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VERSION HISTORY

Version	Date	Description
1.0	19/02/2021	Document published.
1.01	21/03/2023	Corrected link on section 1. Removed the instructional video from section 4.1.
1.02	11/12/2024	Updated the guidelines for the certificate service. From 11 December 2024, the Incomes Register's own certificate service will be replaced by the Tax Administration's certificate service.
		 References to two separate Incomes Register testing environments have been removed.
		Some technical specifications have also been made.

KEY TERMS AND THEIR DEFINITIONS

Abbreviation or term	Description
GDPR	The EU-wide General Data Protection Regulation 2016/679.
Testing start notification	A form that a stakeholder can use to report to the Incomes Register the data required for starting its testing and to approve the terms and conditions of the testing environment.
E-service	The Incomes Register's browser-based web service, which can be used by the Incomes Register's data providers, data users and income earners. Data providers can report data to the Incomes Register via the e-service. Data users can search and browse the data they have the right to view in the Incomes Register.
Stakeholder testing envi- ronment	In the Incomes Register's testing environment, stakeholders can test the current production version of the e-service or the next development version.
Test customer	Anonymised data on one person or organisation used in the Incomes Register's stakeholder testing. The data of a test customer includes a personal identity code or Business ID and related name.



Testing organisation	A company or organisation participating in the stakeholder testing of the Incomes Register.
Testing contact person	The testing organisation's primary contact person in matters involving the testing of the Incomes Register. There can be several testers, but only one testing contact person. Notifications and questionnaires concerning the testing are sent to the testing contact person, as are the test records and addresses required for the tests.
Data users	Actors who have a statutory right to obtain income or other data from the Incomes Register for the purpose of performing their duties. Data users may only use the data obtained from the Incomes Register for their statutory duties. Data users include the Social Insurance Institution (Kela), the Finnish Tax Administration, insurance companies and unemployment funds.
Data providers	Actors with a statutory obligation to report data to the Incomes Register. Data providers include employers, benefit payers and substitute payers.
Authorisation	The right to act on behalf of others. Persons with the authority to sign for an organisation have all the authorisations to report data on behalf of the organisation and browse the reported data. Persons with the authority to sign can authorise another person or company to act in the Incomes Register on behalf of the organisation. The scope of authorisation is determined by means of authorisation codes.

1 GENERAL

The instructions for the Incomes Register's stakeholder testing describe the implementation of the stakeholder testing. Instructions for testing the Incomes Register's technical interface are provided in Appendix 1, Testing instructions for the technical interfaces.

These instructions for testing describe the testing of the e-service. The instructions also cover topics such as logging in to the e-service, authorisations, test IDs and test records. Testing the e-service follows the same principles and instructions as described in the Instructions for the Incomes Register's stakeholder testing.

The functions of the e-service are described in the <u>Instructions for using the Incomes Register's e-service</u>. Instructions for using the Incomes Register's e-service for data users can be found in the Tilmeri workspace for pro- duction, and they are also provided to all testing organisations when they start their testing.

1.1 Limitations

The Incomes Register has the right to limit the number of parties participating in stakeholder testing, as well as the content of testing. If necessary, the Incomes Register can request additional information from actors planning to conduct testing in order to assess the necessity of testing from the tester's and Income Register's perspective.

The provision and use of data can be tested in the e-service.

2 TEST IDS AND TEST CUSTOMERS

2.1 Test IDs

2.1.1 The testing organisation's Business ID and personal identity code with the authority to sign

The e-service is tested with an artificial organisation and artificial personal data. Each testing stakeholder will receive an **artificial Business ID** (CustomerID) and **testing organisation name** (CustomerName). The stakeholder will additionally receive an artificial **personal identity code** with the authority to sign for the company. If the stakeholder has previously already tested the Incomes Register, it may also use the same Business ID for testing the e-service by indicating this in the testing start notification.

