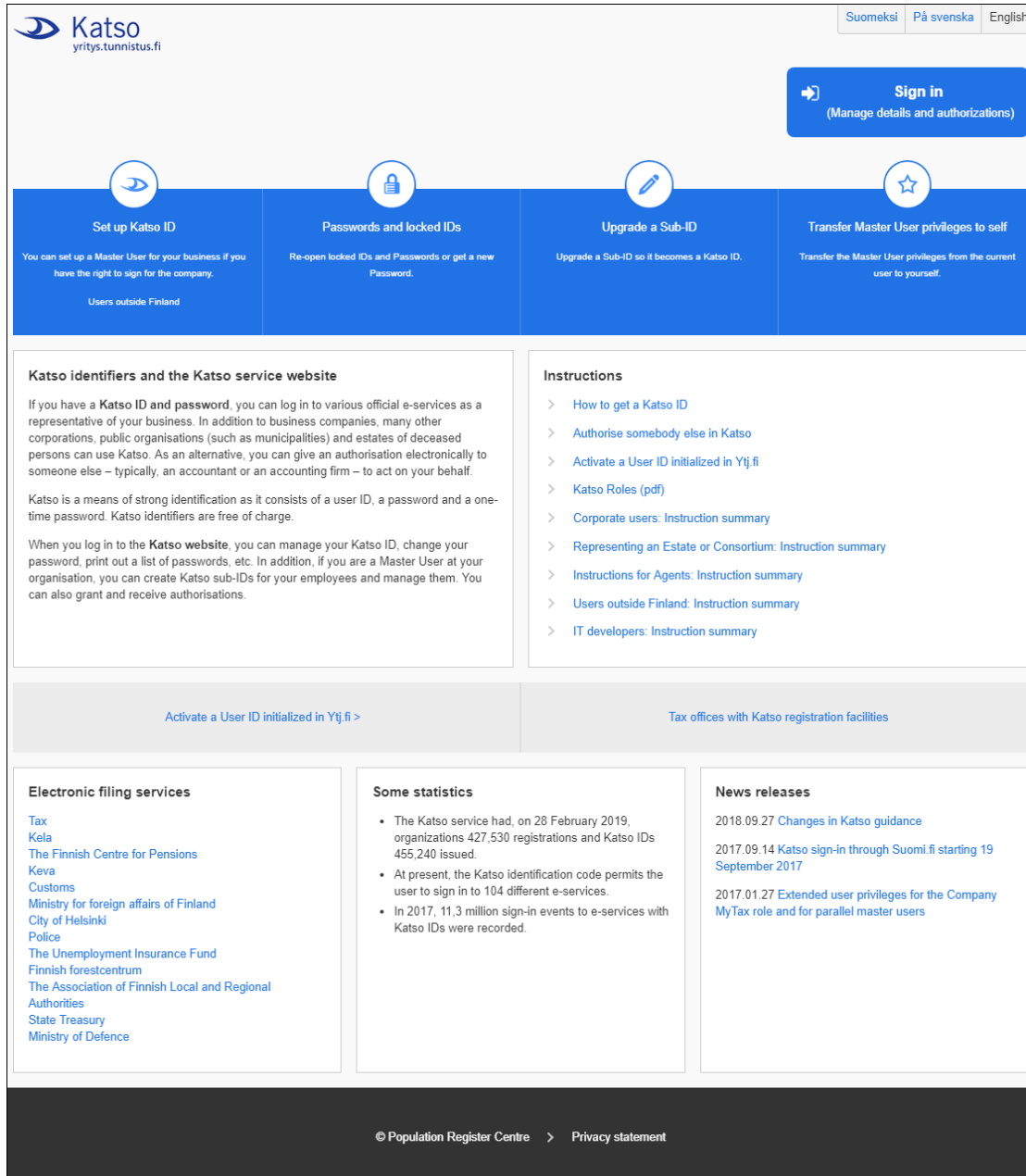


## Changing Master User's Password

If you are the Master User in your organization, go to the Katso site <https://yryitys.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 yryitys.tunnistus.fi. At the top right are language selection buttons for 'Suomeksi', 'På svenska', and 'English'. A prominent blue 'Sign in' button with a right-pointing arrow is located in the top right area, with the subtext '(Manage details and authorizations)'. Below this is a navigation bar with four blue buttons, each with an icon and a title: 'Set up Katso ID' (eye icon), 'Passwords and locked IDs' (lock icon), 'Upgrade a Sub-ID' (pencil icon), and 'Transfer Master User privileges to self' (star icon). Each button has a brief description of its function. Below the navigation bar is a main content area with two columns. The left column is titled 'Katso identifiers and the Katso service website' and contains text explaining the service and how to use it. The right column is titled 'Instructions' and contains a list of links for various user guides. Below this is a row of two grey buttons: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'. At the bottom of the main content area are three columns: 'Electronic filing services' (listing various government agencies), 'Some statistics' (providing data on registrations and sign-in events), and 'News releases' (listing recent updates). The footer of the page is a dark grey bar containing the copyright notice '© Population Register Centre' and a link to the 'Privacy statement'.


Click **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 fixed password.</p> <p>Username: <input type="text" value="z33z4w"/></p> <p>Fixed 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 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><a href="https://yritys.tunnistus.fi">https://yritys.tunnistus.fi</a></p>	

Enter username and fixed password.

<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://yritys.tunnistus.fi">https://yritys.tunnistus.fi</a></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> <p style="text-align: center;"><input type="button" value="Cancel"/> <input type="button" value="Sign In"/></p>

Enter the one-time password as instructed.

	<h1>Katso Management</h1>																				
<p>Olli Ohje</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: z33z4w User level: Master (2)</p> <p><b>Holder information</b></p> <p>First name: Olli Last name: Ohje Personal identity number: 100566+9505 Default language: Finnish <input type="button" value="Change"/></p> <p><b>Contact information</b></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><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"/></p> <p style="text-align: right;"><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="#">Change Master User or Parallel Master User Password</a>																					

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.](#)

Next > Cancel

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** .... .... .... ....

Next >

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.

Finished

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.](#)

Next > Cancel

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.

Next >

Sign in...


Cancel

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

Privacy statement

Give feedback

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.