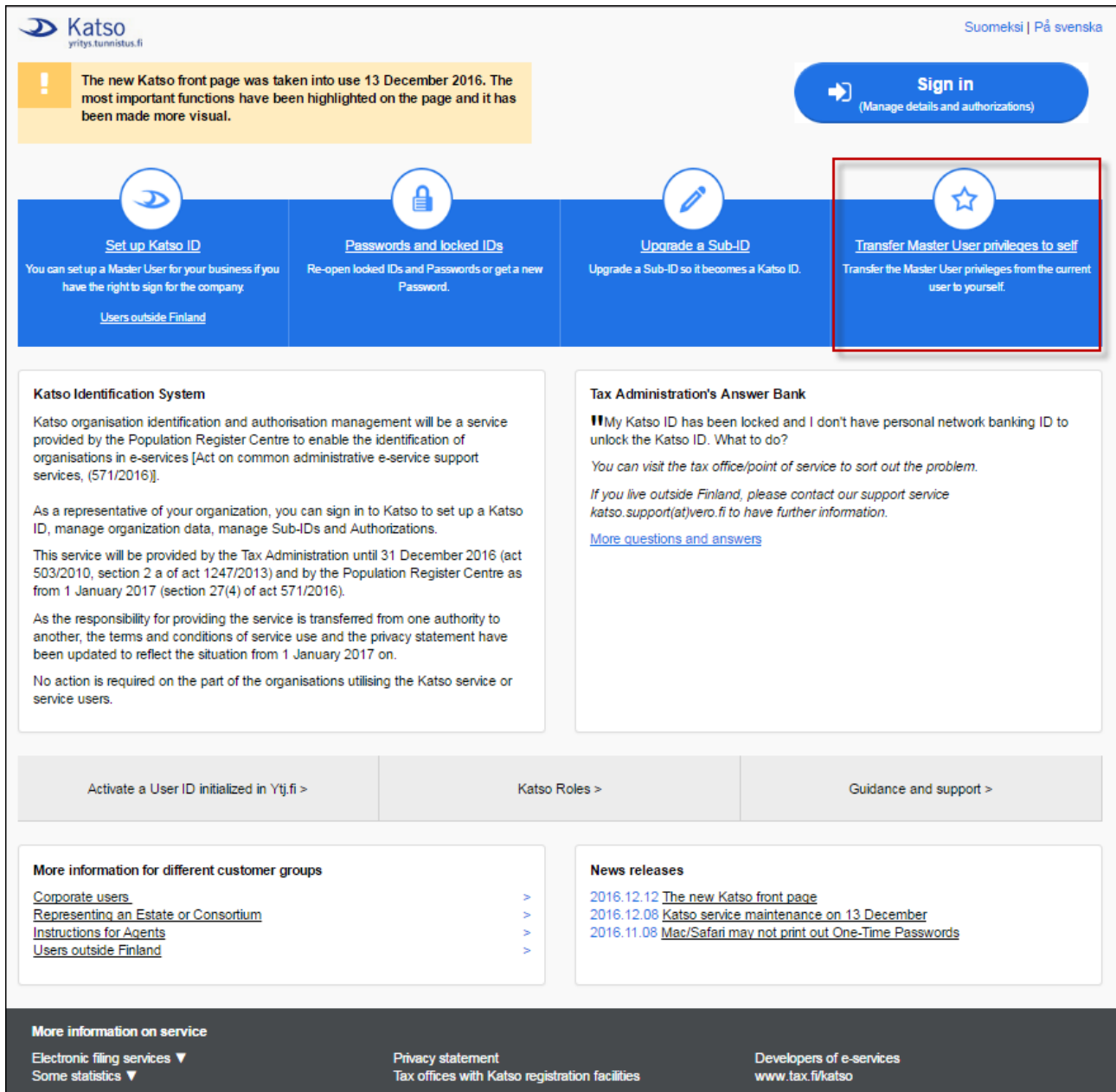


## Transfers of Admin rights from one user to another

Administrator rights (also known as the Katso Master User) may have to be transferred from one employee to another because of the changes occurring from time to time as to who is entitled to sign for the company. This transfer is made on <https://yritys.tunnistus.fi>. Sign-in is required either with an individual's personal e-banking identifiers or with a microchip ID card; alternatively the individuals concerned may visit the tax office to confirm their identities.