Testers can log in to the Incomes Register's e-service testing environment as a representative authorised to sign for the company without separate authorisation. The tester logs in to the testing environment in the name of the testing organisation by using the personal identity code with the authority to sign provided by the Incomes Register. The Incomes Register's e-service will display the information of the testing organisation linked to the personal identity code.

When income is reported in the e-service, the payer is always the Business ID that



granted the authorisation for the personal identity code used by the tester to log in to the Incomes Register or on whose behalf the tester is acting at that time.

2.1.2 Suomi.fi file

In addition to the testing organisation's Business ID and personal identity code, the stakeholder testing the e-service will receive **two artificial Business ID – personal identity code pairs** (a Suomi.fi file). These IDs can be used in the testing according to the stakeholder's needs, for example, as the testing organisation's employ- ees or as an accounting firm acting on behalf of the testing organisation. Bothpersonal identity codes only has the authority to sign for the company to which it is linked. This means that testing using these IDs must begin with granting the necessary authorisations to the IDs to act on behalf of the primary testing organisation.

The authorisations can be granted in the Suomi-fi test service (in Finnish) at https://valtuusrekisteri.test.suomi.fi/e-authorizations by using the testing organisation's personal identity code with the authority to sign. After the authorisation, the IDs in the Suomi.fi file can be used to further authorise other IDs in the Suomi.fi file. Be- fore granting authorisations, it is advisable to read the instructions in chapter 4, Testing of authorisations.

The IDs in the Suomi.fi file can also be used as income earners for incomes payment reports. Business IDs in the Suomi.fi file can be used as income earners if the purpose is to test the payment of income to a company.

2.1.3 Reporting benefits payment data

The testing of reporting benefits payment data requires that the reporting of benefits payment data has been confirmed for the artificial Business ID. The confirmation is made in the e-service testing environment by using the personal identity code with authority to sign for the artificial testing organisation in question.

2.2 Test customers

The payers and income earners used in testing are primarily the test customers generated by the Income's Register.

2.2.1 Test customers received from the Incomes Register (the testiasiak-kaat.pdf file)

Each testing stakeholder will receive anonymised Business IDs and personal identity codes, including name data, for use as income earners in incomes payment reports (the **testiasiakkaat.pdf** file). Incomes payment reports will be accepted even if the names are changed, but use of the names provided by the Incomes Register is nevertheless recommended. The IDs provided in the file can be used in testing all channels. . Stakeholders are free to choose the number of income earners per each payer with a Business ID. Per- sonal identity codes can be linked to Business IDs as desired.

The testiasiakkaat.pdf file generated by the Incomes Register consists of both per-



sonal identity codes with linked first and last names and Business IDs with the legal entity's (e.g. LLC, PLC) name data. The testiasiakkaat.pdf file has been anonymised so that the customers in the record cannot be restored to their original form with a certain value or, for example, an encryption key. The record is thus compliant with the GDPR requirements, and natural persons cannot be identified from the records by adding data. The personal identity codes and Business IDs of the test customers have been anonymised in a manner that keeps them formally correct and able to pass checks. See Appendix 5, Instructions for the anonymisation of test data for further details.

If the testing organisations needs more test customers, a request must be submitted with the testing contact form, which can be found on the incomesregister.fi website.

2.2.2 Foreign test customers

If the stakeholder wants to test the reporting of incomes payments for individual foreign **income earners**, the stakeholder can give the income earner an artificial foreign customer identifier (e.g. identifier type 4 TIN, identifier 112233, identifier country code EE). The stakeholder can make up the identifier, as the Incomes Register will create a new foreign customer using the identifier indicated in the notification if the customer is not found in the database. The identifier must be in the correct format to enable reporting, however.

2.2.3 Stakeholder's own test customers

If necessary, the Incomes Register can export the stakeholder's own anonymised test customers, i.e. income earners, to the Incomes Register's stakeholder testing environment, in addition to the test customers provided by the Incomes Register at the start of testing.

