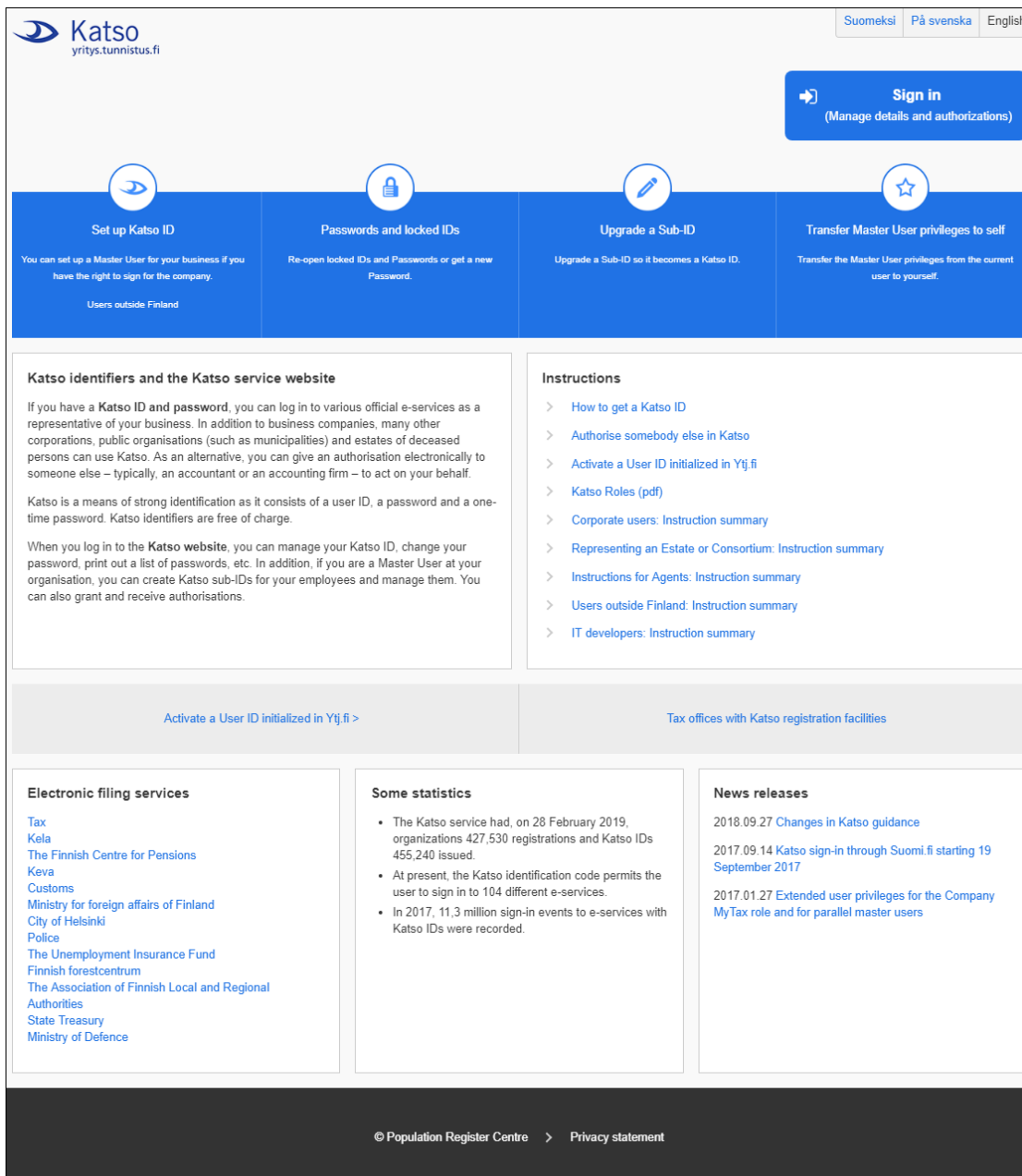


## How to delegate Authorizations

This feature is available to holders of Katso IDs with Admin or Master User privileges. For delegating an Authorization forward to someone, it is always required that the Authorization is active (it should be approved and activated, or alternatively, an online Power of Attorney was utilized to create the Authorization).

Go to Katso Management Interface at <https://yritys.tunnistus.fi>.



The screenshot shows the Katso Management 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 button labeled "Sign in" with a right-pointing arrow and the text "(Manage details and authorizations)" is located in the top right corner.

Below the header is a navigation bar with four blue buttons, each with an icon and a title:

- Set up Katso ID** (Eye icon): "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** (Lock icon): "Re-open locked IDs and Passwords or get a new Password."
- Upgrade a Sub-ID** (Pencil icon): "Upgrade a Sub-ID so it becomes a Katso ID."
- Transfer Master User privileges to self** (Star icon): "Transfer the Master User privileges from the current user to yourself."

The main content area is divided into two columns:

- Katso identifiers and the Katso service website**: Contains text explaining that a Katso ID and password allow logging into official e-services as a representative of a business. It also states that Katso is a means of strong identification consisting of a user ID, password, and one-time password, and that identifiers are free of charge. A final paragraph explains that users can manage their Katso ID, change passwords, and create sub-IDs for employees.
- Instructions**: A list of links for further guidance:
  - 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
  - IT developers: Instruction summary

Below these columns are two buttons: "Activate a User ID initialized in Ytj.fi >" and "Tax offices with Katso registration facilities".

