Granting access permissions to a service provider

A service provider may be granted the "**Data exchange over X-tee**" access permission to use the TTKI system, which gives them the right to:

- ✓ request data on the main contractor's constructions (subcontracting chain and employees) from the TTKI system,
- ✓ transmit data on time spent on the construction to the Estonian Tax and Customs Board via the TTKI.

This access permission may be granted by a **member of the company's management board** or a **person 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. Enter the service provider's registry code.
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 "Separate permissions" tab of the permissions section, find the desired access permission, e.g. enter the keyword "**TTKI_CLIENT_XROAD**" 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.

Last updated on 14.09.2026