UAE Pass Login and Association service User's Manual

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UAE Pass Login and Association

Table Designs

DOCUMENT DETAILS

Document Name	UAE Pass Login and Association
Project Name	
Business Unit	Dubai Trade
Author(s)	DT Training Dept.
Last Updated Date	3rd Feb 2026
Current Version	2.0

This guide explains how to link your Dubai Trade username with UAE Pass for secure login. It also covers how to use the UAE Pass Association and delink services, which support users in group companies when submitting declarations or claiming refunds. These services support Dubai Customs' move, to fully discontinue the Digital Certificate and adopt UAE Pass as the sole method for electronically signing and submitting Customs Declarations and Refund Claims.)

- *Linking and Delinking of UAE Pass*
- *UAE Pass Association service for Group Companies*

Procedure:

UAE Pass Login

1. Click "**Log in**" on the Dubai Trade homepage to begin the authentication process.



2. Click "**Sign in with UAE PASS**" to use your secure digital identity for access.



3. Enter a credential associated with your UAE PASS account then click "**Login**" to proceed with verification.



4. Follow the instructions to confirm log in.



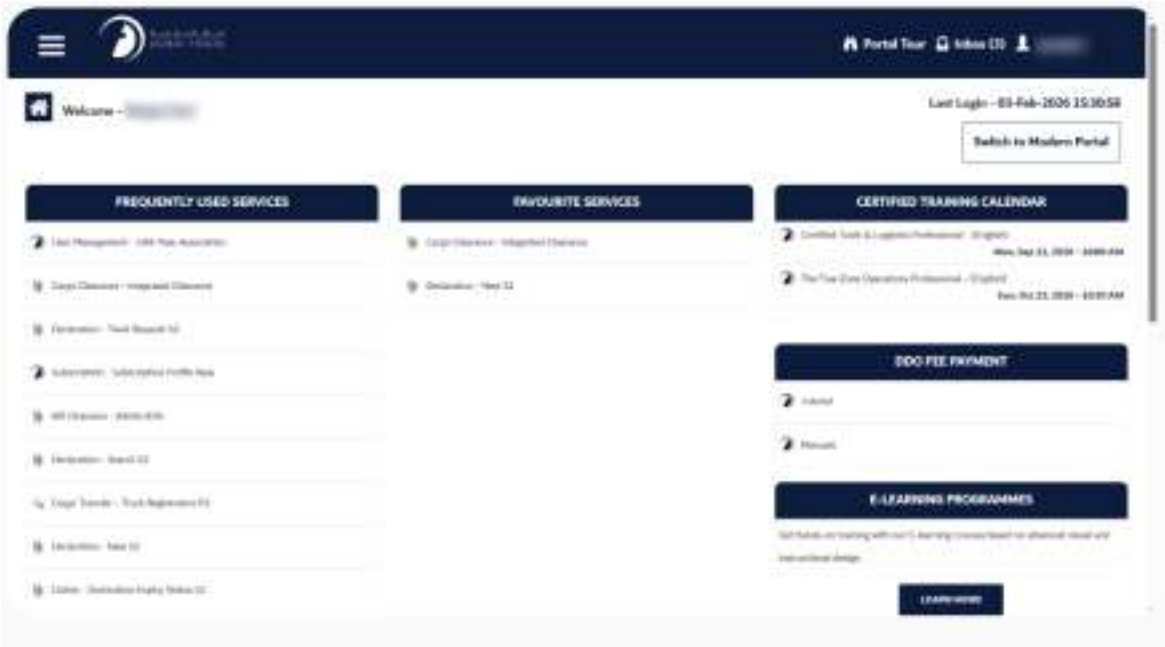
5. Click "**Yes**" to authenticate and link your account with UAE Pass or "No" to cancel the request.



6. Enter your Dubai Trade username and password then click the option "**link above account with UAE Pass**", to ensure that your profile is connected for streamlined login.



7. You will now be redirected to your account and can now start submitting declarations or claims using UAE Pass.



User across Group Companies

If a user submits declarations or claim refunds for multiple group companies, their UAE Pass account can be linked to only one Dubai Trade login ID at a time. They can either delink and re-link their UAE Pass when switching login IDs, or use the UAE Pass Association service to access multiple accounts without switching each time.

The UAE Pass Association service is only applicable for Traders, not Brokers.

