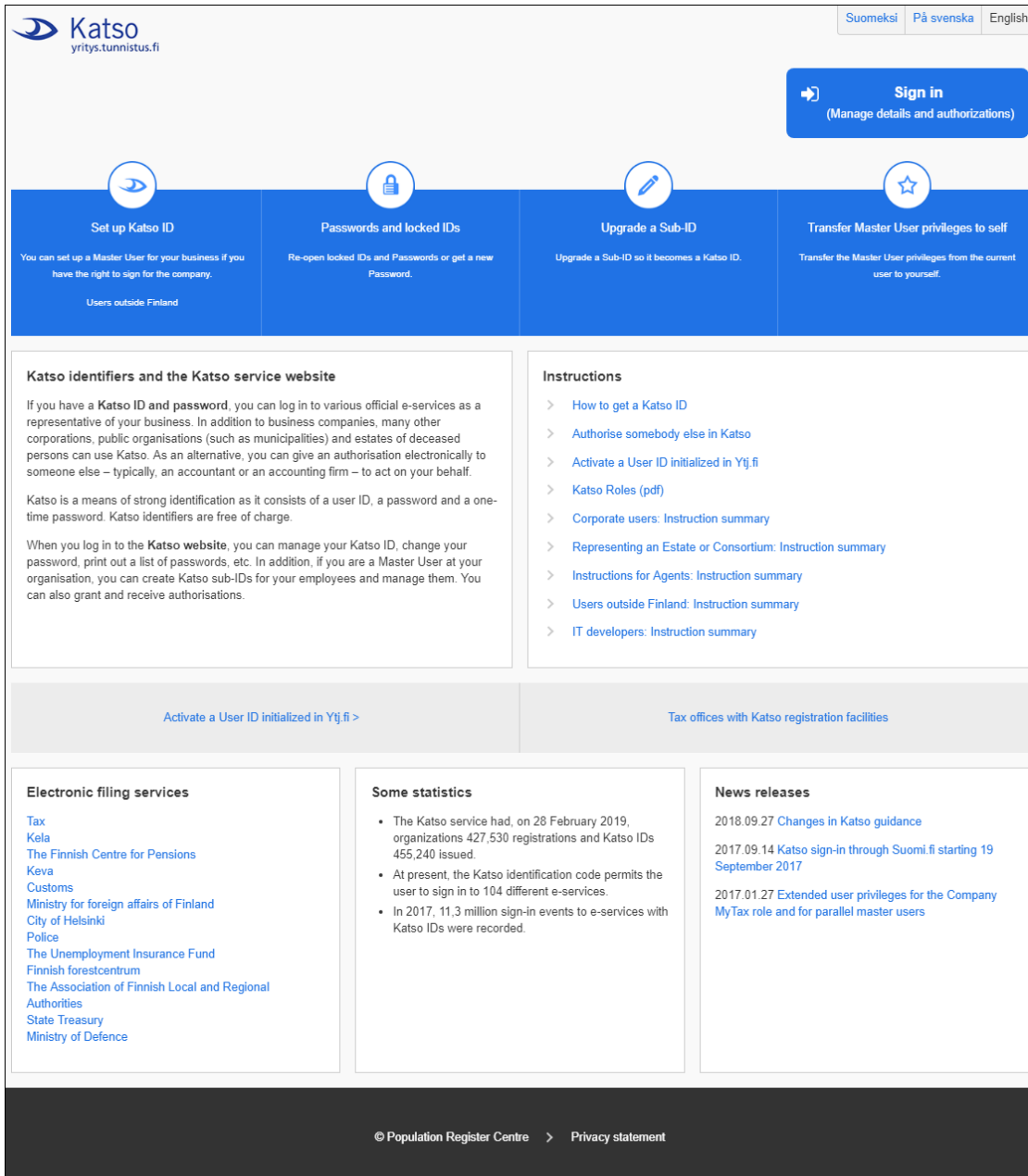


## Accept an Authorization given to an organization

Holders of Katso ID with Master User status can use this feature.

Go to the Katso at <https://yritys.tunnistus.fi> to receive and accept authorizations.



The screenshot shows the Katso website interface. At the top right, there are language selection buttons for 'Suomeksi', 'På svenska', and 'English'. A prominent blue button labeled 'Sign in (Manage details and authorizations)' is located in the top right corner. Below this, a navigation bar contains four main sections: 'Set up Katso ID', 'Passwords and locked IDs', 'Upgrade a Sub-ID', and 'Transfer Master User privileges to self'. Each section includes a brief description and a link to 'Users outside Finland'. The main content area is divided into two columns: 'Katso identifiers and the Katso service website' and 'Instructions'. The 'Instructions' column lists various guides such as 'How to get a Katso ID', 'Authorise somebody else in Katso', and 'Activate a User ID initialized in Ytj.fi'. Below the main content, there are two links: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'. The footer contains three sections: 'Electronic filing services' (listing various government agencies), 'Some statistics' (providing data on registrations and sign-in events), and 'News releases' (listing recent updates).


