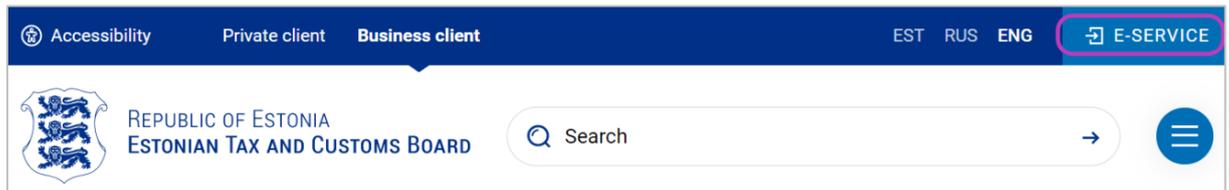
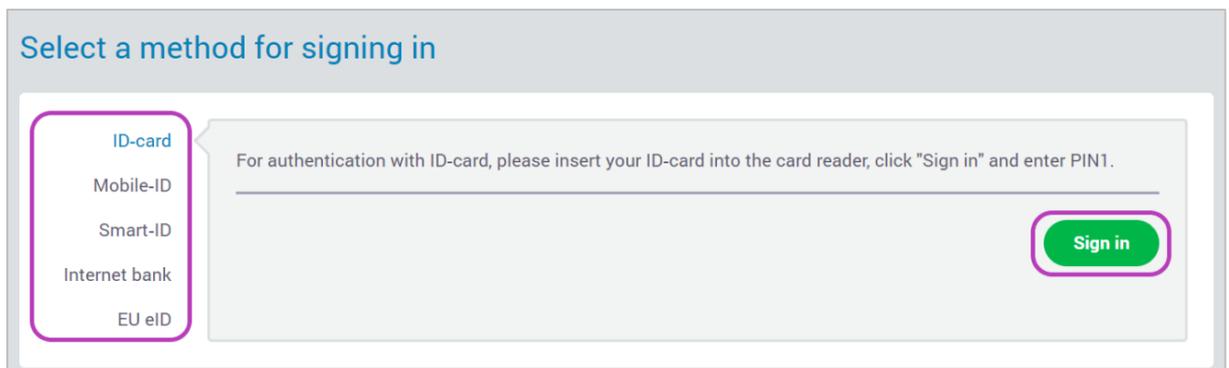


Granting access rights (Accountant's package right to an individual):

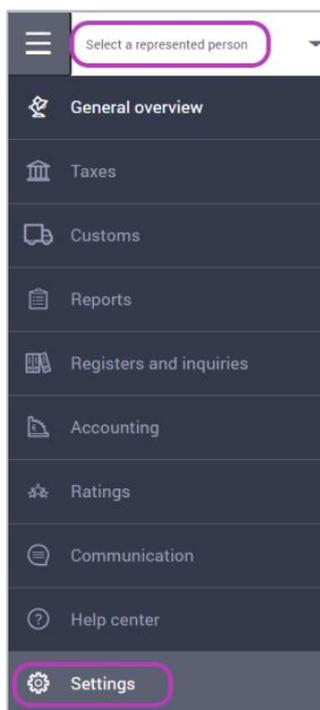
- Go to e-Tax webpage: <https://www.emta.ee/en>



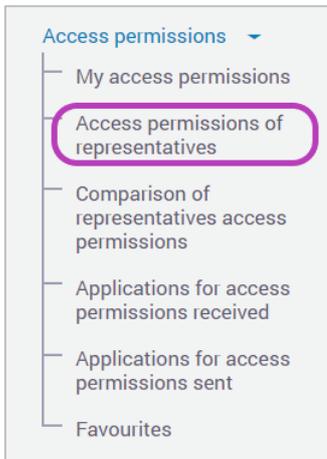
- Select the method of signing in and press "Sign in"



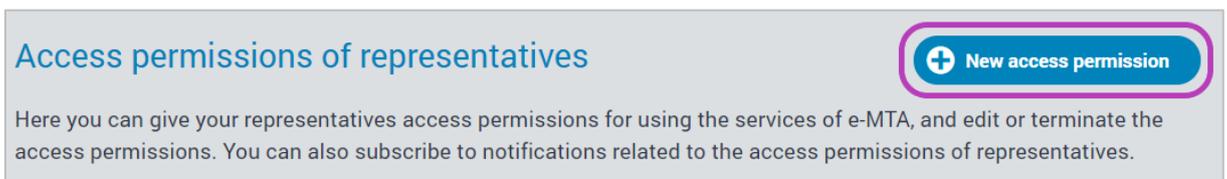
- Select a represented person and press "Settings"



- From Access permissions choose „Access permissions of representatives“



- At the top right press „+ New access permission“



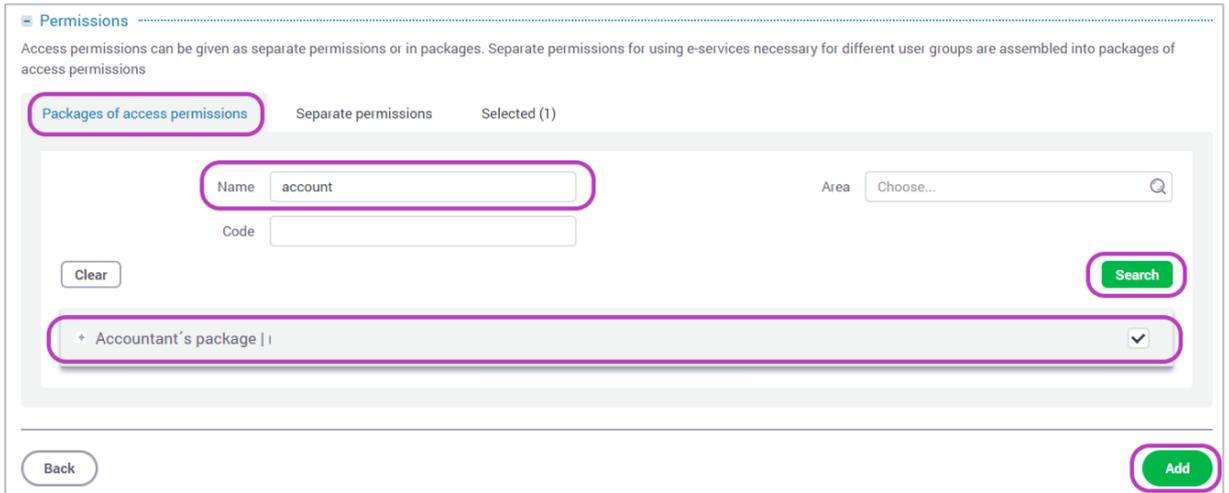
Under the search of person, enter the ID code to the search field and select "Search" and then click "Next"

▾ Search for person
Please select the person you wish to give access permissions to. Repeat the search to select multiple persons.

Search for person Choose from favourites

Personal identification code or registry code User ID

- Under permissions choose „*Packages of access permissions*“ and write **Account...** to filed „*Name*“ and press „*Search*“.
- Check the box „*Accountant’s package / I*“ and press „*Add*“.



Permissions

Access permissions can be given as separate permissions or in packages. Separate permissions for using e-services necessary for different user groups are assembled into packages of access permissions

Packages of access permissions Separate permissions Selected (1)

Name: Area:

Code:

+ Accountant’s package / I

- Rights added.