

## Giving approval to an online Power of Attorney – private individuals

This guide explains the steps you need to take when you approve a Power of Attorney that an agent has created for you as a private individual.

You receive an e-mail message saying that there is a Power of Attorney waiting for your approval. Your agent or representative has created it. To give approval online requires that you either have a personal set of e-banking identifiers or a personal microchip identity card.

If you cannot sign in to Katso you always have the option to visit a tax office handling [Katso registrations](#) to prove your identity and approve the Power of Attorney in person. You should bring along the e-mail message shown below.

From: <[katso-noreply@vero.fi](mailto:katso-noreply@vero.fi)>

Date: 2011/2/21

Subject: Power of Attorney still waiting for approval

To: [pekko.paamies@gmail.com](mailto:pekko.paamies@gmail.com)

Your Asianhoitaja Oy (6620938-4) representative has created a Power of Attorney for Pekko Päämies you for approval, enabling electronic filing of VERO. The Power of Attorney will remain open for approval for four weeks, and after this, it will be removed from the system. You can either use the electronic interface or visit a Katso registration office in person to give your approval. When approved, the Power of Attorney will become valid immediately.

GIVING APPROVAL ELECTRONICALLY

Click this link <https://yrittys.testi.tunnistus.fi/personpoainfo?urlid=bpg7erv82j> to give your approval

You are expected to sign in, with your personal network banking user ID and password, or with a microchip ID card, to prove your identity. After this, you can access the Power of Attorney to examine it and give your approval. The Power of Attorney will become valid immediately at your approval. You will receive e-mail to confirm its validity.

GIVING APPROVAL IN PERSON AT A KATSO REGISTRATION OFFICE

If you cannot sign in to prove your identity electronically, you should visit a Katso registration office. To find the nearest registration office, go to [www.vero.fi](http://www.vero.fi), Search Katso-asiakasrekisteröintipiste.

It is recommended that you bring along this e-mail message and a valid ID document to prove your identity. The employee will go over the Power of Attorney procedure with you, and you will have an opportunity to give your approval. The Power of Attorney will become valid immediately at your approval.

For online approval, the e-mail message contains a link to the approval sequence.

### Individual POA - Examine contents and Approve (1/3)

This feature lets you give your approval to a Power of Attorney that your representative has created. Follow these steps:

1. Electronic Identity Check
2. Examine Power of Attorney
  - Examine own personal data
  - Examine POA contents
  - Examine Period of validity
  - Examine Authorizee personal data
3. POA Approval (or rejection)

You and the POA recipient will receive e-mail to notify you of acceptance or rejection.

[Next >](#) [Sign Out](#)














Three separate steps are involved. Read the instructions carefully and click 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	 Ålandsbanken	 S-pankki
 Aktia	 POP Pankki	 Säästöpankki	 Oma Säästöpankki
 Katso OTP			

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**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

Either select the appropriate e-banking identifiers or select the microchip card of the Population Register Centre. Follow the instructions that appear on your screen.

## Individual POA - Examine contents and Approve (2/3)

Please double-check that the Roles have been recorded correctly as agreed. If necessary, you can change POA period of validity. If POA is not as agreed, you can reject it.

### ID of Power of Attorney

**ID of Power of Attorney** c76h-7cdc

### Information on the party giving the authorization

**Name** Pekko Päämies  
**Personal identity number** 131208-9946  
**Street address** Yksityistie 1  
**Street address 2**  
**Post office** Helsinki  
**Postal code** FI-00100  
**Country** Finland  
**E-mail** pekko.paamies@gmail.com

### Roles as listed in Power of Attorney

The Roles covered by the Power of Attorney define the extent of authorization given to Authorizee for dealing with electronic filing on Principal's behalf. Use mouseover for Role description.

**Service provider** TAX  
**Roles** Employers Payments

### Period of validity

(DD.MM.YYYY)

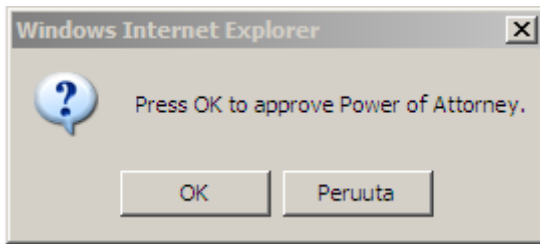
### Authorizee's contact information

**Agent** Asianhoitaja Oy (6620938-4)  
**Representative** Anna Asianhoitaja  
**Phone number**  
**E-mail** anna.asianhoitaja@gmail.com

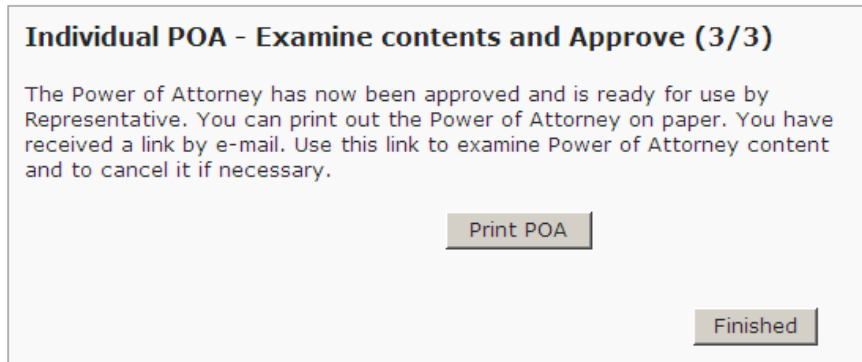
### Covering letter text

Hei!  
Tässä sopimuksemme mukaisesti hyväksyttäväksesi  
sähköisen asiainnin valtakirja.  
Terveisin Anna

Check the Role definitions and Period of validity that your agent has entered. You are entitled to make changes to it as necessary. Click Accept Power of Attorney when you are done.



Click OK.



Now the POA is active and ready for use by your agent or representative within the limits of their roles. First click Print POA to print it out on paper, then click Finished to end your session.

Note: You should save the printout carefully. It contains the POA code which may be useful for you in the future.