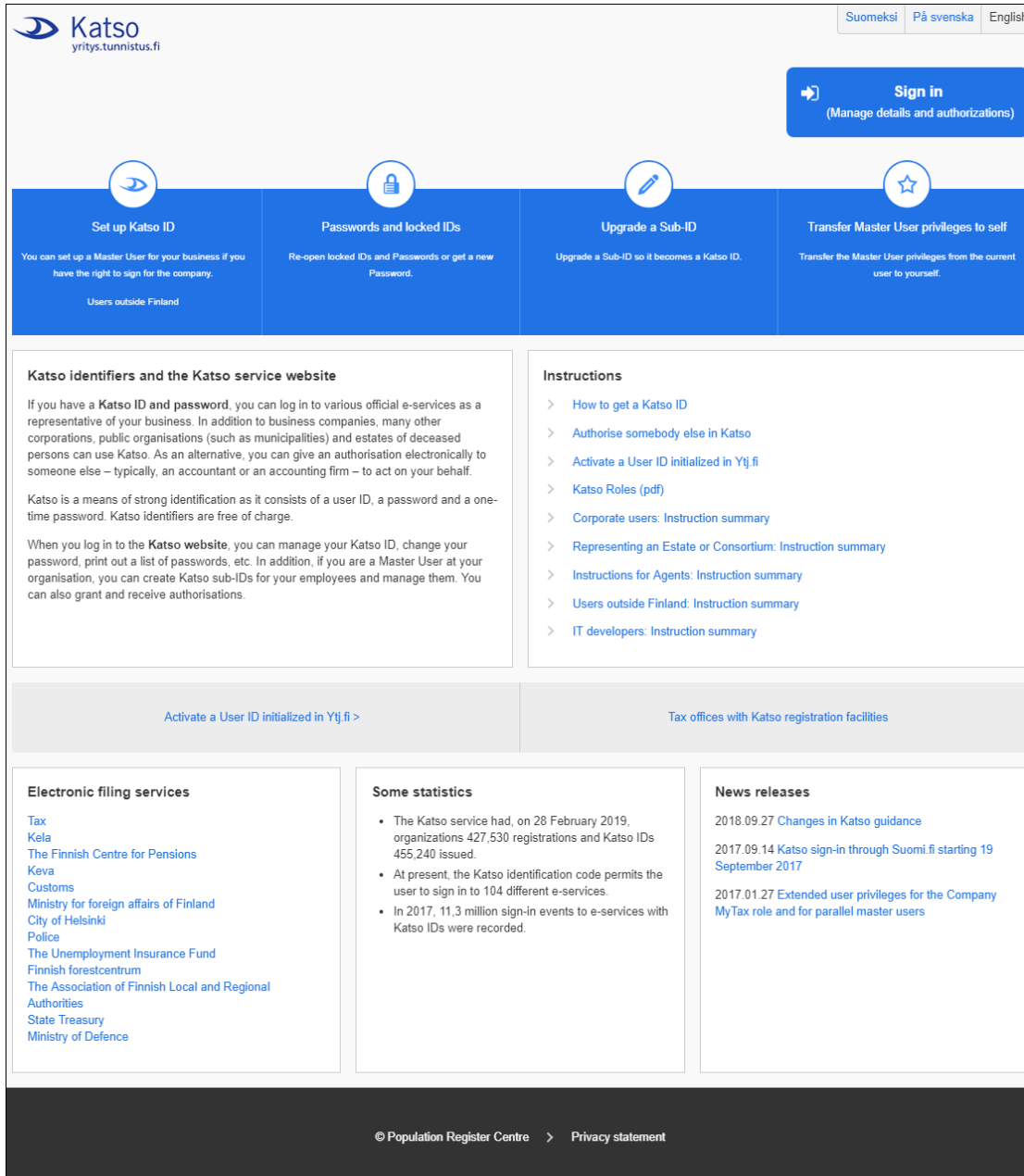


Create an online Power of Attorney for an individual

This feature lets you create a Power of Attorney for a private individual on your client's behalf if you have a Katso ID with Master User privileges. (Later in this instruction text we will use 'Principal' instead of 'client').