1. To proceed with delinking your UAE Pass, please click the profile management section.



2. Choose the option "**Delink UAE Pass**" to begin the process.



3. An alert message will be displayed, along with the user information and Emirates ID, to confirm the action.



4. Click the "**Yes, Delink**" button to remove your UAE PASS from the account. You will be logged out and will be asked to re-log in.

You will not be able to submit any declarations or claims if your login ID is not linked to UAE Pass.



UAE Pass Association for Group Companies

To use the UAE Pass Association service, you must first decide which company will be the Parent company and which will be the Child companies within the group. A user from the Child company must request to be linked to the Parent company by generating an association key. This key is then used by the Parent company to approve and complete the linking using UAE Pass.

Only one Parent account can be set up, and it may be linked to multiple Child accounts.

1. Log in as a child company user, without UAE Pass, and click on the menu.



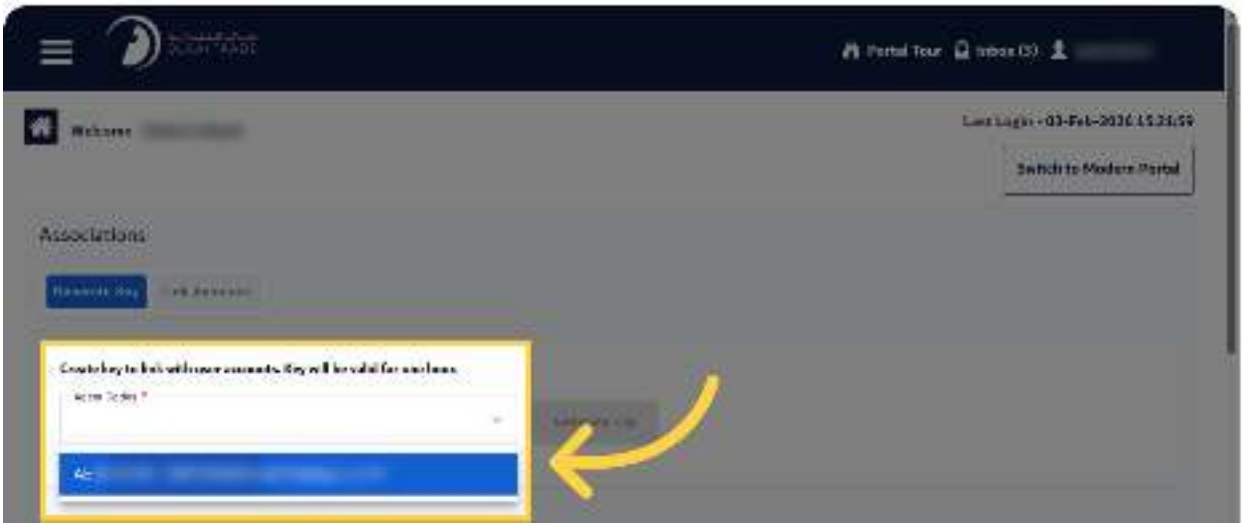
2. Under User Management, choose **UAE Pass Association** service to generate the association key.



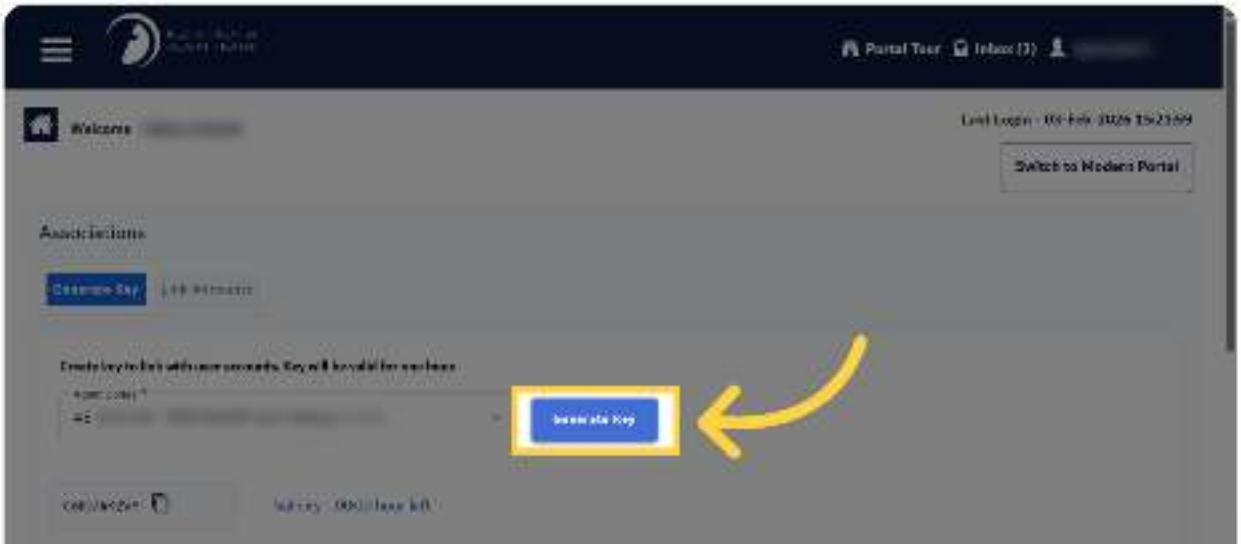
3. Go to the "**Generate Key**" tab to initiate the request.



