Assign Privilege to report to Earnings (Lønstatistik) via Virk.dk (Guide to the Virk Administrator)

STATISTICS DENMARK

To assign rights, you must be an administrator for users. You can also assign rights to yourself (you will need to log out and log in again, before they take effect).

1. Log in to Virk.dk with your NemID employee signature.

2. Click on **Brugeradministration**.
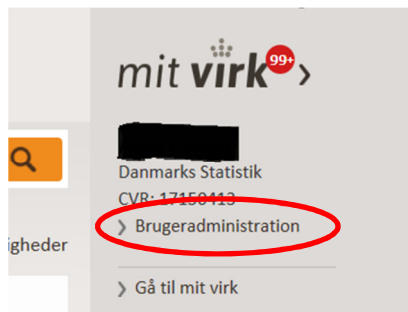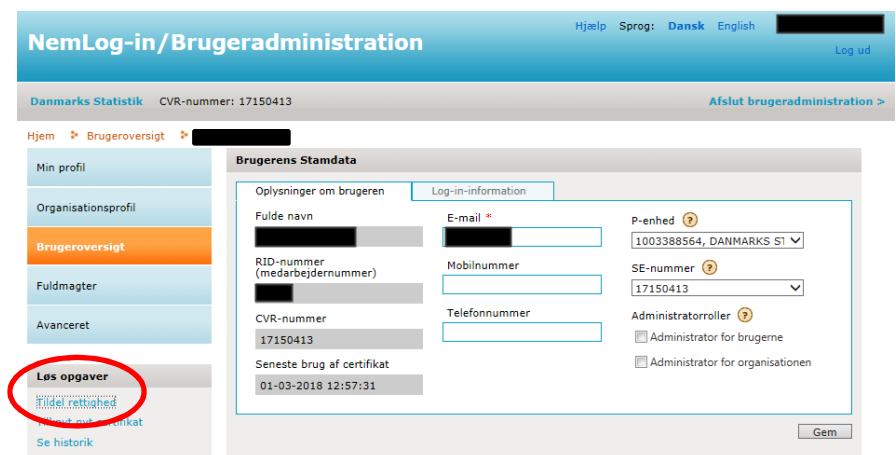
3. Click on **NemLog-in/Brugeradministration**.

4. Click on **Brugeroversigt** in the menu on the left of the screen.
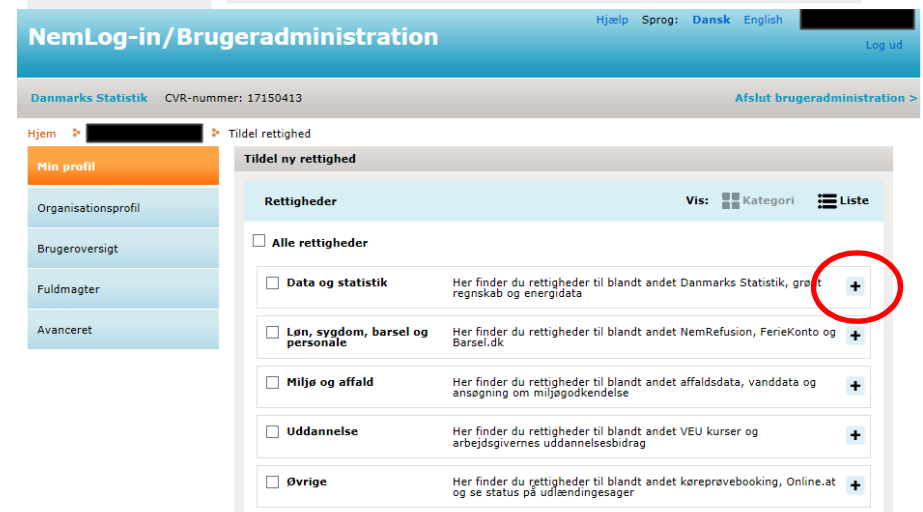
5. Click on the name of the user that you want to give access to (it can be yourself). The user's master data will be shown.
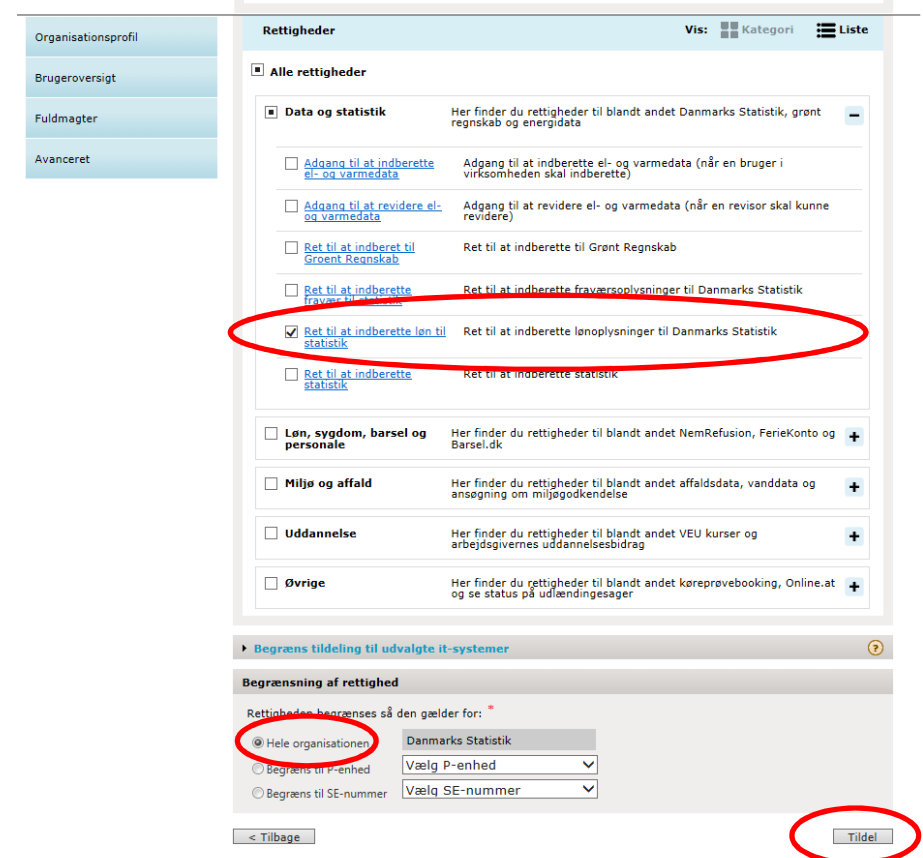
6. Choose **Tildel rettighed** in the menu.

7. Click on the **+** sign beside the category **Data og statistik**

9. Check **Ret til at indberette løn til statistik** in the liste of privileges.

8. Rights must not be limited to selected IT systems.

9. Choose **Hele organisationen**.

Note: In addition to this privilege, there will be a further restriction when the user logs on with his NemID.

10. Click on **Tildel.**

Note: If you are an administrator and assign the privilege to yourself, you must log out of Virk.dk and back in again before the privilege will take effect

Manage a request for privileges from a user

If you, as an administrator, receive a request to assign privileges, the procedure is different.

Follow step 1-3 (see above).

A message is shown:
"**Der er kommet anmodninger om rettigheder fra bruger.**"

Click on "**Håndtér forespørgsler**".

In the list **Brugerforespørgsler** you will see the name of the user who has sent the request.

Click on "**Håndtér forespørgsel**".

The name of the privilege and is shown in the list.

Choose **Hele organisationen.**

Click on **Tildel**.

A message is shown that the privilege has been assigned to the user.

Click on "**Luk**".