

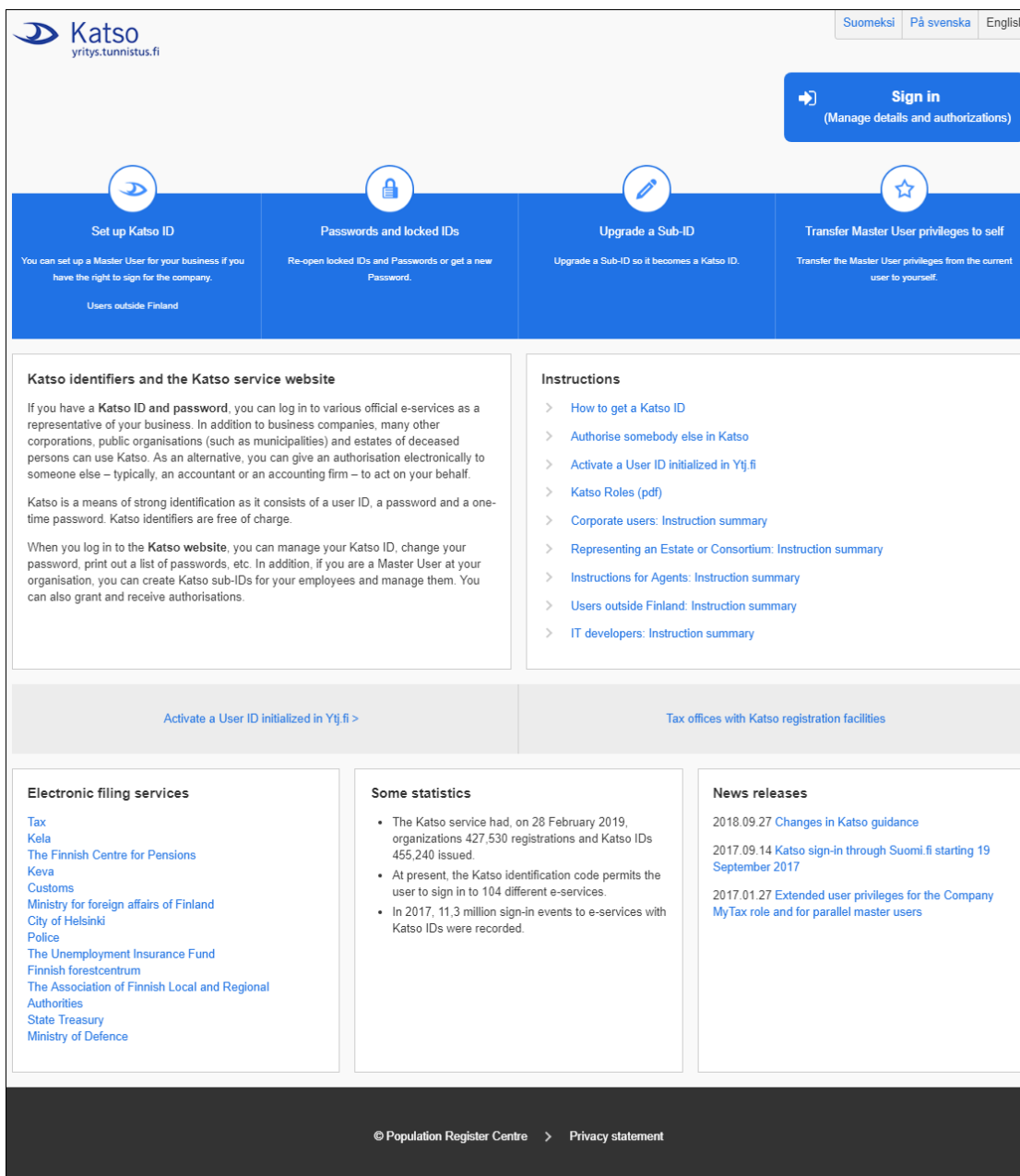
Implement a Parallel Master User authorization

The Master User of an organization can grant a **Katso ID holder** an authorization to work as a parallel Master User (admin user).

KATSO – Company Parallel Master User (admin user) is an authorization type that lets you represent the company for all purposes. The Role includes all the available roles that the relevant service provider offers.

1. Instructions to Organization's Master User

Go to <https://yrittys.tunnistus.fi> to sign in.



