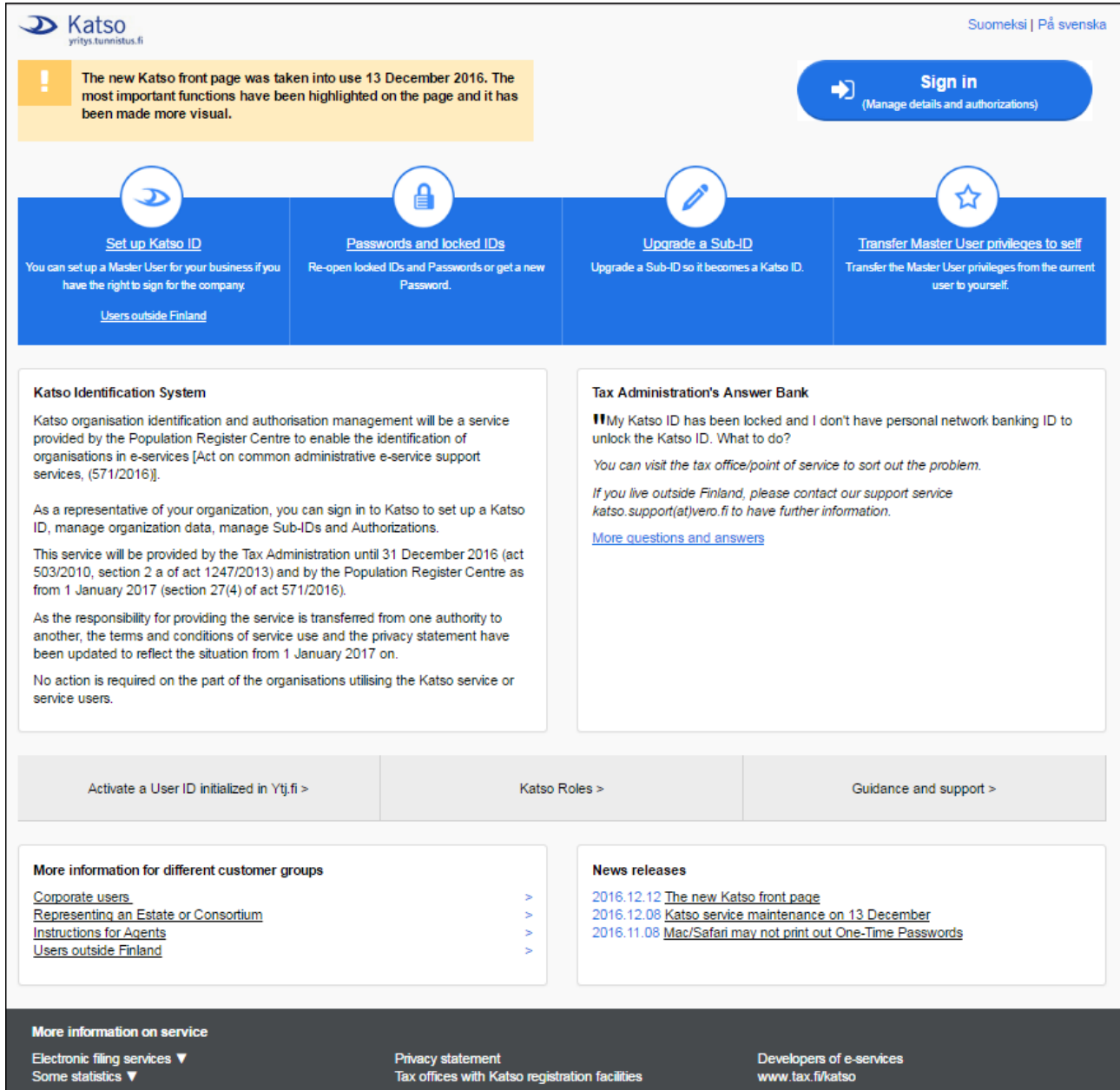


## How to grant an Authorization

This feature is available to holders of Katso IDs with Admin or Master User privileges. Several recipients can be granted an Authorization simultaneously.



