

Create a power of attorney with your private NemID

This guide helps you create a power of attorney for a different CVR number with your private NemID.

It is only possible to create a power of attorney with a private NemID if you are registered to sign the company alone. [See who can use a private NemID in Virk Help.](#)

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

1. Ensure that you have your private NemID.
2. The CVR number of the recipient of the power of attorney. If you do not have the CVR number, you can search for it in [CVR in Virk](#)

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

1. Log in to Virk with your private NemID and select the company (provider of the power of attorney)
2. Select Powers of attorney
3. Create power of attorney
4. Approve the power of attorney with your private NemID





Step 1: Log in to Virk with NemID medarbejdersignatur

The screenshot shows the Virk website interface. At the top left is the Virk logo and 'Indberet'. A search bar contains 'Søg på Virk | Indberet'. To the right is a 'Log ind' button, which is highlighted with a red arrow. Below the search bar is a section titled 'Mest anvendte indberetninger' with a link to 'Se alle indberetninger og myndigheder'. This section contains a grid of service cards: 'Fakturablanketten', 'NemRefusion - sygedagpenge', 'NemRefusion - barselsdagpenge', 'Moms', 'Indberet årsrapport', 'Det Offentlige Ejerregister', 'Start virksomhed', 'Ændre virksomhed', 'Lukke virksomhed', and 'P-enhedsløsningen'. On the right side, there is a 'mit virk' section with a 'Log ind' button, a 'Hjælp til log ind' link, and a list of services to log in for: 'Få og give rettigheder', 'Tjekke din digitale postkasse', 'Se virksomhedens oplysninger', and 'Oprette genveje til indberetninger'. A link 'Læs mere om Mit Virk' is also present.



Step 2A: Select "Adgang til andre" in Mit Virk

The screenshot shows the Virk website interface after logging in. The 'mit virk' section is expanded, showing a dropdown menu with the following options: 'Adgang til andre' (highlighted with a red arrow), 'Gå til mit virk', and 'Genveje'. The 'Genveje' section below it displays the message 'Du har endnu ingen genveje'. The rest of the page, including the search bar and the 'Mest anvendte indberetninger' section, remains visible. The 'Mest anvendte indberetninger' section contains a grid of service cards: 'Registrer ejerforhold', 'Fakturablanketten', 'NemRefusion - sygedagpenge', 'NemRefusion - løntilskudsrefusion', 'Frivillig forening', 'Moms', 'Start virksomhed', 'Ændre virksomhed', 'Luk virksomhed', 'NemRefusion - barselsdagpenge', 'P-enhedsløsningen', and 'Indberet årsrapport'.



Step 2B: Select “Opret fuldmagt til person uden for virksomheden”

The screenshot shows the 'virk | Indberet' website interface. At the top left is the Virk logo and 'Indberet' text. A search bar contains 'Søg på Virk | Indberet'. On the right, there is a 'Log ud >' link and a 'mit virk >' profile section. The main content area is titled 'Adgang til andre' and contains several paragraphs of text. At the bottom of the main content area, there is a list of links, with the first one, '> Opret fuldmagt til person uden for virksomheden', highlighted by a red box and a red arrow pointing to it from the left. The footer of the page includes the Virk logo and 'Hjælp' link, and the text 'Opdateret: 10.01.2018'.



Step 3: Select Start

Digital Delegation Language: Dansk English [Logout](#)

CVR: [REDACTED]

Give power of attorney Request power of attorney My delegations Help Contact

Welcome to digital delegation

With digital delegation you can:

- Authorize another organization to act on your behalf digitally.
- See which power of attorneys your organization have been given or received.

Note that a digital power of attorney cannot be printed and used as a physical power of attorney.

Click on "START" to continue. **START**



Please note

It is only possible to create a power of attorney with a private NemID for an active CVR number.



Step 4: Recipient's CVR no.

1. Enter the recipient's CVR no.
2. Click Find

Digital Delegation Language: Dansk English [Logout](#)

CVR: [REDACTED]

Give power of attorney Request power of attorney My delegations Help Contact

Give power of attorney to

Step 1 Who 2 What 3 Period of validity 4 Approve 5 Receipt

Give power of attorney to...

Specify the CVR number of the power of attorney recipient and click on "FIND".
If you forgot the CVR number, you can find it at [CVR](#).

CVR number*

1 2



Step 5: Check whether the CVR number is correct

1. Check that the company is correct and click Next
2. If you have entered the wrong CVR number, click the link.

Digital Delegation Language: [Dansk](#) [English](#) [Logout](#)

CVR: [redacted]
[Help](#) [Contact](#)

Give power of attorney | Request power of attorney | My delegations

Give power of attorney to

Step 1 Who 2 What 3 Period of validity 4 Approve 5 Receipt

Give power of attorney to...

Organisation found:

[redacted] rt, CVR number [redacted]

Click on "NEXT" if you want to give [redacted] power of attorney

[Wrong organisation? Click here to try again](#)

[NEXT](#)



Step 6: Select the rights the power of attorney is to contain and click Next.

Digital Delegation Language: [Dansk](#) [English](#) [Logout](#)

CVR: [redacted]
[Help](#) [Contact](#)

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Give power of attorney

Step 1 Who 2 What 3 Period of validity 4 Approve 5 Receipt

Select rights

Select one or more rights the power of attorney must contain *

Rights View: Category List

All rights

- Data og statistik +
Her finder du rettigheder til blandt andet Danmarks Statistik, grant 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

[PREVIOUS](#) [NEXT](#)



Step 7: Select the period of validity of the power of attorney and click Next.

Digital Delegation Language: [Dansk](#) [English](#) [Logout](#)

CVR: [redacted]
[Help](#) [Contact](#)

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Give power of attorney

Step 1 Who 2 What 3 Period of validity 4 Approve 5 Receipt

Select period of validity

The power of attorney must be valid from today up to and including: *

The power of attorney is revoked. ←

Select an expiration date:

[PREVIOUS](#) [NEXT](#)



Step 8: Approval of the power of attorney.

Check whether all the information is correct and then click Proceed to signing, where you sign with your private NemID.

Digital Delegation Language: [Dansk](#) [English](#) [Logout](#)

CVR:3

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Give power of attorney

Step 1 2 3 4 5

Who What Period of validity **Approve** Receipt

Approve

You need to sign with your NemID in order to approve the power of attorney.

The undersigned	<input type="text"/>
Provides power of attorney to	<input type="text"/>
With these rights	Adgang til at indberette el- og varmedata Adgang til at indberette el- og varmedata (når en bruger i virksomheden skal indberette)
	Adgang til at indberette el- og varmedata (når en bruger i virksomheden skal indberette)
Expiration Date	31-01-2028

If you need to change the contents of the power of attorney, you must go back to the previous pages.

[PREV](#) [PROCEED TO SIGNING](#)



Step 9: The power of attorney has now been created.

Digital Delegation Language: [Dansk](#) [English](#) [Logout](#)

CVR:

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Give power of attorney

Step 1 2 3 4 5

Who What Period of validity Approve **Receipt**

✔ Receipt ✕

You have now created a power of attorney.

Messages concerning the power of attorney will be sent with Digital Post to both companies.

(CVR-number) can now act digitally on behalf of (CVR-number) with the selected rights.

[View company's power of attorney](#)

Please note

An acknowledgement will be sent to the company's digital mailbox.