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 language selection buttons for Suomi, Svenska, and English. A prominent blue 'Sign in' button is located in the top right corner, with the subtext '(Manage details and authorizations)'. Below the header is a navigation bar with four main categories, each with an icon and a brief description:

- 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 the navigation bar are two main content areas:

- Katso identifiers and the Katso service website**: Contains text explaining how to use Katso for e-services, the components of a Katso ID (user ID, password, one-time password), and instructions on managing the ID through the website.
- Instructions**: A list of links for various guides, including 'How to get a Katso ID', 'Authorise somebody else in Katso', 'Activate a User ID initialized in Ytj.fi', 'Katso Roles (pdf)', 'Corporate users: Instruction summary', 'Representing an Estate or Consortium: Instruction summary', 'Instructions for Agents: Instruction summary', 'Users outside Finland: Instruction summary', and 'IT developers: Instruction summary'.

Below these are two more sections:

- Activate a User ID initialized in Ytj.fi >**
- Tax offices with Katso registration facilities**

At the bottom of the page are three columns of information:

- Electronic filing services**: A list of services 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 providing data 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 '2018.09.27 Changes in Katso guidance', '2017.09.14 Katso sign-in through Suomi.fi starting 19 September 2017', and '2017.01.27 Extended user privileges for the Company MyTax role and for parallel master users'.

The footer of the page contains the copyright notice '© Population Register Centre' and a link to the 'Privacy statement'.

Launch the Katso website at <https://yritys.tunnistus.fi>. Select **Sign in**.


<p>Suomeksi På svenska In English Cancel</p> <p style="text-align: center;">Welcome</p> <p>You are trying to access an e-service that requires you to sign in.</p> <hr/> <p style="text-align: center;">Help</p> <p>If necessary, you can set up or unlock a Katso ID in the Katso service at: https://yritys.tunnistus.fi</p>	<p style="text-align: center;">Sign In</p> <p>Please enter your username and fixed password.</p> <p>Username: <input type="text" value="a1b2c3"/></p> <p>Fixed password: <input type="password" value="....."/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p>
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Type User ID and Password and press Sign in.

<p>Suomeksi På svenska In English Cancel</p> <p style="text-align: center;">Help</p> <p>You should enter the next unused password from your password list. If the ordinal number of the next Password is not showing above the User ID, it means you have run out of them. Visit the Katso website to print out a new list https://yritys.tunnistus.fi</p>	<p style="text-align: center;">Sign In</p> <p>Please enter the next unused one-time password.</p> <p>Password number: 53</p> <p>Username: <input type="text" value="a1b2c3"/></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>
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Type the appropriate One-Time Password and press Sign in.

Select Organization — Powers of Attorney — New Power of Attorney.

 <p>Katso yritys.tunnistus.fi</p>	<p>Help Suomeksi På svenska</p>
<h2>Katso Management</h2>	
Anna Asianhoitaja Log Out	
ID	<p>Login to Organization info</p> <p>Select organization from the list, type a Master User or Parallel Master User Password consisting of 4x4 characters, and press Next.</p> <p>List does not include organizations for which no Master User or Parallel Master User Password has been set. If your organization is not on the list, go to set up a Master User or Parallel Master User Password for it. Go to Password setup.</p> <p>Organization: <input type="text" value="Asianhoitaja Oy (6620938-4)"/></p> <p><input type="password" value="...."/> <input type="password" value="...."/> <input type="password" value="...."/> <input type="password" value="...."/></p> <p>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.</p> <p style="text-align: right;"><input type="button" value="Next >"/> <input type="button" value="Cancel"/></p>
Information	
Authorizations	
New Master User	
Organization	
Information	
Sub-IDs	
Role Groups	
e-Services	
Authorizations	
New Authorizations	

Type your Master User or Parallel Master User Password and press Next.