The screenshot shows the Katso user interface. At the top left is the Katso logo and the URL yrittys.tunnistus.fi. At the top right are language selection options: Suomi, På svenska, and English. A prominent blue button labeled 'Sign in' with a right-pointing arrow is visible, with the subtext '(Manage details and authorizations)'. Below this are four blue action cards:

- Set up Katso ID**: 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**: 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 main content areas:

- Katso identifiers and the Katso service website**: Contains text explaining that a Katso ID and password allow logging into official e-services. It also notes that Katso is a strong identification method consisting of a user ID, password, and one-time password, and that identifiers are free of charge. It further 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

At the bottom of the main content area are two links: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'.

The footer contains three sections:

- Electronic filing services**: A list of service providers including Tax, Kela, The Finnish Centre for Pensions, Keva, 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**:
 - 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**:
 - 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

The footer also includes the text: © Population Register Centre > Privacy statement

Select **Sign in**.

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

Welcome

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

Help

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:
<https://yrittys.tunnistus.fi>

Sign In

Please enter your username and password.

Username:

Password:

Type User ID and Password and press Continue.

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

Help

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.
<https://yrittys.tunnistus.fi>

Sign In


Please enter the next unused one-time password.

Password number: 2

Username:

One-Time Password:

Type the appropriate One-Time Password and press Continue.



Katso
yrittys.tunnistus.fi

Katso Management

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

Oiva Ohje [Log Out](#)

ID

[Information](#)

[Authorizations](#)

[New Master User](#)

Organization

[Information](#)

[Sub-IDs](#)

[Role Groups](#)

[e-Services](#)

Authorizations

[New Authorizations](#)

[Valid Authorizations](#)

Login to Organization info

Select organization from the list, type a Master Password or Admin Password consisting of 4x4 characters, and press Next.

Organization

•••• •••• •••• ••••

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.](#)

Select Organization – Authorizations – New Authorizations. Type your 4 x 4-character Master or Admin Password and press Next.

New Authorization

- *ID found. Note: You cannot use this process to set or to check the name.*

Use this window to grant new authorizations to another organization, to a Katso User ID, or to a Sub-ID. You can define a length of time as the period of validity. The roles to be included in the authorization can be added either one-by-one or through a role group.

Alternatively, you can run [wizard to create Authorizations](#).

Grantor

Organization Ohje Oy (6608325-9) ▾

Authorization for company employee

Katso Sub-ID or Katso ID [New sub-ID...](#)

Holder name Oskari Ohje

User ID zi7hb2

[Check the ID](#)

Authorization for organization

Organization

Name *Type ID and press 'Check Organization'*

Organization ID Finnish Business ID ▾

[Check the organization](#)

Date of expiration

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

Leave date empty if you want to have the Authorization valid until further notice.

Roles

Service provider	Role	
KATSO	Parallel Master User	Delete

Select role(s) and press Add

Role< KATSO - Parallel Master User ▾ [Add](#)

Role Group (No Role Groups) ▾ [Add](#)

[Grant](#) [Cancel](#)

Select Katso Sub-ID or Katso ID as the recipient, and type holder's name and User ID. Press Check the ID to run a database check. If the ID matches the database records, you will see a message on top of page.

You can set a date of expiration as necessary. Choose KATSO – Parallel Master User from the Role drop-down list and press Add. Press Grant.

New Authorization

- *Authorization granted.*

Use this window to grant new authorizations to another organization, to a Katso User ID, or to a Sub-ID. You can define a length of time as the period of validity. The roles to be included in the authorization can be added either one-by-one or through a role group.

Alternatively, you can run [wizard to create Authorizations](#).

Grantor

Organization Ohje Oy (6608325-9) ▾

You will see a message on top of page. The system will also send e-mail to the recipient of the authorization.

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 : Active Authorizations

Granted Authorizations

State	Authorizee	Granted	Valid until
Waiting for approval	Oskari Ohje (zi7hb2)	16.12.2013	Valid until further notice <input type="button" value="Info"/>

Go to Granted Authorizations window to examine the Parallel Master User authorization that you just granted.

You should set a 4 x 4-character Admin Password for the new Authorizee to use. Press info to go to Information on Granted Authorization window.

Information on Granted Authorization

This window shows the status of an authorization including the information relating to it. Furthermore, in this window, you can revoke an authorization.

Receiver

Name Oskari Ohje (zi7hb2)

Information

State Waiting for approval
Granted 16.12.2013
Expires Valid until further notice

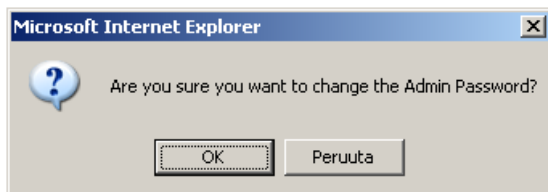
Grantor

Organization Ohje Oy (6608325-9)
ID type Finnish Business ID
Granted by Oiva Ohje

Roles

Service provider	Role
KATSO	Parallel Master User

Press Change Password.



