

Create a power of attorney for a person in a company

This guide helps you create a power of attorney for a specific person with a NemID Medarbejdersignatur in Virk.

Before you start, you need to have four things ready:

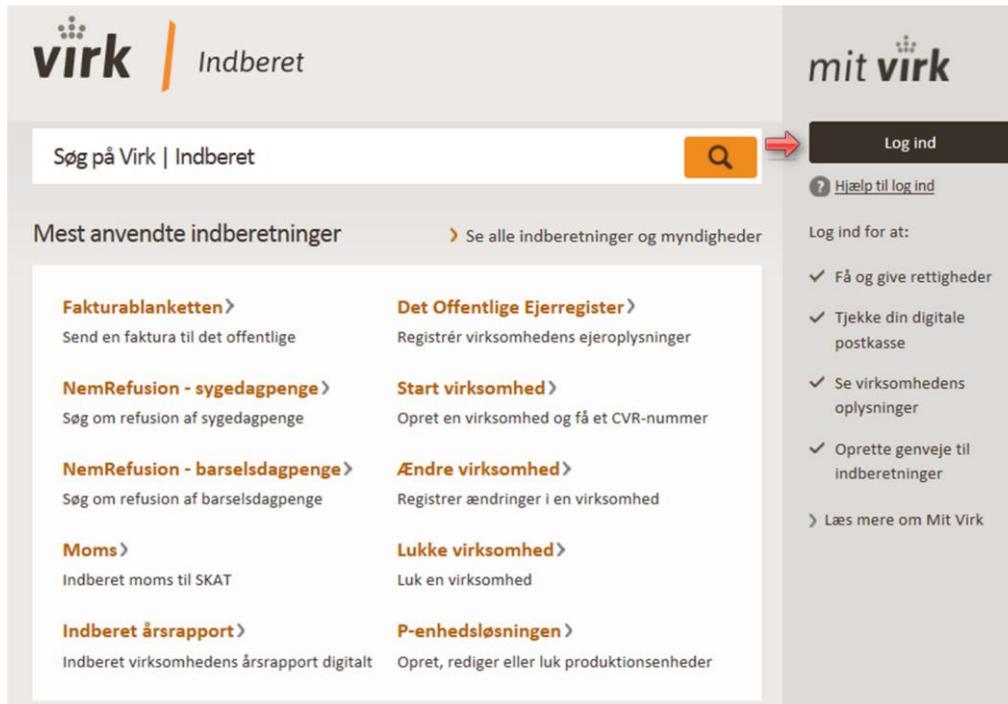
1. Ensure that your company has an active NemID Medarbejdersignatur. If you do not already have one, you can order one at www.medarbejdersignatur.dk.
2. The conditions for using NemLog-in/Brugeradministration (User administration) must be signed (they only need to be signed the first time the company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

There are basically three steps for creating a power of attorney, and you can read about them in this guide:

1. Log in to Virk.
2. Select Powers of attorney in Brugeradministration
3. Create the power of attorney

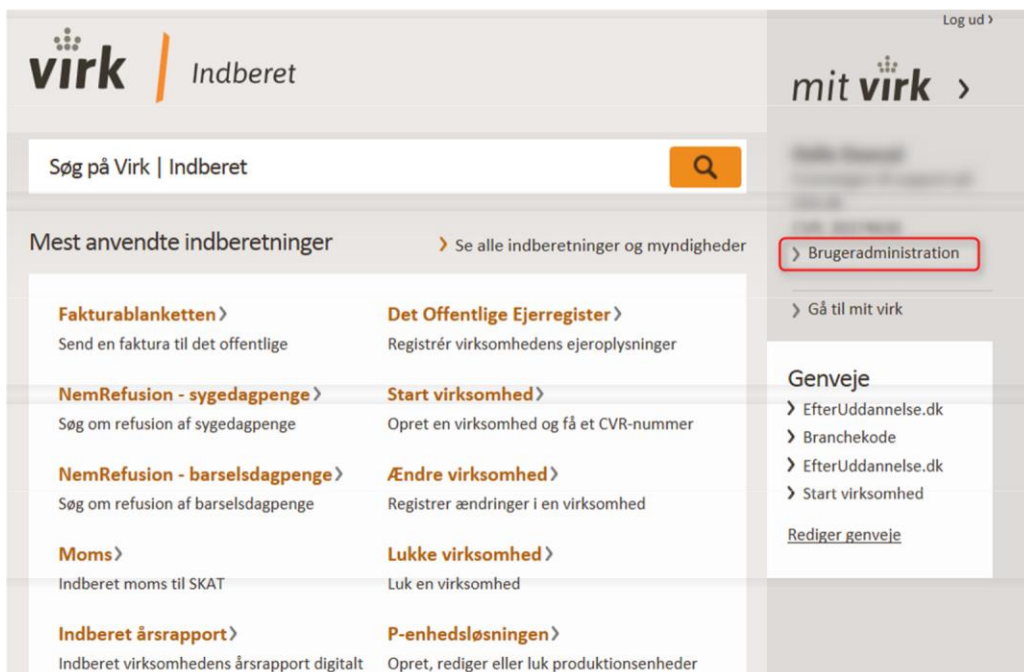


Step 1: Log in to Virk with a NemID Medarbejdersignatur



Step 2: Select Powers of attorney in Brugeradministration

a. Select Brugeradministration



b. Select NemLog-in/Brugeradministration

The screenshot shows the 'mit virk' website interface. At the top, there is a search bar and a 'Log ud' button. Below the search bar, there is a navigation menu with 'Tilbage til Virk | Indberet' and 'virk | indberet'. The main content area is titled 'Brugeradministration' and contains the text: 'Brugerrettigheder på Virk bliver oprettet og vedligeholdt i NemLog-in Brugeradministration.' Below this, there is a section with the text: 'Har du brug for en rettighed, skal du anmode om den i NemLog-in Brugeradministrationen.' A red box highlights a button labeled 'NemLog-in/Brugeradministration'. To the right, there is a sidebar with 'Genveje' (Du har endnu ingen genveje) and 'Senest besøgte indberetninger' (Anmodning om udbetaling af tilskud til voksenlærling, AB 505 - Anmodning om udbetaling af tilskud til voksenlærling).

