If a company (PSI) wants another company (Provider) to report on their behalf, they will need to grant access to this Provider in IDEP.web. This can be done in two ways, which are described below.

In the last section of this guide, there are instructions for the Provider on how to report in IDEP.web on behalf of the PSI.

1. Company (PSI) grants access to Provider

Go to [www.dst.dk/uhtidep-en](http://www.dst.dk/uhtidep-en)

Click on **START IDEP.WEB**.

Log into IDEP.web with your NemID digital employee signature.

If it is the first time you log in to IDEP.web, you will have to enter your contact information in the Provider Details page.

**Note:** Change language by clicking on the flag in the upper right corner of the screen.

Fill in contact information at the enabled surveys. **Note:** Contact information may already be filled in, but it is possible to correct/delete the information.

Click on **Save** to go to the start page.

Click on **Parties/Providers** in the top menu bar.
Click on **Add provider**.

![Click on Add provider](image1)

Type in the CVR number of the company you want to grant access to, and click on **Lookup**.

![Type in CVR number and click Lookup](image2)

Click on **Add this one**.

![Click on Add this one](image3)

Check the box to the left of the **Survey Type** you want the Provider to report on your behalf.

Fill in the Provider’s contact information and click on **Save**.

Now the Provider will have access to report on your behalf.

2. **Statistics Denmark provides access for the Third Party Provider**

If the company (PSI) does not have access to IDEP.web, it is possible for Statistics Denmark, to grant access to the Third Party Provider on their behalf. In order to do so, the PSI must send a Power of Attorney to idep@dst.dk

The e-mail/Power of Attorney must contain information about:

- Which surveys the Third Party is authorized to make on behalf of the company
- Contact person’s name, e-mail address and telephone number for both PSI and Third Party
- CVR/VAT number for both PSI and Third Party

Statistics Denmark will then create access to the Third Party in IDEP.web.
3. For the Provider
Below is a description of how to report via IDEP.WEB on behalf of one or several companies.

Go to www.dst.dk/idepweb-en
Click on START IDEP.WEB
Log into IDEP.web with your NemID digital employee signature.

Change language by clicking on the flag in the upper right corner.
Select Parties/Change Current PSI in the top menu bar.

Now you can choose between the CVR/VAT numbers you have access to.
Click on the CVR/VAT number of the company you want to report for. You will then go to the start page, and can begin reporting.
You can always see which CVR number is active, in the upper right corner of the screen, next to the Log off button.

Contact Statistics Denmark
If you have questions regarding IDEP.web, you are welcome to contact us at: idep@dst.dk