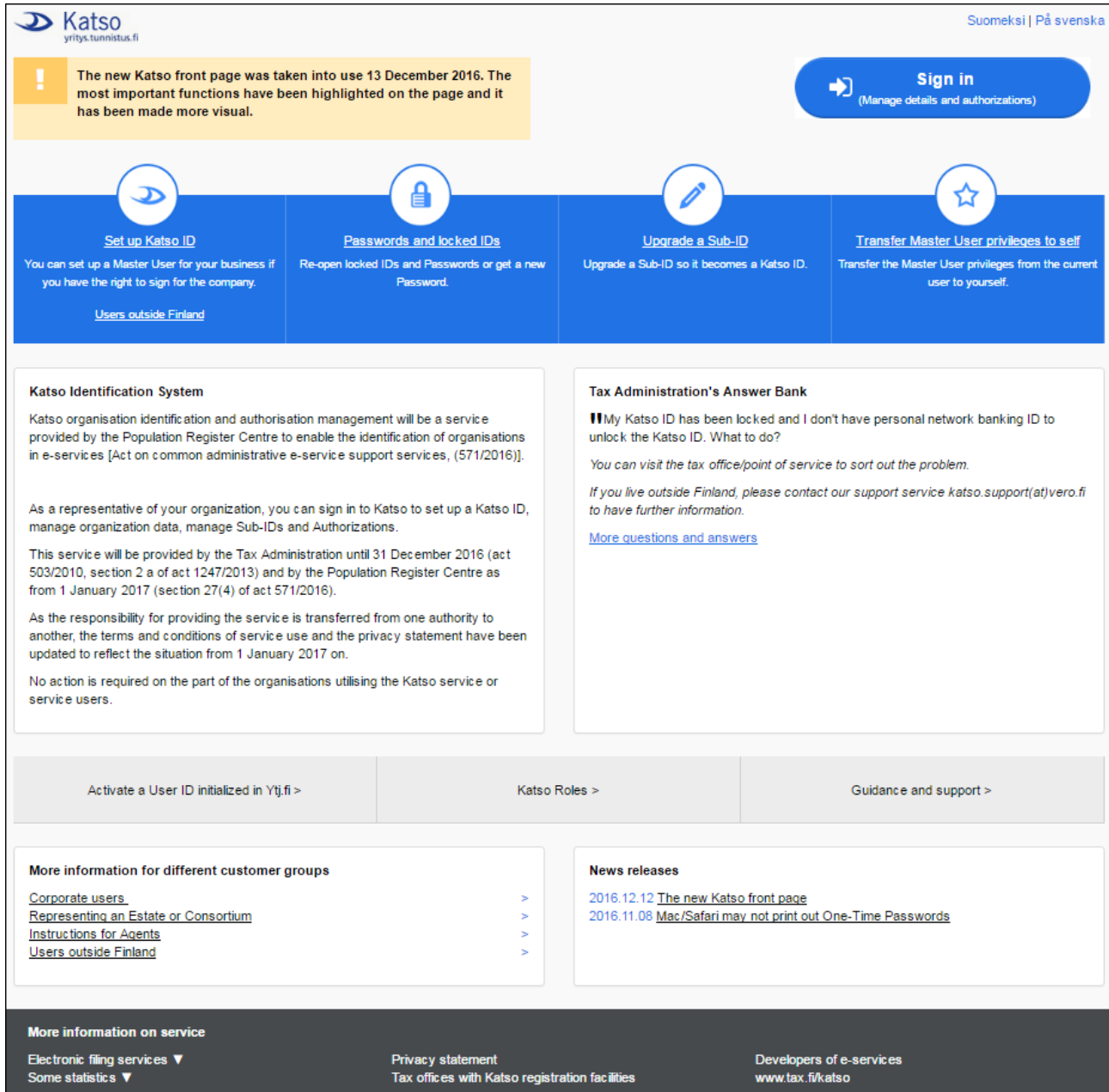


Changing Master User's Password

If you are the Master User in your organization, go to the Katso site <https://yritys.tunnistus.fi> to change your Master User's Password. This is a password that you must use in order to edit the organization's information stored in the site.



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 are the language options 'Suomeksi | På svenska'. A yellow notification banner 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.' To the right of the banner is a blue 'Sign in' button with a right-pointing arrow and the text '(Manage details and authorizations)'. Below the banner is a row of four blue action cards:

- 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.