Select **Sign in**.

<a href="#">Suomeksi</a> <a href="#">På svenska</a> <a href="#">In English</a>	<a href="#">Cancel</a>
<b>Welcome</b>	<b>Sign In</b>
<p>You are trying to access an e-service that requires you to sign in.</p>	<p>Please enter your username and password.</p> <p>Username: <input type="text" value="d78e2i"/></p> <p>Password: <input type="password" value="••••••"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p>
<b>Help</b>	
<p>If you have an account, please enter your username and password to access the service. If you do not have an account you can visit the Katso website to open an account - go to:</p> <p><a href="https://yrittys.tunnistus.fi">https://yrittys.tunnistus.fi</a></p>	

Type User ID and Password and press Continue.

<a href="#">Suomeksi</a> <a href="#">På svenska</a> <a href="#">In English</a>	<a href="#">Cancel</a>
<b>Help</b>	<b>Sign In</b>
<p>You should enter the next unused password from your password list. If you have a new list, you can activate it by entering the first password.</p> <p><a href="https://yrittys.tunnistus.fi">https://yrittys.tunnistus.fi</a></p>	<p>Please enter the next unused one-time password.</p> <p>Password number: 11</p> <p>Username: <input type="text" value="d78e2i"/></p> <p>One-Time Password: <input type="password" value="•••••"/></p> <p style="text-align: center;"> <input type="button" value="Cancel"/>   <input type="button" value="Sign In"/> </p>

Type the appropriate One-Time Password and press Continue.

	<h1>Katso Management</h1>																				
<p>Kiia Kirjanpitäjä</p>																					
<table border="1"> <tr><th>ID</th></tr> <tr><td><a href="#">Information</a></td></tr> <tr><td><a href="#">Authorizations</a></td></tr> <tr><td><a href="#">New Master User</a></td></tr> <tr><th>Organization</th></tr> <tr><td><a href="#">Information</a></td></tr> <tr><td><a href="#">Sub-IDs</a></td></tr> <tr><td><a href="#">Role Groups</a></td></tr> <tr><td><a href="#">e-Services</a></td></tr> <tr><th>Authorizations</th></tr> <tr><td><a href="#">New Authorizations</a></td></tr> <tr><td><a href="#">Valid Authorizations</a></td></tr> <tr><td><a href="#">Granted Authorizations</a></td></tr> <tr><td><a href="#">Manage Authorizations</a></td></tr> <tr><th>Powers of Attorney</th></tr> <tr><td><a href="#">New Power of Attorney</a></td></tr> <tr><td><a href="#">Created Powers of Attorney</a></td></tr> <tr><td><a href="#">Approved Powers of Attorney</a></td></tr> <tr><td><a href="#">Rejected, cancelled and expired Powers of Attorney</a></td></tr> <tr><td><a href="#">Change Master User or Parallel Master User Password</a></td></tr> </table>	ID	<a href="#">Information</a>	<a href="#">Authorizations</a>	<a href="#">New Master User</a>	Organization	<a href="#">Information</a>	<a href="#">Sub-IDs</a>	<a href="#">Role Groups</a>	<a href="#">e-Services</a>	Authorizations	<a href="#">New Authorizations</a>	<a href="#">Valid Authorizations</a>	<a href="#">Granted Authorizations</a>	<a href="#">Manage Authorizations</a>	Powers of Attorney	<a href="#">New Power of Attorney</a>	<a href="#">Created Powers of Attorney</a>	<a href="#">Approved Powers of Attorney</a>	<a href="#">Rejected, cancelled and expired Powers of Attorney</a>	<a href="#">Change Master User or Parallel Master User Password</a>	<p><b>Katso ID information</b></p> <p>Use this window to maintain your contact information, change Passwords, and print &amp; activate your List of One-Time Passwords.</p> <p><b>Basic information on Katso ID</b></p> <p>User ID: d78e2i User level: Master (2)</p> <p><b>Holder information</b></p> <p>First name: Kiia Last name: Kirjanpitäjä Personal identity number: 280468-914A Default language: Finnish <input type="button" value="Change"/></p> <p><b>Contact information</b></p> <p>E-mail *: <input type="text" value="kiia.kirjanpitaja@email.com"/> Cellular (mobile) phone: <input type="text"/> <input type="button" value="Save"/></p> <p><b>Change the Fixed Password</b></p> <p>Old Password *: <input type="password"/> New Password *: <input type="password"/> Retype Password *: <input type="password"/> <input type="button" value="Change"/></p> <p><b>List of One-Time Passwords</b></p> <p>Number of Passwords: 40 <input type="button" value="Print..."/></p> <p><b>Authorizations process</b></p> <p><input checked="" type="checkbox"/> Automatic receipt and approval of Authorizations <input type="button" value="Guide"/> <input type="button" value="Save changes"/></p> <p><b>Revoke ID</b></p> <p>I want to revoke my Katso ID. <input type="checkbox"/> <input type="button" value="Revoke ID"/></p>
ID																					
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<a href="#">Rejected, cancelled and expired Powers of Attorney</a>																					
<a href="#">Change Master User or Parallel Master User Password</a>																					

