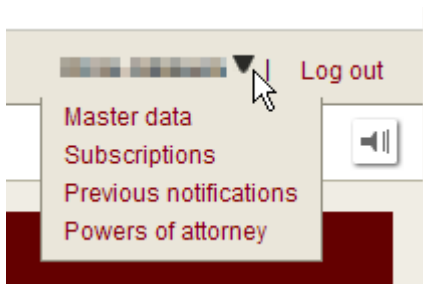


Assign a reporting party to notify by powers of attorney

As a position holder you may assign a reporting party, in the following way:

1. You (a representative of Position holder) sign up at the reporting system using the user code and access code you have received
2. Choose **Powers of attorney**
You find it as the last item in the menu in the upper corner in the right side of the webpage



3. Choose **Assign new powers of attorney** and you will get a form to fill in

Assign new powers
of attorney

Please fill in the CVR-no. and name of the undertaking you want to assign powers of attorney

CVR-no.

Undertaking

Assign powers of attorney

4. Fill in the fields [CVR-no.] and [Undertaking] with the CVR-number and the full name of the reporting party you want to assign. Click on the button to submit.
5. Now you can see the name of the reporting party added to your list of powers of attorney assigned to others visible at **Powers of attorney**.