

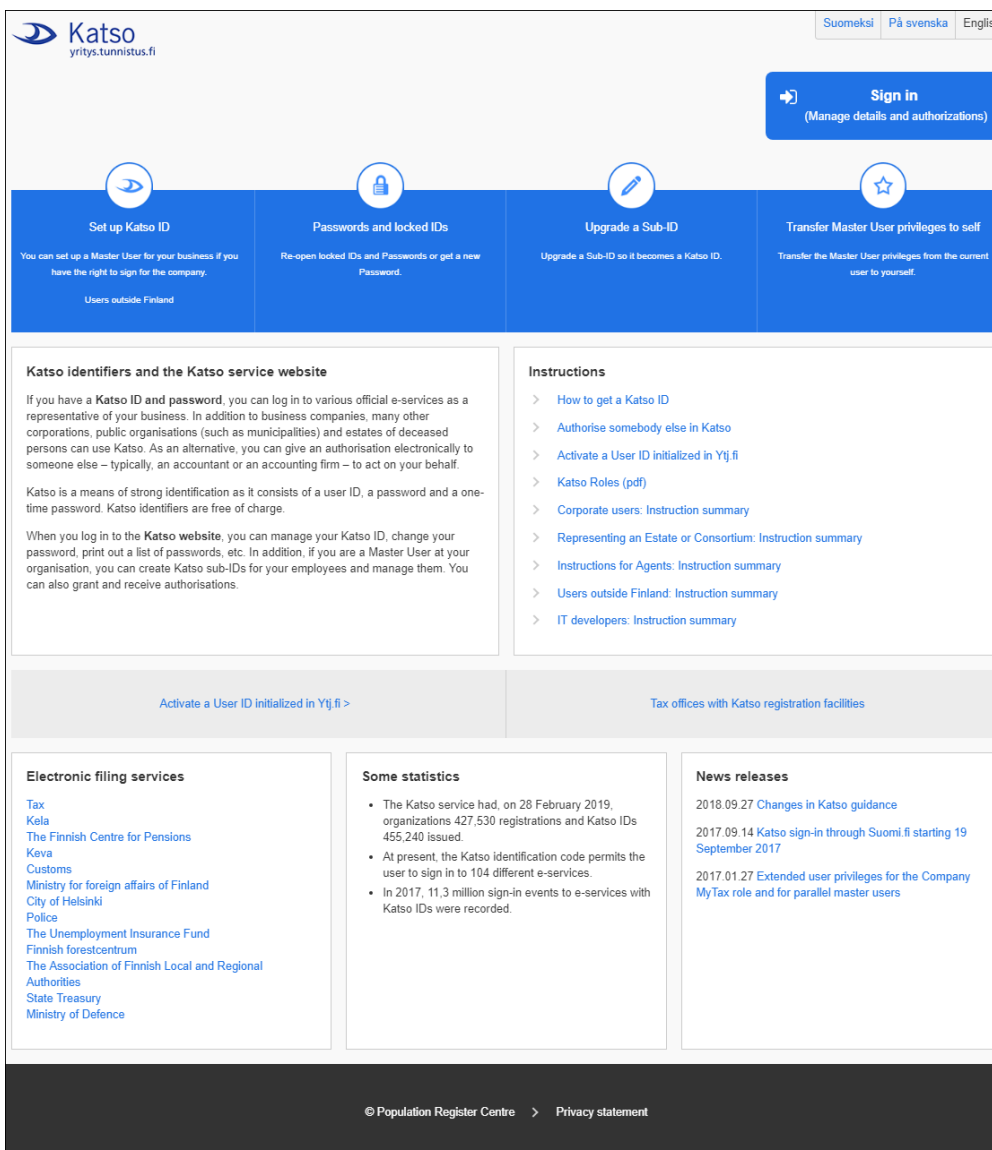
Implement an e-service

This instruction discusses features available to a Katso ID holder with administrator or Master User privileges.

In addition to regular e-services, as provided by authorities, a service provider can implement free or restricted e-services within the Katso system.

Any e-service must be implemented to enable people to use it. This concerns the organization's employees and other people representing the organization.

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



The screenshot shows the Katso website interface. At the top left is the Katso logo and the URL yritys.tunnistus.fi. On the top right, there are language selection buttons for "Suomeksi", "På 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 navigation bar, there are four main service categories, each with an icon and a brief description:

- 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.

The main content area is divided into two columns:

- Katso identifiers and the Katso service website**: Contains text explaining how to use Katso for business, how to manage Katso IDs, and how to grant authorizations.
- Instructions**: A list of links for various tasks:
 - 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".

