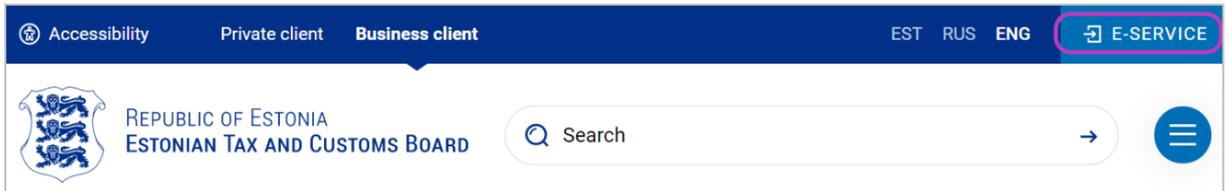
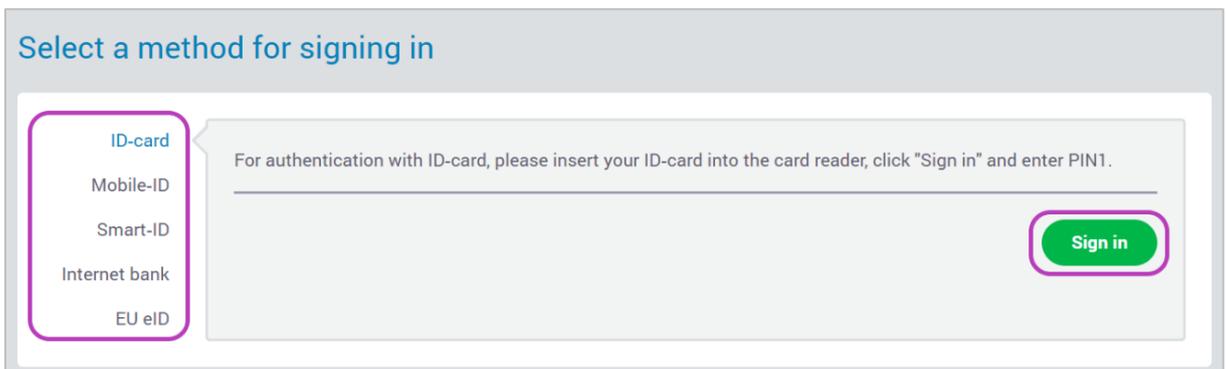


Granting access rights (Administrative right to an individual):

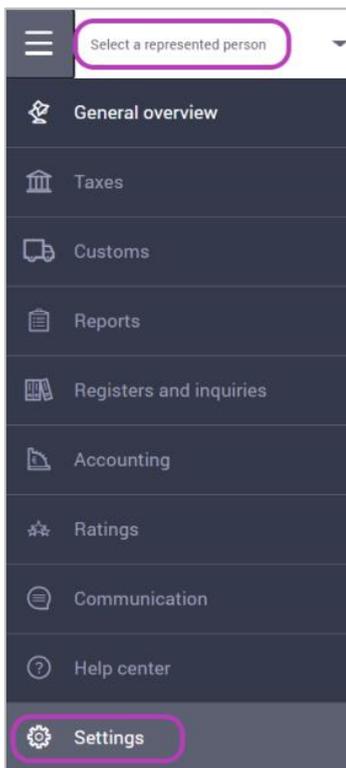
- Go to e-Tax webpage: <https://www.emta.ee/en>



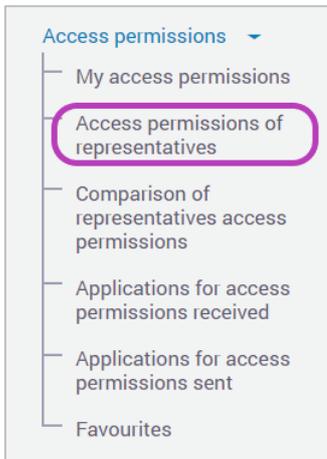
- Select the method of signing in and press "Sign in"



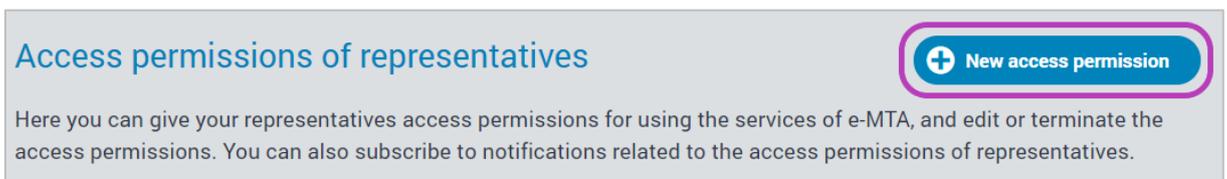
- Select a represented person and press "Settings"



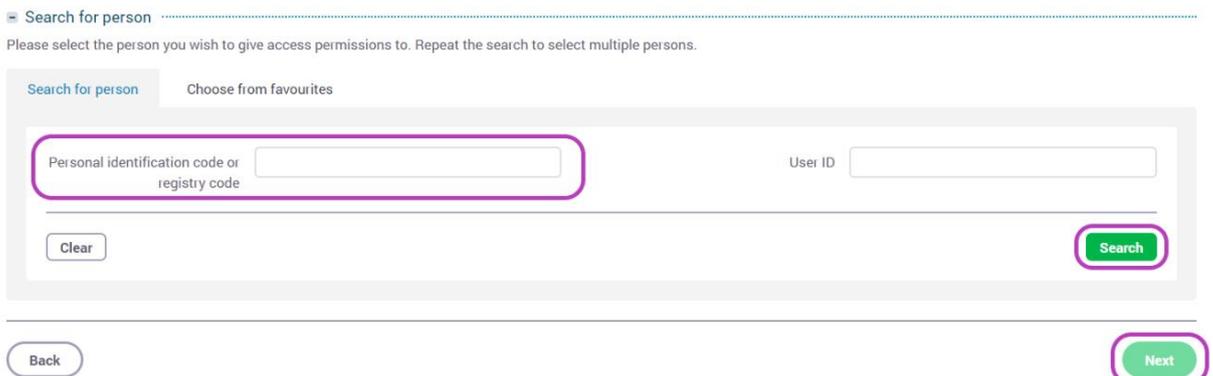
- From Access permissions choose „*Access permissions of representatives*“



- 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"



A screenshot of the 'Search for person' form. The form has a title 'Search for person' and a subtitle 'Please select the person you wish to give access permissions to. Repeat the search to select multiple persons.' Below the subtitle, there are two tabs: 'Search for person' (selected) and 'Choose from favourites'. The 'Search for person' tab contains a text input field labeled 'Personal identification code or registry code' (highlighted with a red circle) and a 'User ID' input field. Below the input fields are 'Clear' and 'Search' buttons (the 'Search' button is highlighted with a red circle). At the bottom of the form, there are 'Back' and 'Next' buttons (the 'Next' button is highlighted with a red circle).

- Under permissions choose „*Separate permissions*“ and write **P_EXTERNAL_USER_MANAGER** to field „*Code*“ and press „*Search*“.
- Check the box „*The right of the representative of a person to administer the user rights of applications*“ 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

<input type="checkbox"/>	Separate permissions	Code	Area
<input type="checkbox"/>	The right of the person to view rights for using applications given to this person	P_EXTERNAL_USER	Over areas
<input checked="" type="checkbox"/>	The right of the representative of a person to administer the user rights of applications	P_EXTERNAL_USER_MANAGER	Over areas

- Rights added.