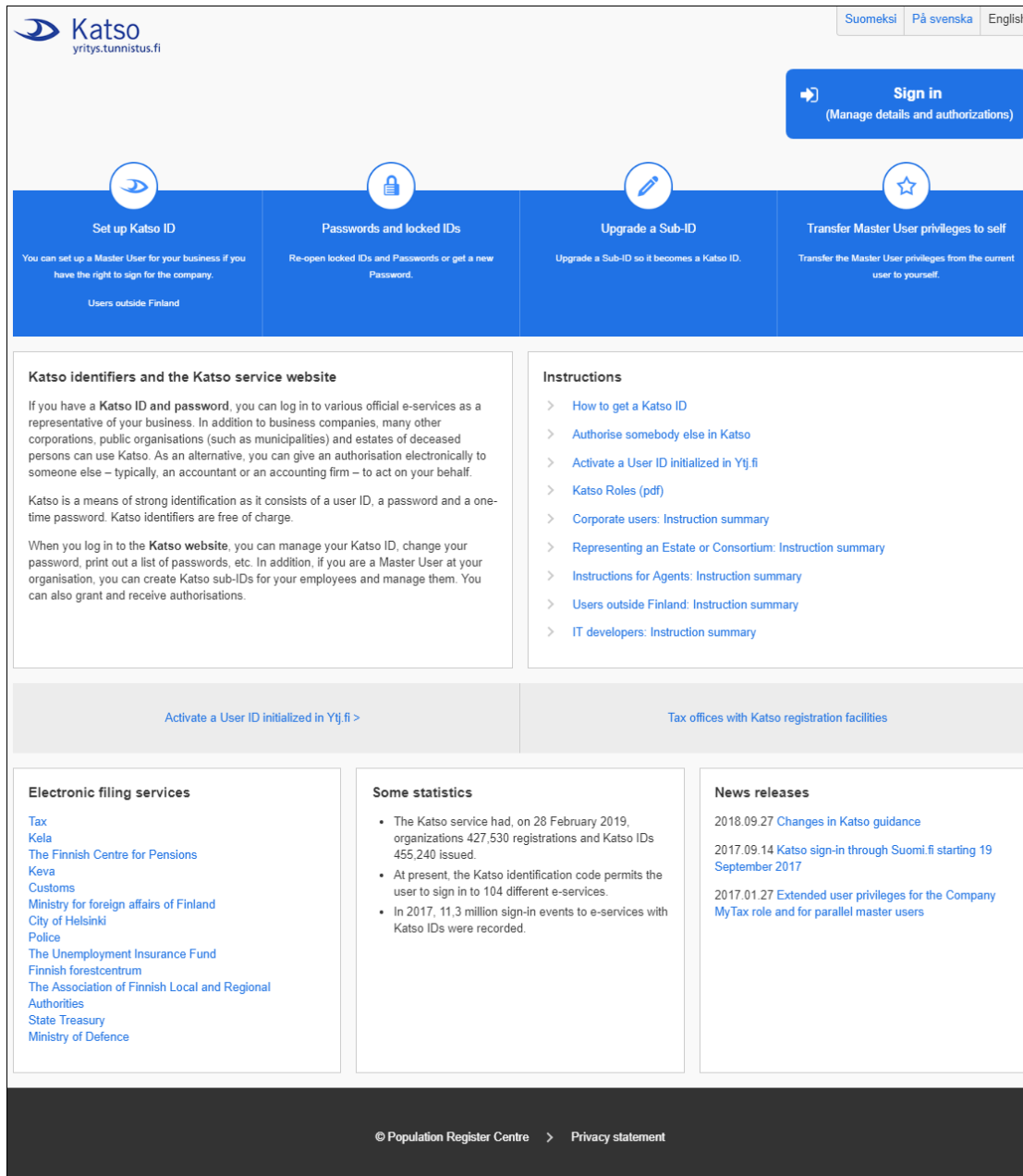


Setting up a Sub-ID

Holders of Katso ID with Master User or Parallel Master User status can use this feature.

Go to the Katso Management Application at <https://yritys.tunnistus.fi> to set up a sub-ID.



The screenshot shows the Katso Management Application interface. At the top left is the Katso logo and the URL yritys.tunnistus.fi. At the top right are language selection buttons for Suomi, Svenska, and English. A prominent blue button labeled 'Sign in (Manage details and authorizations)' is located in the top right corner. Below this is a navigation bar with four main sections: 'Set up Katso ID', 'Passwords and locked IDs', 'Upgrade a Sub-ID', and 'Transfer Master User privileges to self'. The 'Upgrade a Sub-ID' section is highlighted, indicating it is the current focus. Below the navigation bar, there are two columns of text: 'Katso identifiers and the Katso service website' and 'Instructions'. The 'Instructions' column lists several links, 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 more sections: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'. At the bottom, there are three columns: 'Electronic filing services' (listing various government agencies), 'Some statistics' (providing data on Katso service usage), and 'News releases' (listing recent updates). The footer contains the copyright information: © 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:

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://yritys.tunnistus.fi>


Sign In

Please enter the next unused one-time password.

Username:

One-Time Password:

Type the appropriate One-Time Password and press Continue.



