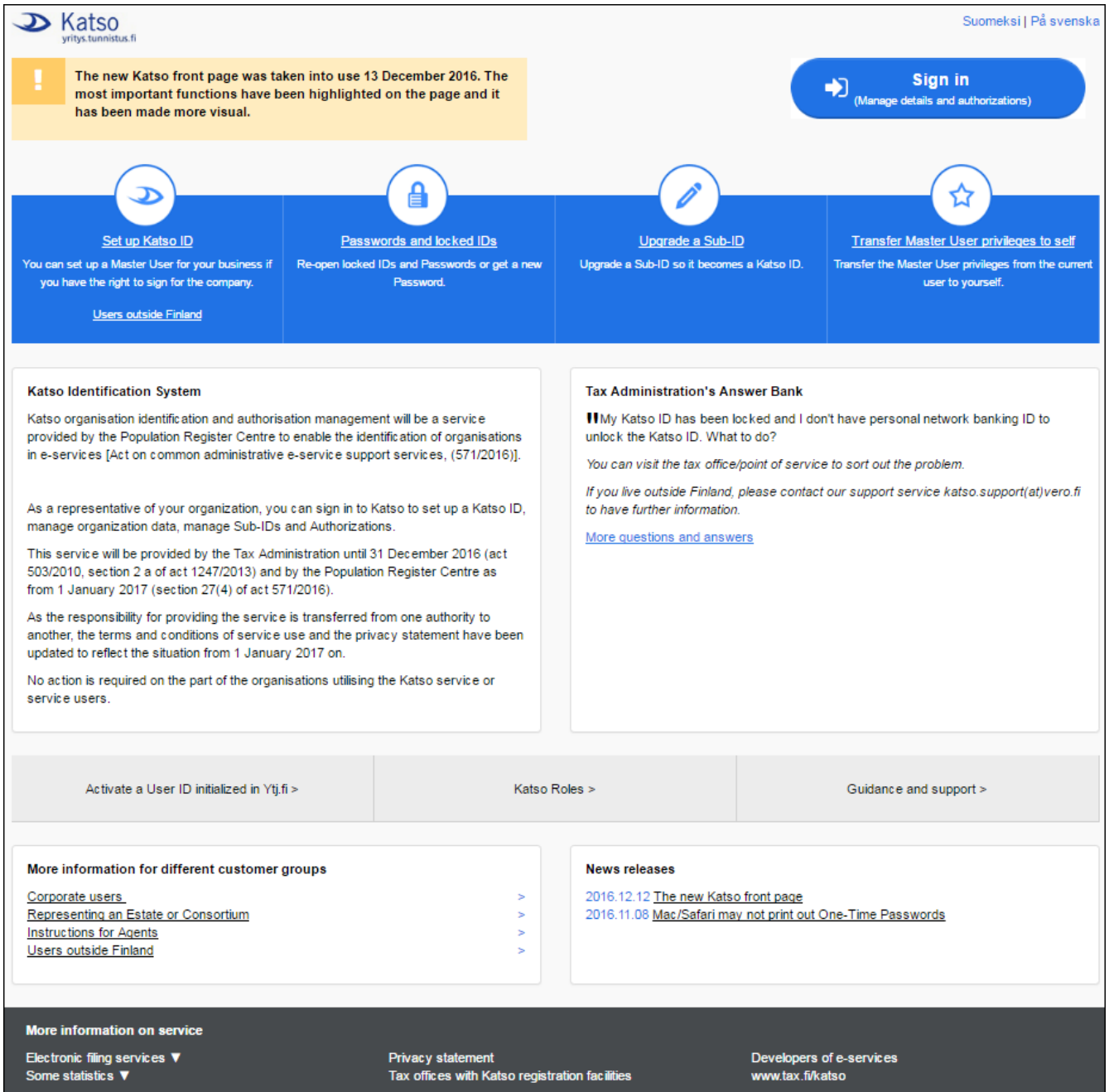


Accept an Authorization given to an organization

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 left is the Katso logo and the URL yritys.tunnistus.fi. At the top right, there are language options: "Suomeksi | På svenska". A yellow notification box on the left states: "The new Katso front page was taken into use 13 December 2016. The most important functions have been highlighted on the page and it has been made more visual." On the right, there is a blue "Sign in" button with a right-pointing arrow and the text "(Manage details and authorizations)".

Below the notification and sign-in button is a horizontal navigation bar with four blue buttons, each with an icon and text:

- Set up Katso ID** (Eye icon): "You can set up a Master User for your business if you have the right to sign for the company." Below it is a link: "Users outside Finland".
- Passwords and locked IDs** (Lock icon): "Re-open locked IDs and Passwords or get a new Password."
- Upgrade a Sub-ID** (Pencil icon): "Upgrade a Sub-ID so it becomes a Katso ID."
- Transfer Master User privileges to self** (Star icon): "Transfer the Master User privileges from the current user to yourself."

