



# INTERNATIONAL BUSINESS ACADEMY

*- Guide to share diplomas in e-Boks*

## **Guide: Create access to documents in your Danish e-Boks**

Quick about accesses through e-Boks.

You can allow a third party – like a potential employer or public authorities – access to specific documents in your e-Boks for a limited amount of time. This guide will show you how and take you step-by-step through the process.

Before you can give access to a third party, you must know the receiver's CPR-nr or the employers digital NEMID-identification, which is the company's CVR-nr + RID-number.

The access is to allow a third party to see that the document, for example a diploma is from the specific institution it says and that it is the original diploma, while keeping your personal information safe.

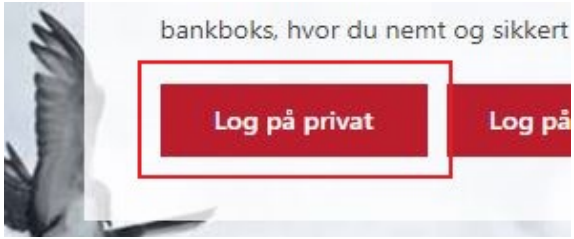

The safety of your personal information is a top priority and that every person has a place to store special documents and share them safely without ever losing them.

If you have any problems understanding or getting through this guide, please contact the local Borgerservice, who will be able to help, answer any questions or guide you through the process.

## Guide: Step by step

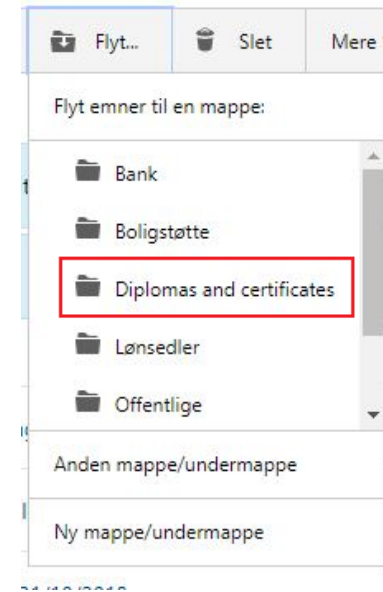
Below is a step by step guide.

Please follow the guide step by step and do not skip a step. Before you start, have your NEMID ready and go to [www.e-boks.dk](http://www.e-boks.dk)

Step:	Explanation:	Navigation/keys:
Getting to your document	<p>You need to log into your e-Boks, so press button "Log på Privat"</p> <p>You are then re-directed to the log in site. Enter your information to log in and then press Enter.</p>	
Create folder	<p>Since your e-Boks contains many different documents, we recommend creating a folder. Press the link/button "Opret mappe" at the left and name it "Diplomas and certificates."</p>	

## Move the document

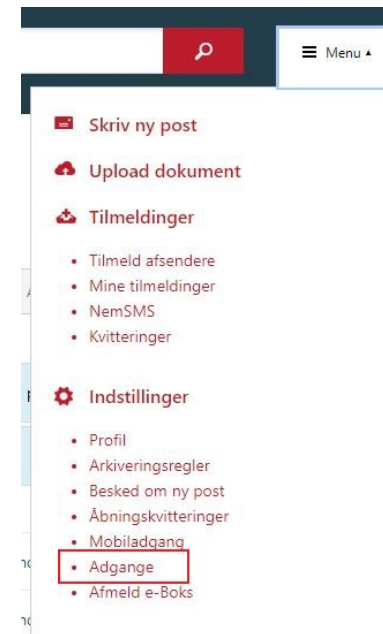
Now you need to move the document to the folder. Hold and drag the document to the folder or select the document and choose "Flyt" in the top and the designated folder.



## Create access

It is now time to give a third-party access to the folder or document. There are several steps to this.

Step 1:  
Choose "Menu" in the top right corner  
Click "Adgange"



Step 2:  
You are then sent to another page. Here you click the button "Giv andre adgang"

Ingen har adgang til din post

Giv andre adgang

Adgange andre har givet til dig

Step 3:

A pop-up now appears. This is the form which you should fill with information on the person or company you want to share the document with. Follow the steps below:

1. Enter the receiver's name  
*If it is an institution or company.*
  - a. Enter the receiver's CVR-nr and the employee's RID-number.
2. Enter a password the receiver shall enter when accessing the document.
3. Enter a termination-date.

Or

4. Enter the receiver's CPR-nr
5. Enter a password the receiver shall enter when accessing the document.
6. Enter a termination-date

Then you press the button "Næste" to get to the next page.

