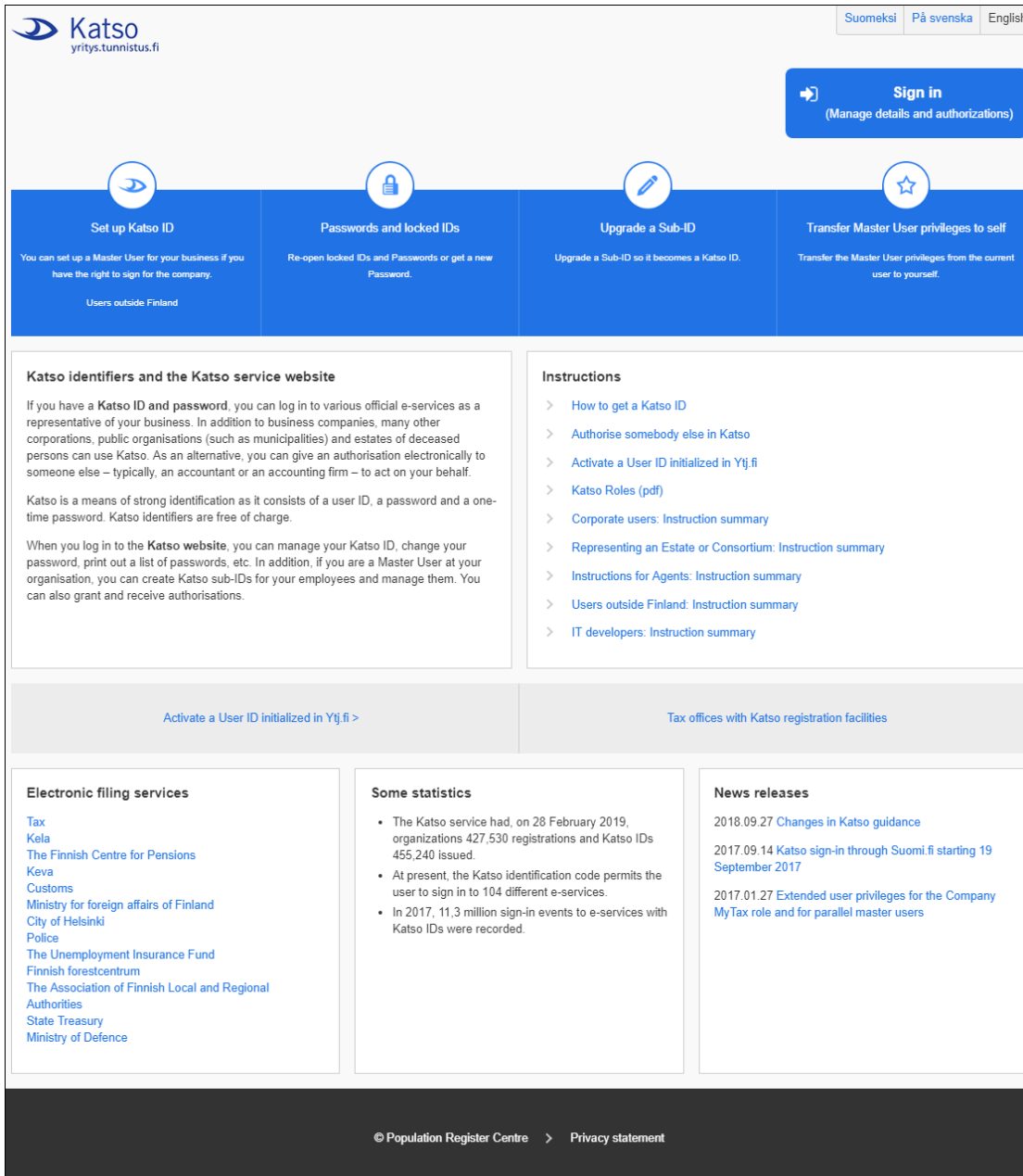


New Master User (Holder of a Katso ID)

You can sign in to Katso at <https://yritys.tunnistus.fi> to set up a **New Master User** if you already have a Katso ID and the legal right to sign the company name.