At the bottom, there are three sections:

- Electronic filing services**: Lists various government services like 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**:
 - 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 contains the copyright notice: © Population Register Centre > Privacy statement.


Select "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>
Help	<p>Username: <input type="text" value="n63s94"/></p>
<p>If you have a Katso ID, please enter your username and fixed password to access the service. Set up a Katso ID, if necessary, or read more help at the Katso website:</p> <p>https://yritys.tunnistus.fi</p>	<p>Fixed password: <input type="password" value="....."/></p>
	<input type="button" value="Sign In"/>

Type User ID and Password and 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 you have a new list, you can activate it by entering the first password.</p> <p>https://yritys.tunnistus.fi</p>	<p>Please enter the next unused one-time password.</p>
	<p>Password number: 3</p>
	<p>Username: <input type="text" value="n63s94"/></p>
	<p>One-Time Password: <input type="password" value="....."/></p>
	<input type="button" value="Cancel"/> <input type="button" value="Sign In"/>

Type the appropriate One-Time Password and press Sign In.

 <p>Katso yritys.tunnistus.fi</p>	<h2>Katso Management</h2>																				
<p>Oiva Ohje</p>																					
<table border="1"> <tr><td>ID</td></tr> <tr><td>Information</td></tr> <tr><td>Authorizations</td></tr> <tr><td>New Master User</td></tr> <tr><td>Organization</td></tr> <tr><td>Information</td></tr> <tr><td>Sub-IDs</td></tr> <tr><td>Role Groups</td></tr> <tr><td>e-Services</td></tr> <tr><td>Authorizations</td></tr> <tr><td>New Authorizations</td></tr> <tr><td>Valid Authorizations</td></tr> <tr><td>Granted Authorizations</td></tr> <tr><td>Manage Authorizations</td></tr> <tr><td>Powers of Attorney</td></tr> <tr><td>New Power of Attorney</td></tr> <tr><td>Created Powers of Attorney</td></tr> <tr><td>Approved Powers of Attorney</td></tr> <tr><td>Rejected, cancelled and expired Powers of Attorney</td></tr> <tr><td>Change Master User or Parallel Master User Password</td></tr> </table>	ID	Information	Authorizations	New Master User	Organization	Information	Sub-IDs	Role Groups	e-Services	Authorizations	New Authorizations	Valid Authorizations	Granted Authorizations	Manage Authorizations	Powers of Attorney	New Power of Attorney	Created Powers of Attorney	Approved Powers of Attorney	Rejected, cancelled and expired Powers of Attorney	Change Master User or Parallel Master User Password	<p>Katso ID information</p> <p>Use this window to maintain your contact information, change Passwords, and print & activate your List of One-Time Passwords.</p> <p>Basic information on Katso ID</p> <p>User ID: n63s94 User level: Master (2)</p> <p>Holder information</p> <p>First name: Oiva Last name: Ohje Personal identity number: 300835+980E Default language: Finnish <input type="button" value="Change"/></p> <p>Contact information</p> <p>E-mail *: <input type="text" value="oiva.ohje@ohje.fi"/> Cellular (mobile) phone: <input type="text"/> <input type="button" value="Save"/></p> <p>Change the Fixed Password</p> <p>Old Password *: <input type="password"/> New Password *: <input type="password"/> Retype Password *: <input type="password"/> <input type="button" value="Change"/></p> <p>List of One-Time Passwords</p> <p>Number of Passwords: 40 <input type="button" value="Print..."/></p> <p>Authorizations process</p> <p><input checked="" type="checkbox"/> Automatic receipt and approval of Authorizations <input type="button" value="Guide"/> <input type="button" value="Save changes"/></p> <p>Revoke ID</p> <p>I want to revoke my Katso ID. <input type="checkbox"/> <input type="button" value="Revoke ID"/></p>
ID																					
Information																					
Authorizations																					
New Master User																					
Organization																					
Information																					
Sub-IDs																					
Role Groups																					
e-Services																					
Authorizations																					
New Authorizations																					
Valid Authorizations																					
Granted Authorizations																					
Manage Authorizations																					
Powers of Attorney																					
New Power of Attorney																					
Created Powers of Attorney																					
Approved Powers of Attorney																					
Rejected, cancelled and expired Powers of Attorney																					
Change Master User or Parallel Master User Password																					

Select Organization – e-Services.

Login to Organization info

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

Organization Ohje Oy (6628935-3) ▼

....

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.](#)

Type your 4 x 4-character Master User or Parallel Master User Password and press Next.