Below these cards are two main content areas:

- Katso Identification System**: Katso organisation identification and authorisation management will be a service provided by the Population Register Centre to enable the identification of organisations in e-services [Act on common administrative e-service support services, (571/2016)]. As a representative of your organization, you can sign in to Katso to set up a Katso ID, manage organization data, manage Sub-IDs and Authorizations. This service will be provided by the Tax Administration until 31 December 2016 (act 503/2010, section 2 a of act 1247/2013) and by the Population Register Centre as from 1 January 2017 (section 27(4) of act 571/2016). As the responsibility for providing the service is transferred from one authority to another, the terms and conditions of service use and the privacy statement have been updated to reflect the situation from 1 January 2017 on. No action is required on the part of the organisations utilising the Katso service or service users.
- Tax Administration's Answer Bank**: My Katso ID has been locked and I don't have personal network banking ID to unlock the Katso ID. What to do? You can visit the tax office/point of service to sort out the problem. If you live outside Finland, please contact our support service [katso.support\(at\)vero.fi](mailto:katso.support(at)vero.fi) to have further information. [More questions and answers](#)

Below these are three navigation links: 'Activate a User ID initialized in Ytj.fi >', 'Katso Roles >', and 'Guidance and support >'. At the bottom are two more sections: 'More information for different customer groups' with links for Corporate users, Representing an Estate or Consortium, Instructions for Agents, and Users outside Finland; and 'News releases' with dates and titles: 2016.12.12 The new Katso front page and 2016.11.08 Mac/Safari may not print out One-Time Passwords.

The footer contains: 'More information on service' with links for Electronic filing services and Some statistics; 'Privacy statement' with a link for Tax offices with Katso registration facilities; and 'Developers of e-services' with the URL www.tax.fi/katso.


Click **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 fixed password.</p>
Help	<p>Username: <input type="text" value="z33z4w"/></p>
<p>If you have a Katso ID, please enter your username and fixed password to access the service. Set up a Katso ID, if necessary, or read more help at the Katso website:</p> <p>https://yritys.tunnistus.fi</p>	<p>Fixed password: <input type="password" value="....."/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p>

Enter username and fixed password.

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://yritys.tunnistus.fi</p>	<p>Please enter the next unused one-time password.</p>
	<p>Password number: 5</p>
	<p>Username: <input type="text" value="z33z4w"/></p>
	<p>One-Time Password: <input type="password" value="....."/></p>
	<input type="button" value="Cancel"/> <input type="button" value="Sign In"/>

Enter the one-time password as instructed.

 Katso Management																					
Olli Ohje																					
<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: z33z4w User level: Master (2)</p> <p>Holder information</p> <p>First name: Olli Last name: Ohje Personal identity number: 100566+9505 Default language: Finnish <input type="button" value="Change"/></p> <p>Contact information</p> <p>E-mail *: <input type="text" value="olli.ohje@email.fi"/> 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"/></p> <p style="text-align: right;"><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																					

If you are aware of and haven't forgotten your current Master User's Password, read section (a) below; if you forgot it, move on to section (b) instead.

a) Current Master User's Password not forgotten

If you remember your current Password and want to change it, select **Change Master User or Parallel Master User Password** in the **Organization** menu.

Login to Organization info

Type Master User or Parallel Master User Password, consisting of 4x4 characters, and press 'Next'.

Organization Firma Oy (6625553-2)

....

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

Enter the current Master Password and click **Next**.

Master User or Parallel Master User Password change

To change Master User or Parallel Master User Password, fill out the lines below to write your current password and two repetitions of the new password, consisting of 4 x 4 characters.

Current Password

New Password

Repeat New Password

Enter the current Master Password once again, and a new password twice. Click **Next**.

Change Master User or Parallel Master User Password

New Master User or Parallel Master User Password set.

A confirmation window appears. Click **Finished**.

b) You forgot your current Master User's Password

If you forgot it, select **Change Master User or Parallel Master User Password** in the **Organization** menu.

Login to Organization info

Type Master User or Parallel Master User Password, consisting of 4x4 characters, and press 'Next'.

Organization Firma Oy (6625553-2)

.....

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

Click **Set Password Again**.

Set Master Password - Instructions

You are about to set up or change the Master User or Parallel Master User Password. To set up your Master User Password, you must sign in with e-banking identifiers or with a microchip ID card to confirm your identity. To set up your Parallel Master User Password, click Next after selecting the organization.

Organization Firma Oy (6625553-2)

Press 'Next' to continue to Set Password.


If you still see this page after authentication, press 'Next' to continue.

You must pass the identity check either by

- personal e-banking identifiers or
- by a microchip identity card.

(If you cannot identify yourself on-line by any available method, you must visit a tax office that handles [Katso registrations](#).)














Click **Sign in...**

 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	 Ålandsbanken	 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](#)

Select the sign-in variant you prefer and proceed as instructed.

Press button below to close this window and to continue Set Master Password.

[Log Out](#)

To continue setting the password after successful sign-in, click Close.

Set Master Password - Type Password

You are about to set up a Master Password for the organization below. Type new four-character Master Password four times into the fields below.

Organization Firma Oy (6625553-2)

Master Password

Retype Password

Enter your new Master Password (4 × 4 characters) twice and click **Finish**.

Set Master Password - Confirm Password

New Master Password has been set.

A confirmation window appears. Click **Finished**.

Either continue your session at the Katso website or log out.