

Create a power of attorney for a CVR number

This guide helps you create a power of attorney in Virk.

Before you start, you need to have three things in place:

1. Ensure that your company has an active NemID Medarbejdersignatur. If you do not already have one, you can order one at www.medarbejdersignatur.dk.
2. The conditions for using NemLog-in/Brugeradministration (User administration) must be signed (they only need to be signed the first time the company accesses Brugeradministration.)
3. You must be a User Administrator(administrator for burgerne) and an Organisation Administrator (Administrator for organisationen). You can see this in Brugeradministration under My profile.

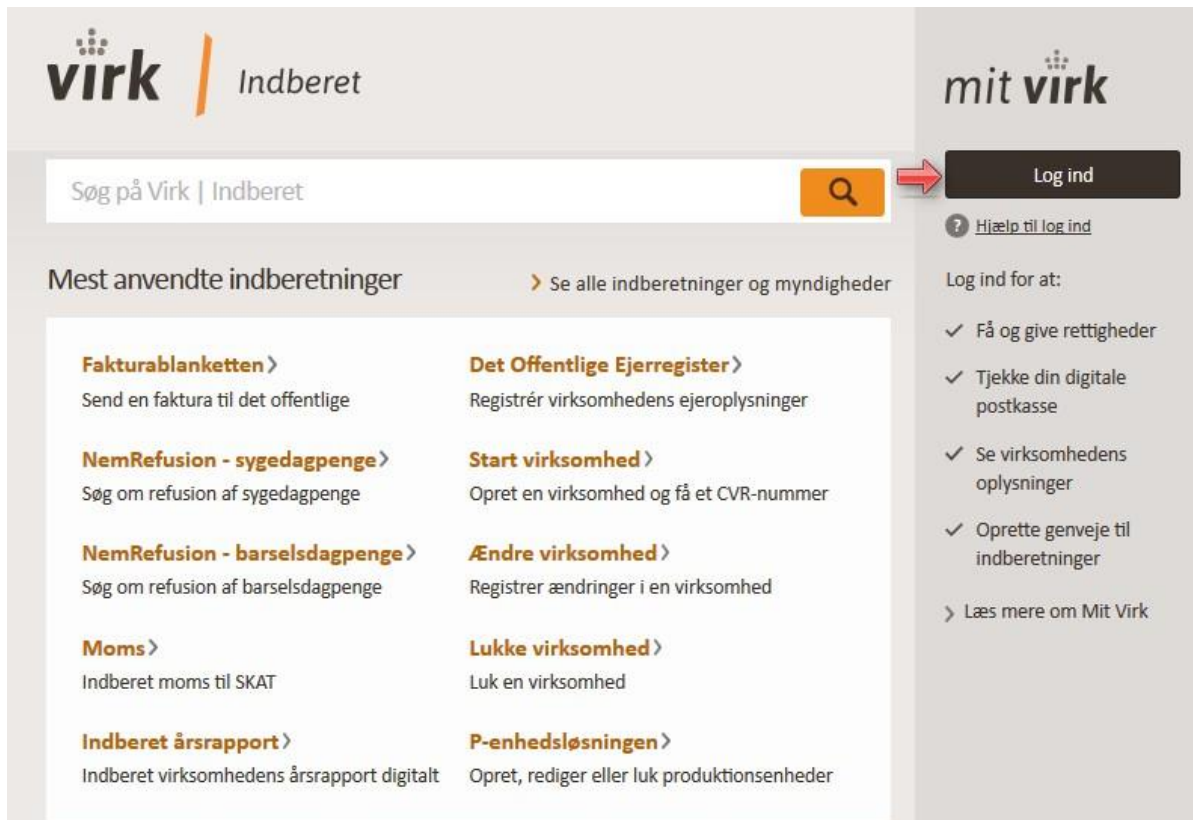
There are basically three steps for creating a power of attorney:

1. Log in to Virk.
2. Select Powers of attorney in Brugeradministration (User administration).
3. Create power of attorney



GIV
FULDMAGT

Step 1: Log in to Virk with your NemID Medarbejdersignatur



virk | Indberet

Søg på Virk | Indberet

mit virk

Log ind

Hjælp til log ind

Log ind for at:

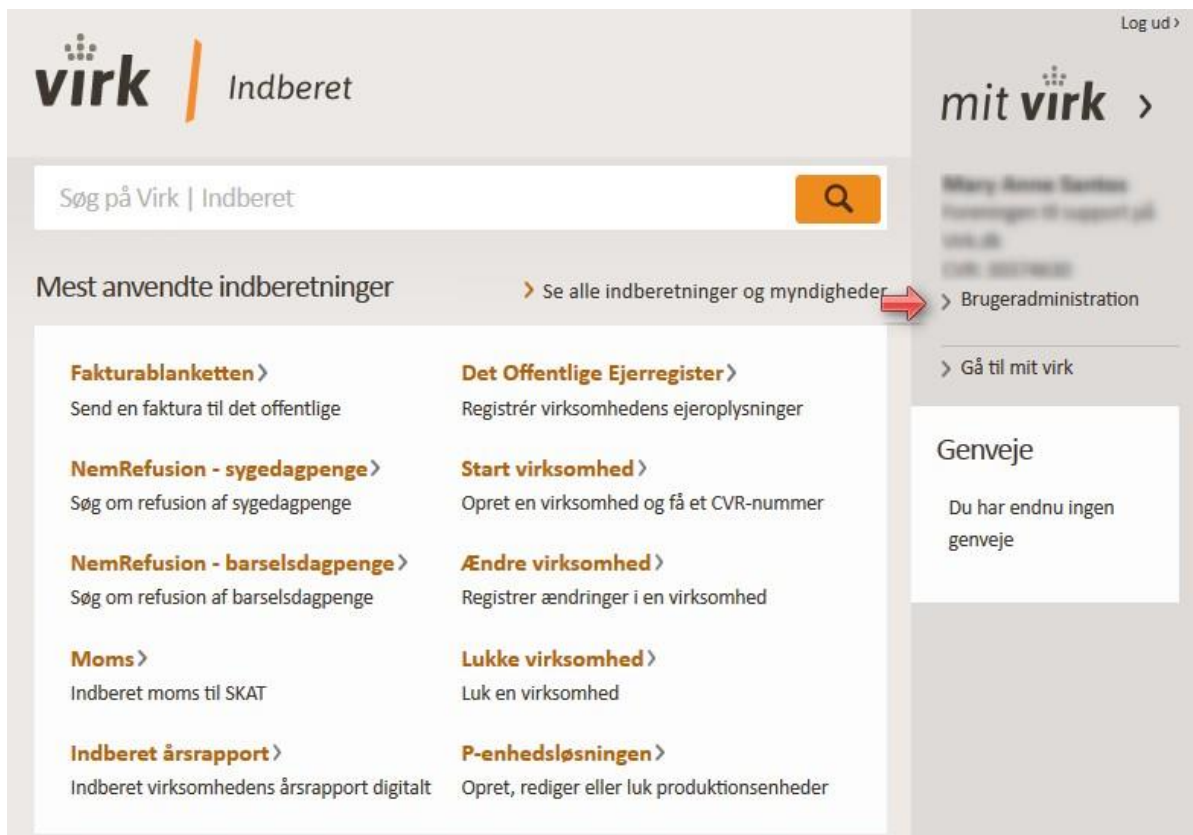
- ✓ Få og give rettigheder
- ✓ Tjekke din digitale postkasse
- ✓ Se virksomhedens oplysninger
- ✓ Oprette genveje til indberetninger

> Læs mere om Mit Virk

Mest anvendte indberetninger > Se alle indberetninger og myndigheder

| | |
|--|---|
| Fakturablanketten > Send en faktura til det offentlige | Det Offentlige Ejerregister > Registrér virksomhedens ejeroplysninger |
| NemRefusion - sygedagpenge > Søg om refusion af sygedagpenge | Start virksomhed > Opret en virksomhed og få et CVR-nummer |
| NemRefusion - barseldagpenge > Søg om refusion af barseldagpenge | Ændre virksomhed > Registrer ændringer i en virksomhed |
| Moms > Indberet moms til SKAT | Lukke virksomhed > Luk en virksomhed |
| Indberet årsrapport > Indberet virksomhedens årsrapport digitalt | P-enhedsløsningen > Opret, rediger eller luk produktionsenheder |

