

## **More help, step-by-step**

### **User account/Log in**

#### For foreign registrars/users:

You have to set up a user account before you can register a service in RUT.

Click on the 'Start' icon, and this will open a log-in page which you should complete with information such as your email address etc. After this you will receive an email at the email address you entered. The email will contain a link to activate your new user account. You are now ready to start your registration in RUT.

If you fail to activate your user account using the activation link within 24 hours, just set up your user account again. You should now be registered as a user and you can register services in RUT.

#### For users with a digital employee signature/NemID.

If you are a Danish user and have a digital signature or NemID employee signature, please use this to log in. Click on the link - [Registration for users with digital signature/NemID employee signature](#) to register or change a service. Log in using the password linked to your digital signature/NemID employee signature. If you have problems with your digital signature/NemID employee signature, please contact nets-danid. You should now have access to register or change information in RUT.

### **Register new service**

When you have logged in to RUT, you will start on the Services page.

If you want to set up a new service, click on the 'Register new' icon. This will start a process divided into four steps. You will have to enter the following information:

#### Step 1 - Business/company and service

- 1) information about the foreign business/company
- 2) what sector the foreign business/company is in
- 3) the period in which the foreign business/company will be working in Denmark
- 4) if relevant state a service.

#### Step 2 - People and workplaces

- 5) information about the person(s) who will be working in Denmark and in which periods
- 6) the name of the contact person in Denmark and the period in which this person will be the contact person
- 7) where work is to be performed (address of the Danish workplace).

### Step 3 - Approve service

In this step you will receive a summary of the information you have entered. If there are any errors or omissions, you should edit the information.

If the information is correct, you should accept the terms and conditions before approving the registration. This will take you on to the confirmation/receipt page.

### Step 4 - Receipt

You can see the receipt on this page and you will receive a copy by email. You can also forward the receipt to others and write a message to the recipients.

### **Changes in services already registered**

You can always change information on services already registered. **However, you should remember that the legislation requires that you register the changes by no later than the weekday following the day of the change**, see section 7a(5) of the Posting of Workers Act (*Udstationeringsloven*).

When you have logged in you will see a list of the services you have registered.

Click on 'Edit' and then you will be able to change the registration. Now follow the four steps in the registration in the same way as you did when creating the service.

### **Changes to information about the foreign business, persons and workplaces**

You can change information about businesses/companies, people and workplaces under the relevant menu items. Under the three menu items there is a list of the businesses/companies, people and workplaces which have been entered. Click on 'Edit' by the business/company, person or workplace you want to change.

If you change information about a business/company, person or workplace registered under other active or future services, you should accept that the changes will also affect these services. You will then receive a new receipt confirming the change to the services which have been affected.

### **The receipt**

It is important that you can always present the receipt if so requested by the Danish person or business you are working for, or by the authorities. Therefore, it is also important to update the information in RUT for changes in the service such as the period for the work, people linked to the service etc.

You can see the receipts for the services in the list of the services you have registered. Click on 'Show' by the service to see or forward the receipt.

### **More questions about RUT**

At the bottom of [www.virk.dk/rut](http://www.virk.dk/rut) is an FAQ. If you cannot find the answer to your question there, you are welcome to send an email to [rut@erst.dk](mailto:rut@erst.dk). You will receive a reply within 24 hours.

### **Further questions regarding laws and regulations for foreign businesses/companies.**

If you have a question about Danish rules and requirements for foreign businesses such as tax, VAT etc., please visit [Business in Denmark](#).