c. Select Powers of attorney

The screenshot shows the 'NemLog-in/Brugeradministration' page. At the top, there is a blue header with 'NemLog-in/Brugeradministration', 'Help', 'Language: Dansk English', and 'Logout'. Below the header, there is a navigation menu with 'Home', 'My Profile', 'Organisation Profile', 'User Overview', 'Powers of attorney' (highlighted with a red box), and 'Advanced'. The main content area is titled 'You have logged in and have the role as both User Organisation Administrator and User Administrator' and contains the text: 'Here you can:' followed by a list of tasks: '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', and 'Provide business power of attorney'. Below this, there is a section titled 'Are you or others missing any access rights?' with a list of instructions: 'Choose User Overview in the menu', 'Select the user by clicking on the name', and 'Choose Assign rights under: Solve tasks.' At the bottom, there is a note: 'It is important that you keep your profile updated.' and a link: 'View instructions for NemLog-in user administration'.

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 3: Create power of attorney

- a. Select Create power of attorney for specific user under **Solve tasks**

NemLog-in/Brugeradministration Help Language: Dansk English Logout

Foreningen til Virk support CVR number: 00000000

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	
[blurred]	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	
[blurred]	Erhvervsstyrelsen	Ret til at administrere VEU kurser	Delete
(Specific user)	Erhvervsstyrelsen		Delete
(Specific user)	Erhvervsstyrelsen		Delete
[blurred]	Erhvervsstyrelsen	Ret til at indberette fravær til statistik	Delete

- b. Enter information on the recipient

- 1) CVR number
- 2) RID number or email address
- 3) Select Search

Home > Powers of attorney > Create power of attorney for specific user

Create power of attorney for specific user

Find the external user from a company with a different CVR number. Search user by specifying a CVR number and email or RID number (employee number).
Note: The user must already be registered in NemLog-in, i.e. have logged on using a digital signature.

CVR number *

1

2 and RID number (employee number) or email

3

Search Results

Name	RID number (employee number)
List is empty.	

< Back

4

c. Select recipient.

- 1) Select the user to whom you want to grant power of attorney from the search results.
- 2) Select Next

Home > Powers of attorney > Create power of attorney for specific user

My Profile

Organisation Profile

User Overview

Powers of attorney

Advanced

Create power of attorney for specific user

Find the external user from a company with a different CVR number. Search user by specifying a CVR number and email or RID number (employee number).
Note: The user must already be registered in NemLog-in, i.e. have logged on using a digital signature.

CVR number *

and RID number (employee number) or email

Search

Search Results

Name	RID number (employee number)
[Redacted]	[Redacted]

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Next >

Please note

If the user is not in the list, it is because the user has not logged in to Brugeradministration with their Medarbejdersignatur

d. Select Assign rights

NemLog-in/Brugeradministration

Help Language: Dansk English Logout

End User Administration >

Home > Powers of attorney > [Redacted]

My Profile

Organisation Profile

User Overview

Powers of attorney

Advanced

Solve tasks

Assign rights

User Master Data

User Information

Full Name	Email *	P Unit ?
[Redacted]	[Redacted]	1003407806, Erhvervsstyre
RID number (employee number)	Mobile	SE number ?
[Redacted]	[Redacted]	12681755
CVR number	Telephone	Administrator Account ?
10150817	[Redacted]	<input checked="" type="checkbox"/> User Administrator
Recent use of certificate		<input checked="" type="checkbox"/> User Organization Administrator
03-11-2017 11:10:45		

User rights (0)

Rights	Organizational	Organisational Unit	Period
List is empty.			

- e. Select the rights to which the power of attorney will apply by
- 1) selecting an entire category or opening a category and selecting/deselecting rights.
 - 2) Select whether the power of attorney will be limited to a P number (optional)
 - 3) Select Assign

Assign new right

Rights View: Category List

All rights

Data og statistik Her finder du rettigheder til blandt andet Danmarks Statistik, grønt regnskab og energidata +

Løn, sygdom, barsel og personale Her finder du rettigheder til blandt andet NemRefusion, FerieKonto og Barsel.dk +

Miljø og affald Her finder du rettigheder til blandt andet affaldsdata, vanddata og ansøgning om miljøgodkendelse +

Uddannelse Her finder du rettigheder til blandt andet VEU kurser og arbejdsgivernes uddannelsesbidrag +

Øvrige Her finder du rettigheder til blandt andet køreprøvebooking, Online.at og se status på udlændingesager +

▶ **Limit access to selected IT systems** ?

Right limitation

Access right is limited to *

The entire organisation Foreningen til Virk support

Limit to P Unit Select P Unit

Limit to SE number Select SE number

< Back 3 Assign

i Selected right Ret til at administrere VEU kurser is assigned to the user.

Close

The user can now act on behalf of your company with their own NemID Medarbejdersignatur and with the rights selected