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 box 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." A blue "Sign in" button with a right-pointing arrow and the text "(Manage details and authorizations)" is located in the top right. Below the notification is a row of four blue cards with icons and titles: "Set up Katso ID" (eye icon), "Passwords and locked IDs" (lock icon), "Upgrade a Sub-ID" (pencil icon), and "Transfer Master User privileges to self" (star icon). Each card contains a brief description of the function and a link for users outside Finland. Below this row are two white boxes with text: "Katso Identification System" and "Tax Administration's Answer Bank". The "Katso Identification System" box contains information about the service provided by the Population Register Centre and the Tax Administration, including dates and legal references. The "Tax Administration's Answer Bank" box contains a warning about a locked ID and instructions on how to resolve the issue, including a link to "More questions and answers". Below these boxes are three grey buttons: "Activate a User ID initialized in Ytj.fi >", "Katso Roles >", and "Guidance and support >". At the bottom, there are two white boxes: "More information for different customer groups" with links for Corporate users, Representing an Estate or Consortium, Instructions for Agents, and Users outside Finland; and "News releases" with links for 2016.12.12 The new Katso front page, 2016.12.08 Katso service maintenance on 13 December, and 2016.11.08 Mac/Safari may not print out One-Time Passwords. The footer contains "More information on service" with links for Electronic filing services and Some statistics; "Privacy statement" with a link for Tax offices with Katso registration facilities; and "Developers of e-services" with the URL www.tax.fi/katso.

Go to Katso Management Interface at <https://yrittys.tunnistus.fi>. Press **Sign in** to start.

<a href="#">Suomeksi</a> <a href="#">På svenska</a> <a href="#">In English</a>	<a href="#">Cancel</a>
<b>Welcome</b>	<b>Sign In</b>
<p>You are trying to access an e-service that requires you to sign in.</p>	<p>Please enter your username and password.</p> <p>Username: <input type="text" value="a1b2c3"/></p> <p>Password: <input type="password" value="••••••••"/></p> <p style="text-align: center;"><input type="button" value="Sign In"/></p>
<b>Help</b>	
<p>If you have an account, please enter your username and password to access the service. If you do not have an account you can visit the Katso website to open an account - go to:</p> <p><a href="https://yritys.tunnistus.fi">https://yritys.tunnistus.fi</a></p>	

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

<a href="#">Suomeksi</a> <a href="#">På svenska</a> <a href="#">In English</a>	<a href="#">Cancel</a>
<b>Help</b>	<b>Sign In</b>
<p>You should enter the next unused password from your password list. If you have a new list, you can activate it by entering the first password.</p> <p><a href="https://yritys.tunnistus.fi">https://yritys.tunnistus.fi</a></p>	<p>Please enter the next unused one-time password.</p> <p>Password number: 20</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>

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

See Organization/Authorizations in the left-hand column. Select **New Authorizations**.

	<h2>Katso Management</h2>	<a href="#">Help</a> <a href="#">Suomeksi</a>   <a href="#">På svenska</a>
<b>Anna Asianhoitaja</b>		<a href="#">Log Out</a>
<b>ID</b>	<b>Login to Organization info</b>	
<a href="#">Information</a>	<p>Select organization from the list, type a Master Password or Admin Password consisting of 4x4 characters, and press Next.</p>	
<a href="#">Authorizations</a>	<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>	
<a href="#">New Master User</a>	<p>Organization <input type="text" value="Asianhoitaja Oy (6620938-4)"/></p>	
<b>Organization</b>	<p>••••   ••••   ••••   ••••</p>	
<a href="#">Information</a>	<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>	
<a href="#">Sub-IDs</a>	<input type="button" value="Next &gt;"/> <input type="button" value="Cancel"/>	
<a href="#">Role Groups</a>		
<a href="#">e-Services</a>		
<b>Authorizations</b>		
<a href="#">New Authorizations</a>		
<a href="#">Valid Authorizations</a>		
<a href="#">Granted Authorizations</a>		
<b>Powers of Attorney</b>		

Type your 4 x 4-character **Admin Password** or **Master Password** and press Next.

