

Managing Katso authorizations

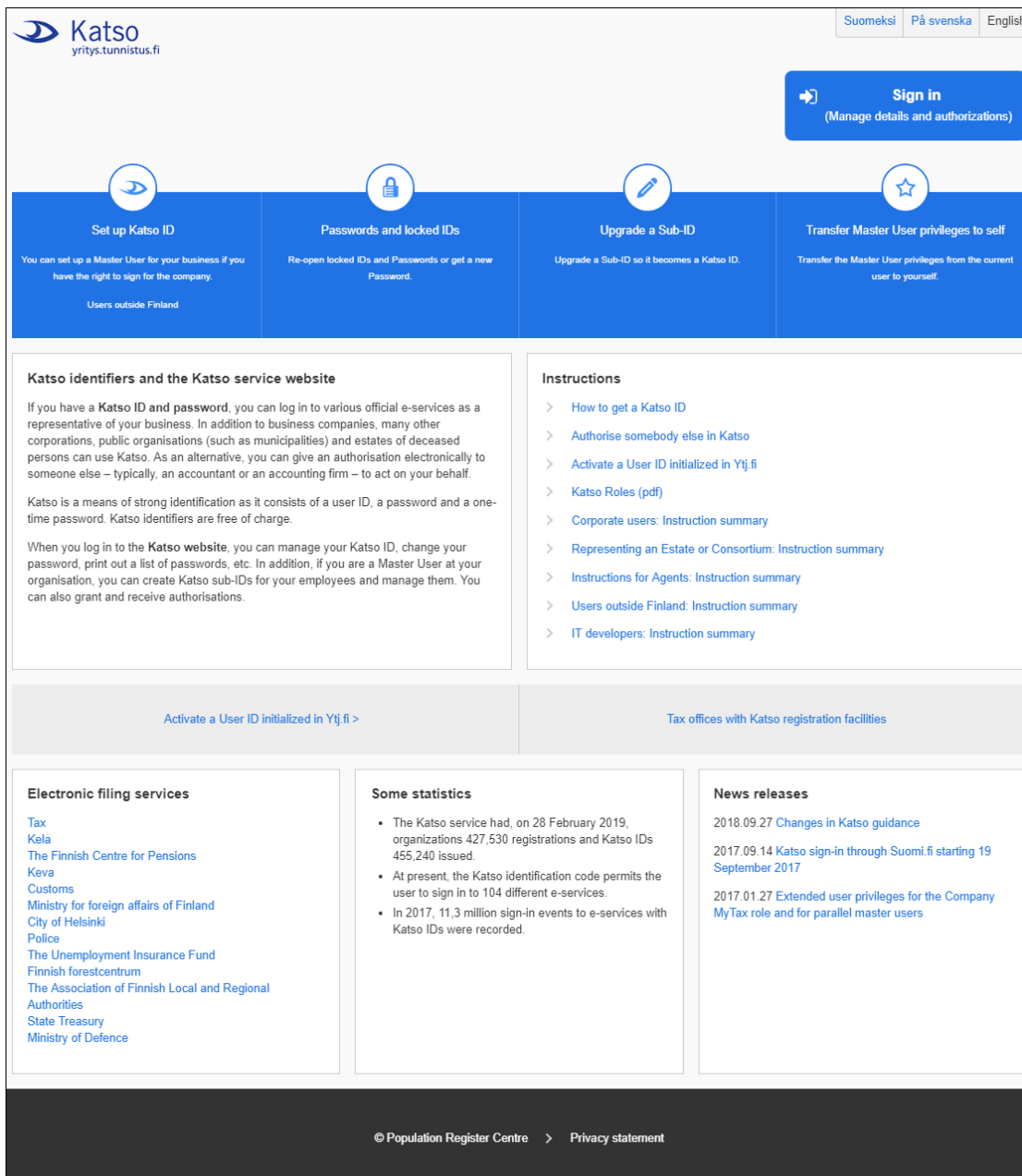
The Katso Authorization Management window is accessible to all holders of a Katso ID who also are Master Users for their companies or organizations (or Parallel Master Users). The Authorization Management window is where you can search valid authorizations within your organization — including those of employees — and cancel, delegate or copy them as necessary.