Step 2 Select Brugeradministration



virk | Indberet

Søg på Virk | Indberet

mit virk >

Log ud >

Mary Anne Sørensen
Tilsvarende til support på
1914 46
1914 467444

> Brugeradministration

> Gå til mit virk

Genveje

Du har endnu ingen genveje

Mest anvendte indberetninger > Se alle indberetninger og myndigheder

| | |
|--|---|
| Fakturablanketten > Send en faktura til det offentlige | Det Offentlige Ejerregister > Registrér virksomhedens ejeroplysninger |
| NemRefusion - sygedagpenge > Søg om refusion af sygedagpenge | Start virksomhed > Opret en virksomhed og få et CVR-nummer |
| NemRefusion - barseldagpenge > Søg om refusion af barseldagpenge | Ændre virksomhed > Registrer ændringer i en virksomhed |
| Moms > Indberet moms til SKAT | Lukke virksomhed > Luk en virksomhed |
| Indberet årsrapport > Indberet virksomhedens årsrapport digitalt | P-enhedsløsningen > Opret, rediger eller luk produktionsenheder |



Step 3: Select NemLog-in/Brugeradministration

mit virk Søg på Virk | Indberet

Forside > Brugeradministration

Brugeradministration

Brugerrettigheder på Virk bliver oprettet og vedligeholdt i NemLog-in Brugeradministration.

Har du brug for en rettighed, skal du anmode om den i NemLog-in Brugeradministrationen.

NemLog-in/Brugeradministration ←

Tilføj ny underskriver

Direktør, ejer og ansvarlig indehaver kan tilføje sig selv som underskriftsbemyndiget for en organisation. Det kræver, at organisationen er tilsluttet til NemLog-in brugeradministration.

> Tilføj underskriver

Log ud >

Mary Anne Santos
Forside af support på virk.dk
CVR: 30374630
> Brugeradministration

? [Hjælp til Mit Virk](#)

Genveje

Du har endnu ingen genveje

Senest besøgte indberetninger

- > NemRefusion - Refusion af sygedagpenge
- > Ændre virksomhed
- > NemRefusion -

Please note

If the company has not signed the conditions, you will be asked to give the company's consent. [See the guide here](#)



Step 4: Select Powers of attorney



NemLog-in/Brugeradministration Help Language: Dansk English [Help](#) [Logout](#)

Foreningen til Virk support CVR number: [End User Administration >](#)

Home [Home](#)

- My Profile
- Organisation Profile
- User Overview
- Powers of attorney**
- Advanced

You have logged in and have the role as both User Organisation Administrator and User Administrator

Here you can:

- Maintain yours and others profiles
- Assign access rights to yourself and others
- Assign User Administrator and User Organisation Administrator roles to others
- Maintain organisations information in NemLog-in user administration.
- Create, edit groups and administrate users in groups
- Provide business power of attorney

Are you or others missing any access rights?

- Choose **User Overview** in the menu
- Select the user by clicking on the name,
- Choose **Assign rights** under: Solve tasks.

It is important that you keep your profile updated.

[View instructions for NemLog-in user administration](#)



Step 5: Select Create power of attorney

NemLog-in/Brugeradministration Help Language: Dansk English [Help](#) [Logout](#)

Foreningen til Virk support CVR number:

Home [Home](#) [Powers of attorney](#)

- My Profile
- Organisation Profile
- User Overview
- Powers of attorney**
- Advanced

Solve tasks

- Give power of attorney**
 - [Create power of attorney](#)
 - [Create power of attorney for specific user](#)
- Request Power of Attorney**
 - [Request Power of Attorney](#)
- Manage powers of attorney**
 - [Create Delegation group](#)

Powers of attorney received

Select a power of attorney to view or edit users in that group

| Name | Power of attorney received from | Rights | |
|-----------|---------------------------------|--|--------|
| | Erhvervsstyrelsen | Administration af undtagelsesregister for kommuner | Delete |
| test_1234 | Erhvervsstyrelsen | Basispakke | Delete |

Powers of attorney created

Select a power of attorney to view or edit it

| Name | Powers of attorney given to | Rights | |
|------|-----------------------------|--|--------|
| | Erhvervsstyrelsen | Ret til at administrere VEU kurser | Delete |
| | Erhvervsstyrelsen | | Delete |
| | Erhvervsstyrelsen | Ret til at indberette fravær til statistik | Delete |

Please note

If you do not have this option, it may be because you are not an administrator. You can see whether you are under My profile.