### New Authorization - Authorizer (1/7)

[To Simple Mode](#)

You are about to grant an Authorization. This means that you are about to give another person the right to represent you or your company. Authorizations can be given to another Organization, to a holder of Katso ID in your own Organization or in another Organization, or to a Katso Sub-ID.

An Authorization comprises one or several Roles. Not all roles can be granted to Katso Sub-IDs. To grant an Authorization consists of six different stages:

1. This page, where you select the name of Organization granting the Authorization.
2. Select relevant Roles to be included in the Authorization.
3. Select period of validity.
4. Select the type of authorizee: to an Organization, to a holder of a Katso ID, or to a Katso Sub-ID, or to several types.
5. Type or select name of authorizee
6. Please go over the summary to check that everything is correct. Then grant the Authorization.
7. You will get a confirmation of the approval.

#### Grantor

Organization

To grant an Authorization consists of six different stages. Read the instructions and select the appropriate Grantor Organization from the drop-down list. Press Next.

To grant only one Authorization at a time, you can press To Simple Mode.

### New Authorization - Roles (2/7)

Add desired Roles to the Authorization. You cannot grant an authorization with no roles, so please include at least one role. Please remember that not all roles can be granted to Katso Sub-IDs.

#### Role selection

Service provider  Role    
 Role Group

#### Roles to be granted

Service provider	Role	Can be granted to a sub-ID	
TAX	VAT payments	Yes	<input type="button" value="Delete"/>
TAX	Tax Account	No	<input type="button" value="Delete"/>

Select the service provider whose Roles you want to add to the Authorization. Then move on to add the Roles.

Service providers have Role Groups. If you want to include a Role Group instead of adding each role separately (Example: TAX – All), the Authorization will have all the Roles that the Service provider had defined at the date of granting.

Press Next.

### New Authorization - Period of validity (3/7)

Authorizations usually have definite periods of validity. If you leave the next field empty, the Authorization will be valid indefinitely without any closing date.

#### Date of expiration

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

< Back   Next >   Cancel

You can set a date of expiration. If you leave the field empty, it means indefinite validity. Press Next.

### New Authorization - Authorizee (4/7)

Please select authorizee.

- Katso ID**  
You should be aware of recipient's Katso ID.
- Katso Sub-ID**  
You should be aware of recipient's Katso ID.
- Multiple choice**  
You can select several recipients for your Authorization from the list showing the Katso IDs and sub-IDs having "Company Employee" roles with your Organization.
- Organization**  
You should be aware of an identification code (Business ID) of the organization concerned

< Back   Next >   Cancel

Make your selection as to who will receive the Authorization: **An Organization, a Katso ID, a Katso Sub-ID** or **Multiple choice**. The Multiple choice selection allows you to define several recipients of the Authorization. These recipients should have the Company employee Role. Press Next.

### An organization will receive the Authorization

### New Authorization - Recipient of Authorization (5/7)

You selected an Organization in step 4/7 as the authorizee.

Please enter recipient's data. If the Authorization is being granted to an Organization, enter type and ID of this Organization.

**Name**      Type ID and press 'Check Organization'

**Organization ID**    Business ID        [Check the organization](#)

Business ID  
EU VAT number  
National Business ID

< Back   Next >   Cancel

Select the ID from the drop-down list, as necessary, and type the ID of the Organization. Use Check the organization feature to check whether the system database recognizes the Organization. Press Next.

