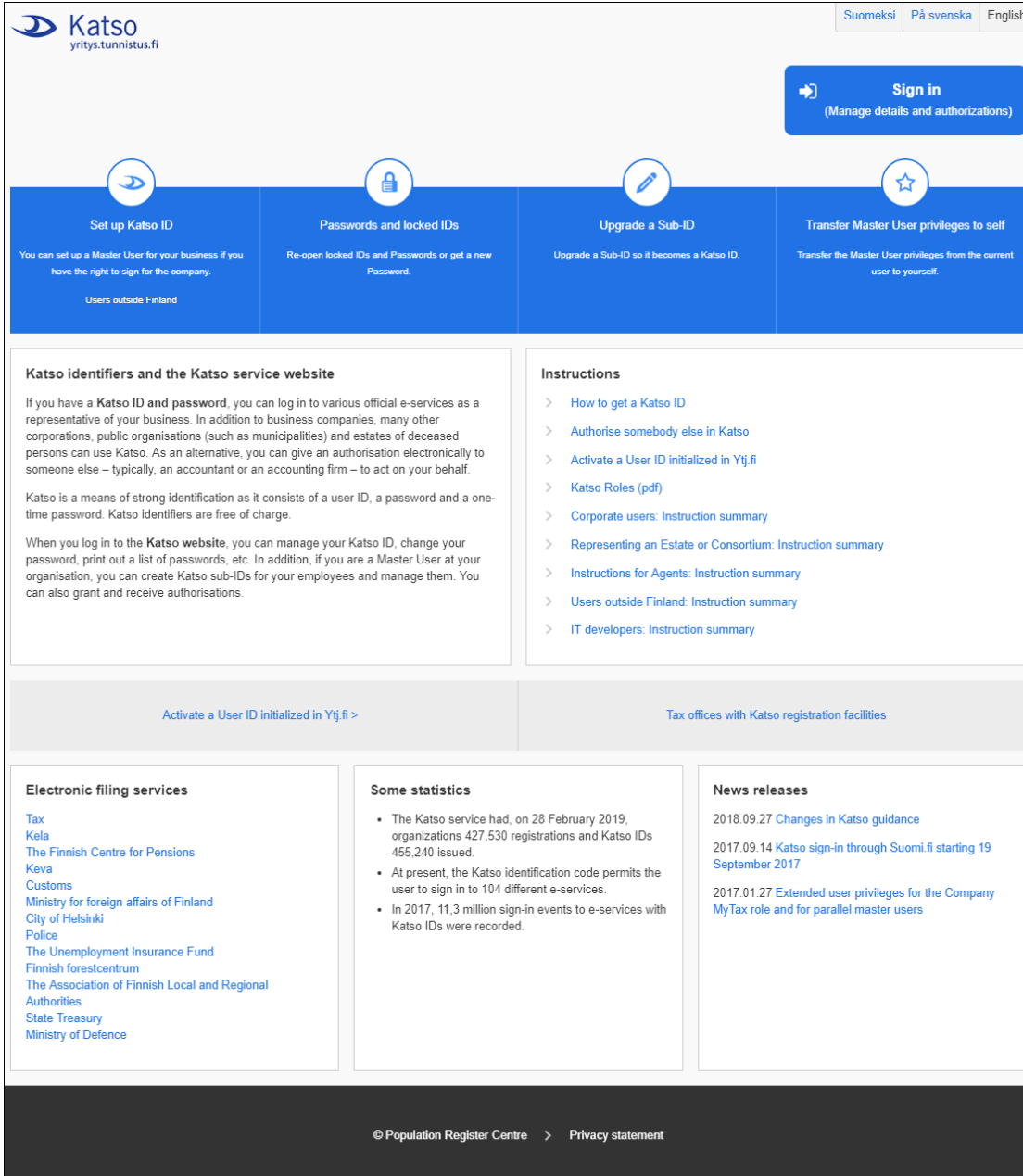


Master User setup

A director, shareholder or other official representative of an organization can sign in to Katso Management Application at <https://yrittys.tunnistus.fi> to set up a Master User.



