

Request Privilege to report to Earnings (Lønstatistik) via Virk.dk

When you have to report to Earnings via IDEP.WEB, it is necessary to have a special right. Here you can read about how to request right from the company Virk administrator.

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

2. Click on **Brugeradministration**.

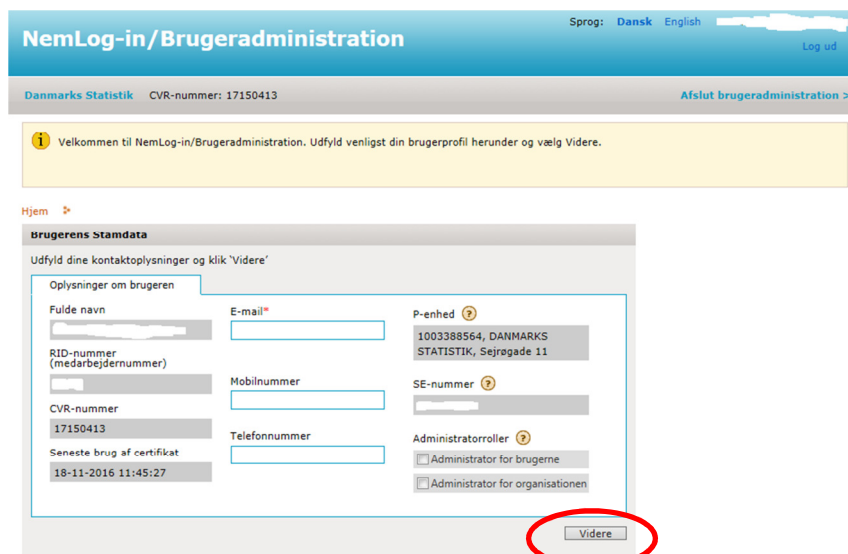


3. Click on **NemLog-in/Brugeradministration**.

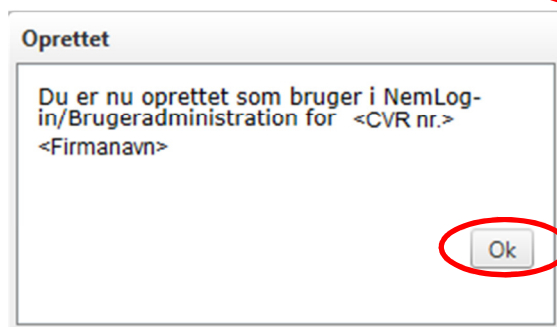


4. The first time you log on to user administration, you will need to fill out some information in this form (e.g. e-mail).

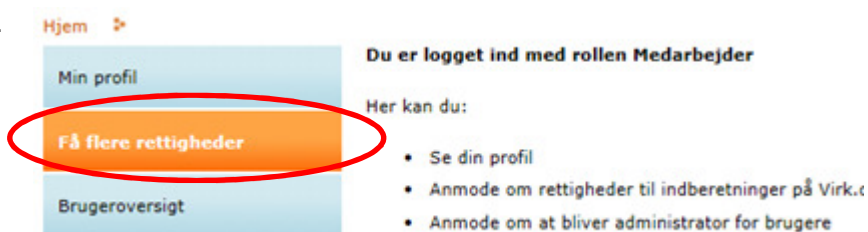
Fill in the necessary information and click on **Videre**.

A screenshot of the 'NemLog-in/Brugeradministration' form. The form is titled 'Brugerens Stamdata' and contains various input fields for user information. The 'Videre' button at the bottom right is circled in red.

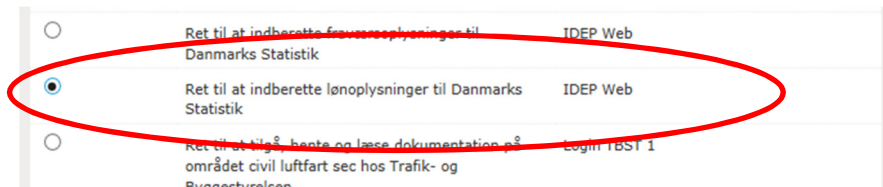
5. Click on **Ok**.

A screenshot of the 'Opretet' (Created) confirmation dialog. The dialog text says 'Du er nu oprettet som bruger i NemLog-in/Brugeradministration for <CVR nr.> <Firmanavn>'. The 'Ok' button at the bottom right is circled in red.

6. Click on **Få flere rettigheder**.

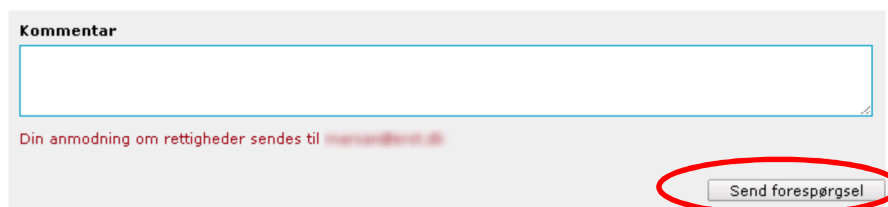


7. Choose **Ret til at indberette lønoplysninger til Danmarks Statistik** in the list of privileges (may be on page 2).



It should say "IDEP Web" in the column **It-system**.

8. You can choose to write a message to the administrator.



9. Click on "Send forespørgsel".

10. You will receive a message that your request has been sent to the administrators e-mail.



11. Click on **Luk**.