

Assign special rights through MitID Erhverv for reporting to Statistics Denmark

Reporting to certain statistics requires special rights. This applies, for instance, to the Earnings and Absence statistics as well as a number of social statistics.

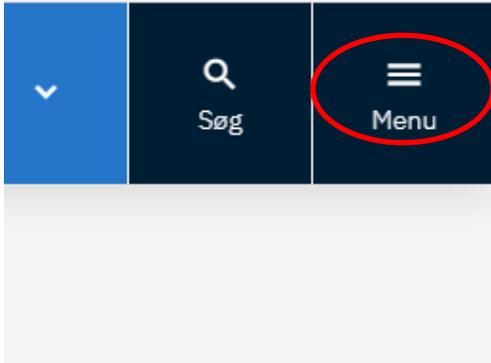
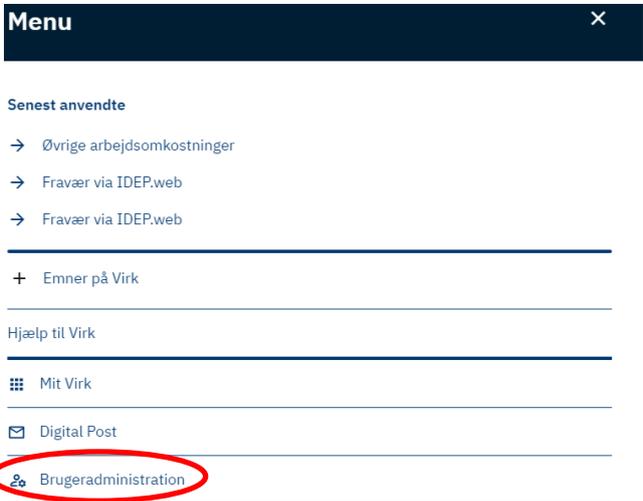
NOTE: You must be a MitID rights administrator to grant special rights to employees in your organization.

Below you can find instructions on how to grant rights:

A. Granting rights to employees who have NOT requested right(s) themselves.

B. [Granting rights to employees who HAVE requested right\(s\).](#)

A. Granting rights to employees who have NOT requested right(s) themselves

<p>1. Log in to www.virk.dk with MitID Erhverv.</p> <p>2. Click on Menu.</p>	
<p>3. Click on Brugeradministration.</p>	

4. Click on **Få eller tildel rettigheder i MitID Erhverv**.

MitID Erhverv

I MitID Erhverv kan du administrere brugere og give adgang til selvbetjening.

Erhverv

- Få eller tildel rettigheder i MitID Erhverv
- Hjælp til MitID Erhverv
- Godkend opdaterede rettigheder

At the very bottom you can click 'View in English'.

5. Click on **Users**.

[Tilgængelighed](#)

[View in English](#)

[Sideoversigt](#)

Users

User groups

Certificates

Delegations

Settings

6. You should now see a list of all users in your organization.

Click on a specific user to see detailed information about that user.

Erhverv

Users

Users acting on behalf of Danmarks Statistik

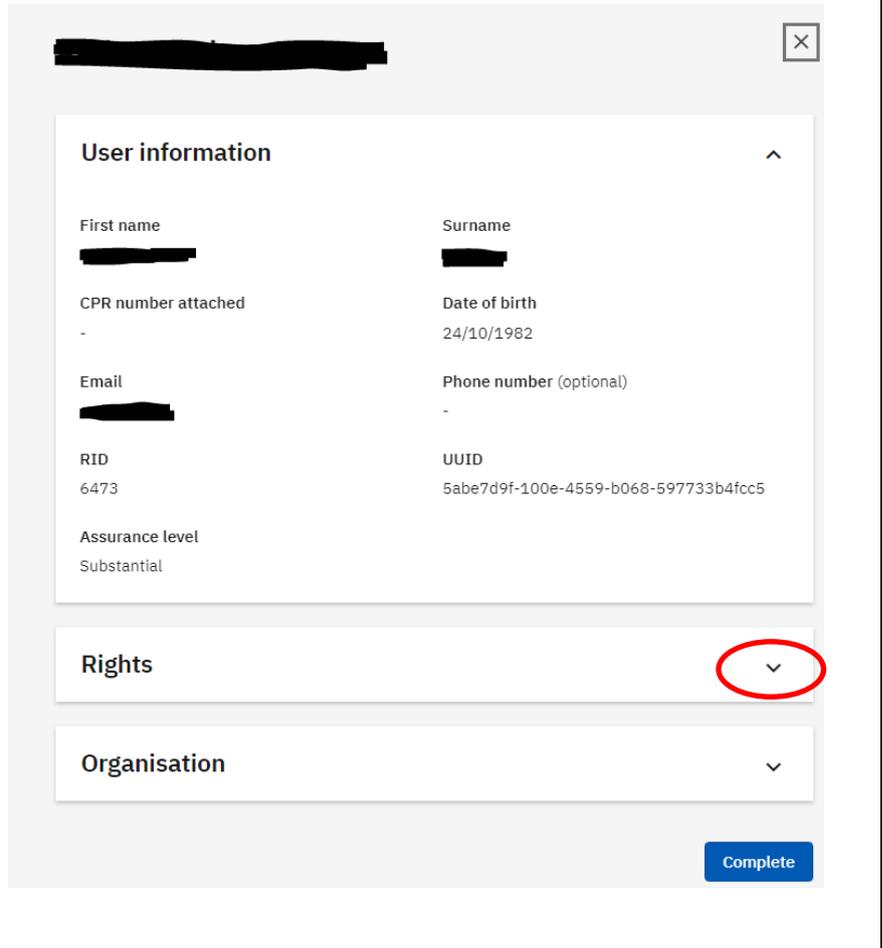
You have not activated users. Select the users to fill in the necessary information.