Below the navigation bar are two main content areas:

- Katso Identification System**: A text block explaining that Katso is a service for organization identification and authorization management, provided by the Population Register Centre. It mentions that the service will be provided by the Tax Administration until 31 December 2016 and by the Population Register Centre from 1 January 2017. It also states that no action is required on the part of organizations utilizing the service.
- Tax Administration's Answer Bank**: A section with a warning icon and text: "My Katso ID has been locked and I don't have personal network banking ID to unlock the Katso ID. What to do?". It provides instructions to visit the tax office or contact support at [katso.support\(at\)vero.fi](mailto:katso.support(at)vero.fi) for further information. A link "More questions and answers" is also present.

Below these content areas is a horizontal menu with three items: "Activate a User ID initialized in Ytj.fi >", "Katso Roles >", and "Guidance and support >".

At the bottom, there are two more content areas:

- More information for different customer groups**: A list of links: "Corporate users", "Representing an Estate or Consortium", "Instructions for Agents", and "Users outside Finland", each followed by a right-pointing arrow.
- News releases**: A list of news items: "2016.12.12 The new Katso front page" and "2016.11.08 Mac/Safari may not print out One-Time Passwords".

The footer contains three columns of links: "More information on service" (with sub-links "Electronic filing services" and "Some statistics"), "Privacy statement" (with sub-link "Tax offices with Katso registration facilities"), and "Developers of e-services" (with sub-link "www.tax.fi/katso").


Select **Sign in**.

Suomeksi På svenska In English	Cancel
Welcome	Sign In
<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>
Help	
<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>https://yrittys.tunnistus.fi</p>	

Type User ID and Password and press Continue.

Suomeksi På svenska In English	Cancel
Help	Sign In
<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>https://yrittys.tunnistus.fi</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>Information</td></tr> <tr><td>Authorizations</td></tr> <tr><td>New Master User</td></tr> <tr><th>Organization</th></tr> <tr><td>Information</td></tr> <tr><td>Sub-IDs</td></tr> <tr><td>Role Groups</td></tr> <tr><td>e-Services</td></tr> <tr><th>Authorizations</th></tr> <tr><td>New Authorizations</td></tr> <tr><td>Valid Authorizations</td></tr> <tr><td>Granted Authorizations</td></tr> <tr><td>Manage Authorizations</td></tr> <tr><th>Powers of Attorney</th></tr> <tr><td>New Power of Attorney</td></tr> <tr><td>Created Powers of Attorney</td></tr> <tr><td>Approved Powers of Attorney</td></tr> <tr><td>Rejected, cancelled and expired Powers of Attorney</td></tr> <tr><td>Change Master User or Parallel Master User Password</td></tr> </table>	ID	Information	Authorizations	New Master User	Organization	Information	Sub-IDs	Role Groups	e-Services	Authorizations	New Authorizations	Valid Authorizations	Granted Authorizations	Manage Authorizations	Powers of Attorney	New Power of Attorney	Created Powers of Attorney	Approved Powers of Attorney	Rejected, cancelled and expired Powers of Attorney	Change Master User or Parallel Master User Password	<p>Katso ID information</p> <p>Use this window to maintain your contact information, change Passwords, and print & activate your List of One-Time Passwords.</p> <p>Basic information on Katso ID</p> <p>User ID: d78e2i User level: Master (2)</p> <p>Holder information</p> <p>First name: Kiia Last name: Kirjanpitäjä Personal identity number: 280468-914A Default language: Finnish <input type="button" value="Change"/></p> <p>Contact information</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>Change the Fixed Password</p> <p>Old Password *: <input type="password"/> New Password *: <input type="password"/> Retype Password *: <input type="password"/> <input type="button" value="Change"/></p> <p>List of One-Time Passwords</p> <p>Number of Passwords: 40 <input type="button" value="Print..."/></p> <p>Authorizations process</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>Revoke ID</p> <p>I want to revoke my Katso ID. <input type="checkbox"/> <input type="button" value="Revoke ID"/></p>
ID																					
Information																					
Authorizations																					
New Master User																					
Organization																					
Information																					
Sub-IDs																					
Role Groups																					
e-Services																					
Authorizations																					
New Authorizations																					
Valid Authorizations																					
Granted Authorizations																					
Manage Authorizations																					
Powers of Attorney																					
New Power of Attorney																					
Created Powers of Attorney																					
Approved Powers of Attorney																					
Rejected, cancelled and expired Powers of Attorney																					
Change Master User or Parallel Master User Password																					

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

Active Authorizations

Issuer of the Authorization	Role(s)	Expires	Delegated
Kallion Kirja Oy (6613410-8)	2 count	Valid until further notice	Yes

Authority Authorizations

Issuer of the Authorization	State	Role(s)	Expires
No grantor of authorization	Active	1 count	Valid until further notice

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.