Step 6: Complete the commercial power of attorney

1. Enter the recipient's CVR number and click Pull data
2. Name the user group
3. Check whether the recipient of the power of attorney is correct
4. Click Assign rights.
 - a. Select the rights to which the power of attorney will apply by either selecting an entire category or opening a category and selecting/deselecting rights. Then click Assign
(see Screenshot 6a)
5. Select whether the power of attorney will be limited to a P number (optional)
6. Approve the power of attorney

The screenshot shows the 'Create Power of Attorney' form in the NemLog-in/Brugeradministration system. The form is divided into several sections, with numbered callouts (1-6) indicating the steps to be followed:

- 1:** Points to the 'CVR number' input field in the 'Choose recipient' section, with a 'Pull data' button next to it.
- 2:** Points to the 'Name of user group' input field in the 'Master data for power of attorney' section.
- 3:** Points to the 'Power of attorney given to' dropdown menu in the 'Master data for power of attorney' section.
- 4:** Points to the 'Assign rights' button in the 'The power of attorney contains the following rights' section.
- 5:** Points to the radio button for 'The entire organisation' in the 'Power of attorney apply to' section.
- 6:** Points to the 'APPROVE' button at the bottom right of the form.

The form includes a sidebar with navigation options: My Profile, Organisation Profile, User Overview, Powers of attorney (selected), and Advanced. The breadcrumb trail is: Home > Powers of attorney > Create Power of Attorney. The language is set to English.



6a

Assign new right

Rights View: Category List

| | | |
|--|--|----------|
| <input type="checkbox"/> Data og statistik | Her finder du rettigheder til blandt andet Danmarks Statistik, grønt regnskab og energidata | + |
| <input type="checkbox"/> Løn, sygdom, barsel og personale | Her finder du rettigheder til blandt andet NemRefusion, FerieKonto og Barsel.dk | + |
| <input type="checkbox"/> Miljø og affald | Her finder du rettigheder til blandt andet affaldsdata, vanddata og ansøgning om miljøgodkendelse | + |
| <input type="checkbox"/> Uddannelse | Her finder du rettigheder til blandt andet VEU kurser og arbejdsgivernes uddannelsesbidrag | + |
| <input type="checkbox"/> Øvrige | Her finder du rettigheder til blandt andet køreprøvebooking, Online.at og se status på udlændingesager | + |

The power of attorney has been created.

The screenshot shows the NemLog-in/Brugeradministration interface. At the top, there is a navigation bar with 'Help', 'Language: Dansk English', and 'Logout'. Below the navigation bar, there is a yellow notification box with an information icon and the text 'Power of Attorney is created.' and a 'Close' button.

The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Home' breadcrumb and a 'Powers of attorney' section with the following items: My Profile, Organisation Profile, User Overview, Powers of attorney (highlighted), and Advanced. Below this is a 'Solve tasks' section with 'Give power of attorney' (containing 'Create power of attorney' and 'Create power of attorney for specific user'), 'Request Power of Attorney' (with a red arrow pointing to it), and 'Manage powers of attorney' (containing 'Create Delegation group').

The main panel has two sections: 'Powers of attorney received' and 'Powers of attorney created'. Both sections have a sub-header 'Select a power of attorney to view or edit users in that group'.

Powers of attorney received

| Name | Power of attorney received from | Rights | |
|-----------|---------------------------------|--|--------|
| [blurred] | Erhvervsstyrelsen | Administration af undtagelsesregister for kommuner | Delete |
| test_1234 | Erhvervsstyrelsen | Basispakke | Delete |

Powers of attorney created

| Name | Powers of attorney given to | Rights | |
|-----------|-----------------------------|--|--------|
| Fuldmagt | Erhvervsstyrelsen | Adgang til at indberette el- og varmedata | Delete |
| [blurred] | Erhvervsstyrelsen | Ret til at administrere VEU kurser | Delete |
| [blurred] | Erhvervsstyrelsen | | Delete |
| [blurred] | Erhvervsstyrelsen | Ret til at indberette fravær til statistik | Delete |

Please note

1. You must notify the recipient of the power of attorney that the power of attorney has been created.
2. The commercial power of attorney can only be used when the recipient has been added as a user here.