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 the language options 'Suomeksi | På svenska'. A yellow notification box states: 'The new Katso front page was taken into use 13 December 2016. The most important functions have been highlighted on the page and it has been made more visual.' A blue 'Sign in' button with a right-pointing arrow and the text '(Manage details and authorizations)' is located in the top right. Below the notification is a row of four blue action cards. The first card is 'Set up Katso ID' with a key icon, text 'You can set up a Master User for your business if you have the right to sign for the company.', and a link 'Users outside Finland'. The second card is 'Passwords and locked IDs' with a lock icon, text 'Re-open locked IDs and Passwords or get a new Password.'. The third card is 'Upgrade a Sub-ID' with a pencil icon, text 'Upgrade a Sub-ID so it becomes a Katso ID.'. The fourth card, 'Transfer Master User privileges to self' with a star icon, text 'Transfer the Master User privileges from the current user to yourself.', is highlighted with a red border. Below these cards are two white informational boxes. The left one is titled 'Katso Identification System' and contains text about the service provided by the Population Register Centre and the Tax Administration. The right one is titled 'Tax Administration's Answer Bank' and contains a FAQ entry: 'My Katso ID has been locked and I don't have personal network banking ID to unlock the Katso ID. What to do?'. Below these boxes is a navigation bar with three items: 'Activate a User ID initialized in Ytj.fi >', 'Katso Roles >', and 'Guidance and support >'. At the bottom are two more white boxes: 'More information for different customer groups' with links for 'Corporate users', 'Representing an Estate or Consortium', 'Instructions for Agents', and 'Users outside Finland'; and 'News releases' with links for '2016.12.12 The new Katso front page', '2016.12.08 Katso service maintenance on 13 December', and '2016.11.08 Mac/Safari may not print out One-Time Passwords'. The footer is a dark grey bar with 'More information on service' (Electronic filing services, Some statistics), 'Privacy statement' (Tax offices with Katso registration facilities), and 'Developers of e-services' (www.tax.fi/katso).

Click **Transfer Master User privileges to self**.

### Transfer of Master User privileges

Use this window to request that the organization's Master User privileges be transferred from current Master User to yourself. You should have the current Master User's personal identity number available.

Transfer of Master User should follow the following sequence:

1. Checking the new 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 transfer.

Master User ID is made up as follows:

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

If you are a Katso User ID holder already, Master User privileges will be associated with your existing Katso ID, and you will only have to define your new Master User Password.

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).

Next > Cancel

Click Next.

### Transfer Master Rights - Secure sign-in (1/7)

Master User's identity is confirmed through electronic ID (electronic chip card/TUPAS) 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 or TUPAS network banking ID).
- I will visit a Katso point.














Next > Cancel

Select the sign-in sequence or a visit to the Katso office to confirm your identity, click 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](#)

Click the desired icon and follow the instructions that appear on the screen.  
However, we have selected the visit to a tax office handling Katso registration.

### Transfer Master Rights - 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 the Principles for authentication, check the box to accept them, click Next.

### Transfer Master Rights - Data input (3/7)

Please type the basic data necessary for the transfer of Master User privileges.

**Organization information**

Name of Organization \*

Organization ID \* Business ID

**Current Master User's information**

Personal identity number \*

**Master User information**

First name \*

Last name \*

Personal identity number \*

Default language

E-mail \*

Cellular (mobile) phone

Fill in the facts your organization, the current Administrator, your own name, personal identity number and e-mail. Click Next.

### Transfer Master Rights - 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):

- Katso Password for signing in and
- 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.

#### 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 \***

#### 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 \***

**Retype Password \***

Set a Katso Password (made up of minimum 8, maximum 1024 characters) and a fixed Admin Password (4 x 4 characters). Click Next when you are done.

(If you already have your Katso identifiers all you have to do at Stage 4/7 (this stage) is to set an Admin Password.)

### Transfer Master Rights - 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://yritys.tunnistus.fi> - User's Guide).

#### List of One-Time Passwords

**Number of Passwords**

Select a convenient quantity of One-Time Passwords for printing, print out the list with your own printer and click Next. (If you already have your Katso identifiers you will be redirected from Stage 5/7 (this stage) to Stage 6/7.)

### Transfer Master Rights - 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** pn3sn7

#### Organization information

**Name of Organization** Siirto Oy  
**Organization ID** 6629261-6  
**Street address** Siirtokatu 1  
**Street address 2**  
**Postal code** FI-00100  
**Post office** Siirtola  
**Country** Finland

#### Master User information

**First name** Olivia  
**Last name** Ohje  
**Personal identity number** 211152+9062  
**Default language** English

#### Contact information

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

Print summary...

< Back

Finish

Cancel

Print out this Summary page. It shows a system-generated (or your previously generated) User ID. Click Finish to accept.

### Transfer Master Rights - 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

Click Finished.

Your request for the transfer of Administrator rights is now pending. An employee will soon check it. If you did not use an electronic authentication method when signing in you must visit a tax office that handles Katso registrations to confirm your identity in person. When the transfer is complete we will send you an e-mail message.