Search users

Displays 89 users

Name	Status	Authenticators	Roles
[Redacted]	Active	App	User
[Redacted]	Active	App	User
[Redacted]	Active	App	Rights administrator
[Redacted]	Active	App	User

7. Click on  to open the "Rights" folder for the chosen user.



The screenshot shows a user profile interface. At the top, there is a blurred header area with a close button (X) in the top right corner. Below this is a 'User information' section with a collapse arrow (^) on the right. The information is organized into two columns:

First name	Surname
[Redacted]	[Redacted]
CPR number attached	Date of birth
-	24/10/1982
Email	Phone number (optional)
[Redacted]	-
RID	UUID
6473	5abe7d9f-100e-4559-b068-597733b4fcc5
Assurance level	
Substantial	

Below the 'User information' section are two expandable sections: 'Rights' and 'Organisation'. The 'Rights' section has a downward arrow icon (v) which is circled in red. The 'Organisation' section also has a downward arrow icon (v). At the bottom right of the interface is a blue 'Complete' button.

8. You should now see which rights each user already has been assigned.

Click the **Assign rights** button to give the user additional rights.

Rights

If the user must report to SKAT, ATP, NemRefusion or similar institutions, you must give the user the necessary rights. You can add the necessary rights here.

[Read more about rights](#)

Name	Restriction	Period	
> Ret til at indberette fravær til statistik	None	Always	
> Ret til at indberette løn til statistik	None	Always	
> Ret til at indberette statistik	None	Always	

Assign rights

Groups of rights

You can give a user several rights at the same time, if you have created a group of rights. You can create groups of rights using the left side menu of User Groups.

[Read more about groups of rights](#)

Assign group

9. The rights required to be able to report to Statistics Denmark can be found in the subfolder **Data og statistik**. Click on this to see the available rights.

Assign rights

Here you can choose rights for the user

[Read more about rights](#)

Search for rights

Category Information

- > Basispakke
- > Arbejdsulykke og tilsyn
- > Byggeri og anlæg
- > **Data og statistik**

10. Check off the relevant right(s).

Then click on **Add rights**.

[NB: the list in the screenshot is only showing a few of the available rights]

Assign rights

Here you can choose rights for the user

> [Read more about rights](#)

Search for rights

Category

Information

<input type="checkbox"/>	Ret til at indberette fravær til statistik	Ret til at indberette fraværsoplysninger til Danmarks Statistik
<input type="checkbox"/>	Ret til at indberette kommunale underretninger på børn og unge til Danmarks Statistik.	Ret til at indberette kommunale underretninger på børn og unge til Danmarks Statistik.
<input checked="" type="checkbox"/>	Ret til at indberette løn til statistik	Ret til at indberette lønoplysninger til Danmarks Statistik
<input type="checkbox"/>	Ret til at indberette statistik	Ret til at indberette statistik
<input type="checkbox"/>	Ret til at tilgå Den Fælles Dataenhed	Ret til at tilgå Den Fælles Dataenhed – registersamkøring – kontroltrin 1 og 2

[Cancel](#)

Add rights

11. The right(s) have now been assigned to the user.

Rights

If the user must report to SKAT, ATP, NemRefusion or similar institutions, you must give the user the necessary rights. You can add the necessary rights here.
[> Read more about rights](#)

Name	Restriction	Period	
> Ret til at administrere data for Genbrugshjælpemidler	None	Always	
> Ret til at indberette fravær til statistik	None	Always	
> Ret til at indberette løn til statistik	None	Always	
> Ret til at indberette statistik	None	Always	