### Opret adgang - Adgangsoplysninger

Indtast modtagerens navn:

Full name

### Adgangstype

Vælg om adgangen skal gives til en person eller en virksomhed/myndighed. Hvis adgangen gives til en person, skal du angive personens cpr-nr. Hvis adgangen gives til en virksomhed/myndighed, skal du angive deres cvr-nr.

Person:

Cpr-nr.

Cpr-nr.

Virksomhed/Myndighed

Cvr-nr.

31642124

Hvis adgangen gives til en virksomhed/myndighed, kan adgangen gives til en bestemt medarbejder ved at indtaste personens RID-nummer.

Medarbejderens RID-nummer

xxxx

### Indtast kodeord

....

For at sikre adgangen gives til den rigtige, skal du indtaste et kodeord, som du selv skal videregive til modtageren af adgangen. Kodeordet skal kun bruges, når modtageren accepterer din adgang.

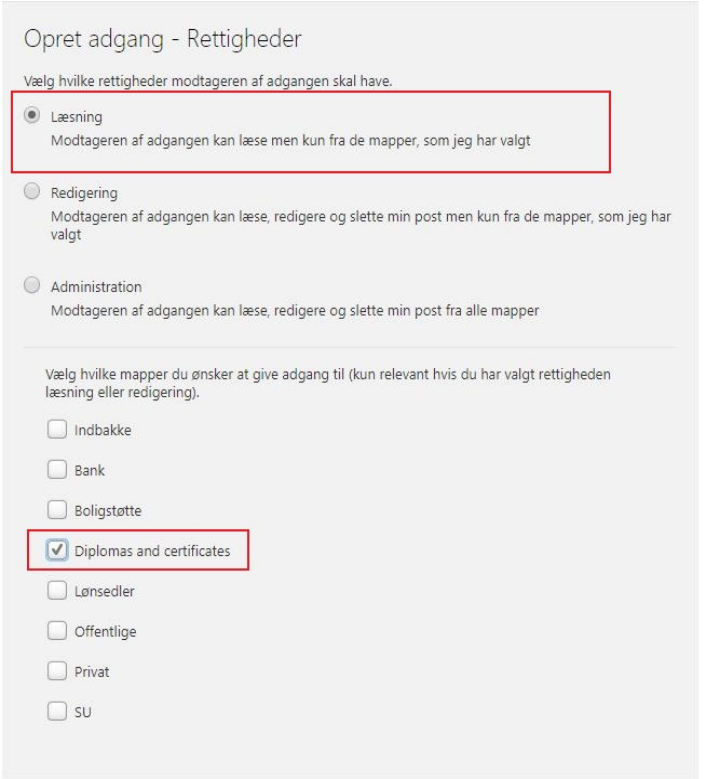
### Ophørsdato (valgfrit)

Hvis du ønsker adgangen skal være tidsbestemt, skal du skrive en dato for hvornår adgangen til din post skal ophøre.

16-12-2018

Næste

Annuller

<p><b>Give rights</b></p>	<p>Now you need to give the receivers rights. Meaning what the person can do with the documents.  Mark the circle in front of “Læsning” which means the receiver is only allowed to read and view the documents.</p> <p>After that you need to specify which folder the receiver have access to. Choose the folder and press the button “OK”</p>	 <p>Opret adgang - Rettigheder</p> <p>Vælg hvilke rettigheder modtageren af adgangen skal have.</p> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> Læsning Modtageren af adgangen kan læse men kun fra de mapper, som jeg har valgt</li> <li><input type="radio"/> Redigering Modtageren af adgangen kan læse, redigere og slette min post men kun fra de mapper, som jeg har valgt</li> <li><input type="radio"/> Administration Modtageren af adgangen kan læse, redigere og slette min post fra alle mapper</li> </ul> <hr/> <p>Vælg hvilke mapper du ønsker at give adgang til (kun relevant hvis du har valgt rettigheden læsning eller redigering).</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Indbakke</li> <li><input type="checkbox"/> Bank</li> <li><input type="checkbox"/> Boligstøtte</li> <li><input checked="" type="checkbox"/> Diplomas and certificates</li> <li><input type="checkbox"/> Lønsedler</li> <li><input type="checkbox"/> Offentlige</li> <li><input type="checkbox"/> Privat</li> <li><input type="checkbox"/> SU</li> </ul> <p>OK Tilbage Annuller</p>
<p><b>Inform the receiver</b></p>	<p>You need to inform the receiver, that they now have access. Contact the receiver and state the password they need to use to get access to the folder.</p>	
<p><b>Access granted</b></p>	<p>You have now granted a third-party access to your e-Boks.</p>	

## Check created accesses

If you need to see every access granted, you can do so on the front page after you have logged in your e-Boks.  
Choose "Menu"  
Choose "Adgange"

You should now see every access and its information. You can administrate them as you please.

