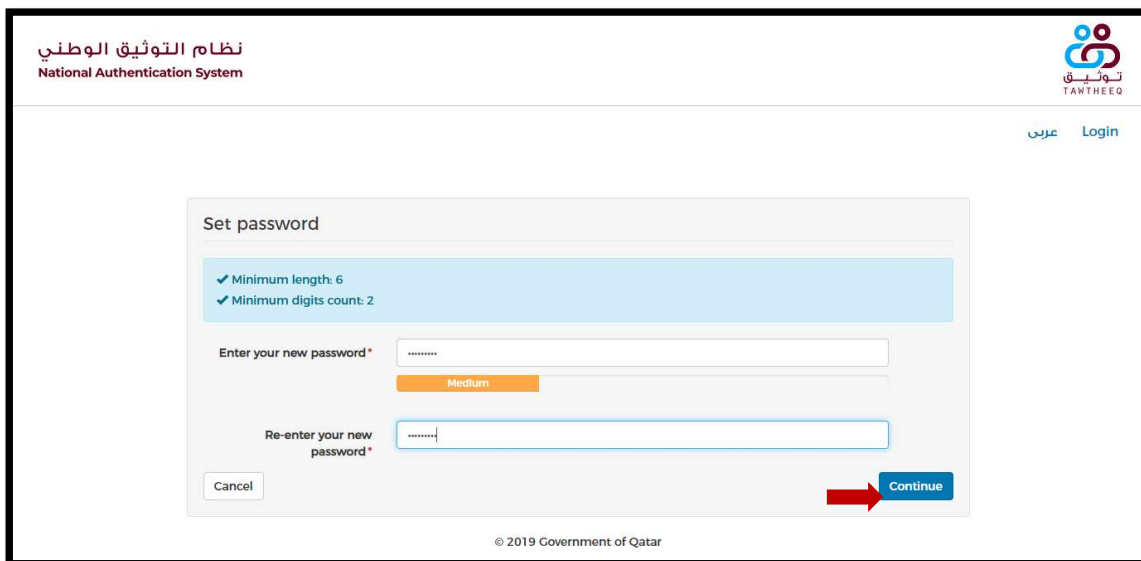
After entering QID, Phone Number with Country Code, Taxpayer will click on "Continue" button.



The screenshot shows the 'National Authentication System' (نظام التوثيق الوطني) login interface. At the top, there is a header with the system name in Arabic and English, and a logo on the right. Below the header, there is a login form titled 'Please enter your username and phone number'. The form contains two input fields: 'Username (QID or email)*' with the value '23231231234' and 'Phone number*' with a dropdown menu set to 'Qatar [+974]' and a text field with the value '33415109'. There are 'Cancel' and 'Continue' buttons. A red arrow points to the 'Continue' button. At the bottom, there is a copyright notice: '© 2019 Government of Qatar'.

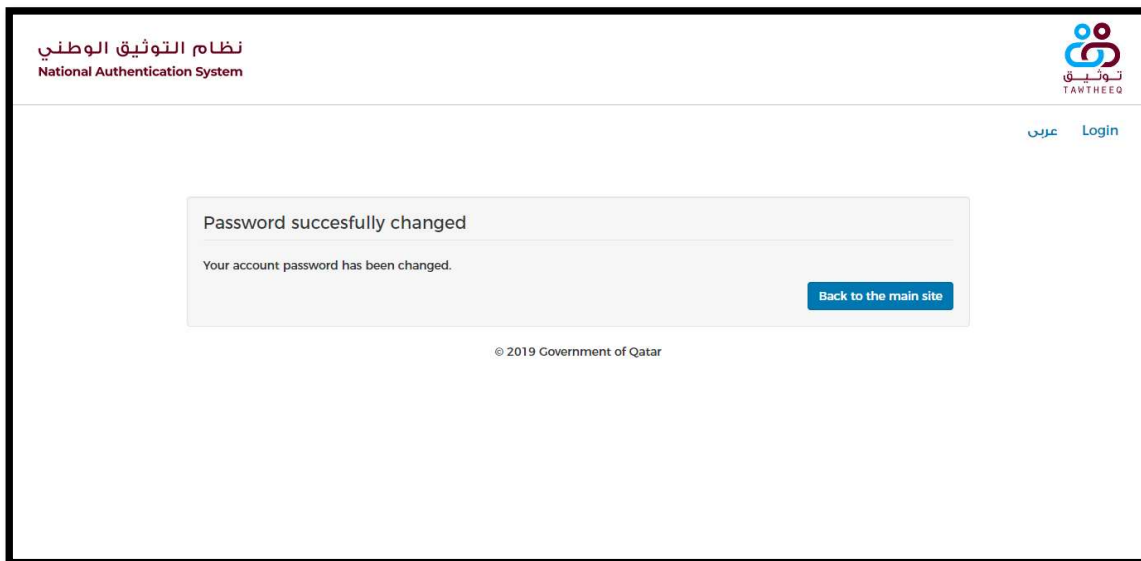
After clicking on "Continue" button, Taxpayer will be navigated to "Set Password" screen where he can enter the new password in the "Enter your new password" & "Re-enter your new password" field.

