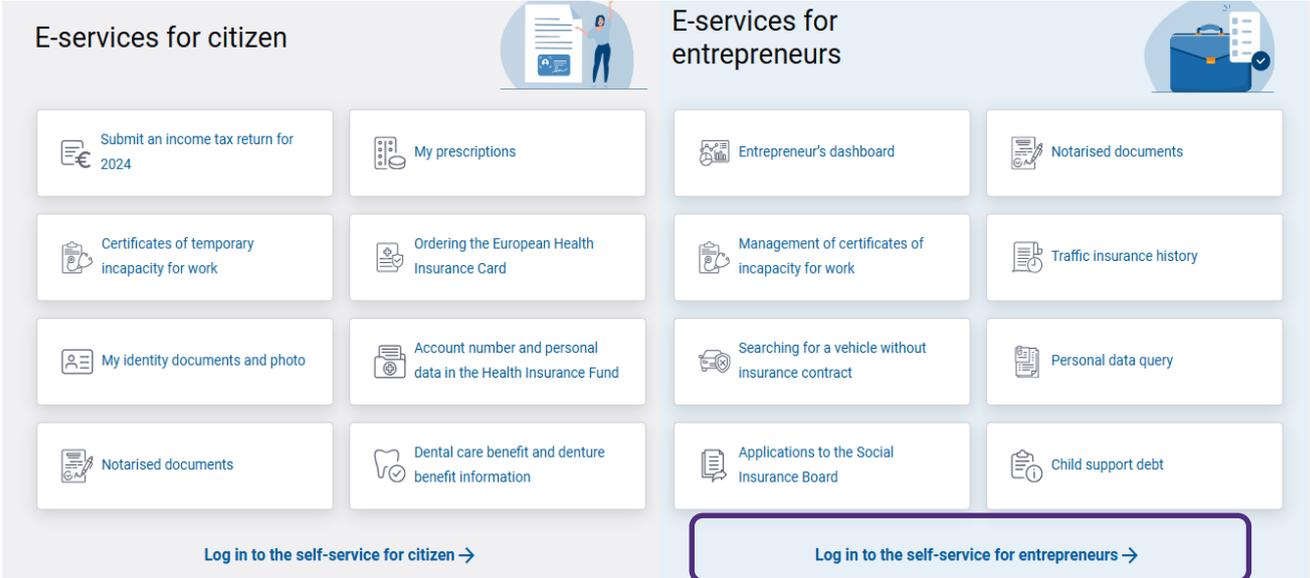


## Granting access rights

- Enter to the State Portal <https://www.eesti.ee/en> and select “Log in to the self-service for entrepreneurs” .



The screenshot shows the Estonian State Portal interface. It is divided into two main sections: "E-services for citizen" and "E-services for entrepreneurs".

**E-services for citizen:**

- Submit an income tax return for 2024
- My prescriptions
- Certificates of temporary incapacity for work
- Ordering the European Health Insurance Card
- My identity documents and photo
- Account number and personal data in the Health Insurance Fund
- Notarised documents
- Dental care benefit and denture benefit information

**E-services for entrepreneurs:**

- Entrepreneur's dashboard
- Notarised documents
- Management of certificates of incapacity for work
- Traffic insurance history
- Searching for a vehicle without insurance contract
- Personal data query
- Applications to the Social Insurance Board
- Child support debt

At the bottom of each section, there is a "Log in to the self-service" button. The "Log in to the self-service for entrepreneurs" button is highlighted with a purple border.

- Select the method of signing and press “Continue”.



The screenshot shows a selection screen for signing methods. There are four options: "ID-card", "Mobile-ID", "Smart-ID", and "EU eID". The "Mobile-ID" option is selected and highlighted with a purple border.



### Mobile-ID

A valid Mobile-ID contract is required to log in to **eesti.ee**. Insert your personal code and phone number and click "Continue". A verification message will be sent to your mobile phone.

Personal code

Phone number

Continue

- Choose your company for granting access rights in the “Otsing” cell.

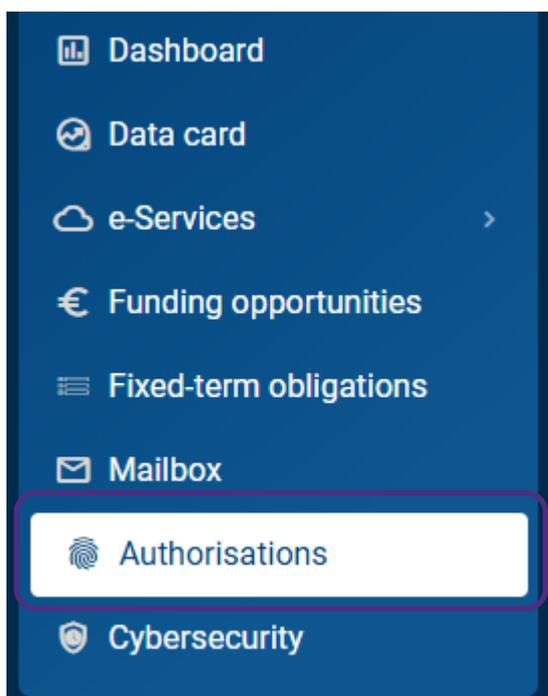
## Esindatava valik

Palun valige esindatav, kellea soovite tegevusi jätkata.

Otsing

- Select “Authorisations” in the column on the left.



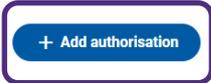
- Select “Add authorization”.

Representatives and authorised representatives of the legal person

Authorisations given to the legal person

Search among authorisations

Please type name or namespace 

 + Add authorisation

- Find the representative with the ID-code.

Representative \*

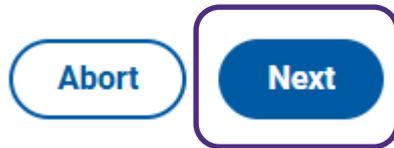
Search among roles

- Select from Namespaces and roles “Applicant for holiday pay and compensation of average wages” and “Person updating certificates of incapacity for work” and select “Add”.

Namespaces and roles

|  |            |
|--|------------|
| Access right management  | ▼          |
| Eesti.ee   | ^          |
| <b>Add all</b>   |            |
| Applicant for holiday pay and compensation of average wages ⓘ                                | <b>Add</b> |
| Authorised representative of a company (for the services available in the eesti.ee portal) ⓘ | <b>Add</b> |
| Companys activity licenses and notices viewer ⓘ  | <b>Add</b> |
| Person filling the practice questionnaire of the Health Insurance Fund. ⓘ                    | <b>Add</b> |
| Person performing queries about arrears of maintenance allowance ⓘ                           | <b>Add</b> |
| Person updating certificates of incapacity for work ⓘ  | <b>Add</b> |
| Person verifying the validity of e-certificates in the examination information system ⓘ      | <b>Add</b> |
| Person viewing notarised documents ⓘ   | <b>Add</b> |
| Person viewing the data of the motor vehicle insurance of the vehicles of the company ⓘ      | <b>Add</b> |
| Person viewing the health insurance data of employees ⓘ                                      | <b>Add</b> |
| User (client) of the land instalment claims information system ⓘ                             | <b>Add</b> |
| User of the business viability index service ⓘ   | <b>Add</b> |
| User of the services for companies related to the A1 (E101) certificate ⓘ                    | <b>Add</b> |

- Select “Next”.



- Set the period of validity of authorisations.

## Setting the period of validity of authorisations

The authorisations are delegable 

Start date of authorisations \*

02/20/2025 

The authorisations are valid without a term

- Select “Add”.



- Access is granted.