Power of Attorney

This feature lets you create an online Power of Attorney for your client Organization or for an individual whom you represent (your Principal).

Follow this sequence to create a Power of Attorney:

1. Key in Principal's data
2. Key in Principal's address and Representative's personal data and address
3. Select period of validity, service provider and Roles
4. Add Agent's contact information and covering text
5. Send off short version of Power of Attorney
6. Confirmation of sending off Power of Attorney

The Roles showing on the Power of Attorney will be ready for use after Principal's - or Representative's - approval, and after the signature check performed by the authorities. After the necessary approvals, these Roles will be delegated and associated with Katso IDs and Sub-IDs in the same way as is usually done with authorizations.

[User's Guide](#) features an example: Create Power of Attorney (pdf).

Next > Cancel

There is a six-step sequence to create a new Power of Attorney for a principal. Read the instructions carefully, then press Next.

Power of Attorney - Principal's data (1/6)

Select either organization or private individual as the recipient of the online Power of Attorney. Write Principal's (organization or private individual) name and identity number.

Principal's name
 Type of principal

< Back Next > Cancel

Write Principal's name, select "Finnish Personal identity number" as Type, and write the personal identity number. Press Next.

Power of Attorney - Principal's address and representative data (2/6)

Please fill in the fields for Principal's contact information, if Katso system does not have a registration entry of this Principal. If approval will be given by a guardian, on behalf of the actual Principal, select "POA approved by Guardian" and fill in the fields for Guardian's personal data.

Organization is missing from Katso Identification System, please input the necessary data.

Principal's data

Principal's name Heta Henkilö
 ID 120356+986D
 Street address *
 Street address 2
 Postal code *
 Post office *
 Country *
 Principal's language
 E-mail

POA approved by Guardian

< Back Next > Cancel

Write Principal's address and press Next.

Power of Attorney - Principal's address and representative data (2/6)

Please fill in the fields for Principal's contact information, if Katso system does not have a registration entry of this Principal. If approval will be given by a guardian, on behalf of the actual Principal, select "POA approved by Guardian" and fill in the fields for Guardian's personal data.

Organization is missing from Katso Identification System, please input the necessary data.

Principal's data

Principal's name	Heta Henkilö
ID	120356+986D
Street address *	<input type="text" value="Yksityistie 1"/>
Street address 2	<input type="text"/>
Postal code *	<input type="text" value="00100"/>
Post office *	<input type="text" value="Helsinki"/>
Country *	<input type="text" value="Finland"/>
Principal's language	<input type="text" value="English"/>
E-mail	<input type="text" value="heta.henkilo@email.fi"/>
<input checked="" type="checkbox"/> POA approved by Guardian	

Principal's Representative data

Name *	<input type="text" value="Elma Edustaja"/>
ID type	Personal identity number
Personal identity number *	<input type="text" value="310889-968M"/>
Language selection	<input type="text" value="English"/>
E-mail	<input type="text" value="elma.edustaja@email.fi"/>

If the party that gives approval on Principal's behalf is a **guardian**, endorsed by the Local Administrative Court (maistraatti) to act as Principal's representative, a Legal Aid Office-endorsed representative, or the parent/guardian of a minor child, tick POA approved by Guardian, and fill in the lines under Principal's Representative data.

If Principal's representative has been specified as the person giving approval, the only option will be to visit a tax office dealing with Katso registration.

Press Next.

Power of Attorney - Period of validity and Roles (3/6)

Please set Period of validity, select Service provider and Roles. The Power of Attorney will be in force indefinitely if no Period of validity is defined. The Power of Attorney is issued specifically for each Service provider. Principal's representative cannot change the Roles, but is entitled to reject the Power of Attorney as necessary.