After entering the password, Taxpayer will click on "Continue" button



The screenshot shows the 'Set password' screen. At the top, there is a header with the system name in Arabic and English, and a logo on the right. Below the header, there is a form titled 'Set password'. The form contains two input fields: 'Enter your new password*' and 'Re-enter your new password*'. There is a 'Medium' strength indicator between the two fields. There are 'Cancel' and 'Continue' buttons. A red arrow points to the 'Continue' button. At the bottom, there is a copyright notice: '© 2019 Government of Qatar'.

After clicking on "Continue" button, Taxpayer will be navigated to next screen where he will see the message for password successfully changed.



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National Authentication System

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عربي Login

Password successfully changed

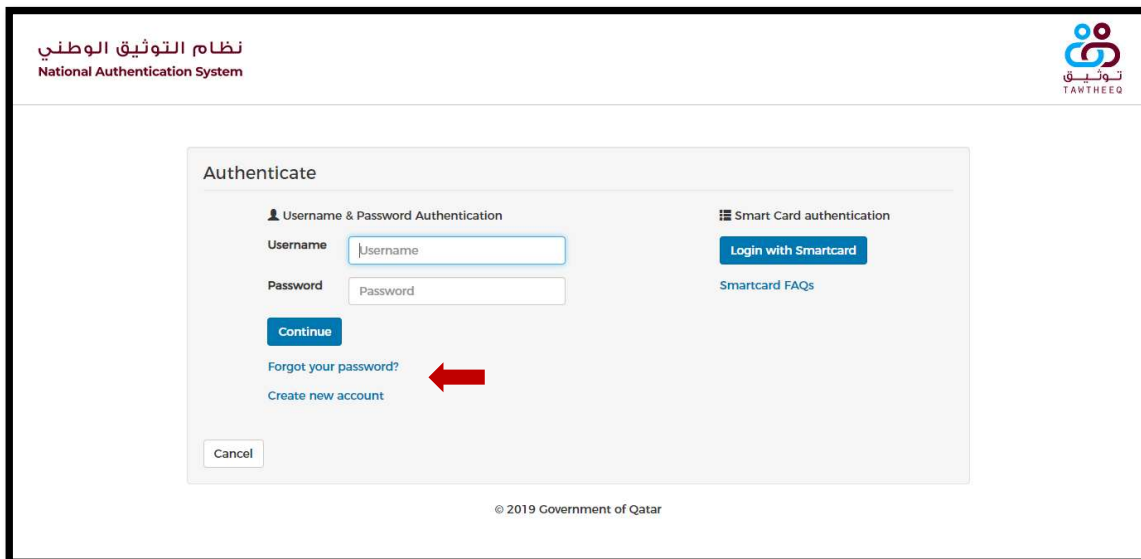
Your account password has been changed.

Back to the main site

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Using E-mail ID for Password recovery

For this Taxpayer needs to access the portal and will click on "Forgot your password?" link.



