

What is eSTAT and how to get started.

Instruction manual

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The manual describes how to register with eSTAT and apply for user rights. Instructions on how to submit questionnaires, manage users, and use other workspaces are available in the application. You can access these by clicking “Help” in the menu on the left.

1. What is eSTAT?

eSTAT is Statistics Estonia’s electronic data submission environment – <https://estat.stat.ee/>
To access eSTAT, users need to authenticate themselves with their Estonian ID-card, Mobile-ID, or Smart-ID. A person with no Estonian personal identification code must request a password in order to use eSTAT.

Upon first access, the person entitled to represent the enterprise must register as an eSTAT user. The user with the CEO profile can then submit data and manage (add, edit, block) respondents.

In the case of having more than one enterprise in eSTAT, CEO profile rights must be requested for each one (see also Section 3.1.1).

For more detailed instructions on managing users' rights, see the eSTAT menu item “Help” > “Manage users”.

2. User rights profiles in eSTAT

The eSTAT user rights profiles are as follows:

- CEO – a person entitled to represent an economic entity as according to the Business Register, who has all the rights to add, edit, and fill in data in eSTAT. CEO is responsible for fulfilling the obligation to provide data and is the only one with the right to manage “Consents” for data publication. CEO can create and delete the rights of the main user, respondent, and respondent with password in eSTAT.
- Main user – only the CEO can add the main user to an economic entity. Main user can submit data and grant rights to respondents but cannot modify the CEO’s rights. Main user is responsible for fulfilling the obligation to provide data.
- Respondent – a respondent, appointed by the main user or CEO, who has the right to submit data for all questionnaires of the designated economic entities. Respondents cannot modify the eSTAT rights of others or their own.
- Limited respondent – a respondent with limited rights, appointed by the main user or CEO, who has the right to submit data for the questionnaires assigned to him/her. Users with this profile can only view the data they have submitted.
- Respondent with password – a respondent without the Estonian personal identification code and without the possibility to authenticate themselves with an ID-card, Mobile-ID, or Smart-ID who has been granted the rights with the consent of the CEO. Respondents with password have the right to view and edit data only for the questionnaires assigned to them. Respondents can also submit the password application themselves.

3. Applying for user rights

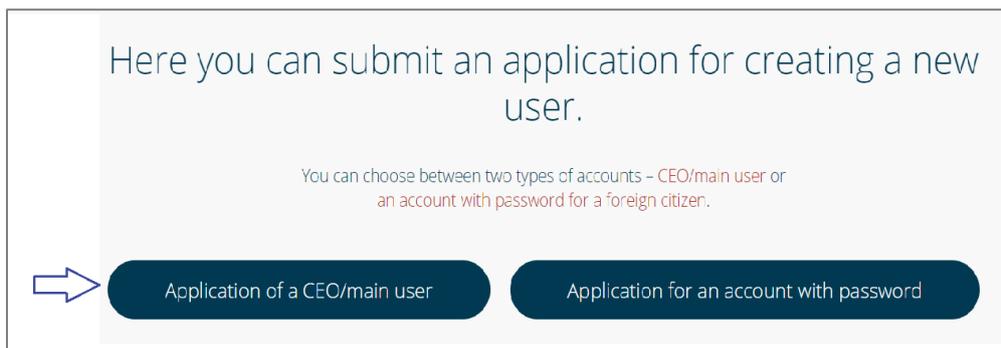
Only the person entitled to represent the economic entity can apply for user rights on the basis of Business Register data.

3.1 Applying for user rights on the basis of Business Register data

To register as a user and request the rights to the CEO profile in eSTAT, the following steps are required:

- 1) authenticate yourself on the eSTAT login page <https://estat.stat.ee/>
- 2) select “Register as a user”
- 3) select “Application of a CEO/main user” (Figure 1)

Figure 1



You can then proceed with the steps shown in Figure 2a or 2b:

- 1) select "Applying on the basis of register data"
- 2) select the enterprise(es) for which you wish to submit an application

Figure 2a

Application for eSTAT user rights

Applying on the basis of register data Applying on the basis of authorisation

Only board members on the registry card can apply

According to Statistics Estonia these are the activity areas of selected businesses. Please confirm if the activity areas are correct

Name	Code of economic entity	Activity area correct	Primary activity area	Activity area explanation
Hunt Kriimsilm OÜ	14903	<input checked="" type="radio"/> Yes <input type="radio"/> No	M69202 Raamatupidamine, maksualane...	

I confirm that as an applicant I am aware of my rights and obligations and that I have got acquainted with [the terms and conditions](#).

Back Submit application

Figure 2b

Application for eSTAT user rights

Applying on the basis of register data Applying on the basis of authorisation

According to Statistics Estonia these are the activity areas of selected businesses. Please confirm if the activity areas are correct

Name	Code of economic entity	Activity area correct	Primary activity area	Activity area explanation
Ise Ilutegija OÜ	16500934	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="Search..."/> A01141 Sunnukrookasvatust (v.a sunnirupeet) A01150 Tubakakasvatust A01151 Tubakakasvatust A01160 Kuitaimekasvatust A01161 Kuitaimekasvatust A01190 Muude üheaastaste põllukultuuride kasvatust A01191 Lillekasvatust	

I confirm that as an applicant I...

