

Guidance for companies that must connect MitID Erhverv, where the management representative does not have private Danish MitID.

### Foreign management representative

It is not possible for a foreign management representative, who does not have a Danish CPR nummer (social security number) to use a private MitID without CPR nummer (social security number) to connect an organization to MitID Erhverv.

In these cases, the organization must be connected by a Reporter in the organization who has a Danish social security number and a Danish MitID. How this is done is described below.

### Start the connection

1. Start connection to MitID Erhverv on <https://mitid-erhverv.dk/tilslutning> The page **Connect your organisation** opens.
2. Select the Start connection button. The page **Login** opens.
3. Log in with your private MitID. Your private MitID is only used to confirm your identity and will not be shared with others. The page **Select the organisation you want to connect** opens.
4. Fill in the CVR number or select the organisation you want to connect. Select the Next button. The page **What is your role in the organisation?** opens.
5. Check the Reporter field. Select the Next button. The page **Enter Your Information** opens.
6. Fill in contact information. Select the Next button. The page **Who must approve the connection** opens.
7. Fill in all fields with the information of the management representative. If the management representative does not have a CPR number, this must be marked on the page. Select language. Select the Next button. The page **Upload documentation for Management Representative** opens.

Please note that it is your responsibility as the Reporter to present printed terms and documentation of affiliation to the management representative. When the management representative has signed the terms, you can scan the document.

Start connection with the link you received in an email. Alternatively, you can start the connection on <https://tilslut.nemlog-ind.dk/> Select the CVR for the organization you are connecting. Upload the document with terms.

8. Attach documentation that proves the management representative's connection with the organisation. The documents can be in pdf, jpg, png or gif. Please note that verification by the management representative may take up to 10 working days or more if the documentation is incomplete. Select the Next button. The page ***Who will perform the setup in MitID Erhverv?*** opens.
9. Choose yourself or another person as the organisation administrator. (RSM cannot undertake the role)
10. Add the person who is to be the organisation administrator and who will perform the setup in MitID Erhverv. Select the Next button. The page ***Edit Information*** opens.
11. Fill in information (missing CPR number means that you are assigned a temporary password). Select the Next button. The page ***Confirm and Approve*** opens.
12. Check information and affidavit. Select the Submit connection for approval button. The page ***Receipt*** opens.
13. Select the Close Window button. The page ***Obtain signature of connection agreement wizard*** opens.
14. Follow the guide with the link to the connection agreement. Both you as Reporter and the management representative receives an e-mail with instructions on how to upload the signed agreement.

## Creation of foreign users:

### Foreign users can be created as users in MitID Erhverv

Foreign users are users who do not have a Danish CPR number (social security number), but who need to act digitally with MitID on behalf of a Danish organisation in Danish self-service solutions.

Since the 24th of September 2023, foreign users have been able to use a private MitID without a CPR number.

It requires that the organisation where the user is to be created is connected to MitID Erhverv.

In addition, it requires that:

1. The foreign user gets a private MitID without a CPR number
2. A user administrator creates the user in MitID Erhverv
3. Each user activates their MitID Erhverv user

### The foreign user gets a private MitID without a CPR number

#### **Steps to get a private MitID without a CPR number**

To be created as a user in MitID Erhverv, it requires that the foreign user has obtained a private MitID without a CPR number.

The private MitID cannot be used to log in on behalf of the organisation. The private MitID can be used to activate the user's identity when the user activates his/her MitID Erhverv user.

In order to get a private MitID without a CPR number, the user must, among other things, have a valid passport or ID card containing a chip. The user must also have a phone that can scan the passport/ID card.

#### **Step 1: Check your passport and phone**

- Check your phone – it is necessary to have a phone that can scan your passport/ID card. See technical requirements for your phone/tablet at mitid.  
<https://www.mitid.dk/en-gb/help/help-universe/platform-support-for-mitid/>

- Check that there is a chip in your passport/ID card – it is necessary that your passport/ID card has a chip in it. It can confirm who you are.  
<https://www.mitid.dk/en-gb/help/help-universe/mitid-app/requirements-for-identification-in-app/>
- Check that the expiry date of your passport/ID card is not exceeded

### **Step 2: Contact the MitID support to get a P-code**

- If you don't have a Danish CPR number, you need a P-code – an 8-digit code to verify your identity when you activate the MitID app
- Contact the MitID support + 45 33 98 00 10 to get a P-code. It is the individual user who needs to call the support. Another person, for example, an administrator in the organisation cannot call the support.