4. From the drop-down menu, select the child company's business code that needs to be associated

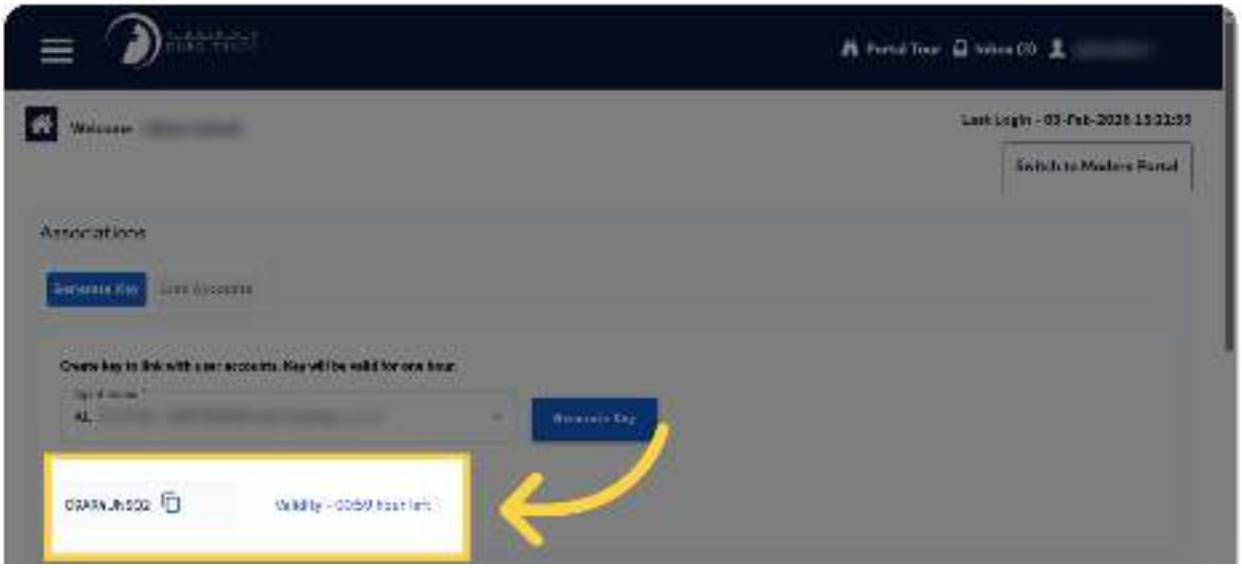


5. Click “**Generate Key**” to create a new security key for the association.



6. Copy the key which is required by the Parent company to complete the association.

This key is valid for 1 hour to be used.