[Searching for authorizations](#)

[Delegating authorizations](#)

[Cancelling authorizations](#)

[Copying authorizations](#)



The screenshot shows the Katso Authorization Management interface. At the top left is the Katso logo and the URL yritys.tunnistus.fi. On the top right, there are language selection options: Suomi, På 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 sign-in button is a row of four blue 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. 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 that a Katso ID and password allow access to e-services, and that Katso identifiers are free of charge. It also mentions that users can manage their Katso ID and create sub-IDs for employees.
- Instructions**: A list of links for various guides, including "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", and "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, 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**: 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.", and "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", and "2017.01.27 Extended user privileges for the Company MyTax role and for parallel master users".

At the very bottom, there is a footer with the text: © Population Register Centre > Privacy statement

First go to the <https://yritys.tunnistus.fi> URL. Click **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 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:
<https://yritys.tunnistus.fi>

Sign In

Please enter your username and fixed password.

Username:

Fixed password:

Enter your **username** and **fixed Password** and click Sign In.

[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://yritys.tunnistus.fi>

Sign In

Please enter the next unused one-time password.


Password number: 5

Username:

One-Time Password:

Enter the next unused **One-Time Password** and click Sign In.

Searching for authorizations



Katso Management

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

Kiia Kirjanpitäjä [Log Out](#)

- 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**

Login to Organization info

Type Master User or Parallel Master User Password, consisting of 4x4 characters, and press 'Next'.

Organization Tiltoimisto Oy (6612974-7)

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.](#)

In the Organization menu, select **Manage Authorizations**. Enter the **Master User (or Admin) Password** that consists of 4 × 4 characters and click Next.

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on the Search criteria, you can delegate your organization's authorizations to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time. You can click Download CSV to download each separate page.

Search string

Status

Type

This window is for searching received, granted or delegated Katso Authorizations. To be able to Search them you must know the identity code of the party who granted the Authorization or know the employee's Katso ID or personal identity number.

Searching received and delegated Authorizations

- Enter the identity code of the party who granted the Authorization (a Business ID, VAT number of national business identity code); or
- Enter the employee's Katso ID or personal identity number.

Searching granted Authorizations

- Enter the identity code of the party who received the Authorization (a Business ID, VAT number of national business identity code); or
- Enter the employee's Katso ID or personal identity number.

Specify the Status value in order to restrict your Search (Authorizations that are *Active, Waiting for Approval, Cancelled or Expired*) or restrict it by Type (*Granted, Valid/Delegated, Authority Authorizations*). The default Search settings are *Active, Waiting for Approval, and Granted, Valid/Delegated*.

You can click Download CSV to download search result. If the list is long, requiring more than one page, you can download each separate page.

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on the Search criteria, you can delegate the authorizations of your organization to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time. You can click Download CSV to download each separate page.

Search string

Status

Type

Valid Authorizations

	Issuer of the Authorization	State	Role(s)	Expires	Delegated
<input type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	2 count	Valid until further notice	Yes
<input type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	8 count	Valid until further notice	Yes
<input type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	1 count	Valid until further notice	Yes

When your Search has resulted in Authorizations granted to an organization, go to *Delegated* column to get further information on them: click the link to view further details on how the Authorizations have been delegated; if necessary, add and/or cancel some Delegations.

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 Asiakasyritys Oy (6624690-0)

Valid until Valid until further notice

Delegations

State	Name	Valid until	
Active	Kiia Kirjanpitäjä (d78e2i)	Valid until further notice	Info Delete

Press Grant to select assignees

Delegates:

Katso IDs

Holder name	User ID	Select
Alpo Anttonen	q5s4iw	<input type="checkbox"/>
Antton Anttonius	nk27fq	<input type="checkbox"/>
Anna Asianhoitaja	iy57pw	<input type="checkbox"/>
Aino Asiantuntija	s52zr4	<input type="checkbox"/>
Alvar Asiantuntija	n28zs8	<input type="checkbox"/>

Roles to delegate:

TAX - Filer of Tax returns for taxable periods

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

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on your Search criteria, you can delegate the authorizations of your organization to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time.

Search string

Status

Type

Delegated authorizations

	Issuer of the Authorization	State	Role(s)	Expires	Delegated
<input type="checkbox"/>	Asianhoitaja Oy (6620938-4)	Active	16 count	Valid until further notice	Yes
<input type="checkbox"/>	Yritys Oy (6631628-6)	Active	16 count	Valid until further notice	Yes
<input type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	1 count	Valid until further notice	Yes

Granted Authorizations

	Authorizee	State	Role(s)	Granted	Valid until
<input type="checkbox"/>	Aino Asiantuntija (e36m97)	Active	1 count	18.1.2013	Valid until further notice

If you want to include all authorizations of the employee, select Type *All*, which includes the granted authorizations as well. The default Type is *Granted/Delegated*.