The screenshot shows the Katso website interface. At the top left is the Katso logo and the URL yritys.tunnistus.fi. At the top right are language selection buttons for 'Suomeksi', 'På svenska', and 'English'. A prominent blue 'Sign in' button with a right-pointing arrow and the text '(Manage details and authorizations)' is located in the top right area.

Below the navigation bar 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 login to official e-services. It also states that Katso identifiers are free of charge and that users can manage their IDs on the website.
- 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 grey 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 links to various government services like Tax, Kela, The Finnish Centre for Pensions, etc.
- Some statistics**: A list of bullet points providing data on Katso service usage, such as 427,530 registrations and 455,240 issued IDs as of February 2019.
- News releases**: A list of recent news items with dates, such as '2018.09.27 Changes in Katso guidance'.

At the very bottom, a dark grey footer contains 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://yritys.tunnistus.fi>

Sign In

Please enter your username and password.

Username:

Password:

Enter your **username** and fixed **password** and press 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: 8

Username:

One-Time Password:

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



Katso Management

Olivia Ohje

ID	Katso ID information
Information	Use this window to maintain your contact information, change Passwords, and print & act Passwords.
Authorizations	
New Master User	

Select **New Master User** under ID.

New Master User - Information (1/4)

Use this window to request Master User privileges if you are a Katso ID holder. The Master User applicant should have the legal right to sign the company name. Fill out the form with information relating to the organization where you are requesting for Master User privileges.

Organization information

Name of Organization *	<input type="text" value="Firma Oy"/>
Organization ID *	Business ID <input type="text" value="6650302-2"/>
Street address *	<input type="text" value="Kauppakatu 1"/>
Street address 2	<input type="text"/>
Postal code *	<input type="text" value="FI-00100"/>
Post office *	<input type="text" value="Kauppala"/>
Country *	<input type="text" value="Finland"/>

Master User information

First name	Olivia
Last name	Ohje
Personal identity number	101258+968A
Default language	Suomi

Contact information

E-mail *	olivia.ohje@ohje.fi
Cellular (mobile) phone	

Fill out the Organization information and press Next.

New Master User - Password (2/4)

Your application for Master User will be associated with your Katso ID. This process will not update current personal data, Password and List of One-Time Passwords.

Your Password will not be printed on the Summary printout. Please write it down on a piece of paper to keep it safe.

Master Password

The Master User Password is used whenever organization information is being typed or saved. Master Password length is 4x4 characters, and Master Passwords are not case-sensitive.

Password *	<input type="password"/>	<input type="password"/>	<input type="password"/>	<input type="password"/>
Retype Password *	<input type="password"/>	<input type="password"/>	<input type="password"/>	<input type="password"/>

Invent and set a fixed Master Password (4 x 4 characters). Press Next.

New Master User - Summary (3/4)

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 a1b2c3

Organization information

Name of Organization Firma Oy
Organization ID 6650302-2
Street address Kauppakatu 1
Street address 2
Postal code FI-00100
Post office Kauppala
Country Finland

Master User information

First name Olivia
Last name Ohje
Personal identity number 101258+968A
Default language Suomi

Contact information

E-mail olivia.ohje@ohje.fi
Cellular (mobile) phone

Print summary...

< Back

Finish

Cancel

Print out the summary and press Finish.

New Master User - Confirmation (4/4)

Your request for Master User account has been forwarded to the Finnish Tax Administration. The system will send you e-mail after your request is processed. Your account will be activated as soon as the process is complete.

Return

Your request for Master User account has been forwarded to be processed by the Finnish Tax Administration. You will receive e-mail when your Master User request has been accepted (or rejected).