7. Now that the key is generated, login to the parent company account using UAE PASS.

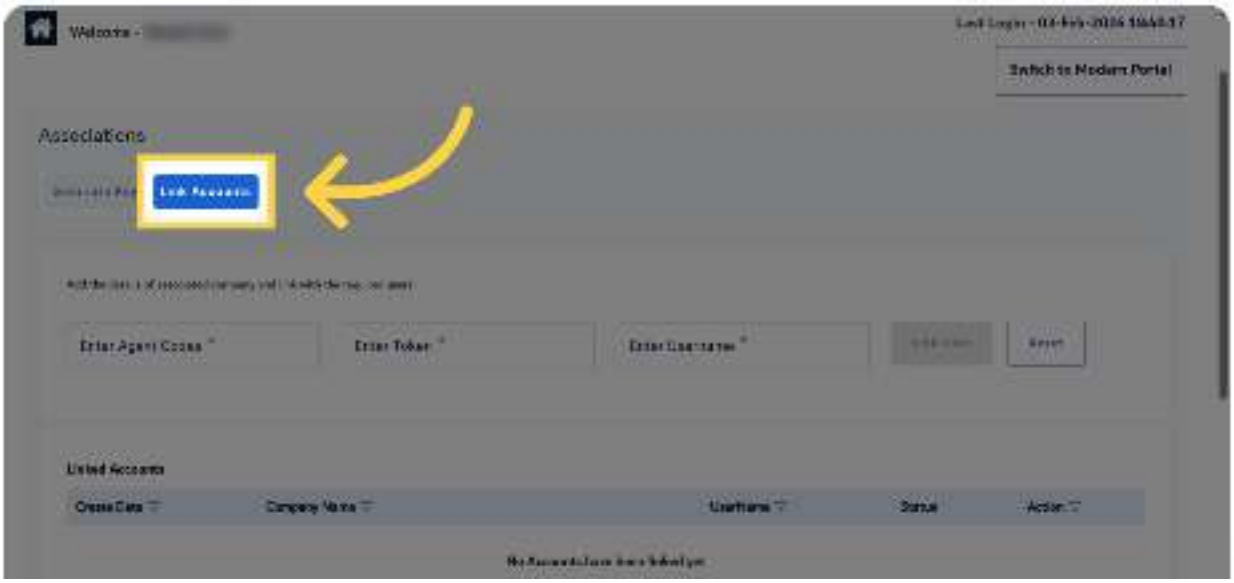


8. Navigate to the menu icon to access the **UAE Pass Association service**.

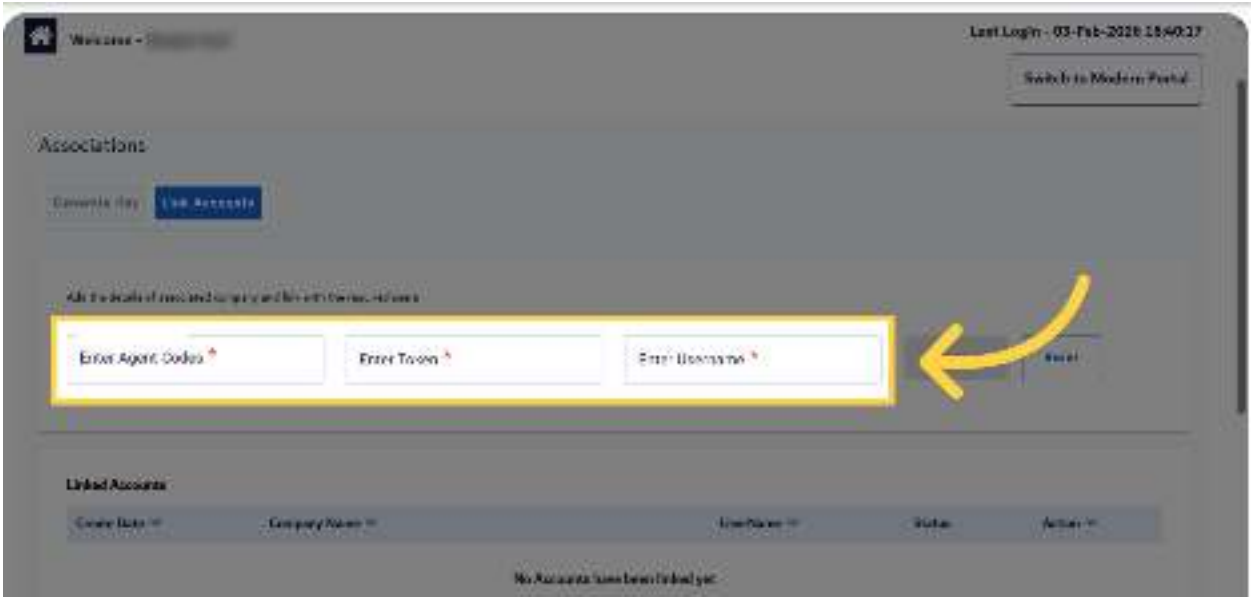




9. Go to the “**Link Accounts**” tab to start the process.

