Granting rights to an accountant in the e-Tax Board

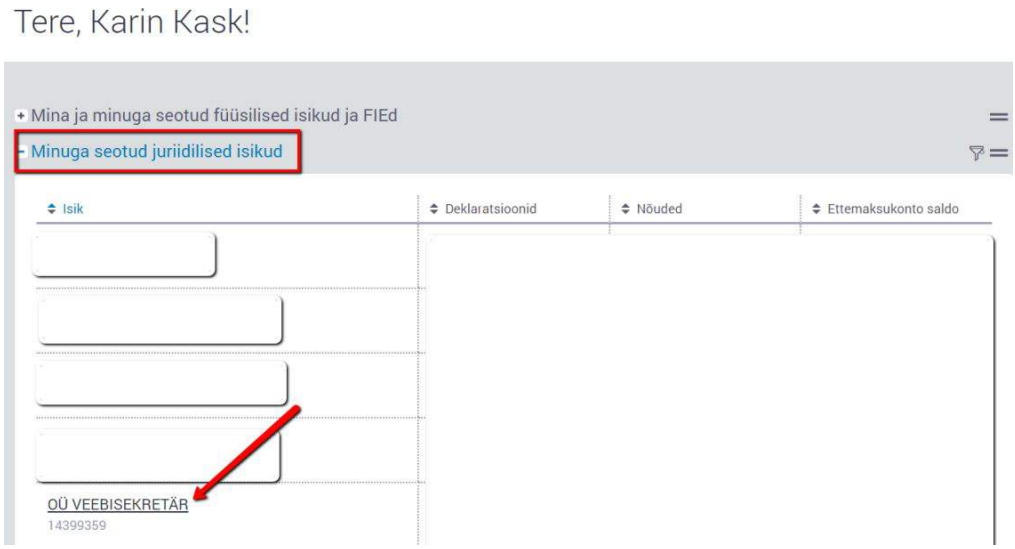
Granting Access Rights

To grant your accountant access to your company's e-Tax services, follow these steps:

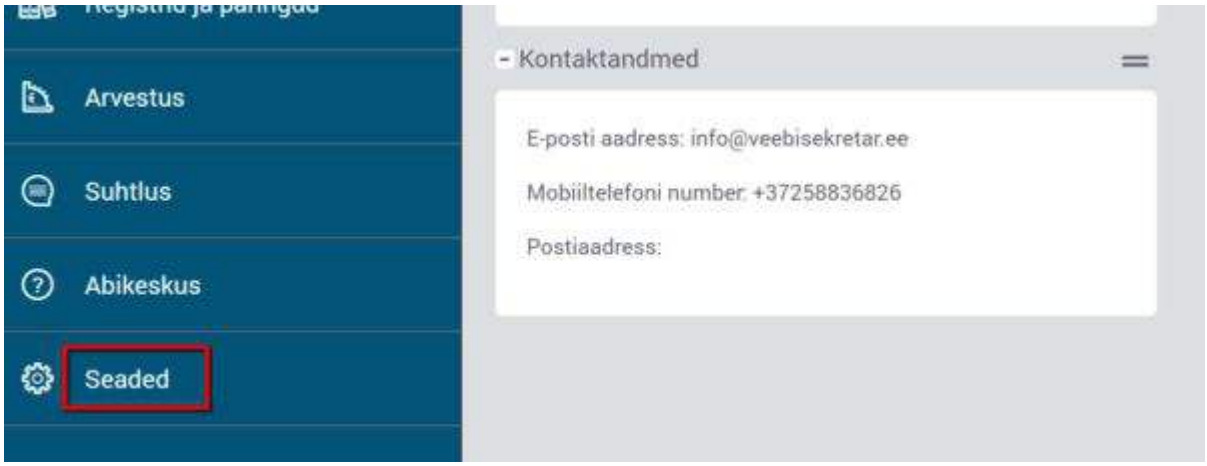
1. **Go to the Estonian Tax and Customs Board website:**
   Visit https://www.emta.eeand click on **"E-Services"**in the top right corner.
2. **Log in:**
   A login page will open. Choose your preferred authentication method (e.g. ID-card, Smart-ID, Mobile-ID, or e-Residency card).



3. **Select your company:**
   Under **“Legal entities related to me”**, locate your company and click on its name.



4. **Navigate to access rights settings:**
   In the side menu, find the section titled **“Settings”**, click the triangle next to **“Access rights”**, and then select **“Representatives' access rights.”**