The screenshot shows the Katso Management Application homepage. At the top left is the Katso logo and the URL yrittys.tunnistus.fi. On the top right, there are language selection buttons for 'Suomeksi', '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 upper right area.

Below the sign-in button is a horizontal navigation bar with four blue tiles, 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 with a Katso ID and password, users can log in to various official e-services. It also states that Katso identifiers are free of charge and 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

Below these columns are two additional links:

- Activate a User ID initialized in Ytj.fi >
- Tax offices with Katso registration facilities

The bottom section of the page is divided into three columns:

- Electronic filing services**: Lists various government and service providers such as Tax, Kela, The Finnish Centre for Pensions, 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

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

You have three alternative ways to confirm your identity electronically

- Personal Network Banking ID,
- electronic microchip cardor
- Katso ID.

If you cannot confirm your identity electronically in either of the two ways, you can perform the setup procedure at your workstation, but you should visit a point of service dealing with [Katso registration](#) to confirm your identity in person.

Setting up a Master User

Use this window to set up a Master User for your organization.

Setup should follow the following sequence:

1. Checking the Master User's identity
2. Acceptance of Terms and Conditions
3. Writing and saving organization data
4. Creating Passwords for the ID
5. Creating and printing out List of One-Time Passwords
6. Acceptance and confirmation of ID summary
7. Confirmation of ID setup

Master User ID consists of the following parts:

- Katso User ID is formed as it is set up.
- You create and save the Katso Password and the Katso Master User Password.
- You print out the List of One-Time Passwords.

You are expected to use the ID, the Katso Password and the List when you sign in for electronic filing services and for the Katso service. However, you will only need Katso Master User Password for administration within the organization (Other IDs within the organization, authorizations and changes in basic data).

[Katso User's Guide](#) features instructions for Setting up Master User (pdf). To go through steps 5 and 6, you do not necessarily have to have a printer, instead, you can check the User's Guide instructions to see how to save the list as a file (<https://yritys.tunnistus.fi> - User's Guide).

Press Next.

Setting up a Master User - Secure sign-in (1/7)

Master User's identity is confirmed through electronic ID (electronic chip card/TUPAS/Katso ID) or personal visit to a Katso registration office. See Tips and facts on the Katso home page (<https://yritys.tunnistus.fi>) for a list of offices dealing with Katso registration.


Master User ID becomes active after the official has confirmed the user-submitted information. You will receive e-mail to notify of activation.

Choose identification:

I have an electronic ID (electronic chip card, TUPAS network banking ID or Katso ID).














I will visit a Katso registration office.

Select identity confirmation method and press Next.

 e-Identification


You are identifying yourself to the service
Katso Service

Select identification method

 Certificate card	 Mobile certificate	 OP Bank Group	 Nordea
 Danske Bank	 Handelsbanken	 Ålandsbanken	 S-pankki
 Aktia	 POP Pankki	 Säästöpankki	 Oma Säästöpankki
 Katso OTP			

[← BACK TO SERVICE](#)

i The Suomi.fi e-Identification offers a new user interface. You can now recognise all Suomi.fi services from the Suomi.fi flag symbol. Suomi.fi e-Identification is a shared identification service for public administration e-services. It will make identification secure and easy. You can use the identification method of your preference.

 e-Identification

Information about Suomi.fi-identification	Give feedback
Privacy statement	Report an error

Proceed as instructed within the electronic system of your choice. Continue the Master User setup process after your identity has been successfully confirmed.

Setting up a Master User - Principles for authentication (2/7)

PRINCIPLES AND TERMS OF USE FOR KATSO AUTHENTICATION OF ORGANIZATIONS

SERVICE PROVIDER
Population Register Centre

Contact details of the Population Register Centre:
<http://vrk.fi/en/contact-information>.

SERVICE DESCRIPTION

The Population Register Centre offers its customers a service for the authentication and authorisation of organisations, the Katso service. Provisions on the service are laid down in Act on common administrative e-service support services (571/2016). Katso identifiers provide users with authentication which uses a user ID, a password and a one-time password.