Permissions added

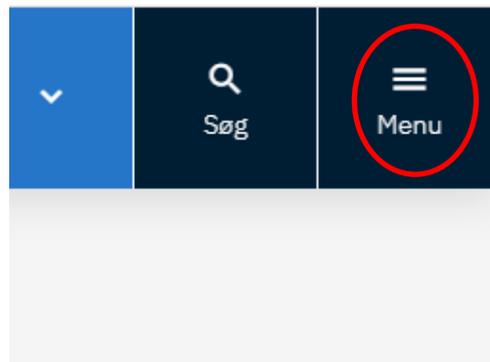
[Assign rights](#)

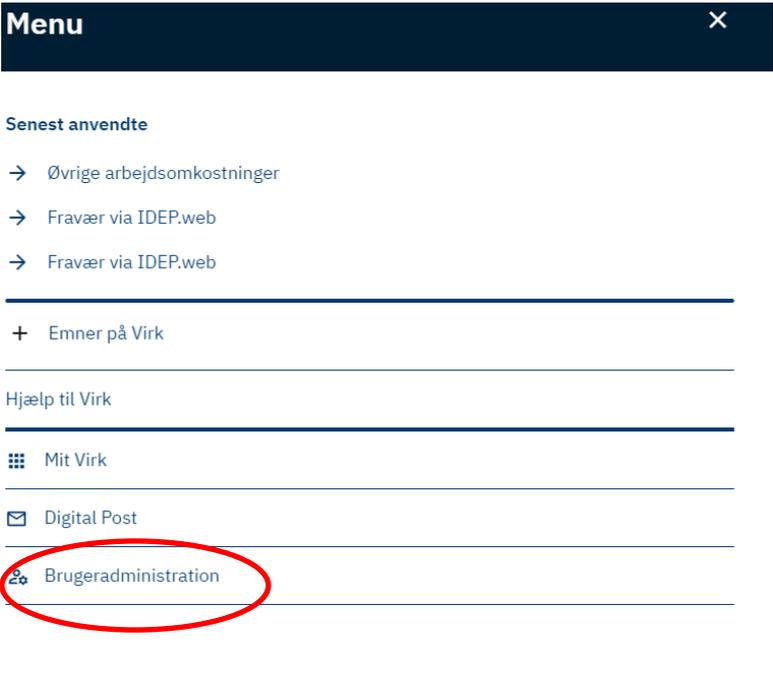
B. Granting of special rights to employees who HAVE requested right(s)

1. Log in to www.virk.dk with MitID Erhverv.

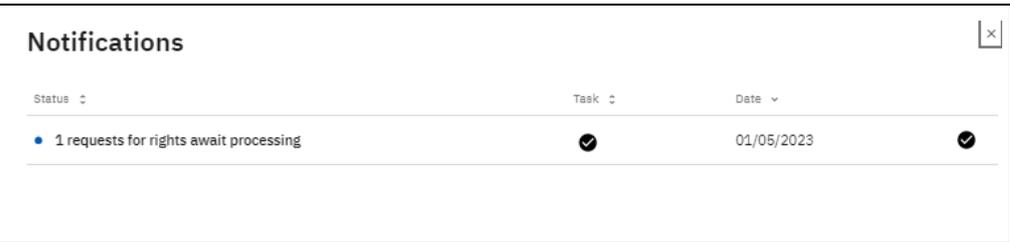
(*virk.dk is in Danish only*)

2. Click on **Menu**.



<p>3. Click on Brugeradministration.</p>	 <p>The screenshot shows a dark blue 'Menu' header with a close button. Below it, under 'Senest anvendte', are three items: 'Øvrige arbejdsomkostninger', 'Fravær via IDEP.web', and 'Fravær via IDEP.web'. A horizontal line separates this from '+ Emner på Virk'. Below that is 'Hjælp til Virk', another horizontal line, 'Mit Virk' with a grid icon, 'Digital Post' with an envelope icon, and 'Brugeradministration' with a person icon, which is circled in red.</p>
<p>4. Click on Få eller tildel rettigheder i MitID Erhverv.</p>	 <p>The screenshot shows the 'MitID Erhverv' header. Below it is the text 'I MitID Erhverv kan du administrere brugere og give adgang til selvbetjening.' To the left is the 'Erhverv' logo. To the right is a list of three items, each with a checkmark icon: 'Få eller tildel rettigheder i MitID Erhverv' (circled in red), 'Hjælp til MitID Erhverv', and 'Godkend opdaterede rettigheder'.</p>
<p>5. When you log in you should see a message: There have been requests for rights from a user.</p> <p>Click on Handle queries.</p> <p>5.a Alternatively, you should be able to find the request by</p>	 <p>The screenshot shows the 'User groups' header. Below it is the text 'User groups'. A notification message is displayed: 'There have been requests for rights from the user.' with a blue link 'Handle queries >'. At the bottom, there is a notification bell icon circled in red and a user profile icon.</p>

clicking on the bell symbol



Notifications

Status: [dropdown] Task: [dropdown] Date: [dropdown]