Press OK to confirm that you want to change the Admin Password.

Password changed.

New Admin Password has been set. Press button to print out Password.

Oskari Ohje - Ohje Oy

bts3 mh3q uaw6 b26u

You will see the system-generated Admin Password in the window. You should print it out and have it delivered to your Authorizee. Press Close to finish.

Remember to press Sign Out.

2. Instructions to Parallel Master User, the Authorizee

Go to <https://yritys.tunnistus.fi> to sign in to Katso (for more information, see page 1).

If you have selected and enabled Automatic receipt and approval of authorizations, you will see the Organization menu with all functions ready for use immediately after you have signed in to Katso management application.

You should now use your 4 x 4-character Admin Password to sign in to Organization Info. You can receive an Admin Password from your Organization's Master User or it may have been set up for you when you have signed in for the first time.

How to receive an Authorization

If you have not selected and enabled Automatic receipt and approval of authorizations in the Info window, you should receive and activate your Parallel Master User privileges manually.

 <p>Katso yritys.tunnistus.fi</p>	<h1>Katso Management</h1>	Help Suomeksi På svenska								
Oskari Ohje		Log Out								
ID	Katso ID information									
Information	Use this window to maintain your contact information, change Passwords, and print & activate your List of One-Time Passwords.									
Authorizations	Basic information on Katso ID									
New Master User	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">User ID</td> <td>zi7hb2</td> </tr> <tr> <td>User level</td> <td>Customer</td> </tr> </table>		User ID	zi7hb2	User level	Customer				
User ID	zi7hb2									
User level	Customer									
	Holder information									
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">First name</td> <td>Oskari</td> </tr> <tr> <td>Last name</td> <td>Ohje</td> </tr> <tr> <td>Personal identity number</td> <td>191227-916E</td> </tr> <tr> <td>Default language</td> <td>Finnish <input type="button" value="Change"/></td> </tr> </table>		First name	Oskari	Last name	Ohje	Personal identity number	191227-916E	Default language	Finnish <input type="button" value="Change"/>
First name	Oskari									
Last name	Ohje									
Personal identity number	191227-916E									
Default language	Finnish <input type="button" value="Change"/>									
	Contact information									
	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">E-mail *</td> <td><input type="text" value="oskari.ohje@ohje.fi"/></td> </tr> <tr> <td>Cellular (mobile) phone</td> <td><input type="text"/></td> </tr> </table>		E-mail *	<input type="text" value="oskari.ohje@ohje.fi"/>	Cellular (mobile) phone	<input type="text"/>				
E-mail *	<input type="text" value="oskari.ohje@ohje.fi"/>									
Cellular (mobile) phone	<input type="text"/>									

Select Authorizations.

Authorizations

This window shows the valid authorizations of your ID. Pending authorizations should be activated before use. Press Info to activate authorizations.

New Authorizations

Issuer of the Authorization	Role(s)	Granted ▼	Expires
Ohje Oy (6608325-9)	1 count	13.12.2013	Valid until further notice Info

You can see that a Parallel Master User Authorization has been given to you. Press Info.

Authorization information

Use this window to approve or reject an authorization relating to your ID.

Information

State	Waiting for approval
Granted	13.12.2013
Expires	Valid until further notice

Grantor

Organization	Ohje Oy (6608325-9)
ID type	Finnish Business ID
Granted by	Oiva Ohje

Roles

Service provider ▼	Role
KATSO	Parallel Master User

[Accept](#) [Reject](#)

[Return](#)

Press Accept.

