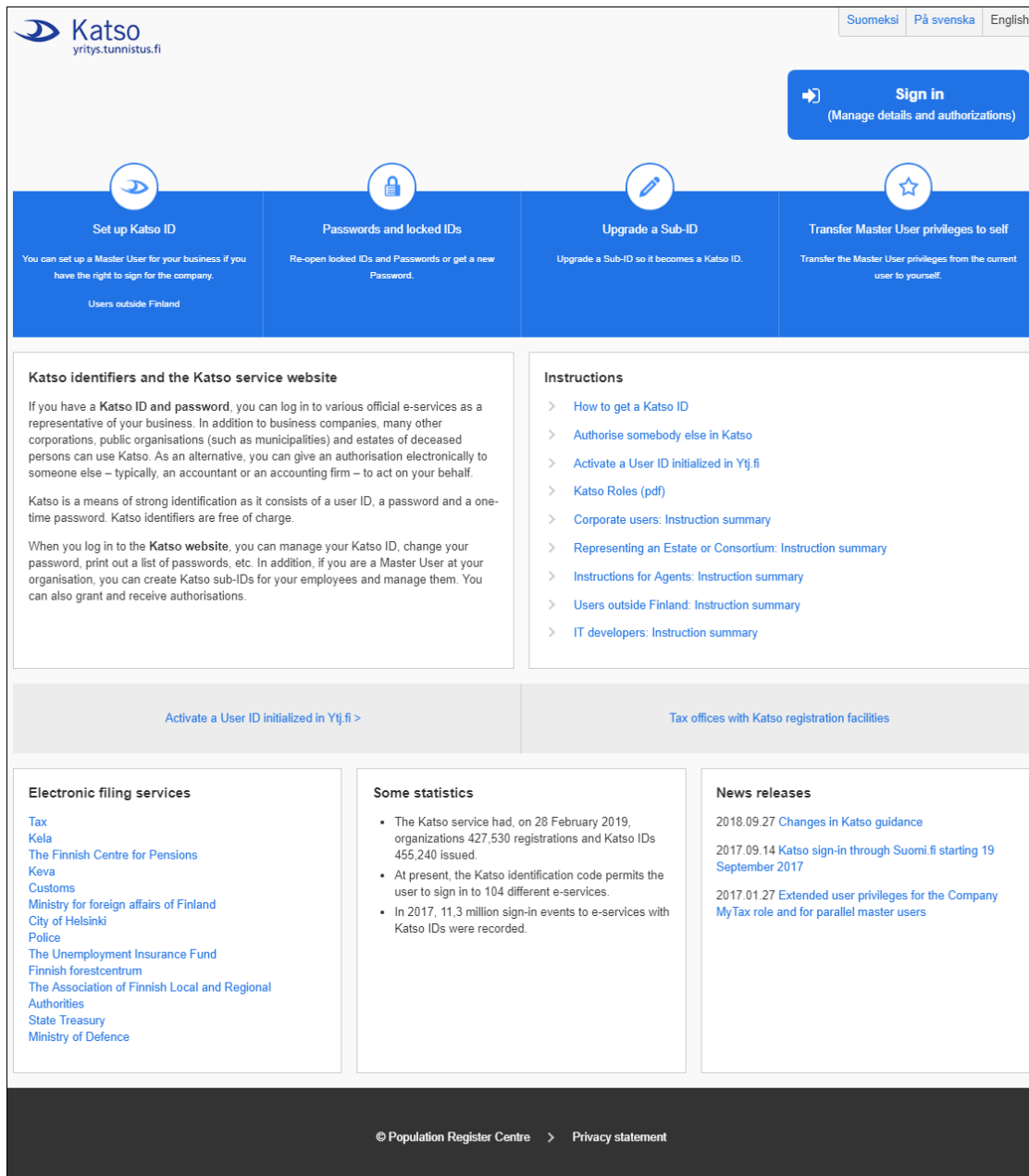


Activate an initialized Katso ID

If you set up a Katso ID through the Business Information System website (www.ytj.fi) when you established a corporation or a limited-liability company, go to the Katso site at <https://yritys.tunnistus.fi> to activate your Katso ID.



The screenshot shows the Katso website interface. At the top left is the Katso logo and the URL yritys.tunnistus.fi. On the top right, there are language selection buttons for 'Suomeksi', 'På svenska', and 'English'. A prominent blue button labeled 'Sign in' with a right-pointing arrow and the text '(Manage details and authorizations)' is located in the upper right area.

