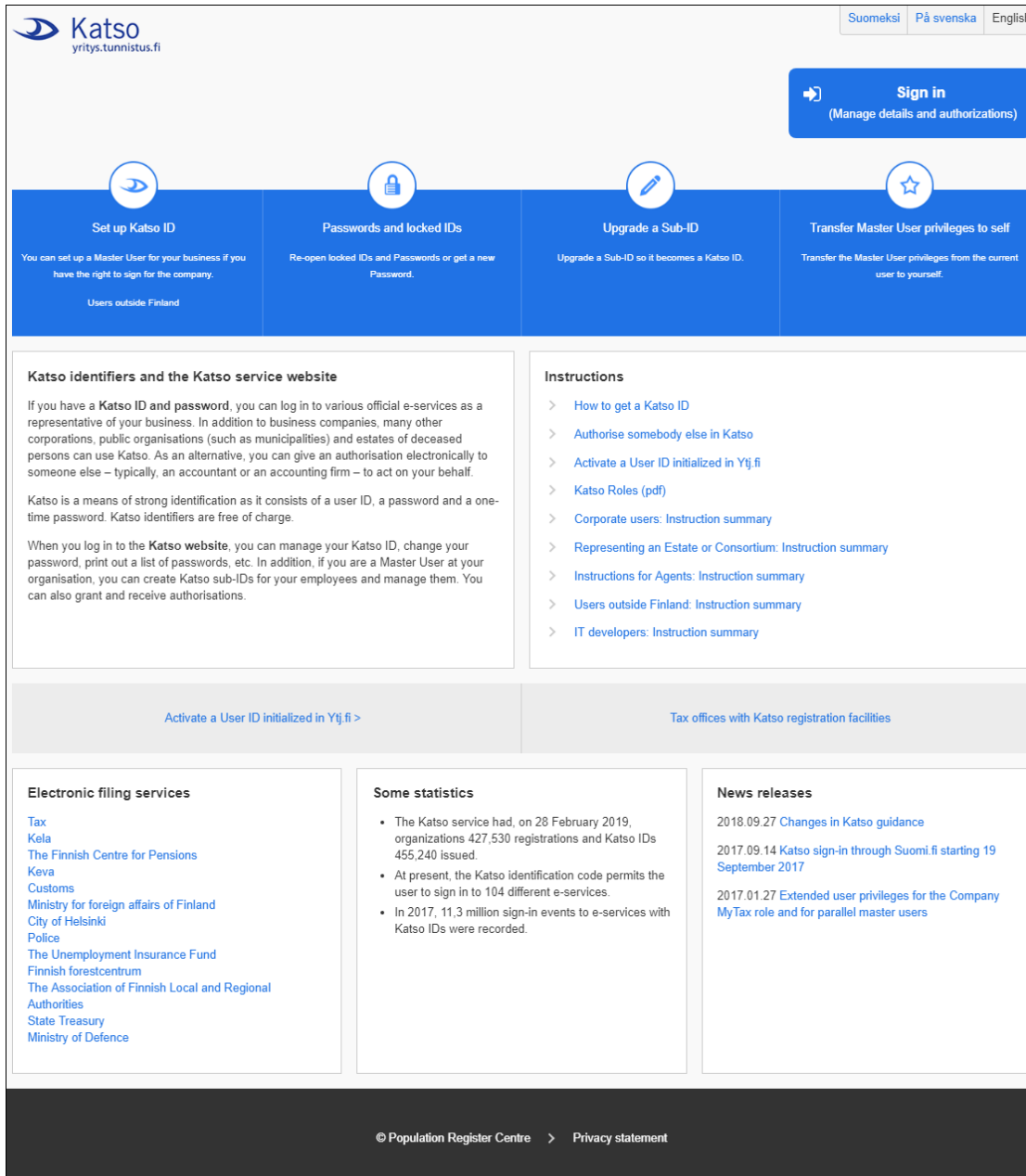


How to create a Power of Attorney (for electronic filing)

This instruction will show you how to make a Power of Attorney for your client (referred to as Principal in this instruction). The client will then approve it. You can do this if you are a Master User or Parallel Master User.



The screenshot shows the Katso website homepage. 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: 'Set up Katso ID', 'Passwords and locked IDs', 'Upgrade a Sub-ID', and 'Transfer Master User privileges to self'. Each category has a brief description and a link to 'Users outside Finland'. The main content area is divided into two columns. The left column contains 'Katso identifiers and the Katso service website' with detailed text about using Katso for e-services and managing user IDs. The right column contains 'Instructions' with a list of links for various user roles and scenarios. Below this are two buttons: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'. The footer section is divided into three columns: 'Electronic filing services' listing various government agencies, 'Some statistics' providing data on registrations and sign-in events, and 'News releases' with dates and titles of recent updates. At the very bottom, there is a copyright notice for the Population Register Centre and a link to the Privacy statement.

First go to the <https://yritys.tunnistus.fi> URL. 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>
<p>Help</p> <p>If necessary, you can set up or unlock a Katso ID in the Katso service at:</p> <p>https://yritys.tunnistus.fi</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>

Write your Katso ID and ordinary fixed Password to sign in. Press Sign In.

Suomeksi På svenska In English	Cancel
Help	Sign In
<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</p> <p>https://yritys.tunnistus.fi</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>

Write One-Time Password and press Sign In.