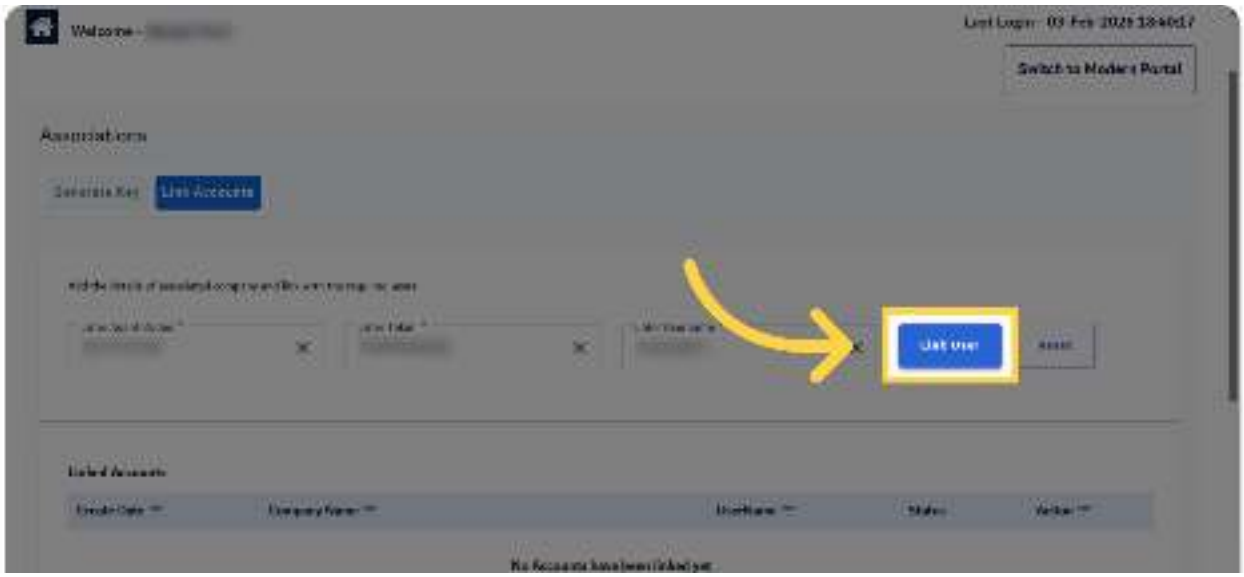


10. Enter the requesting Child Company **business code**, **generated key**, and the **username**.

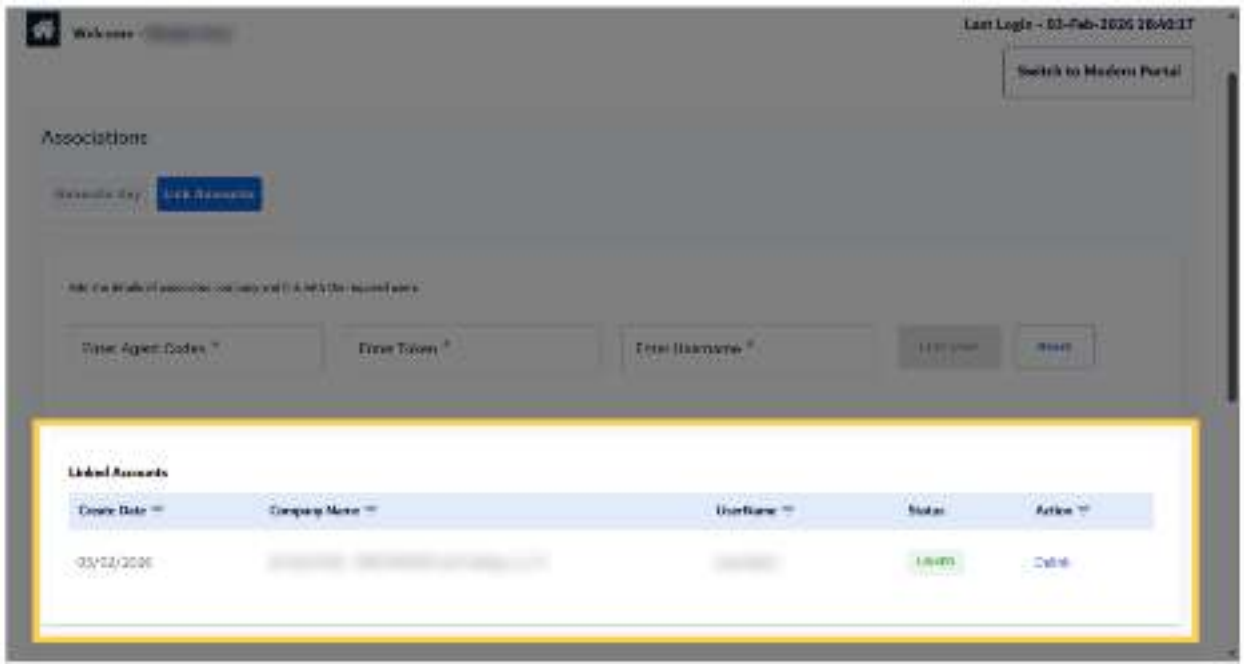


11. Once all the information is entered, click "**Link User**" to complete the process.

