Granting access permissions to an employee

If a member of the management board is not responsible for the day-to-day submission of data in the TTKI system, they may grant the necessary permissions to another employee of their company (for example, a site manager, office manager, etc.).

The permissions allow either limited data submission (select the permission code TTKI_CLIENT_LIMITED when granting permissions) or full data submission (permission code TTKI_CLIENT_ENCODER).

The following persons can grant access permissions:

1. **members of the company's management board** and
2. **persons authorised by a member of the management board** holding the access permission "The right of the representative of a person to administer the user rights of applications".

To grant access permissions

1. Sign in to the **e-services environment e-MTA**.
2. Select the company you are representing on whose behalf you are granting access permissions.
3. From the menu, select **Settings** – **Access permissions** – **Access permissions of representatives**.
4. Click the button "**New access permission**" in the top right corner of the page.
5. Use the personal identification code to find the person to whom you wish to grant access permissions.
6. Click the button "**Search**".
7. Tick the box next to the name of the person found and click the button "**Next**".
8. If you wish to grant the same access permissions to several people, repeat the search.
9. Set the validity of the access permission; the start date is automatically prefilled with the current date.
10. In the tab "Separate permissions" of the permissions section, find the desired access permission, e.g. enter the keyword "**TTKI**" in the search field "**Code**", and click the button "**Search**".
11. Tick the box next to the access permission found and click the button "**Add**".

NB! All access permissions granted for the use of e-services entail the following rights in the e-services environment e-MTA:

- ✓ viewing and editing the contact details of the person being represented,
- ✓ receiving and reading administrative acts concerning the person being represented,
- ✓ reading notifications sent to the person being represented, and

- corresponding with the Estonian Tax and Customs Board on behalf of the person being represented.

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