Authorization information

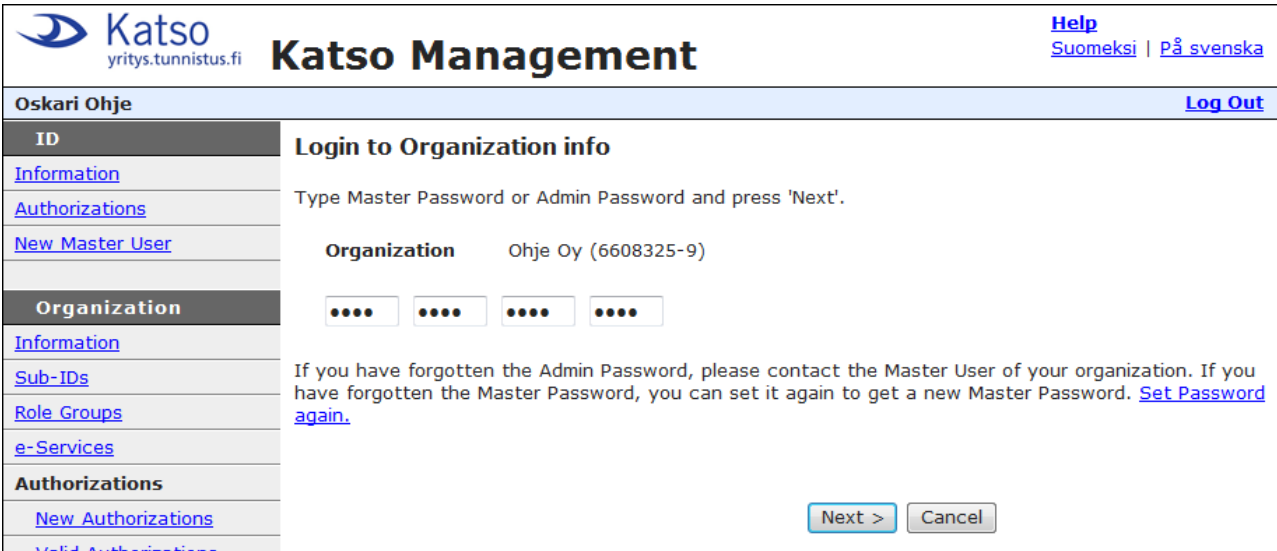
- *Authorization accepted.*

This window shows the status and facts for an authorization. You can revoke an authorization in this window.

The message will be showing on top of page. The fully functional Organization menu will be available in the left-hand column.

Admin Password

You should now use your 4 x 4-character Admin Password to sign in to Organization Info. The system will be asking for the Admin Password each time you select one of the features of the Organization menu in the left-hand column.



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

Oskari Ohje [Log Out](#)

Organization Ohje Oy (6608325-9)

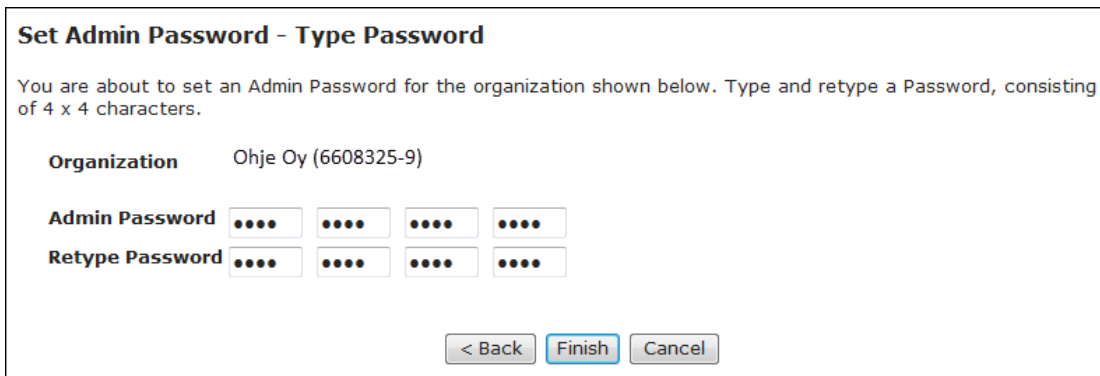
Type Master Password or Admin Password and press 'Next'.

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.](#)

[Next >](#) [Cancel](#)

Type your 4 x 4-character Admin Password.

If your Organization's Master User has not given you an Admin Password, you are supposed to set it yourself. This is done when you sign in for the first time. Follow the instructions.



Set Admin Password - Type Password

You are about to set an Admin Password for the organization shown below. Type and retype a Password, consisting of 4 x 4 characters.

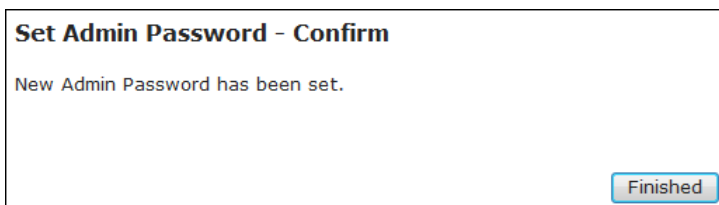
Organization Ohje Oy (6608325-9)

Admin Password [] [] [] []

Retype Password [] [] [] []

[< Back](#) [Finish](#) [Cancel](#)

Make up a password string, type and retype it and press Finish.



Set Admin Password - Confirm

New Admin Password has been set.

[Finished](#)

When all steps are successfully completed, you will see a confirmation message.