Below the navigation bar is a horizontal menu with four blue tiles, each with an icon and a title:

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

The main content area is divided into two columns:

- Katso identifiers and the Katso service website**: Contains introductory text about using Katso IDs for e-services, alternative authorization methods, and instructions on managing Katso IDs and sub-IDs.
- Instructions**: A list of links for various user guides, including 'How to get a Katso ID', 'Authorise somebody else in Katso', 'Activate a User ID initialized in Ytj.fi', 'Katso Roles (pdf)', and several 'Instruction summary' links for corporate users, estates, agents, users outside Finland, and IT developers.

Below the main content are two grey buttons: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'.

The footer area contains three columns:

- Electronic filing services**: A list of partner organizations including Tax, Kela, The Finnish Centre for Pensions, Keva, Customs, Ministry for foreign affairs of Finland, City of Helsinki, Police, The Unemployment Insurance Fund, Finnish forestcentrum, The Association of Finnish Local and Regional Authorities, State Treasury, and Ministry of Defence.
- Some statistics**: A list of bullet points reporting on Katso service usage, such as 427,530 registrations and 455,240 issued IDs as of February 2019, and 11.3 million sign-in events in 2017.
- News releases**: A list of recent news items with dates, such as 'Changes in Katso guidance' (2018.09.27) and 'Katso sign-in through Suomi.fi starting 19 September 2017' (2017.09.14).

At the very bottom, a dark grey bar contains the copyright notice '© Population Register Centre' and a link to the 'Privacy statement'.

Select Go to Katso.



Katso
yrittys.tunnistus.fi

[Help](#)
[Suomeksi](#) | [På svenska](#)

Katso Identification system for organizations with authorization management feature is a secure sign-in service, offered free of charge by the Finnish Tax Administration (Law 1247/2013).

Create IDs

I'd like to set up a Master User for the organization.	Open >
I want to activate my initialized Katso ID.	Open >
I want to upgrade my Katso Sub-ID to a Katso ID.	Open >
I'd like to transfer the Master User right to myself.	Open >

Katso ID management

I already have a Katso ID. I want to manage its data and Authorizations and adjust its settings.	Open >
I'd like to lock my Katso ID until further notice.	Open >
I have forgotten my Katso ID or Password, and I'd like to get it back.	Open >

Select I want to activate my initialized Katso ID.

Activate Katso ID

Use this window to activate an initialized Katso User ID. You have probably received a note regarding a new Katso ID, which has been initialized for you, and which includes the Master User feature for your organization. You may also have received the User ID itself including its Password and List of One-Time Passwords.

Activation of an initialized Katso ID should follow the following sequence:

1. Checking identity
2. Acceptance of Terms and Conditions
3. Writing and saving basic data
4. Creating Passwords for the ID
5. Creating and printing out List of One-Time Passwords
6. Acceptance and confirmation of ID summary
7. Confirmation of activation of the Katso ID

Master User ID is made up as follows:

- Katso User ID - created at initialization
- You create the Katso Password and the Katso Master User Password
- You print out the List of One-Time Passwords.

You are expected to use the ID, the Katso Password and the List when you sign in for electronic filing services and for the Katso service. However, you will only need Katso Master User Password for administration within the organization (Other IDs within the organization, authorizations and changes in basic data).

[User's Guide](#) contains an illustration on Activating the List (pdf). Instead of making a paper printout you can print-to-file. Follow the instructions in User's Guide (<https://yrittys.tunnistus.fi> - User's Guide).

[Next >](#) [Cancel](#)

Press Next.

Activate Katso ID - Secure sign-in (1/10)

If you have received your Katso identifiers (consisting of the User ID, Fixed Password, and List of One-Time Passwords), you may use them to sign in.

Alternatively, you can sign in through network banking or with the electronic chip card.

Choose identification method

Katso ID
 Network banking system or electronic chip card.












Select Network banking system or electronic chip card and press Next.

e-Identification

You are identifying yourself to the service

Katso Service

Select identification method

 Certificate card	 Mobile certificate	 OP Bank Group	 Nordea
 Danske Bank	Handelsbanken Handelsbanken	 Ålandsbanken	S-Pankki S-pankki
 Aktia	 POP Pankki	 Säästöpankki	 Oma Säästöpankki
 Katso OTP			

[← BACK TO SERVICE](#)

i The Suomi.fi e-Identification offers a new user interface. You can now recognise all Suomi.fi services from the Suomi.fi flag symbol. Suomi.fi e-Identification is a shared identification service for public administration e-services. It will make identification secure and easy. You can use the identification method of your preference.

e-Identification

[Information about Suomi.fi-identification](#) [Give feedback](#)
[Privacy statement](#) [Report an error](#)

Proceed as instructed within the electronic system of your choice (Network banking IDs or Chip card of the Population Register Centre).

