

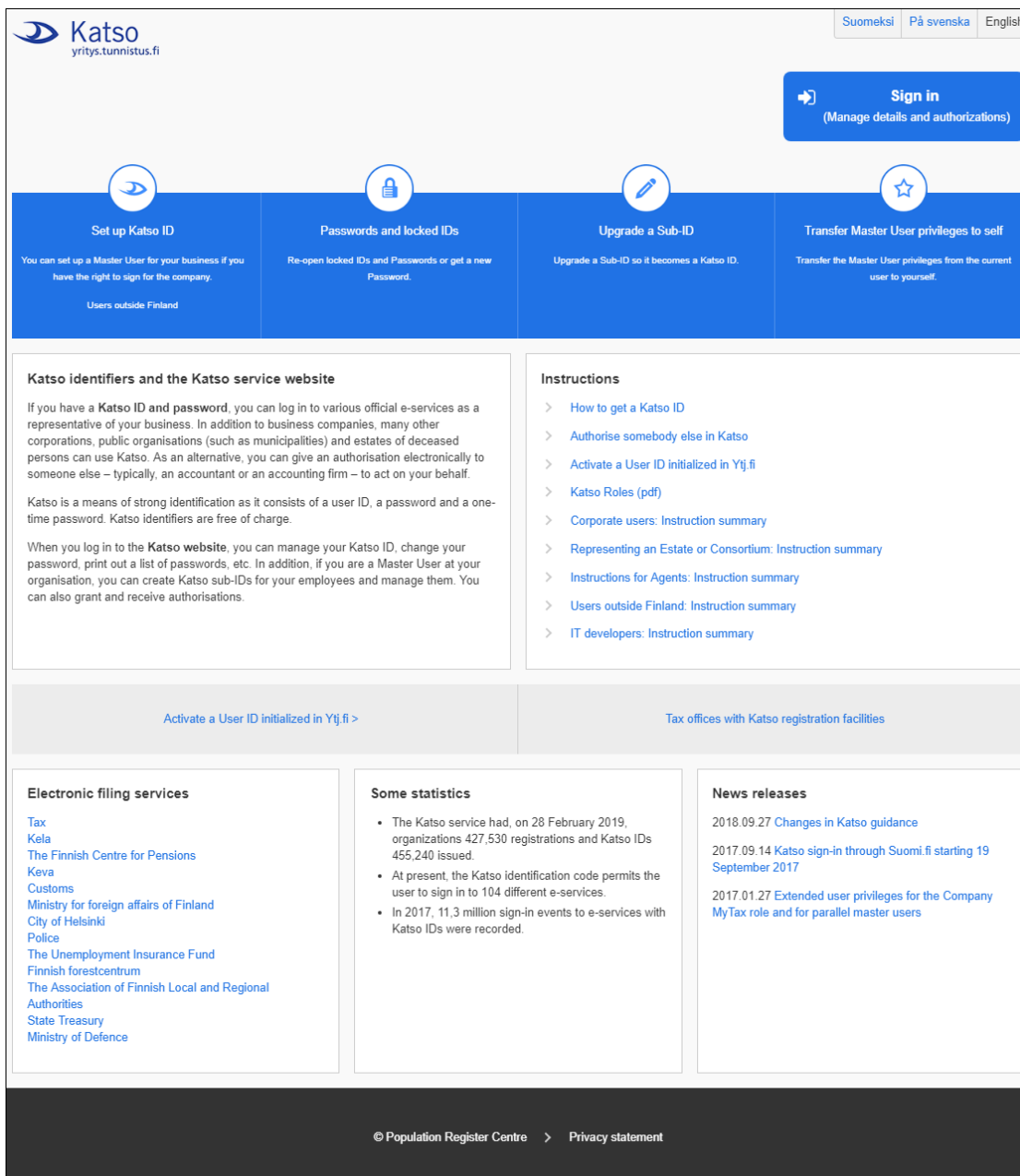
Upgrade Sub-ID to Katso ID

Holders of Katso Sub-IDs can go to Katso at <https://yritys.tunnistus.fi> to upgrade their Katso Sub-ID to a Katso ID.

The two alternative ways to confirm your identity are:

- Network banking ID and Password, and
- Electronic microchip ID card.

If you cannot use either of the two methods, please visit a tax office dealing with [Katso registration](#) to confirm your identity in person. You should do this afterwards, that is, after completing the steps to upgrade the ID.



The screenshot shows the Katso website interface. At the top right, there are language options: 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 visible. Below this, a navigation bar contains four main menu items, each with an icon and a description:

- 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.

Below the navigation bar, there are two main content areas:

- Katso identifiers and the Katso service website**: A text block explaining that with a Katso ID and password, users can log in to various official e-services. It also states that Katso is a means of strong identification and that users can manage their Katso ID on the website.
- Instructions**: A list of links for further guidance, 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'.

