

How to answer surveys in Altinn on behalf of an Enterprise (Sub-entities)

Businesses/sub-entities that you can represent

To answer surveys for an enterprise, you need a role on behalf of the enterprise. If you are registered in the Register of Legal Entities as a managing director or a board chairman, you will already have the correct role.

Delegating roles in Altinn

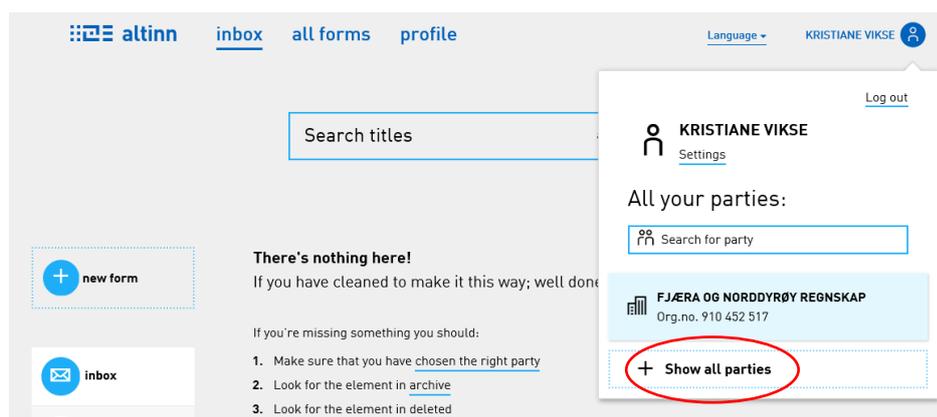
- You need the role “Access manager” in order to delegate roles to others. Managing directors and board chairmen will automatically have this role.
- It is important that the person answering the survey, has qualified knowledge on the topic.

How to delegate roles in Altinn:

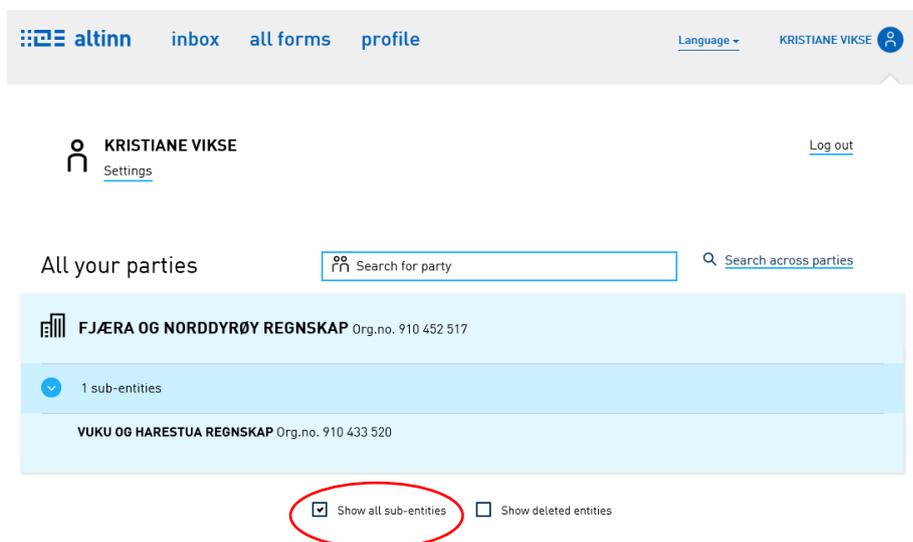
1. Go to the “profile”-button in the top menu
2. Choose “Others with rights to forms and services” / “Others with rights to the organization”.
3. Choose which person or business you want to give rights to, or click “Add new”.
4. See <https://altinn.no/en/help/profile/> for more information on roles in Altinn.

Login in Altinn

1. Go to www.altinn.no and click the “login” symbol in the top right corner.
2. Choose which log-in method you want to use.
3. When you have successfully logged in, click your name in the top right corner. You will then see all parties you’re able to represent in Altinn.



4. You will find sub-entities by clicking “Show all parties”. From here, you can choose “Show all sub-entities”.



5. Go to the sub-entity that you are to answer the survey for. You will now find the survey in the sub-entity's inbox.

If you have further questions on roles or logging-in in Altinn, contact Altinn at 75 00 60 00

How to complete the survey

1. Click the survey title to open the form
2. When you have answered all questions, click "Check form" below.
3. If there are errors, make the corrections before clicking "Proceed to signing" in the bottom of the page. Then click "Sign and submit".
4. When the form is correctly sent in, you will receive a reference number as receipt.
5. You can find all sent forms under "Archive"

Contact us:

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Our services are open from 9 am to 3 pm, Monday-Friday.