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# How to respond to surveys for your enterprise in Altinn

## In order to have access to a form in Altinn, you need to have a *role*.

In Altinn you log on using your own personal ID number. In order to fill out a form for the enterprise, you must also have a role on behalf of the enterprise. If you are registered in the Central Coordinating Register for Legal Entities as general manager or chairman of the board, you already have a role.

## The role can be delegated:

- If you are the general manager or chairman of the board you can delegate the role to others in the enterprise so that they can complete the form. You can also delegate the role to an accountant or other external persons.
- It is important that the accounting employee role is delegated to someone with knowledge of the subject of the survey.
- If you do not have the accounting employee role REGNA in Altinn, the general manager or chairman of the board can delegate the role to you.

## More about roles:

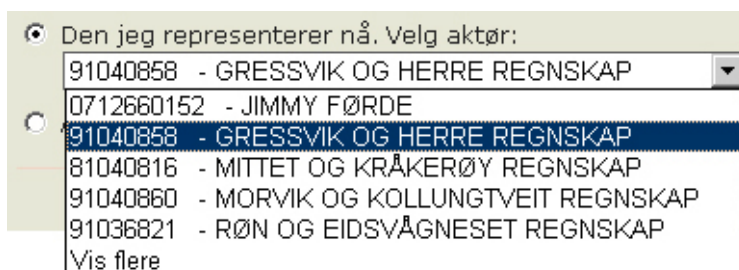
<http://www.altinn.no/no/Portalhjelp/Administrere-rettigheter-og-prosessteg/>

## Logging on in Altinn

1. Go to [www.altinn.no](http://www.altinn.no) and click on **<Log on>** at the top right of the screen.
2. Select one of the log on methods. If you need help, you can call Altinn support on 75 00 60 00.

## How to find the form for a specific enterprise

1. You will be taken first to "My message box". Go to the pulldown list and find the enterprise you want to select.



The screenshot shows a web interface with a radio button selected next to the text "Den jeg representerer nå. Velg aktør:". Below this is a dropdown menu displaying a list of enterprises. The first two entries are "91040858 - GRESSVIK OG HERRE REGNSKAP" and "0712660152 - JIMMY FØRDE". The third entry, "91040858 - GRESSVIK OG HERRE REGNSKAP", is highlighted in blue. Below it are "81040816 - MITTET OG KRÅKERØY REGNSKAP", "91040860 - MORVIK OG KOLLUNGTVET REGNSKAP", and "91036821 - RØN OG EIDSVÅGNESET REGNSKAP". At the bottom of the list is a link that says "Vis flere".

2. Click on the title of the form to open it.

## How to submit the form

1. When you have completed the form, click on **<Check form>** at the bottom of the screen. If there is an error in the form, an error message will appear. Click on the error message to navigate to the page with the error.
  2. When any errors have been corrected, click on **<Proceed to submission>**
  3. Then click on **<Submit>** at the bottom right of the next screen. Save the confirmation from Altinn showing that the form has been submitted.
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