Activate Katso ID - User confirmation of personal data (4/10)

Please go over your personal data. If everything is OK, please confirm that you are the actual holder of the Katso ID.

Name Alma Alustettu
Personal identity number 090967-932D

Yes, I am the actual holder.
 No, I am not the actual holder.

Make sure that your personal ID is showing correctly, and press Next.

Activate Katso ID - Principles for authentication (5/10)

PRINCIPLES AND TERMS OF USE FOR KATSO AUTHENTICATION OF ORGANIZATIONS

SERVICE PROVIDER
Finnish Tax Administration

Contact details of the Tax Administration: http://www.vero.fi/fi-FI/Tietoa_Verohallinnosta/Yhteystiedot

SERVICE DESCRIPTION

The Tax Administration offers its customers a service for the authentication and authorization of organizations, the Katso service. Provisions on the service are laid down in section 2 a of the Act on Tax Administration. Katso identifiers provide users with a strong authentication which uses a user ID, a password and a one-time password.

In the Katso identification system, organizations and those authorised by an organization can acquire an identification device (Katso identification). With the help of the device, those representing an organization can authenticate themselves when logging in to e-services that have been made available by public authorities or other public bodies who are entrusted with a public service. Once logged in, they can visit any of the e-

[Print Principles...](#) [Show Description of File...](#)

I accept the principles for Katso authentication.

Read and accept the Terms and Conditions and press Next.

Activate Katso ID - Data input (6/10)

You can correct or complete names, addresses and telephone numbers etc.

Identifier

User ID: at6at6

Organization information

Name of Organization: KuusiOy
 Organization ID: 1319135-2
 Street address *: Kuusikatu 6
 Street address 2:
 Postal code *: FI-60600
 Post office *: Kuusela
 Country *: Finland ▼

Holder information

First name: Anna
 Last name: Alustettu
 Personal identity number: 011201-994M
 Default language: Finnish ▼
 E-mail *: anna.alustettu@kuusi.fi
 Cellular (mobile) phone:

Make sure that Street address, Postal code and Post office are showing correctly (if not, you are entitled to make corrections yourself), and press Next.

Activate Katso ID - Passwords (7/10)

Your Master User ID will have two different Passwords that you are expected to create and type yourself (while you should make them easy to remember, do not make them easy to guess):

- Fixed Password for sign-in
- Master User Password for administration within the organization (Other IDs within the organization, authorizations and changes in basic data).

You should usually avoid writing down your Passwords. However, if you do write them down, keep the papers in a separate place. The Passwords will not be shown on ID summary printout.

Password

Fixed Passwords are used for sign-in. Length requirement: 8 to 1024 characters. Passwords must have: UPPERCASE letters, lowercase letters, and numbers. They may contain special characters.

Password *:
 Retype Password *:

Master Password

The Master and Admin User Passwords in the Katso Identification System are for working with organizational details. Length requirement for Passwords is 4x4 characters. They are not case-sensitive.

Password *:
 Retype Password *:

Set a new Password consisting of 8-1024 characters, and set a new Master Password consisting of 4x4 characters and press Next.

Activate Katso ID - Printing the Password List (8/10)

One-Time Passwords are necessary for strong sign-in and authentication.

Choose your preferred length for the List of One-Time Passwords (40, 80, 160 or 240 passwords) and click Print. Instead of making a paper printout you can print-to-file. Follow the instructions in User's Guide (<https://yritys.tunnistus.fi> - User's Guide).

List of One-Time Passwords

Number of Passwords

For printing out a List of One-Time Passwords, first select a Number of Passwords from the drop-down list and then press Print to print it out. Press Next.

Activate Katso ID - Summary (9/10)

Please print out this summary and keep it in a safe place (not where you keep Passwords). Remember to bring along the printout if you visit a tax office to discuss matters relating to your Katso ID.

Identifier

User ID at6at6

Organization information

Name of Organization Kuusi Oy
Organization ID 1319135-2
Street address Kuusikatu 6
Street address 2
Postal code FI-60600
Post office Kuusela
Country Finland

Holder information

First name Anna
Last name Alustettu
Personal identity number 011201-994M
Default language Finnish

Contact information

E-mail anna.alustettu@kuusi.fi
Cellular (mobile) phone

Press Print summary to print out a summary. Press Finish.

Activate Katso ID - Confirmation (10/10)

Your Katso ID has been activated.

Press Finished to complete the process.