Please note that in order to complete the association, the Child company user's Emirates ID must match Dubai Customs records, and the Child company must have an active Dubai Trade subscription.



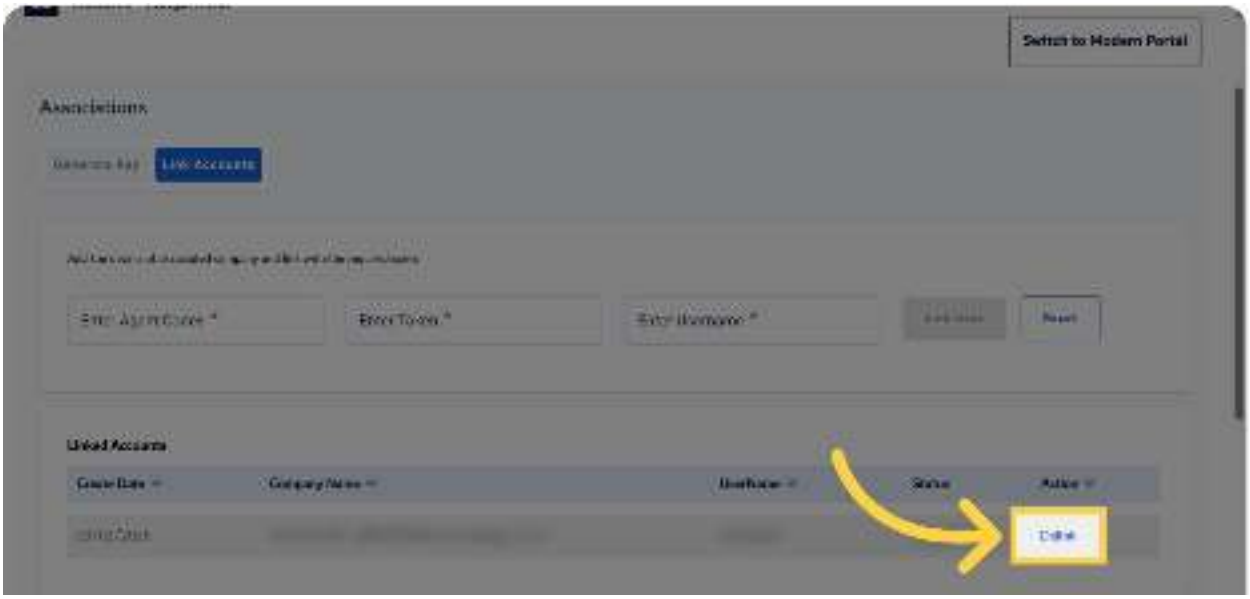
12. The linked accounts will be displayed.



