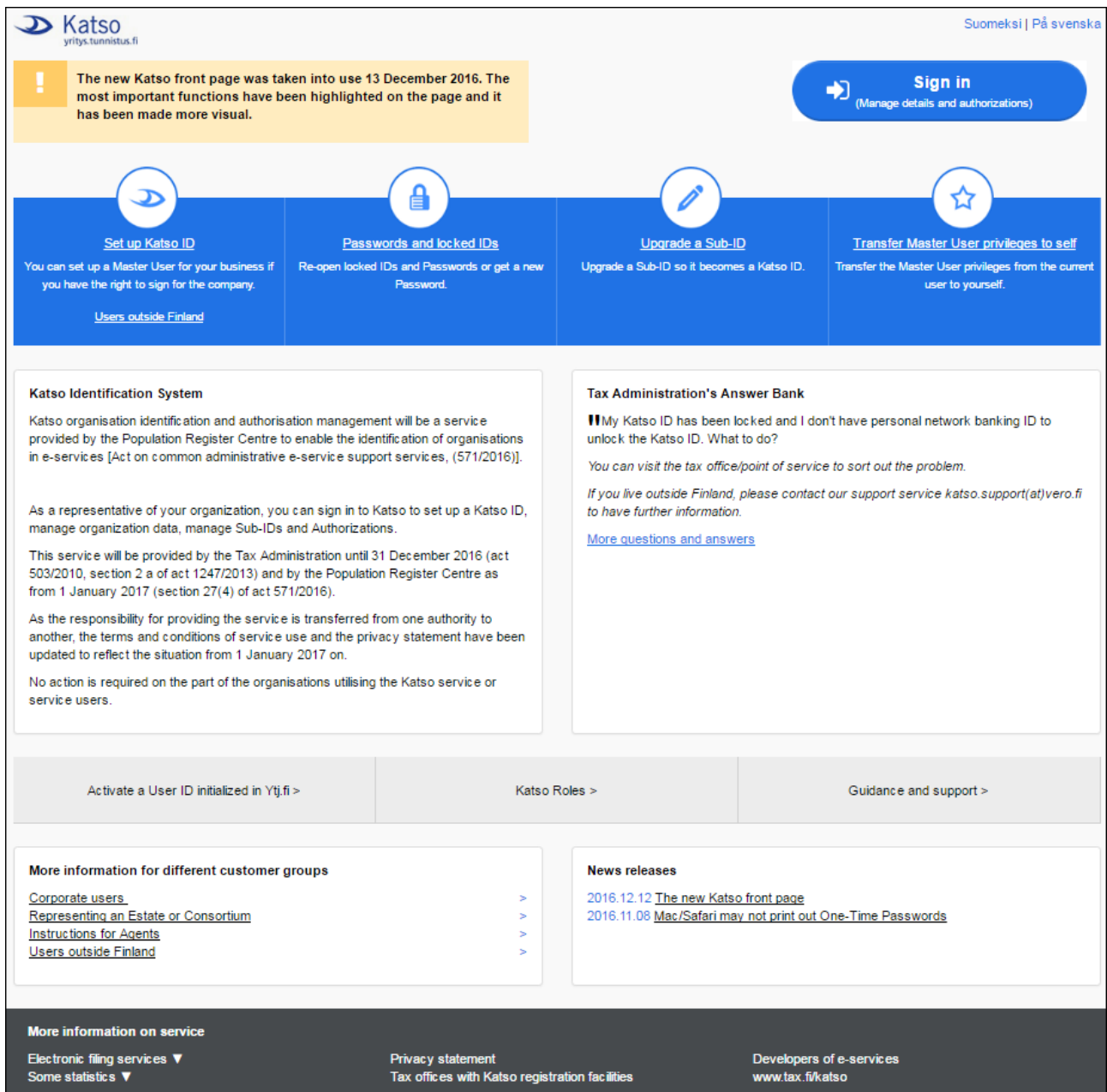


How to delegate Authorizations

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://yrittys.tunnistus.fi>.



The screenshot shows the Katso Management Interface. At the top left is the Katso logo and the URL yrittys.tunnistus.fi. At the top right, there are language options: 'Suomeksi | På svenska'. A yellow notification banner states: 'The new Katso front page was taken into use 13 December 2016. The most important functions have been highlighted on the page and it has been made more visual.' To the right of the banner is a blue 'Sign in' button with a right-pointing arrow and the text '(Manage details and authorizations)'. Below the banner are four blue action cards, each with an icon and a title:

- Set up Katso ID**: 'You can set up a Master User for your business if you have the right to sign for the company.' Includes a link for '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 these cards are two white informational boxes:

- Katso Identification System**: Explains that Katso is a service for organization identification and authorization management, provided by the Population Register Centre and the Tax Administration. It mentions the transition of responsibility from the Tax Administration to the Population Register Centre as of January 1, 2017.
- Tax Administration's Answer Bank**: Contains a question: 'My Katso ID has been locked and I don't have personal network banking ID to unlock the Katso ID. What to do?' and provides instructions to visit a tax office or contact support at katso.support(at)vero.fi.

 At the bottom of the interface, there are three navigation links: 'Activate a User ID initialized in Ytj.fi >', 'Katso Roles >', and 'Guidance and support >'. Below these are two more white boxes:

- More information for different customer groups**: Lists links for 'Corporate users', 'Representing an Estate or Consortium', 'Instructions for Agents', and 'Users outside Finland'.
- News releases**: Lists two releases: '2016.12.12 The new Katso front page' and '2016.11.08 Mac/Safari may not print out One-Time Passwords'.

 The footer contains three columns of links: 'More information on service' (Electronic filing services, Some statistics), 'Privacy statement' (Tax offices with Katso registration facilities), and 'Developers of e-services' (www.tax.fi/katso).

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://yrittys.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://yrittys.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](#)

Anna Asianhoitaja

[Log Out](#)

ID	Login to Organization info
Information	<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. 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 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. Set Password again.</p>
Authorizations	
New Master User	
Organization	
Information	<input type="button" value="Next >"/> <input type="button" value="Cancel"/>
Sub-IDs	
Role Groups	
e-Services	
Authorizations	
New Authorizations	
Valid Authorizations	
Granted Authorizations	
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.