Katso Management

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

Anna Yrittäjä [Log Out](#)

<p>ID</p> <p>Information</p> <p>Authorizations</p> <p>New Master User</p> <hr/> <p>Organization</p> <p>Information</p> <p>Sub-IDs</p> <p>Role Groups</p> <p>e-Services</p> <hr/> <p>Authorizations</p> <p>New Authorizations</p> <p>Valid Authorizations</p> <p>Granted Authorizations</p> <p>Manage Authorizations</p> <hr/> <p>Powers of Attorney</p> <p>New Power of Attorney</p> <p>Created Powers of Attorney</p> <p>Approved Powers of Attorney</p> <p>Rejected, cancelled and expired Powers of Attorney</p> <p>Change Master User or Parallel Master User Password</p>	<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: ew66oe</p> <p>User level: Master (2)</p> <hr/> <p>Holder information</p> <p>First name: Anna</p> <p>Last name: Yrittäjä</p> <p>Personal identity number: 070102A902X</p> <p>Default language: Finnish <input type="button" value="Change"/></p> <hr/> <p>Contact information</p> <p>E-mail *: <input type="text" value="anna.yrittaja@yritys.fi"/></p> <p>Cellular (mobile) phone: <input type="text"/> <input type="button" value="Save"/></p> <hr/> <p>Change the Fixed Password</p> <p>Old Password *: <input type="password"/></p> <p>New Password *: <input type="password"/></p> <p>Retype Password *: <input type="password"/> <input type="button" value="Change"/></p> <hr/> <p>List of One-Time Passwords</p> <p>Number of Passwords: 40 <input type="button" value="Print..."/></p> <hr/> <p>Authorizations process</p> <p><input checked="" type="checkbox"/> Automatic receipt and approval of Authorizations <input type="button" value="Guide"/></p> <p style="text-align: right;"><input type="button" value="Save changes"/></p> <hr/> <p>Revoke ID</p> <p>I want to revoke my Katso ID. <input type="checkbox"/> <input type="button" value="Revoke ID"/></p>
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Select Organization -- Sub-IDs.

Login to Organization info

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

Organization Yritys Oy (6630052-4)

•••• •••• •••• ••••

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 Master or Admin Password and press Next.

Sub-IDs

Use this window to create new Sub-IDs for your organization. Furthermore, you can search Sub-IDs by typing a User ID or the holder's name in the search field. To see all the Sub-IDs of your organization, press Search without writing anything in Search Terms.

Search string Search

Matching IDs
No sub-IDs to match search criteria.

New Sub-ID

Press New Sub-ID.

New sub-ID - Information (1/3)

Select organization, type Sub-ID holder information, and set Password.

Organization association

Organization

Yritys Oy (6630052-4) ▾

Holder information

First name *

Teppo

Last name *

Työntekijä

Contact information

E-mail

Cellular (mobile) phone

Katso password

You should use your Password to sign in. Password length is 8-1024 characters, and they must contain at least one character out of three of the following four categories a) Uppercase letters b) Lowercase letters c) Numbers d) Special characters.

Password *

••••••••

Retype Password *

••••••••

Next >

Cancel

If necessary, select the desired organization from the drop-down list under Organization association. Enter the holder's first name, last name and contact details, and set a Password for the new sub-ID. Press Next.

New sub-ID - Summary (2/3)

Press Print to print out the summary. Press Confirm to validate the Sub-ID.

Organization association

Organization

Yritys Oy (6630052-4)

Information concerning the sub-ID

Sub-ID

ha3r9r

Holder information

First name

Teppo

Last name

Työntekijä

Contact information

E-mail

Cellular (mobile) phone

< Back

Print

Finish

Cancel

Print out the summary to hand out to the holder. Also give the holder the Password. Press Finish to confirm the summary.

New sub-ID - Confirmation (3/3)

Sub-ID has been created. Press Finish and deliver the summary to the new holder.

Finished

Press Finished to close.

Sub-IDs

Use this window to create new Sub-IDs for your organization. Furthermore, you can search Sub-IDs by typing a User ID or the holder's name in the search field. To see all the Sub-IDs of your organization, press Search without writing anything in Search Terms.

Search string Search

Matching IDs

Sub-ID	Holder of the ID ^	State of the ID	
ha3r9r	Teppo Työntekijä	Active	Info

New Sub-ID

Press Info to look up the Sub-ID as necessary. Also press Info if you need to make changes.

Information concerning the sub-ID

Use this window to maintain Sub-ID holder information, unlock a locked ID, and to change Passwords. You can also use this window to remove IDs.

Information concerning the sub-ID

Sub-ID	ha3r9r
Organization	Yritys Oy (6630052-4)
State	Active
Created	7.7.2011

Holder information

First name *

Last name *

Contact information

E-mail

Cellular (mobile) phone

Change Password

New Password *

Retype Password * Change

Revoke ID Save Return

You can make changes or revoke the Sub-ID. Press Save to save changes. If you change the Password, press Change after typing and retyping the new Password.

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 :

Granted Authorizations

State	Authorizee	Granted	Valid until	
Active	Teppo Työntekijä	7.7.2011	Valid until further notice	<input type="button" value="Info"/>

Authority Authorizations
No Authority Authorizations found

The new Sub-ID is shown in the Granted Authorizations 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 Teppo Työntekijä

Information

State Active
Granted 7.7.2011
Expires Valid until further notice

Grantor

Organization Yritys Oy (6630052-4)
ID type Business ID
Granted by Anna Yrittäjä

Roles

Service provider	Role
KATSO	Company Employee

Contact information

Street address
Street address 2
Postal code
Post office
Country Finland
E-mail
Cellular (mobile) phone

Please note that an Authorization known as KATSO Company Employee is formed at the same time when a Sub-ID is set up. This includes no privileges or rights to represent the company when using electronic filing services. The Authorization known as KATSO Company Representative is necessary for setting up the Sub-ID. **Do not revoke it.**

At a later stage, the Master User can grant separate Authorizations to the Sub-ID to use electronic filing services as necessary. Electronic filing services may require strong authentication, whereby the holder of the Sub-ID must upgrade the Sub-ID to Katso ID prior to the granting of the necessary authorizations.