

## Guidance: MY PAGE

### Content

1. Registration .....	1
2. MY PAGE overview .....	3
Menu "PROFILE" .....	3
Menu "LOGBOOK" .....	3
3. Create a request .....	3

### 1. Registration

- Choose "MY PAGE" at [www.udligningskontoret.dk](http://www.udligningskontoret.dk)



- Log-in using MitID



- Type in your CPR-number and click "SUBMIT"

#### Enter CPR number

CPR number

# UDLIGNINGSKONTORET FOR DANSK SØFART

- Type in your information. 'Mail' is mandatory and click "UPDATE PROFILE" - you will receive a link shortly

## Your Information

Job title

1. MASKINMESTER > 3.000 KW

Company

A/S KOTT HVIDE SANDE

Mail

Mandatory!

Mobile phone

Request sent to shipping company

Only wants electronic mail

I hereby accept the terms of use for Udligningskontoret Online

[Click here to read the terms of use for Udligningskontoret Online](#)

UPDATE PROFILE

- And you will be redirected to this page



We have sent you an email with a confirmation link.  
Use the link in the email to confirm your registration with us.

- You have now received an e-mail. Activate the link and use MitID again

Dine oplysninger hos Udligningskontoret er blevet ændret.  
For at se og bekræfte ændringerne, klik her: <https://minside.udligningskontoret.dk/Ver>:

Hilsen,  
Udligningskontoret for Dansk Søfart

- You are now registered correctly and safely on the website. Feel free to delete the e-mail in your inbox

# UDLIGNINGSKONTORET FOR DANSK SØFART

## 2. MY PAGE overview



### Menu "PROFILE"

- You can view the registered information

### Menu "LOGBOOK"

- Write a message and option to attach files

## 3. Create a request

- Click the menu "REQUESTS"

### **Requests / Compensation Cards**



- Click "NEW REQUEST..."
- If you prefer one annual payment, there is no need to type in an amount – simply click "New request..."
- If you prefer a direct payment paid together with your salary, you must type in days and amount. The tax year runs from January to December (income earned ashore during the year must be entered as 'Other personal income'). Expenses/negative net income must be entered with a minus in front.
- The request automatically opens the 3 latest income years - based on annual statements from The Danish Customs and Tax Administration