نظام التوثيق الوطني
National Authentication System

توثيق
TANTHEEQ

Authenticate

Username & Password Authentication

Username

Password

Continue

Forgot your password? ←

Create new account

Smart Card authentication

Login with Smartcard

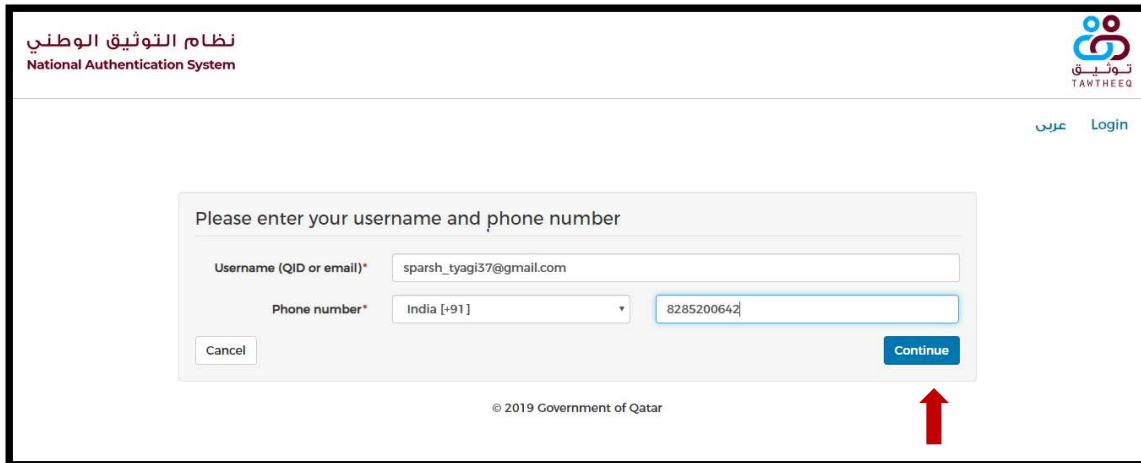
Smartcard FAQs

Cancel

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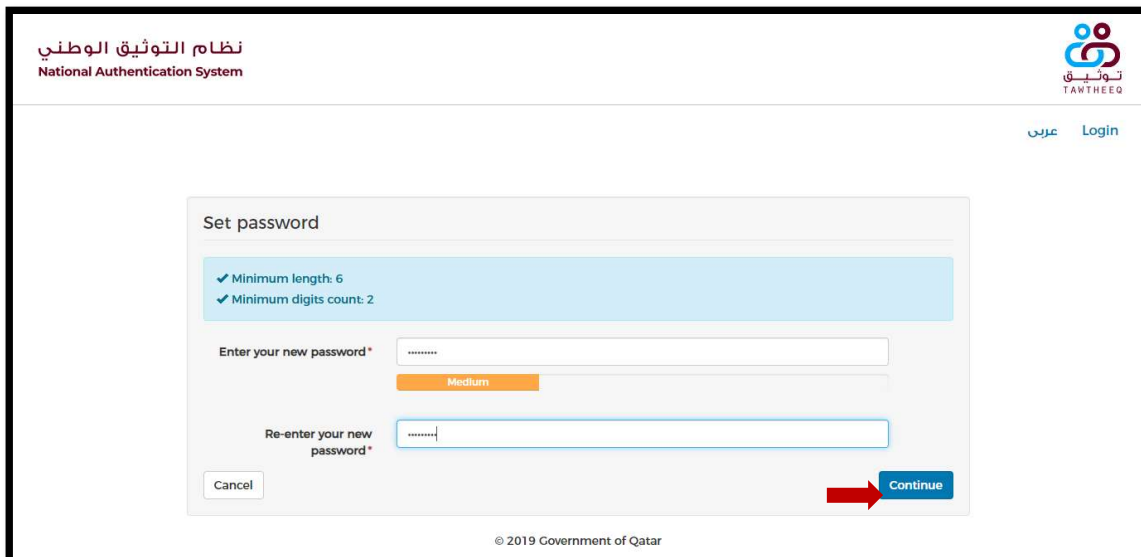
After clicking on "Forgot your password?" button, Taxpayer will be navigated to "Please enter your username and phone number" screen where Taxpayer needs to enter either his QID or E-mail ID and Phone Number with Country Code.

After entering E-mail ID, Phone Number with Country Code, Taxpayer will click on "Continue" button.



After clicking on "Continue" button, Taxpayer will be navigated to "Set Password" screen where he can enter the new password in the "Enter your new password" & "Re-enter your new password" field.

After entering the password, Taxpayer will click on "Continue" button



After clicking on "Continue" button, Taxpayer will be navigated to next screen where he will see the message for password successfully changed.