Select Authorizations – Valid Authorizations.

**Login to Organization info**

Type Master Password or Admin Password and press 'Next'.

**Organization** Tilitoimisto Oy (6612974-7)

If you have forgotten the Admin Password, please contact the Master User of your organization. If you have forgotten the Master Password, you can set it again to get a new Master Password. [Set Password again.](#)

Type your 4 x 4-character **Admin Password** or **Master Password** and press Next.

**Valid Authorizations**

This window shows the authorizations granted to your organization. Pending authorizations should be approved and delegated.

**New Authorizations**

Issuer of the Authorization	Role(s)	Granted	Expires	
Asiakasyritys Oy (6624690-0)	1 count	20.12.2013	Valid until further notice	<input type="button" value="Info"/>

**Active Authorizations**

Issuer of the Authorization	Role(s)	Expires	Delegated	
Kallion Kirja Oy (6613410-8)	2 count	Valid until further notice	Yes	<input type="button" value="Modify"/> <input type="button" value="Info"/>

**Authority Authorizations**

Issuer of the Authorization	State	Role(s)	Expires	
No grantor of authorization	Active	1 count	Valid until further notice	<input type="button" value="Info"/>

Press Info for the New Authorization, which you want to accept.

**Information on Valid Authorization**

Use this window to approve or reject an authorization that your organization has received.

**Information**

**State** Waiting for approval  
**Granted** 20.12.2013  
**Expires** Valid until further notice

**Grantor**

**Organization** Asiakasyritys Oy (6624690-0)  
**ID type** Finnish Business ID  
**Granted by** Anna Asiakas

**Roles**

Service provider	Role
TAX	Filer of Tax returns for taxable periods

Press Accept to receive and approve the Authorization.

### Information on Valid Authorization

- Authorization accepted

This window shows the status of an authorization including the information relating to it. Furthermore, in this window, you can revoke an authorization.

**Information**

**State** Active  
**Granted** 20.12.2013  
**Expires** Valid until further notice

**Grantor**

**Organization** Asiakasyritys Oy (6624690-0)  
**ID type** Finnish Business ID  
**Granted by** Anna Asiakas

**Roles**

Service provider	Role
TAX	Filer of Tax returns for taxable periods

You will see a confirmation message on top of page.

The accepted Authorization should still be delegated to a Katso ID or a Katso Sub-ID.

### Delegate a Valid Authorization

Use this window to delegate authorizations that your organization has received, or remove existing delegations of authorizations. If an authorization includes several roles, you can select the roles to be delegated.

[Go to single delegation](#)

**Assigned Authorization data**

**Grantor** Asiakasyritys Oy (6624690-0)  
**Valid until** Valid until further notice

**Delegations**  
*No delegations*

**Press Grant to select assignees**

**Delegates:**

**Katso IDs**

Holder name	User ID	Select
Kiia Kirjanpitäjä	d78e2i	<input checked="" type="checkbox"/>

**Katso Sub-IDs**

Holder name	User ID	Select
Olli Opastaja	xr6a5b	<input type="checkbox"/>

[Select all](#)      [Empty all fields](#)

**Roles to delegate:**

TAX - Filer of Tax returns for taxable periods

Roles in red cannot be granted to a sub-ID.

Add the delegation to a Katso ID or a Katso Sub-ID. Enter the name and ID of the delegated holder. As necessary, you can restrict the roles to be delegated. Press Add delegation.

### Delegate a Valid Authorization

- *Authorization delegated.*

Use this window to delegate authorizations that your organization has received, or remove existing delegations of authorizations. If an authorization includes several roles, you can select the roles to be delegated.

[Go to single delegation](#)

#### Assigned Authorization data

**Grantor** Asiakasyritys Oy (6624690-0)

**Valid until** Valid until further notice

An "Authorization delegated" message appears on top of page. Even though you have now delegated the Authorization, it will not be valid until the holder accepts it. For more information and instructions, read the article called "Accept and Authorization given to a Katso ID."

Sign out to close.