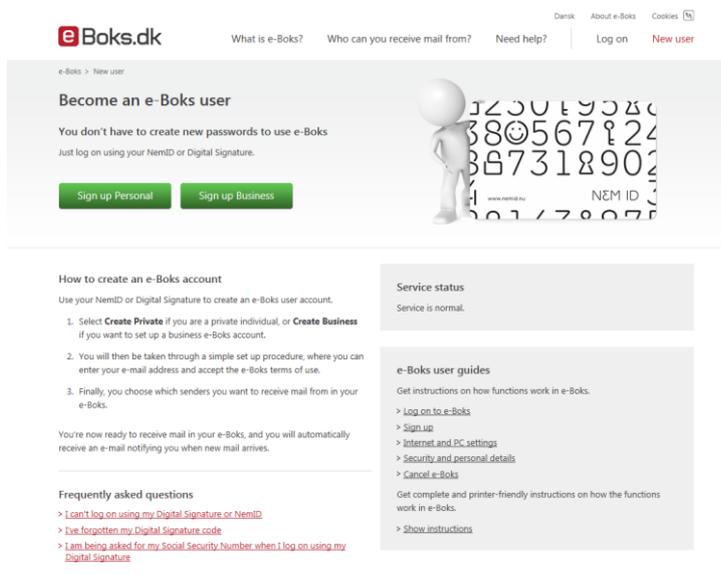# Using eBoks and NemID

Step 1

You must have an eBoks account to log on eBoks.dk. As an employee at CBS you are automatically registered and usually you don't have to sign up again. The homepage includes user guides in English. Your pay slip from the CBS and Danish State (The Agency for the Modernization of Public Administration) is always and only posted to eBoks. If you have logged on before please go to step 4.

Step 2

You must also have a NEM ID account to enter eBoks. If you don't already have a NEM ID digital signature, you have to sign up using the homepage http://www.nemid.nu. You must have a Danish Social Secure Number, a driver license or passport to register on-line, otherwise you have to contact the Borger Service in the municipality where you live. The homepage is partly in English. If Danish isn't your native tongue, you might have to ask one your colleagues to help. Most Danes already have a NEMID in order to do business with their bank or to check their tax bills.

Step 3

You now have an account at e-boks and a NemID. Open the link [http:\\eboks.dk](http:\\eboks.dk) in a JAVA compliant browser e.g. Internet Explorer or Firefox. You might get problems on an Apple platform. You can instead download an App from App Store to your IPAD or IPhone. There are apps for Android and Windows Phone too.

Unfortunately the following page is in Danish only. You have 3 possibilities for Bruger id (User id): Your social security number, a user id of your own choice created in step 2 or the user id comming in the letter with your NemID keys. The "Adgangskode" is the password you created in step 2. Having been validated you are asked to enter your own NemID key corresponding to a foreign key.
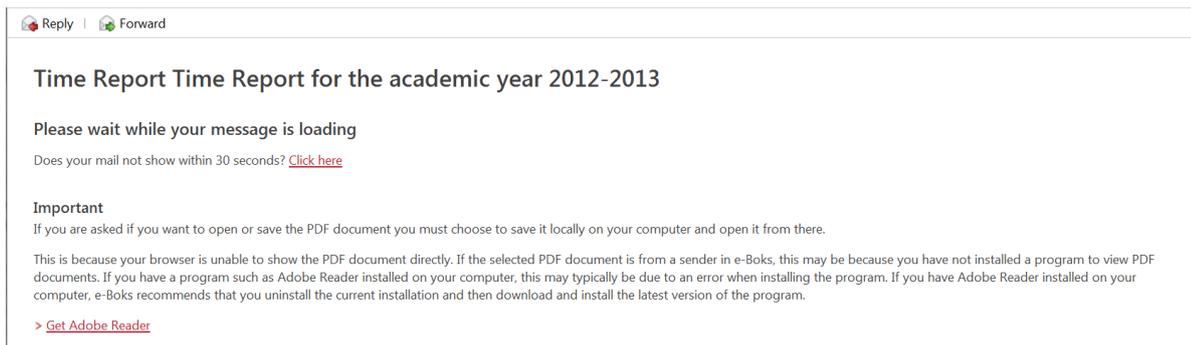
Step 4

Having logged on eBoks and clicked on the menu "Inbox and Archive" you'll see a screen like the one below. The time sheet should appear in Unread Mail and Indbakke (Inbox). Open the report by clicking the link.
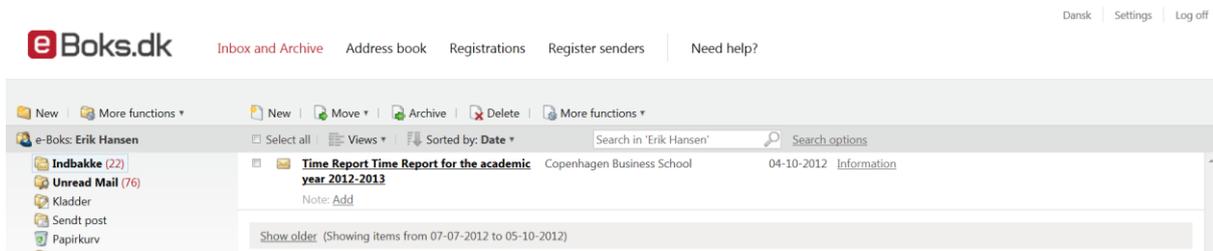
Step 5

At the top of the page you'll find two buttons. When you have controlled your report press "Reply". You cannot use the Forward option in this connection.

Step 6

In this last step you can either accept or refuse the time sheet by checking either Yes or No boxes. When you press "Send" your answer is mailed to CBS.