### **Step 3: Download and activate the MitID app**

- Download the MitID app where you download apps (App Store or Google Play)
- Open the app and start activation
  - Enter P-code
  - Choose if you have a passport or ID card
- Confirm your identity with passport/ID card and use face scan in the MitID app
  - Find the page with your passport photo. Or the information page on your ID card. Scan the code with information on your passport/ID card.
  - Read the chip of your passport/ID card with your phone by placing the phone on top of your passport/ID card.
  - Scan your face with your phone (in the MitID app) – this is to ensure that it is you who are using your passport/ID card

Read a detailed guide on how to scan your passport/ID-card and use face scan:

<https://www.mitid.dk/en-gb/get-started-with-mitid/foreign-passport/step-3/>

See a detailed guide on how to get private MitID without a CPR number with a passport/ID card at mitid.dk

<https://www.mitid.dk/en-gb/get-started-with-mitid/foreign-passport/step-1/>

A user administrator creates the user in MitID Erhverv

## **Steps to create user in MitID Erhverv**

Once the foreign user has acquired a private MitID, the user can be created in MitID Erhverv by a user administrator in the organisation.

It may be a new user being created. Or it may be a user imported from NemID employee signature that is to be activated (if the organisation has chosen to import its users and associated roles and rights, e.g. to report VAT (moms), maternity leave or refund when the organisation was connected to MitID Erhverv).

### **Step 1: The user administrator logs on to MitID Erhverv**

- A user administrator logs on to MitID Erhverv
- [Log on to MitID Erhverv here](#)

### **Step 2: Create or activate the user**

- Create a new user:  
Press 'Create new user' under the Users item on the left-hand menu

### **Step 3: Enter user information**

- Enter user information
  - The full name as shown on the user's passport.  
**Note:** if the user has special characters in his or her name (e.g. é, ü), the administrator should translate them into simple characters (A-Z) when entering the user's name. This means that an Ø is translated into OE. This minimises the risk of errors when creating the user. The user's name with translated special characters can be found in the user's passport by looking at the code line on the photo page of the passport.
  - Date of birth
  - E-mail

### **Step 4: Select how the user logs on**

- Select that the user must log in with a separate MitID for business use – and select MitID app
  - The foreign user cannot use their private MitID to log in on behalf of the organisation

- If the user wants to log in with e.g. a MitID code display, audio reader or chip as separate MitID for business use, this can be assigned and ordered to the user after the user is activated. But to begin with, the MitID app must be selected.
- In addition, choose whether the user should have special rights, e.g. access to report illness or maternity leave.
- **Step 5: Hand over a temporary password if necessary**
- If the administrator has created the foreign user as a new user, an 8-digit temporary password will be displayed in MitID Erhverv. The code must be delivered safely to the user. The user must use the code to activate his/her user.

Now Each user activates their MitID Erhverv user

## Steps to activate your MitID Erhverv user

Once the user administrator has created the user in MitID Erhverv, an automatic activation email will be sent to the user with an activation link.

Then each user can activate their MitID Erhverv user and subsequently activate their business user in the MitID app.

### **Step 1: Start activation and log on with private MitID**

- Open the activation email, click the activation link and start activation
- Log in with your private MitID to verify your identity – use the private MitID without the CPR number that you created in the first part
- The digital activation process starts

### **Step 2: Enter information, create user ID and choose MitID app**

- New user: Enter the 8-digit temporary password that you have been given by your administrator
- Create a MitID Erhverv user ID. You will enter the user ID every time you log in with MitID on behalf of the organisation
- Enter your mobile number and get a validation code that you then enter
- Choose whether you want to activate your MitID Erhverv user in the same app as your private MitID. Or whether you want to use a MitID app on, for example, a work phone
  - If you choose to have multiple users in the same MitID app, face ID and fingerprint cannot be used to open the app to authenticate with MitID – but only the PIN code can be used
- Finally, a summary page displays your selected MitID Erhverv user ID as well as an activation code. You must subsequently use these informations to activate your business user in the MitID app

### **Step 3: Activate your business user in the MitID app**

- Download the MitID app on your phone/tablet or open your existing app where you have your private user
  - Choose to activate with activation code (and NOT with passport/ID card that you used to activate your private MitID user in the app)
  - Enter MitID Erhverv user ID and activation code (which is on the summary page of the activation process)
  - Select a PIN for the MitID app that you use each time you open the app to authenticate with MitID. Subsequently, you can choose to use face-ID or fingerprint to open the app, unless you have both your private and business user in the same app
- The MitID app is now ready for use, and you can log in with MitID on behalf of the organization.