The Role(s) column indicates the quantity of Katso Roles involved. Click the link to view further details on the Authorization.

Information on Valid Authorization

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

Information

State Active
Granted 7.1.2014
Expires Valid until further notice

Grantor

Organization Asiakasyritys Oy (6624690-0)
ID type Finnish Business ID
Granted by Anna Asiakas

Roles

Service provider	Role
TAX	Filer of Tax returns for taxable periods

Delegating authorizations

Multiple authorizations can be delegated in Manage Authorizations window to one employee. This is done in a single command.

First, use the Business ID of the organization to search the authorizations.

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on the Search criteria, you can delegate your organization's authorizations to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time.

Search string Organization 6624690-0
Status Active Authorizations and Authorizations Waiting for Approval
Type All

Valid Authorizations

	Issuer of the Authorization	State	Role(s)	Expires	Delegated
<input checked="" type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	2 count	Valid until further notice	Yes
<input checked="" type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	8 count	Valid until further notice	Yes
<input checked="" type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	1 count	Valid until further notice	Yes

When your results are listed on the screen, you have the option either to select the authorizations you want to delegate or to click Select all. If you get a list of results spanning more than one pages, you must work one page at a time. Click Delegate authorizations.

Delegate Authorizations - Assignee

Select the target employee to whom you want to delegate the Authorizations. No more than one can be selected at a time. Select another employee when you are done with the first one. The list shows the Katso IDs and Sub-IDs that have the Company Employee, Master User, or Parallel Master User Role in the organization you are managing. Search the employees by their User ID or personal identity number as necessary.

Select the employee to whom you give authorizations

Katso IDs

Holder name	User ID	Select
Anna Asianhoitaja	iy57pw	<input checked="" type="checkbox"/>
Kiia Kirjanpitäjä	d78e2i	<input type="checkbox"/>
Kirsi Kirjanpitäjä	j7yi9g	<input type="checkbox"/>
Aino Asiantuntija	e36m97	<input type="checkbox"/>
Kalle Kirjanpitäjä	rc67qx	<input type="checkbox"/>
Alvar Asiantuntija	o28zs8	<input type="checkbox"/>

Katso Sub-IDs

Holder name	User ID	Select
Alma Alitunniste	z63yj7	<input type="checkbox"/>

User ID

Personal identity number

Select the employee to delegate the authorizations to. Only select one person at a time. When you are done, you can go back to select another employee.

The list displays the Katso IDs to which the roles Company Employee, Master User, or Parallel Master User are granted and valid. If necessary, enter Katso ID or personal identity number to search for employees.

Delegate Authorizations - Details

You are about to delegate Authorizations to an employee. Please re-check the details once again. Then select Delegate Authorizations. This may take a few minutes if there are multiple authorizations.

Authorizations, assignee

Katso IDs

Holder name	User ID
Anna Asianhoitaja	iy57pw

Katso Sub-IDs

No Katso Sub-IDs

Authorizations to be delegated

Issuer of the Authorization	State	Role(s)
Asiakasyritys Oy (6624690-0)	Active	2 count
Asiakasyritys Oy (6624690-0)	Active	8 count
Asiakasyritys Oy (6624690-0)	Active	1 count

The next step is now to check what you see on the screen. If everything is right, click Delegate authorizations. The operation may take several minutes if you have a large number of authorizations to delegate.

Delegate Authorizations - Review

- Authorizations delegated

Assignee

Katso IDs

Holder name	User ID
Anna Asianhoitaja	iy57pw

Katso Sub-IDs

No Katso Sub-IDs

Delegated authorizations

User ID	Issuer of the Authorization	State	Role(s)	Note
iy57pw	Asiakasyrittys Oy (6624690-0)	Active	2 count	
iy57pw	Asiakasyrittys Oy (6624690-0)	Active	8 count	

Authorizations that haven't been delegated (authorization already in force etc.)

User ID	Issuer of the Authorization	State	Role(s)
iy57pw	Asiakasyrittys Oy (6624690-0)	Active	1 count

When you reach the Review stage, you see the final result. For example,

- if the employee you delegated an authorization to already had it, no new delegation took place;
- if the employee already had some of the Roles, only the ones he/she didn't have were delegated.