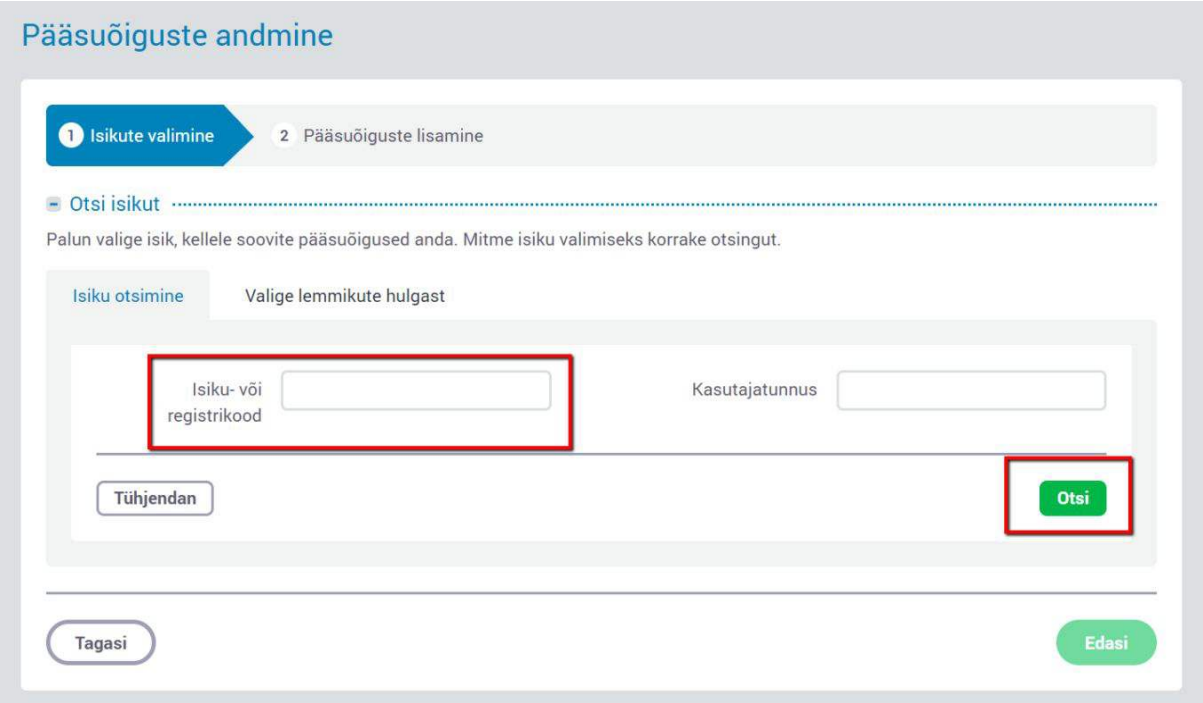


5. **Add new access rights:**
   Click the blue button **"+ New access right"**on the right.



6. **Add accountant's personal ID code:**
   Enter your accountant's Estonian personal identification code in the designated field and click **"Search."**

In our case this is: 37701050222



7. **Confirm selection:**
   The accountant's name, ID code, and user status will appear under "Selected persons." Ensure the checkbox next to the name is ticked, then click **"Next."**

8. **Set validity period (optional):**
   Decide how long the access rights should be valid.
   - If your accountant handles your company's ongoing bookkeeping, it's recommended to leave the end date blank.
   - For one-time services, you may set an appropriate end date now or update it later.

9. **Choose the access package:**
   Scroll down to the list of access packages and tick the box next to **"Accountant's package."**Click **"Add."**

10. **Confirm access rights:**
    The system will ask for confirmation: "Do you wish to grant these access rights to the selected person(s)?" Click **"Add."**

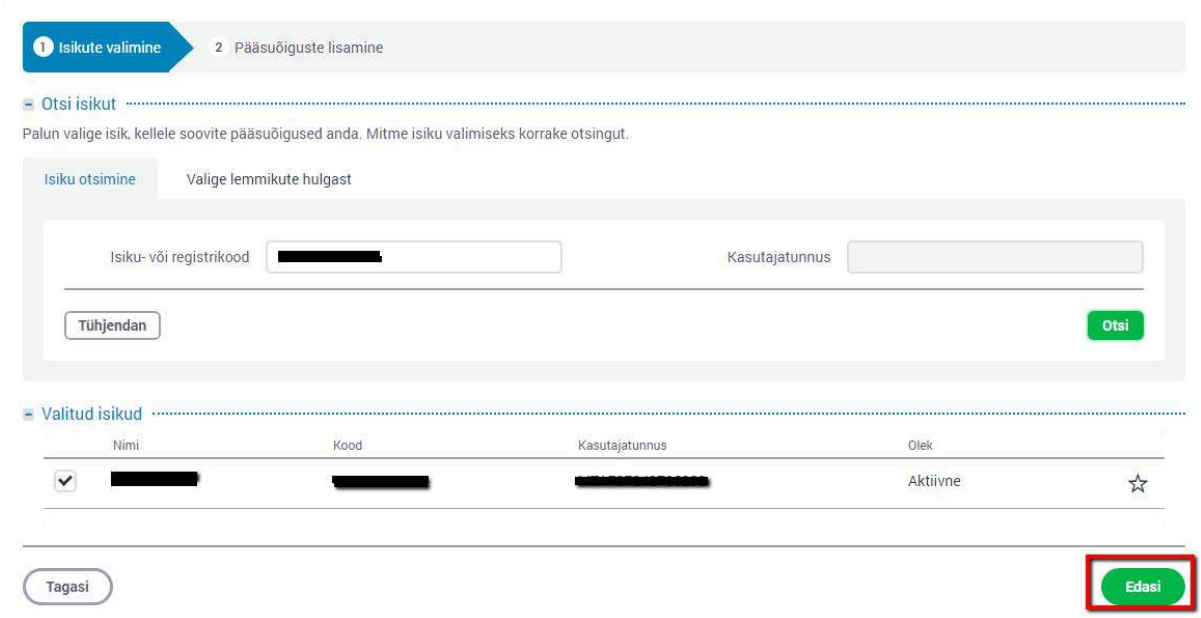
11. **Success notification:**
    A green confirmation box will appear with the message: **"Access rights granted successfully!"**

Revoking Access Rights

Once the accountant has completed their tasks, it's advisable to revoke their access:

1. **Return to the "Representatives' access rights" page:**
   (Follow the same steps as above.)

2. **Locate the accountant:**
   Click the **plus sign (+)**next to the accountant's name to expand the details.



3. **Edit the access entry:**
   Click the **pencil icon**at the end of the row to modify the access.

4. **Set the end date:**
   Choose the appropriate end date for the authorization period.

5. **Save the changes:**
   Click the green **"Save"**button in the lower-right corner. The system will ask for confirmation – click **"Save"**again.

6. **Confirmation:**
   You will see a green message: **"Access rights successfully updated!"**
   To double-check, click the **plus sign (+)**again to confirm that access has ended.