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

 <p>Katso yritys.tunnistus.fi</p>	<h2>Katso Management</h2>	Help Suomeksi På svenska
<p>Anna Asianhoitaja Log Out</p>		
<ul style="list-style-type: none"> ID Information Authorizations New Master User Organization Information Sub-IDs Role Groups e-Services Authorizations New Authorizations 	<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>	

Write your 4 x 4-character 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 Power of Attorney (POA). Read the instructions carefully, and press Next when you are ready.

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 and ID. Press Next.

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

Write Principal's personal data, if no registration in the Katso System is found. Also write Representative's personal data. Principal's representatives may equally be from Finland or other countries. Representative should have signature rights to Principal's company name. If there are several representatives, press Add Representative each time to add them one by one.

ID types may be Personal identity number issued by Finland, Personal identity number issued by another country, or foreign Passport number.

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

Principal's data

Principal's name	Päämies Oy
ID type	Finnish Business ID
Type of principal	6632850-0
Street address *	<input type="text" value="Kauppakatu 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 Representative data

Name *	<input type="text" value="Ella Edustaja"/>
ID type	<input type="text" value="Finnish Personal identity numb"/>
Personal identity number *	<input type="text" value="180801A962B"/>
Language selection	<input type="text" value="Finnish"/>
E-mail	<input type="text" value="ella.edustaja@paamies.fi"/>
<input type="button" value="Add Representative"/>	

First fill in the spaces for Principal's data, then Principal's Representative data. Press Next.

Some POAs have several Principal's Representatives. To add several Representatives, press Add Representative and proceed to fill in the spaces appearing in the window.

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	Päämies Oy
ID type	Finnish Business ID
ID	6632850-0
Street address	Kauppakatu 1
Street address 2	
Postal code	FI-00100
Post office	Helsinki
Country	Finland

Principal's Representative data

Principal's Representative name	Personal identity number	E-mail
Ella Edustaja	180801A962B	ella.edustaja@paamies.fi

Date of expiration

Valid until (DD.MM.YYYY) ...

Roles

Service provider	TAX ADMINISTRATION ▼
<input type="checkbox"/> Account operator	<input type="checkbox"/> Palkka.fi
<input type="checkbox"/> Annual Information Returns	<input type="checkbox"/> Party submitting real property details
<input checked="" type="checkbox"/> Company MyTax	<input type="checkbox"/> Supplier of Comparison Data
<input type="checkbox"/> Compliancereportrequestor	<input type="checkbox"/> Tax Administration Car Taxation
<input type="checkbox"/> Filer of self-assessed taxes	<input type="checkbox"/> Tax Administration Excise taxation
<input type="checkbox"/> Income Tax Returns	<input type="checkbox"/> VAT Refund Applicant
<input type="checkbox"/> Online Income Tax Return filer	
<input type="button" value="Select all"/>	<input type="button" value="Empty all fields"/>

< Back Next > Cancel

Select POA period of validity. Alternatively, you can leave the Valid until space blank. Then the POA will be valid indefinitely.

Select the Service Provider whose Roles you want to add. Then select the Roles. One POA may cover Roles of one Service Provider only.

Press Next.

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

Please input your own telephone number and e-mail address in Agent's contact information. You can add a free-form covering letter text for Principal's Representative.

Please note that this covering letter text will not print out in the foreign Representative's review summary.

Principal's data

Principal's name	Päämies Oy
ID type	Finnish Business ID
ID	6632850-0
Street address	Kauppakatu 1
Street address 2	
Postal code	FI-00100
Post office	Helsinki
Country	Finland

Principal's Representative data

Principal's Representative name	Personal identity number	E-mail
Ella Edustaja	180801A962B	ella.edustaja@paamies.fi

Roles recorded in Power of Attorney

Service provider	TAX
Roles	Company MyTax
Valid until (DD.MM.YYYY)	Valid until further notice

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

Fill in the spaces for Agent's/Representative's contact information, and write a covering-letter text for the POA if necessary or if desired.

Press Next.

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

Please check up the contents of the Power of Attorney. You can go back to previous window to make corrections as necessary. If everything is correct, press Send to send off information on the Power of Attorney to Principal's Representative. If there are several representatives, they all must approve the Power of Attorney. For foreign Representative of Principal: please print out the Power of Attorney and deliver it for approval.

Principal's data

Principal's name	Päämies Oy
ID type	Finnish Business ID
ID	6632850-0
Street address	Kauppakatu 1
Street address 2	
Postal code	FI-00100
Post office	Helsinki
Country	Finland

Principal's Representative data

Principal's Representative name	Personal identity number	E-mail
Ella Edustaja	180801A962B	ella.edustaja@paamies.fi

Roles recorded in Power of Attorney

Service provider	TAX
Roles	Company MyTax
Valid until (DD.MM.YYYY)	Valid until further notice

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

Review all your input and other system records. Press Back to go back to make changes.

Press Send Power of Attorney.

Power of Attorney - Confirmation (6/6)

Power of Attorney has now been created and is waiting for approval by Principal's Representative and signature checkup by the relevant authority.

You will receive e-mail to inform you of acceptance or rejection.

Now the POA is waiting for approval. Later, you will receive e-mail. Press Finished to close.

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

Principal	Created	Role(s)	State
Päämies Oy (6632850-0)	29.3.2017	TAX - 1 count	Waiting for Principal <input type="button" value="Info"/>

Any POAs that have been created but not yet approved will show in the Pending Powers of Attorney window. Press Info to view details.

Remember to **Sign Out** to end your session.