You also get a message on the screen if the employee was a Sub-ID holder and you attempted to delegate Roles that do not go together with Sub-IDs. Similarly as in the above examples, only the ones that can be delegated were delegated.

You have the option to additionally click Delegate the same authorizations for another employee. To go back to the main Manage Authorizations window, click Finished.

Cancelling i.e. revoking Authorizations (e.g. when people leave your organization)

When the Authorization of a company or an employee should no longer be in force, the Management window is where you can cancel/revoke it.

- If your Organization has an Authorization received from another Organization and you cancel it, all the delegations of that Authorization to your employees are cancelled at the same time.
- However, if you only cancel Authorizations that are granted to your employees, only the employees concerned are affected, and the original Authorization that your Organization has received — with any delegations to other employees that you don't cancel — remains in force.
Note: the Revoke feature is not designed for cancelling a Master User. You must contact Katso Support for doing that.

First Search the Authorizations by entering the identity code of the Organization or the employee's Katso ID or personal identity number.

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on the Search criteria, you can delegate your organization's authorizations to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time.

Search string Organization ▼ 6631628-6
Status Active Authorizations and Authorizations Waiting for Approval ▼
Type All ▼

Valid Authorizations

	Issuer of the Authorization	State	Role(s)	Expires	Delegated
<input checked="" type="checkbox"/>	Yrittys Oy (6631628-6)	Active	6 count	Valid until further notice	Yes
<input checked="" type="checkbox"/>	Yrittys Oy (6631628-6)	Active	16 count	Valid until further notice	Yes

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on your Search criteria, you can delegate the authorizations of your organization to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time.

Search string Katso ID ▼ e36m97
Status Active Authorizations and Authorizations Waiting for Approval ▼
Type All ▼

Delegated authorizations

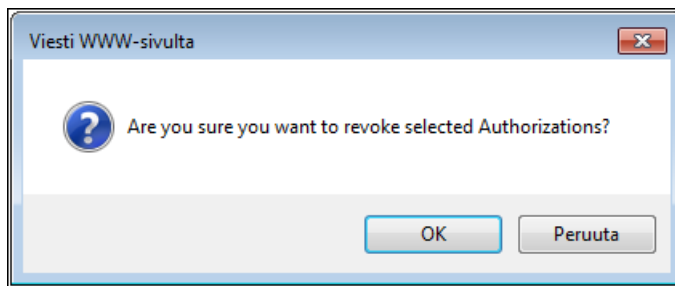
	Issuer of the Authorization	State	Role(s)	Expires	Delegated
<input type="checkbox"/>	Asianhoitaja Oy (6620938-4)	Active	16 count	Valid until further notice	Yes
<input checked="" type="checkbox"/>	Yrittys Oy (6631628-6)	Active	16 count	Valid until further notice	Yes
<input type="checkbox"/>	Asiakasyrittys Oy (6624690-0)	Active	1 count	Valid until further notice	Yes

Granted Authorizations

	Authorizee	State	Role(s)	Granted	Valid until ▲
<input type="checkbox"/>	Aino Asiantuntija (e36m97)	Active	1 count	18.1.2013	Valid until further notice

Check the boxes as appropriate or click Select all. If the authorizations are displayed on a list spanning several pages, you can click Revoke for the entire page, applying this command to one page at a time. Then click Revoke authorizations.

If you want a search result that contains all the authorizations of an employee, select Type *All*, which includes the granted authorizations as well. The default Type is *Granted/Delegated*.



Click OK to confirm.

The selected Authorizations are now revoked; you see the Search Results window displayed again. To review the Authorizations you just cancelled/revoked, run a new Search and restrict it by setting "Cancelled" as the Status.

Copying an employee's authorizations

In the Manage Authorizations view, you can copy delegated authorizations from one employee to another.

First, search for the relevant authorizations by the employee's Katso ID.

Manage Authorizations

Search for received or delegated authorizations in this window by the Business ID Code of the Authorizer, by the employee's user ID or personal identity number. Search for granted authorizations by the Business ID Code of the Authorizee, by the employee's user ID or personal identity number. If you leave "Organization" blank, the search returns the authorizations of the organization with which you logged in. If you leave "Katso ID" or "Personal identity number" blank, the search returns your own authorizations.

If necessary, you can revoke the authorizations and delegations you select. Depending on your Search criteria, you can delegate the authorizations of your organization to an employee, or copy the authorizations of an employee for another employee. If the authorizations are displayed on a list spanning several pages, you can use the Delegate, Copy or Revoke commands to one page at a time.