The bottom section contains three columns:

- Electronic filing services**: A list of services including Tax, Kela, The Finnish Centre for Pensions, Kevo, 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:
  - The Katso service had, on 28 February 2019, organizations 427,530 registrations and Katso IDs 455,240 issued.
  - At present, the Katso identification code permits the user to sign in to 104 different e-services.
  - In 2017, 11.3 million sign-in events to e-services with Katso IDs were recorded.
- News releases**: A list of dates and titles:
  - 2018.09.27 Changes in Katso guidance
  - 2017.09.14 Katso sign-in through Suomi.fi starting 19 September 2017
  - 2017.01.27 Extended user privileges for the Company MyTax role and for parallel master users

At the very bottom, a dark footer contains the text: © Population Register Centre > Privacy statement

Press **Sign in** to start.

[Suomeksi](#) [På svenska](#) [In English](#) [Cancel](#)

**Welcome**

You are trying to access an e-service that requires you to sign in.

---

**Help**

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

**Sign In**

Please enter your username and fixed password.

Username:

Fixed password:

Type **User ID** and **Password** and press Sign in.

[Suomeksi](#) [På svenska](#) [In English](#) [Cancel](#)

**Help**

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>

**Sign In**

Please enter the next unused one-time password.

Password number: 34

Username:

One-Time Password:

Type the appropriate **One-Time Password** and press Sign in.



## Katso Management

[Help](#)  
[Suomeksi](#) | [På svenska](#)

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**Anna Asianhoitaja**
[Log Out](#)

ID	Login to Organization info
<a href="#">Information</a> <a href="#">Authorizations</a> <a href="#">New Master User</a>	<p>Select organization from the list, type a Master Password or Admin Password consisting of 4x4 characters, and press Next.</p> <p>List does not include organizations for which no Master or Admin Password has been set. If your organization is not on the list, go to set up a Master Password for it. <a href="#">Go to Password setup.</a></p> <p><b>Organization</b> <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 Admin Password, please contact the Master User of your organization. If you have forgotten the Master Password, you can set it again to get a new Master Password. <a href="#">Set Password again.</a></p> <p style="text-align: right;"><input type="button" value="Next &gt;"/> <input type="button" value="Cancel"/></p>
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>	
Powers of Attorney	

See Organization/Authorizations in the left-hand column. Select **Valid Authorizations**. Type your 4 x 4-character **Admin Password or Master Password** and press Next.

## Valid Authorizations

This window shows the authorizations granted to your organization. Pending authorizations should be approved and delegated.

### New Authorizations

No new Authorizations granted to the organization

### Active Authorizations

Issuer of the Authorization	Role(s)	Expires ^	Delegated	
Päämies Oy (6650301-4)	2 count	Valid until further notice	No	Modify Info

### Authority Authorizations

Issuer of the Authorization	State	Role(s)	Expires v	
No grantor of authorization	Active	1 count	Valid until further notice	Info

Select appropriate line and press **Modify** under **Active Authorizations**. If the Delegated column is showing the word 'No', the selected Authorization has not been delegated yet.

## Delegate a Valid Authorization

Use this window to delegate authorizations that your organization has received, or remove existing delegations of authorizations. If an authorization includes several roles, you can select the roles to be delegated.

[Go to single delegation](#)

### Assigned Authorization data

**Grantor** Päämies Oy (6650301-4)  
**Valid until** Valid until further notice

### Delegations

No delegations

### Press Grant to select assignees

#### Delegates:

##### Katso IDs

Holder name	User ID	Select
Anna Asianhoitaja	(a1b2c3)	<input checked="" type="checkbox"/>

##### Katso Sub-IDs

Holder name	User ID	Select
Aaro Alitunniste	y26g96	<input checked="" type="checkbox"/>

[Select all](#)

[Empty all fields](#)

#### Roles to delegate:

- TAX - VAT payments
- TAX - Filer of Tax returns for taxable periods

Roles in red cannot be granted to a sub-ID.

Add delegation

Return

Tick the boxes under **Select** for the Katso IDs and Katso Sub-IDs that you want to give the delegation to. When you select **Roles to delegate**, please note that Katso Sub-IDs cannot receive Roles marked red. Press **Add delegation** to finish.

### Delegate a Valid Authorization

- *Authorization delegated.*

Use this window to delegate authorizations that your organization has received, or remove existing delegations of authorizations. If an authorization includes several roles, you can select the roles to be delegated.

The top of the window will now show an Authorization delegated message. The delegation will still be pending, unless the recipient has enabled the Automatic receipt and approval of Authorizations feature.

### Delegate a Valid Authorization

Use this window to delegate authorizations that your organization has received, or remove existing delegations of authorizations. If an authorization includes several roles, you can select the roles to be delegated.

[Go to single delegation](#)

#### Assigned Authorization data

**Grantor** Päämies Oy (6650301-4)

**Valid until** Valid until further notice

#### Delegations

State	Name	Valid until		
Active	Aaro Alitunniste (y26g96)	Valid until further notice	Info	Delete
Waiting for approval	Anna Asianhoitaja (a1b2c3)	Valid until further notice	Info	Delete

The State column will show whether the delegation is still Waiting for approval or Active.

For information on how to approve received delegations, see separate instruction.

Remember to **Sign out** to close.