- 1 requests for rights await processing [checkmark] 01/05/2023 [checkmark]

6. In the list **Request for rights** you can see the name of the user who sent the request.
Click **Manage**.



Request for rights

Manage user request

User Requests

Received	Name	
01-05-2023	[redacted]	Manage

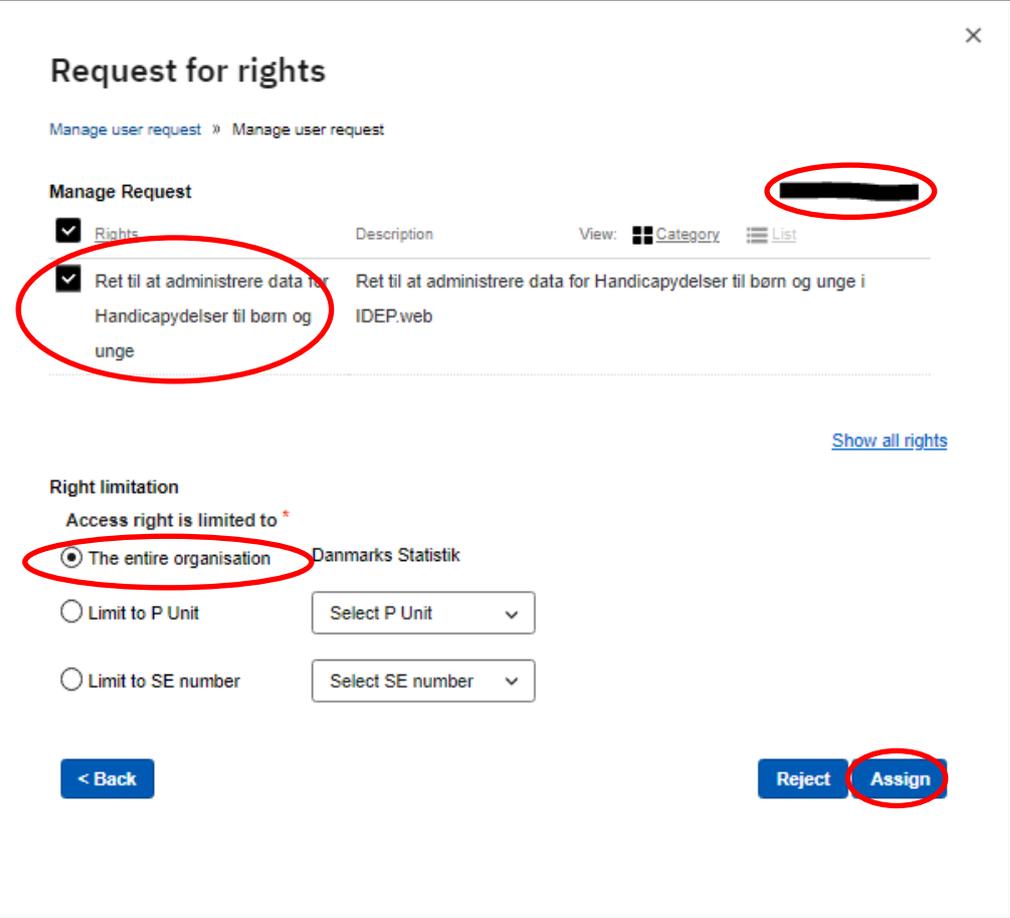
Recently Handled

Received	Name	Managed by
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7. The name of the person requesting the right is shown in the upper right corner.

NB: It is important to choose The entire organisation.

Click on **Assign**.



Request for rights

Manage user request » Manage user request

Manage Request

Rights [redacted]

<input checked="" type="checkbox"/> Rights	Description	View: [Category] [List]
<input checked="" type="checkbox"/> Ret til at administrere data for Handicapydelse til børn og unge	Ret til at administrere data for Handicapydelse til børn og unge i IDEP.web	

[Show all rights](#)

Right limitation

Access right is limited to *

The entire organisation Danmarks Statistik

Limit to P Unit [Select P Unit]

Limit to SE number [Select SE number]

[< Back](#) [Reject](#) [Assign](#)

8. A message is shown indicating that the right has been assigned.

Click on the cross in the upper right corner to exit.

Request for rights

Manage user request

Selected rights are assigned to the user.

User Requests

Received	Name
List is empty.	

Recently Handled

Received	Name	Managed by	Status
01-05-2023	[REDACTED]	[REDACTED]	Accepted Manage again

Do you have questions regarding the granting of rights? Visit <https://hjaelp.virk.dk/kontakt> (in Danish)