Go to e-Services window to search valid e-services of your organization, to implement and enable new e-services, and to disable them as necessary.

e-Services

Active e-services

This window shows your organization's active e-services. You can activate additional e-services in this window. You can change the view according to e-service type.

Search

Name of Service provider All ▼

Name of e-service

Online service status All ▼

Type All ▼

You can arrange your searches by e-service name, service provider, state or status, and type.

e-Services

Active e-services

This window shows your organization's active e-services. You can activate additional e-services in this window. You can change the view according to e-service type.

Search

Name of Service provider All ▼

Name of e-service

Online service status All ▼

Type All ▼

Service provider	Name of e-service ▲	Type	Status	
TAX	e-Service 1	Regular	Enabled	<input type="button" value="Disable"/>
TAX	e-Service 2	Free	Disabled	<input type="button" value="Enable"/>
TAX	e-Service 3	Restricted	Disabled	<input type="button" value="Enable"/>

Some e-services fall into the category of Regular e-services, while others are Free or Restricted. As an administrator, you are authorized to press Enable and Disable buttons.

Regular e-services

As defined by relevant authorities, a set of regular, statutory services are automatically enabled for the organization. Their roles are ready for use, and can be assigned in New Authorization window.

Freely available e-services

The organization can additionally enable any freely available, unrestricted e-services. They are defined as such by the service providers. Press Enable to implement and enable an e-service. After this, their roles are ready for use, and can be assigned in New Authorization window.

Restricted e-services

The organization also has the right to implement and enable some restricted e-services, but they require permission by the service provider. You can submit a License Application for a restricted e-service after you have accepted the terms and conditions.

e-Services

Requesting for license

Service provider	TAX
Name of service	e-Service 3

You are activating Heilurin luvanvarainen palvelu e-service. To successfully activate this service, you should have a valid contract with the service provider. To activate, please contact the service provider's customer service first.

If you already have a contract with the service provider, you can request for a license. Press "Request License" to have the system send a license application to the service provider. Then the service provider will process the application, and either grant you a license or refuse it. You will be notified immediately, to the e-mail address registered by the system, after the service provider has processed your request. After acceptance, you will have the necessary user privileges (roles) of the e-service.

Read Terms and Conditions carefully and accept them before sending your license application.

[Terms and Conditions](#)

Accept Terms and Conditions

Read and accept Terms and Conditions and press Request License.

e-Services

- License application has now been handed in. You will receive e-mail to notify results.

Requesting for license

Service provider TAX
Name of service e-Service 3

You are activating Marikin Kirjakauppa e-service. To successfully activate this service, you should have a valid contract with the service provider. To activate, please contact the service provider's customer service first.

If you already have a contract with the service provider, you can request for a license. Press "Request License" to have the system send a license application to the service provider. Then the service provider will process the application, and either grant you a license or refuse it. You will be notified immediately, to the e-mail address registered by the system, after the service provider has processed your request. After acceptance, you will have the necessary user privileges (roles) of the e-service.

Read Terms and Conditions carefully and accept them before sending your license application.

[Terms and Conditions](#)

Accept Terms and Conditions

You will see a message on top of page, confirming delivery of your License request.

e-Services

Active e-services

This window shows your organization's active e-services. You can activate additional e-services in this window. You can change the view according to e-service type.

Search

Name of Service provider All
Name of e-service
Online service status All
Type Restricted e-services

Service provider	Name of e-service	Type	Status
TAX	e-Service 3	Restricted	Pending <input type="button" value="Disable"/>

The Status of the e-service will be "Pending", after you have sent it off, but the service provider has not yet finished processing it.

The service provider will process the application, and either grant you a license or refuse it. You will be notified immediately, to the e-mail address registered by the Katso system, after the service provider has processed your request.

e-Services

Active e-services
This window shows your organization's active e-services. You can activate additional e-services in this window. You can change the view according to e-service type.

Search

Name of Service provider:

Name of e-service:

Online service status:

Type:

Service provider	Name of e-service ▲	Type	Status	
TAX	e-Service 3	Restricted	Enabled	<input type="button" value="Info"/>

The Status of the e-service will then be "Enabled".

The license either has an indefinite or temporary period of validity.

e-Services

Restricted e-service information

Service provider: TAX

Name of service: e-Service 3

License valid: Indefinitely

Role

Role 1:

Role 2:

Press **Info** to examine current information for a restricted e-service.

As necessary, you also are entitled to disable a restricted e-service in this window. If you want to enable it again, you do not have to send a new license application, unless the original license has expired.