Search string

Status

Type

Delegated authorizations

	Issuer of the Authorization	State	Role(s)	Expires	Delegated
<input checked="" type="checkbox"/>	Asianhoitaja Oy (6620938-4)	Active	16 count	Valid until further notice	Yes
<input checked="" type="checkbox"/>	Päämies Oy (6650301-4)	Active	6 count	Valid until further notice	Yes
<input type="checkbox"/>	Yritys Oy (6631628-6)	Active	16 count	Valid until further notice	Yes
<input type="checkbox"/>	Asiakasyritys Oy (6624690-0)	Active	1 count	Valid until further notice	Yes

Granted Authorizations

	Authorizee	State	Role(s)	Granted	Valid until
<input type="checkbox"/>	Aino Asiantuntija (e36m97)	Active	1 count	18.1.2013	Valid until further notice

From the search result, you can choose which delegated authorizations you wish to copy. If the authorizations are displayed on a list spanning several pages, you can click Copy for the entire page, applying this command to one page at a time. Choose Copy authorizations.

If you want a search result that contains all the authorizations of an employee, select Type *All*, which includes the granted authorizations as well. The default Type is *Granted/Delegated*.

Copy Authorizations - Assignee

Select the target employee to whom you want to delegate the Authorizations. No more than one can be selected at a time. Select another employee when you are done with the first one. The list shows the Katso IDs and Sub-IDs that have the Company Employee, Master User, or Parallel Master User Role in the organization you are managing. Search the employees by their User ID or personal identity number as necessary.

Select the employee to whom you give authorizations

Katso IDs

Holder name	User ID	Select
Anna Asianhoitaja	iy57pw	<input type="checkbox"/>
Kiia Kirjanpitäjä	d78e2i	<input type="checkbox"/>
Kirsi Kirjanpitäjä	j7yi9g	<input type="checkbox"/>
Aino Asiantuntija	e36m97	<input type="checkbox"/>
Kalle Kirjanpitäjä	rc67qx	<input type="checkbox"/>
Alvar Asiantuntija	o28zs8	<input checked="" type="checkbox"/>

Katso Sub-IDs

Holder name	User ID	Select
Alma Alitunniste	z63yj7	<input type="checkbox"/>

User ID

Personal identity number

Choose the employee to whom you wish to copy the authorizations. You can only copy authorizations to one employee at a time. After copying, you can return and choose another recipient for the authorization.

The list includes those Katso IDs which have been granted a role as Employee, Master User or Parallel Master User in the company you are managing. If needed, you can search for employees by user ID or personal identity number.

Copy Authorizations - Details

You are about to copy Authorizations for an employee. Please re-check the details once again. Then select Copy Authorizations. The copying may take a few minutes if there are multiple authorizations.

Authorizations, assignee

Katso IDs

Holder name	User ID
Alvar Asiantuntija	o28zs8

Katso Sub-IDs

No Katso Sub-IDs

Authorizations to be copied

Issuer of the Authorization	State	Role(s)
Asianhoitaja Oy (6620938-4)	Active	16 count
Päämies Oy (6650301-4)	Active	16 count

Check the information and choose Copy authorizations. If there are a lot of authorizations to be copied, this may take several minutes.

Copy Authorizations - Review

- Authorizations copied

Assignee

Katso IDs

Holder name	User ID
Alvar Asiantuntija	o28zs8

Katso Sub-IDs

No Katso Sub-IDs

Copied authorizations

User ID	Issuer of the Authorization	State	Role(s)	Note
o28zs8	Päämies Oy (6650301-4)	Aktiivinen	16 kpl	

Authorizations that haven't been copied (authorization already in force etc.)

User ID	Issuer of the Authorization	State	Role(s)
o28zs8	Asianhoitaja Oy (6620938-4)	Aktiivinen	16 kpl

The Review stage shows the end result of the copying of authorizations. For example,

- if the employee you delegated an authorization to already had it, no new delegation took place;
- if the employee already had some of the Roles, only the ones he/she didn't have were delegated.

You also receive a notification if you have copied authorizations to an employee's Katso Sub-ID and the chosen authorizations included roles that could not be copied to the Sub-ID. If so, only some of the roles in the original authorization were copied to the employee.

You can copy the same authorizations to another employee by clicking Copy the same authorizations for another employee. Return to the Manage Authorizations view by clicking Finished.