### A Katso ID will receive the Authorization

**New Authorization - Recipient of Authorization (5/7)**

You selected a Katso ID in step 4/7 as the authorizee.

Please enter recipient's data. If the Authorization is being granted to a Katso ID, enter holder's User ID.

**Holder name**

**User ID**  [Check the ID](#)

Type Katso ID holder's name and user ID. Use Check the ID feature, as necessary, to check whether the system database recognizes the holder. Press Next.

### A Katso Sub-ID will receive the Authorization

**New Authorization - Recipient of Authorization (5/7)**

You selected a Katso sub-ID in step 4/7 as the authorizee.

Please enter recipient's data. If the Authorization is being granted to a sub-ID, enter user name of the holder of this sub-ID.

**Holder name**

**User ID**  [Check the sub-ID](#)

Type Katso Sub-ID holder's name and User ID. Use Check the Sub-ID feature as necessary to check whether the system database recognizes the holder. Press Next.

### Multiple choice

**New Authorization - Recipient of Authorization (5/7)**

You selected Multiple Choice in step 4/7 as type of authorization distribution.

Multiple Choice allows you to grant Authorizations to several IDs at the same time. All IDs showing below have "Company Employee" roles with your Organization. To grant Authorizations, tick the boxes on the right.

**Katso IDs**

Holder name	User ID	Select
Tiina Tunniste	abc123	<input checked="" type="checkbox"/>

**Katso Sub-IDs**

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

[Select all](#)      [Empty all fields](#)

You can define several employees of your Organization as recipients, i.e. Katso IDs and Katso Sub IDs with the Company employee Role. Tick boxes as appropriate. Press Next.

### New Authorization - Grant Authorization (6/7)

You are about to grant the Authorization shown below. Please go over all the data carefully. Then either press Grant or go back to the previous stages to make corrections if necessary. Press Cancel to cancel the authorization process.

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

**Grantor** Asianhoitaja Oy (6620938-4)  
**Date of expiration** Valid until further notice  
**Roles** VERO - VAT payments  
VERO - Tax Account

**The following IDs have been added as recipients.**

**Katso IDs**

Holder name	User ID	
Tiina Tunniste	abc123	Delete

**Katso Sub-IDs**

Holder name	User ID	
Aaro Alitunniste	y26g96	Delete

If Authorization is acceptable, select Grant. If Authorization includes Roles that you do not want to grant, select Previous.

Go over all the data and press **Grant**. (The above example had Multiple choice display selected in 4/7. Depending on the selection made in 4/7, this window may have a different appearance.)

Please note that Katso Sub-IDs cannot receive Roles marked red.

### New Authorization - Confirm Authorization (7/7)

- Authorization has been granted with facts and conditions listed below

**Grantor** Asianhoitaja Oy (6620938-4)  
**Date of expiration** Valid until further notice  
**Authorization recipients and their Roles:**

**Katso IDs**

Holder name	User ID
Tiina Tunniste	abc123

**Roles** VERO - VAT payments  
VERO - Tax Account

**Katso Sub-IDs**

Holder name	User ID
Aaro Alitunniste	y26g96

**Roles** VERO - VAT payments

You will see a confirmation message displayed. Press Finished.

### Granted Authorizations

This window shows the Authorizations and Powers of Attorney that your organization has granted. You can switch to another view depending on the status of the Authorization. Press Info to examine a specific Authorization.

Show :

#### Granted Authorizations

State	Authorizee	Granted ▼	Valid until	
Active	Aaro Alitunniste	21.5.2013	Valid until further notice	<input type="button" value="Info"/>
Active	Tiina Tunniste	21.5.2013	Valid until further notice	<input type="button" value="Info"/>

This window lists the granted Authorizations. If the recipient has not yet approved the Authorization, the State column will continue to show Waiting for approval.

To cancel or revoke an Authorization, press Info and then press Revoke Authorization.

Remember to **Sign out** to close.