Principal's data

Principal's name	Heta Henkilö
ID	120356+986D
Street address	Yksityistie 1
Street address 2	
Postal code	FI-00100
Post office	Helsinki
Country	Finland
Principal's language	English
E-mail	heta.henkilo@email.fi

Date of expiration

Valid until (DD.MM.YYYY)

Roles

Service provider

<input type="checkbox"/> Annual Information Returns	<input type="checkbox"/> Palkka.fi
<input type="checkbox"/> Employers Payments	<input type="checkbox"/> Party submitting real property details
<input type="checkbox"/> Filer of Tax returns for taxable periods	<input type="checkbox"/> Supplier of Comparison Data
<input checked="" type="checkbox"/> Income Tax Returns	<input type="checkbox"/> Tax Account
<input type="checkbox"/> Online Income Tax Return filer	<input type="checkbox"/> VAT payments

The default value for Date of expiration is one year forward. If necessary, go to line Valid until (DD.MM.YYYY) and specify a different date.

Choose an online service provider from the drop-down list. Then tick appropriate box(es) for the desired Roles. One Power of Attorney is intended for just one Service provider.

Press Next.

Power of Attorney - Contact information and Covering letter (4/6)

Please type your own telephone number and e-mail address. You can add a covering letter to accompany the Power of Attorney in free text.

Principal's data

Principal's name	Heta Henkilö
ID	120356+986D
Street address	Yksityistie 1
Street address 2	
Postal code	FI-00100
Post office	Helsinki
Country	Finland
Principal's language	English
E-mail	heta.henkilo@email.fi

Roles recorded in Power of Attorney

Service provider	TAX
Roles	Income Tax Returns
Valid until (DD.MM.YYYY)	23.3.2016

Agent's, representative's contact information

Name	Anna Asianhoitaja
Cellular (mobile) phone	<input type="text"/>
E-mail *	<input type="text" value="anna.asianhoitaja@asianhoitaja.fi"/>

Covering text

Characters 0/1000

Complete the lines to give Agent's or Representative's contact details, and write a covering text if you want to send the Power of Attorney with a covering-letter text.

Press Next.

Power of Attorney - Review and Submit (5/6)

Please go over the summary review carefully. You can still go back to previous window to make corrections. If everything is right, press Submit POA to inform Principal or Representative.

Principal's data

Principal's name	Heta Henkilö
ID	120356+986D
Street address	Yksityistie 1
Street address 2	
Postal code	FI-00100
Post office	Helsinki
Country	Finland
Principal's language	English
E-mail	heta.henkilo@email.fi

Roles recorded in Power of Attorney

Service provider	TAX
Roles	Income Tax Returns
Valid until (DD.MM.YYYY)	23.3.2016

Agent's, representative's contact information

Name of Organization	Asianhoitaja Oy (6620938-4)
Agent's name	Anna Asianhoitaja
Cellular (mobile) phone	
E-mail *	anna.asianhoitaja@asianhoitaja.fi

You are now in the Review and Submit window. Use this opportunity to review your input, and press Back to make corrections if necessary.

Then press Send Power of Attorney.

Power of Attorney - Confirmation (6/6)

The Power of Attorney has now been created and is waiting for Principal's or his/her guardian's approval and final check by authorities. You will receive e-mail to inform you of acceptance or rejection. Similarly, the system also sends e-mail to Principal or Guardian.

Finished

Now the Power of Attorney will be waiting for approval. After a while, you will receive e-mail to inform you of acceptance/rejection.

Press Finished to quit.

Created Powers of Attorney

This window shows the Powers of Attorney that your organization has created earlier. Their approval is pending.

Pending Powers of Attorney

No pending POAs

Individual POAs waiting for approval

Principal's name	Created	Role(s)	State	
Heta Henkilö (120356+986D)	24.3.2015	TAX - 1 count	Waiting for Principal	Info

Press Info in Created Powers of Attorney window to examine the Power of Attorney.

Remember to **Sign out**.