In the Katso identification system, organisations and those authorised by an organisation can acquire an identification device (Katso identification). With the help of the device, those representing an organisation can authenticate themselves when logging in to e-services that have been made available by public authorities or other public bodies who are entrusted with a public service. Once logged in, they can visit any of the e-

[Print Principles...](#) [Show privacy statement...](#)

I accept the principles for Katso authentication.

Read and accept Terms and Conditions and press Next.

Setting up a Master User - Data input (3/7)

Organization information

Name of Organization *

Organization ID * Business ID

Street address *

Street address 2

Postal code *

Post office *

Country *

Master User information

First name *

Last name *

Personal identity number *

Default language

E-mail *

Cellular (mobile) phone

Type requested information regarding your organization and yourself, and press Next.

Setting up a Master User - Passwords (4/7)

Your Master User ID will have two different Passwords that you are expected to create and type yourself (while you should make them easy to remember, do not make them easy to guess):

- Fixed Password for sign-in
- Master User Password for administration within the organization (Other IDs within the organization, authorizations and changes in basic data).

You should usually avoid writing down your Passwords. However, if you do write them down, keep the papers in a separate place. The Passwords will not be shown on ID summary printout.

Password

Fixed Passwords are used for sign-in. Length requirement: 8 to 1024 characters. Passwords must have: UPPERCASE letters, lowercase letters, and numbers. They may contain special characters.

Password *
Retype Password *

Master Password

The Master and Admin User Passwords in the Katso Identification System are for working with organizational details. Length requirement for Passwords is 4x4 characters. They are not case-sensitive.

Password *
Retype Password *

Set a fixed Password. The Password must have UPPERCASE letters, lowercase letters, and numbers. Passwords may contain special characters. Password length requirement: 8 to 1024 characters.

Set a fixed Master Password (4 x 4 characters) and press Next.

Setting up a Master User - Printing the Password List (5/7)

One-Time Passwords are necessary for strong sign-in and authentication.

Choose your preferred length for the List of One-Time Passwords (40, 80, 160 or 240 passwords) and click Print. Instead of making a paper printout you can print-to-file. Follow the instructions in User's Guide (<https://yrittys.tunnistus.fi> - User's Guide).

List of One-Time Passwords

Number of Passwords

Select desired Number of Passwords from the drop-down list, print out the List of One-Time Passwords and press Next.

Setting up a Master User - Summary (6/7)

Please print out this summary and keep it in a safe place (not where you keep Passwords). Remember to bring along the printout if you visit a tax office to discuss matters relating to your Katso ID.

Identifier

User ID na48z3

Organization information

Name of Organization Yritys Oy
Organization ID 6631628-6
Street address Kauppakatu 1
Street address 2
Postal code FI-00100
Post office Helsinki
Country Finland

Master User information

First name Anna
Last name Yrittäjä
Personal identity number 041205A9827
Default language Finnish

Contact information

E-mail anna.yrittaja@yritys.fi
Cellular (mobile) phone

Print summary...
 < Back Finish Cancel

Print out the summary. The system has created a User ID for you. You can see it displayed on the summary. Press Finish to approve.

Setting up a Master User - Confirmation (7/7)
The system has saved the organization and ID information.

Setting up a Master User - Confirmation (7/7)
The ID and the Master User status are active. You will receive a further e-mail later to confirm.

Setting up a Master User - Confirmation (7/7)
The system has saved the organization and ID information.

Because you did not sign in through a strong authentication process, visit one of the Katso registration offices to prove your identity. See Tips and facts on the Katso home page (<https://yritys.tunnistus.fi>) for a list of offices dealing with Katso registration. You should take care of this within three weeks or the ID will expire.

You will be asked to provide a proof of your identity in the form of a passport, driver's license or national identity card issued by the police

If you fail to visit a point of service on time to prove your identity, the new ID will expire and you have to set it up again.

Finished

Press Finished.

Now the Master User data is saved in the system. It should yet be processed by a tax officer. You will receive e-mail when the officials are ready to activate the ID and the Master User.

If you selected, back in window 1/7, identity confirmation in person, please visit an appropriate office within three weeks to have the ID activated. List of tax offices dealing with [Katso registration](#) are shown here.