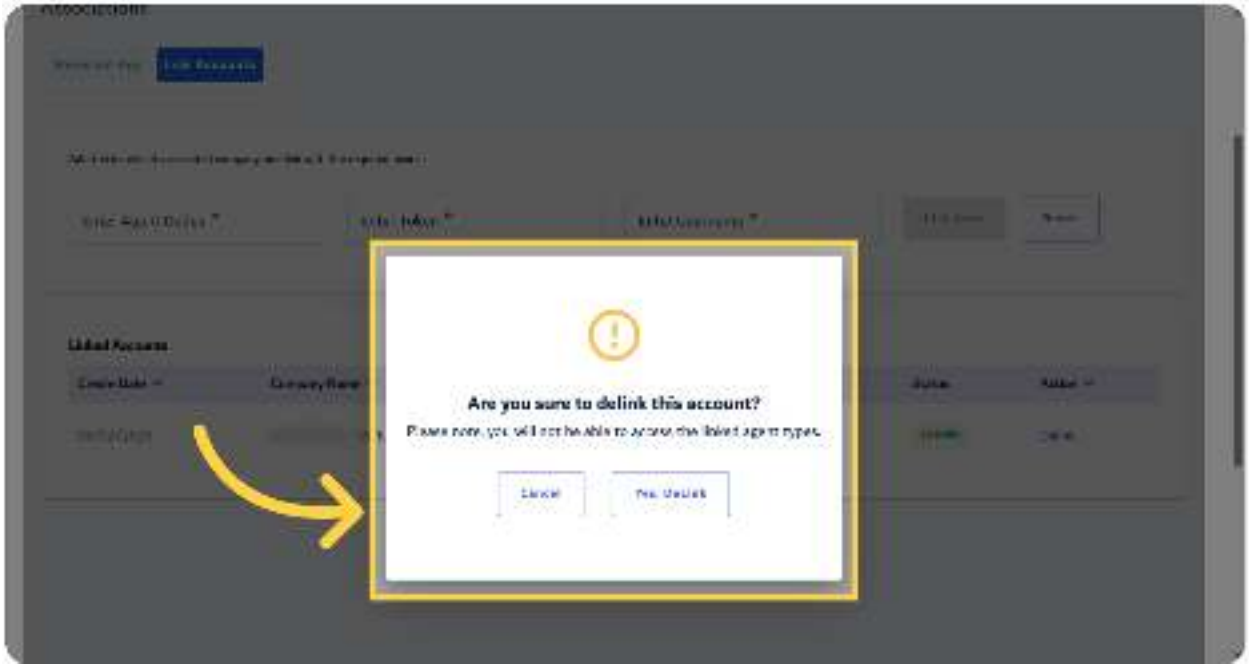
13. Once the association of Child companies is complete, you can now log in to the parent company account and start submitting declarations and claim refunds using a single log in ID with UAE Pass.



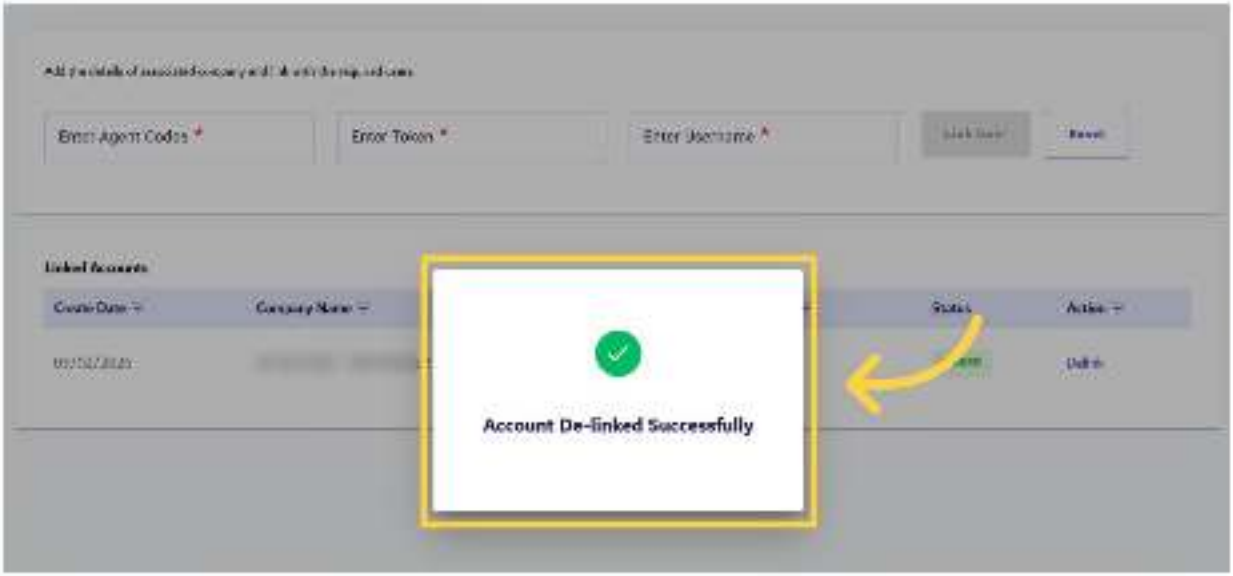
14. From the same **UAE Pass Association service**, you can delink or remove a child company user from the group company association.



15. Click "**Yes**" to confirm. Note that you will lose access to the linked agent types once confirmed.



16. A confirmation message will appear once the child company user is successfully delinked from the parent account.



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