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- 3) confirm (Figure 2a) or specify (Figure 2b) the primary activity area. When specifying activity areas, you can select the correct one from the classification given. The classification is in Estonian; if you need help with it, please contact our customer support at klienditugi@stat.ee
- 4) accept the terms of use
- 5) click "Submit application"

Once the application has been submitted, eSTAT is automatically opened and the user with the CEO profile can submit data and manage users.

3.1.1. Applying for user rights for another enterprise as an eSTAT user

If you want to submit an application for the eSTAT user rights for another economic entity while being an eSTAT user for one entity already, select "Submit application" from the menu on the left. Then proceed with the steps shown in Section 3.1.

3.2 Applying for user rights on the basis of authorisation

If the applicant is not entitled to represent the economic entity but has been authorised to carry out duties on behalf of the person with the right of representation, the following steps are required:

- 1) select "Register as a user"
- 2) select "Application of a CEO/main user" and on the application submission page tick "Applying on the basis of authorisation"
- 3) on the form that opens, fill in all the fields
- 4) upload the authorisation file by clicking on "Search file". The authorisation can also be emailed to klienditugi@stat.ee
- 5) accept the terms of use
- 6) click "Submit application"

A member of staff at Statistics Estonia checks the submitted application and, if everything is correct, approves it. Once the application has been reviewed, the submitter is notified accordingly.

3.3 Applying for user rights for a person with no Estonian personal identification code

Foreign citizens who do not have an Estonian personal identification code and no ID-card, Mobile-ID, or SMART-ID can request a password to use eSTAT.

An application for an account with password can be submitted by the CEO of the economic entity, the main user, or the respondent.

To request a password, the following steps are required:

- 1) on the login page, click "View other authentication options"
- 2) click "Register as a user"
- 3) on the form that opens, fill in all the fields
- 4) read the terms and conditions, tick the checkbox
- 5) click "Submit application"

After the application has been submitted, the head of economic entity is asked by email for consent to issue a password. Once consent has been granted, Statistics Estonia issues the respondent the eSTAT username and initial password to the email address given in the application.

NOTE: A respondent with password can see all the questionnaires of the economic entity but not the data entered by others. The respondent with password can see and change only the data that has been filled in by a user who has logged in with the same password.

Figure 4

The image shows a user authentication interface for eSTAT. At the top, the eSTAT logo is on the left and a 'Help' link is on the right. Below the logo, a welcome message states: 'Welcome to the user authentication application of Statistics Estonia! It is used to identify users and allow access to Statistics Estonia's e-services. Please choose your preferred authentication method. eSTAT supports web browsers Microsoft Edge, Google Chrome and Mozilla Firefox. We recommend using newer versions of the browsers.'

The main content area is divided into three sections:

- ID-KAART:** Includes a logo, a list of bullet points: 'The ID card allows you to access online services of the state or enterprises.' and 'When using the ID card, always follow these simple [security guidelines](#).' Below this is a dark blue button labeled 'Log in with your ID card'.
- MOBIIL-ID:** Includes a logo, a list of bullet points: 'Mobile ID is convenient and fast way of authentication. More information [here](#).' Below this are two input fields: 'Sisesta telefoninumber' and 'Sisesta isikukood'. At the bottom is a dark blue button labeled 'Log in with Mobile ID'.
- SMART-ID:** Includes a logo, a list of bullet points: 'Smart-ID is a convenient and fast way of authentication. More information can be found [here](#).' Below this is an input field labeled 'Enter personal ID code' and a dark blue button labeled 'Log in with Smart-ID'.

At the bottom of the main content area, there is a dropdown menu with a downward arrow and the text 'View other authentication options'. A blue arrow points to this dropdown. Below the main content area, the dropdown menu is expanded, showing a downward arrow and the text 'View other authentication options'. Below this, the text 'Password login (foreign citizen and declarant companies)' is displayed. There are two input fields: 'Username:' and 'Password:'. Below these is a dark blue button labeled 'Enter'. At the bottom of the expanded menu, there are two links: 'Register as a user' and 'Forgot password?'. A blue arrow points upwards to the 'Enter' button.

3.4 Passwords for declarant companies

Declarant companies are issued, on request, with an eSTAT username and password for all the economic entities for which data are submitted.

To obtain a password, please email the following documents to klienditugi@stat.ee:

- 1) a CSV file with one column: the registry code(s) of the economic entity for which data are submitted. The column should be titled "Code of economic entity"
- 2) the declarant company's registration code and email address to which the username and password should be sent.

An automatic notification with the username and initial password is sent to the email address given in the application. After a successful login, the eSTAT main page opens and the user can start submitting data.

The password is valid for one year. Two weeks before the expiry date, a notification of the expiry of the password is sent to the email address given in the application. When the expiry date arrives, users are prompted to change their password when logging in.

If a declarant company has additional economic entities for which data are to be submitted, an updated list containing the registry codes of all economic entities for which data are planned to be provided must be sent to Statistics Estonia.

If data are no longer submitted for an economic entity, an updated and valid list of economic entities with their registry codes is to be sent to Statistics Estonia.

NOTE: A respondent with password can see all the questionnaires of the economic entity but not the data entered by others. The respondent with password can see and change only the data that has been filled in by a user who has logged in with the same password.