

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

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

Accessibility	Private client	Business client		EST RUS <b>ENG</b>	- E-SERVICE
	lic of Estonia i <mark>an Tax and Cu</mark>	stoms Board	Q Search		→ <b>(</b>

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

Select a meth	nod for signing in
ID-card Mobile-ID Smart-ID Internet bank EU eID	For authentication with ID-card, please insert your ID-card into the card reader, click "Sign in" and enter PIN1.

• Select a represented person and press "Settings"



www.grantthornton.ee



• From Access premissions choose "Access premissions 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 mul	iple persons.
Search for person	Choose from favourites	
Personal identific	ation code or registry code	User ID
Clear		Search
Back		Next



- 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 d access permissions	lifferent user groups are assembled into packages of
Packages of access permissions Separate permissions Selected (1)	
Name account Area	Choose Q
Clear	Search
Accountant's package	
Back	Add

• Rights added.