At the bottom of the main content area, there are two links: 'Activate a User ID initialized in Ytj.fi >' and 'Tax offices with Katso registration facilities'.

The footer of the page contains three columns of information:

- 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, the footer text reads: © Population Register Centre > Privacy statement

Select **Upgrade a Sub-ID**.

Upgrading a Limited Katso Account to a Katso Account

Use this window to strengthen a Sub-ID to become a Katso ID. After the process is complete, your personal identity number will be associated with the Katso User ID, and you will be able to use the ID for multiple purposes. The authorizations that the Katso Sub-ID have included so far will be associated with the strengthened Katso ID.

Katso Sub-ID upgrade to a Katso ID should follow the following sequence:

1. Checking identity
2. Acceptance of Terms and Conditions
3. Signing in with the Sub-ID
4. Checking the basic data of the ID
5. Creating Passwords for the ID
6. Creating and printing out Lists of One-Time Passwords
7. Acceptance and confirmation of ID summary
8. Confirmation of Sub-ID conversion

Katso User ID consists of three parts:

- Katso User ID
- You choose the Katso 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.

[Katso User's Guide](#) includes instructions for Strengthening and upgrading a Sub-ID to become a Katso ID (pdf). You should have a printer to complete steps 5 and 6, or you can copy the list into a [Katso Password List File](#).

Next > Cancel

Read the instructions and press Next.

Sub-ID upgrade - Secure sign-in (1/8)


Sign in through an electronic sign-in method (electronic chip card/TUPAS) or visit a Katso point of service in person.

Choose identification:

- I have an electronic ID (chip card or a network banking ID).
- I will visit a Katso point.

< Back Next > Cancel














Select your sign in preference, 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](#)

Select your electronic ID preference, and follow the instructions provided. As soon as you have signed in electronically, you can continue with the upgrade process.

Sub-ID upgrade - Terms and Conditions of Use (2/8)

TERMS AND CONDITIONS OF USE FOR KATSO IDENTIFICATION SYSTEM (Katso)

DESCRIPTION OF PURPOSE

Katso is the shared support service for Kela (the Social Insurance Institution) and the Finnish Tax Administration. It is a system of user identification and authentication allowing the user to sign in for various e-services. To enable the use of your own personal data, you have to be satisfactorily identified. The Service Provider collects no charge for the use of Katso.

You will have to sign in just once for the online services of all participating authorities. The Katso service uses strong authentication: you have to type your User ID, Password and One-Time Password.

Users of Katso must follow the rules of the User ID and Password as defined by the authority that originally issued the User ID and Password. The authorities bear no responsibility for any errors or misuse caused by improper safekeeping of the User IDs and Passwords.

Certain electronic services may include additional terms

[Print Terms and Conditions...](#) [Show Description of File...](#)

I accept the Terms and Conditions.

< Back Next > Cancel

Read and accept the Terms and Conditions and press Next.

Sub-ID upgrade - ID information (3/8)

Type the information relating to the Sub-ID that you want to strengthen.

Sub-ID information

User ID *

Password *

< Back Next > Cancel

Type **User ID** and **Password**. Press Next.

Sub-ID upgrade - Data input (4/8)

If necessary, you can correct and complete your name, address and telephone information

Limited Katso ID

User ID ck8hk2

Holder information

First name Olli
Last name Opastaja
Personal identity number 191268-9268
Default language Suomi
E-mail * olli.opastaja@ohje.fi
Cellular (mobile) phone

< Back Next > Cancel

Type holder's **contact details** and press Next.

Sub-ID upgrade - Passwords (5/8)

The ID to strengthen will include a Password that you are expected to create and type yourself (while you should make it easy to remember, do not make it easy to guess). We recommend that you should not write down your Password if possible. If you do write it down, keep it in a safe place, separate from other documentation. Passwords are not shown on the 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 *

< Back Next > Cancel

Set **Password** (8-1024 characters) and press Next.

Sub-ID upgrade - Printing the Password List (6/8)

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

For printing out a List of One-Time Passwords, first select a Number of Passwords from the drop-down list, press Print to print it out and press Next.

Sub-ID upgrade - Summary (7/8)

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 go to visit a tax office to discuss matters relating to your Katso ID.

Identifier

User ID ck8hk2

Holder information

First name Olli
Last name Opastaja
Personal identity number 191268-926B
Default language Suomi

Contact information

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

Print out the summary and press Finish.

Sub-ID upgrade - Confirmation (8/8)

Your Sub-ID has successfully been upgraded to a Katso ID.

A confirmation message appears. Press Finished to close.

Back in step 1/8, you may have selected to confirm your identity in person. If this is so, you have three weeks to visit a tax office dealing with [Katso registration](#) to confirm your identity in person. You should do this afterwards, that is, after completing the steps to upgrade the ID. Then the officials will activate the ID.