Adding Organization Employees

The system has introduced new functionality that enables multiple employees of the same legal entity to work simultaneously with applications using their individual user accounts.

The functionality allows each employee to log in to the system using their own electronic digital signature (hereinafter – EDS), as well as to create, view, and edit the organization's applications in accordance with the access rights granted to them.

Important!

This functionality is intended exclusively for legal entities.

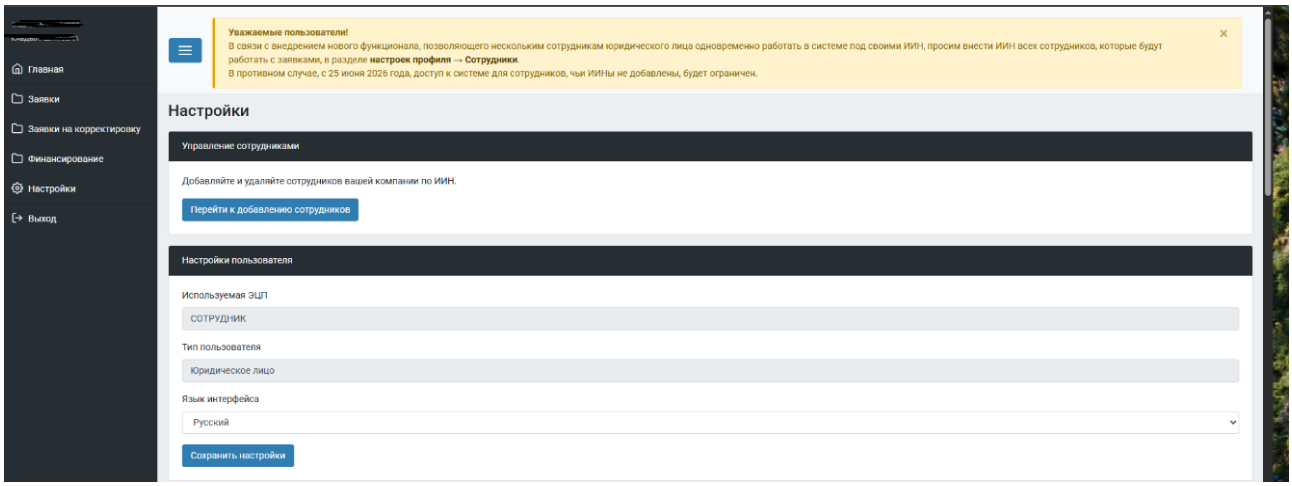
To work with applications, each employee of the organization must first be added to the organization's profile using their Individual Identification Number (IIN).

Each employee must have an individual user account registered with a unique email address. The use of the same email address by multiple employees is not permitted.

Once added to the organization's profile, the employee must log in to the system using the legal entity's EDS and select "Employee" as the user type. Upon successful authorization, the employee will be granted access to work with the organization's applications in accordance with the access rights assigned to them.

When the head of the legal entity logs in to the system, an informational notification is displayed indicating the need to add employees' IINs.

Figure 1 – Informational notification on the "Settings" page.



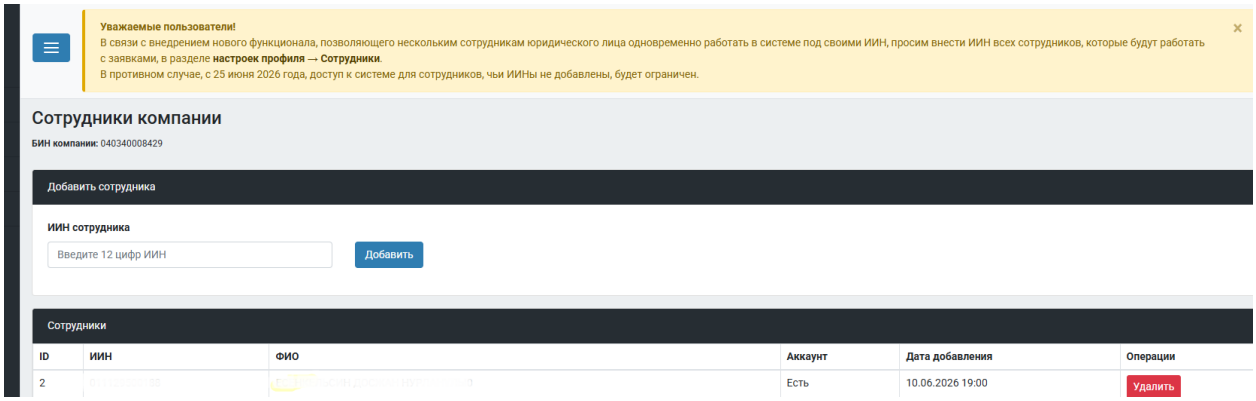
To add an employee:

1. Open the "Settings" section.
2. In the "Employee Management" section, click the "Proceed to Add Employees" button.
3. Enter the employee's IIN in the "Employee IIN" field.
4. Click the "Add" button.

Once added, the employee's details will appear in the organization's employee list, and the employee will be able to work with the legal entity's applications.

To remove an employee, click the "Delete" button next to the relevant entry in the employee list. Once removed, the employee will no longer be able to log in to the system on behalf of that organization.

Figure 2 – Adding and Removing Organization Employees.



Effective July 1, 2026, access to the system will be permitted only to employees whose IINs have been added to the organization’s profile. Employees whose IINs are not included in the organization’s profile will not be able to log in to the system.