The stakeholder can send a reasonable number of its own test customers. All customer data used in testing must be anonymised. For more information, see Appendix 5, Instructions for the anonymisation of test data.

For adding these test customers, the stakeholder must deliver the data to the Incomes Register in an Excel file by using the testing contact form. The personal identity codes and Business IDs must be delivered in separate files. The data of each test customer will be provided in different columns and on its own row.

Individual customers

The following data will be reported for test customers with a personal identity code in this column order (A,B,C):

Personal identity code, First name/first names, Last name

Corporate customers

The following data will be reported for test customers with a Business ID in this column order (A,B,C):

Business ID, Name

To facilitate the management of the files, please include the name of the sending organisation in the name of the file being sent. Compose the file name as follows:



organisation's name – type of IDs – test customers. For example:

YritysX_henkilötunnukset_testiasiakkaat1.xlsx YritysX_y_tunn_testiasiakkaat1.xlsx

Assign a number to the file being sent so that you can send additional files of the same type in the future.

If a test customer sent by a stakeholder already exists in the Incomes Register's stakeholder testing environment (e.g. the same personal identity code with a different name), data on the existing test customer will not be changed in the Incomes Register's stakeholder testing environment. The stakeholder will be notified of which test customers were added to the Incomes Register's stakeholder testing environment and which, if any, were already found in the stakeholder testing environment.

2.3 Codes

The Incomes Register codes used in stakeholder testing are provided in the <u>Codes document</u>. The codes for different income types are listed in Wages – Codes – Income types. The codes of benefits payment data income types are listed in Benefits – Codes – Income types. The Incomes Register error codes and their descriptions are listed in Codes – Error codes.

The production environment codes will be used as the external codes. The codes are published separately for each year. Codes used in various situations are specified in the schema content descriptions. The schema content descriptions are also available on the Documentation page.

3 LOGGING IN TO THE E-SERVICE TESTING ENVIRONMENT

The login page for the Incomes Register's e-service testing environment in English is incomesregister.fi: e-service testing environment.

The artificial personal identity code obtained from the Incomes Register is used for logging in to the e-service testing environment (either the testing organisation's personal identity code with the authority to sign or one of IDs on the Suomi.fi file authorised by the former). The Swedish or English version of the e-service can be tested by changing the language at the top right corner of the page after login.

3.1 Identification

After selecting the testing environment, the tester selects '**Test IdP**' as the identification method.



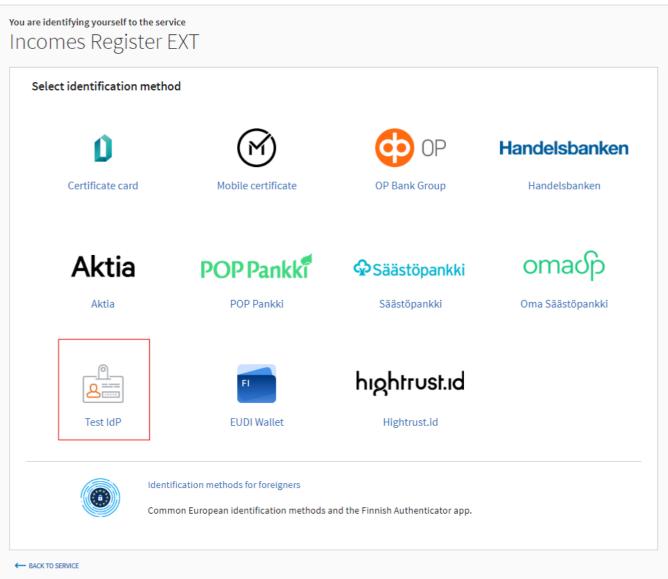


Figure 1: Selecting the identification method

In the Test IdP view, the tester should enter the artificial personal identity code provided by the Incomes Register in the 'Personal identity code' field and select 'Identification'. Once identified, the stakeholder testing environment of the Incomes Register's e-service will open for the tester.

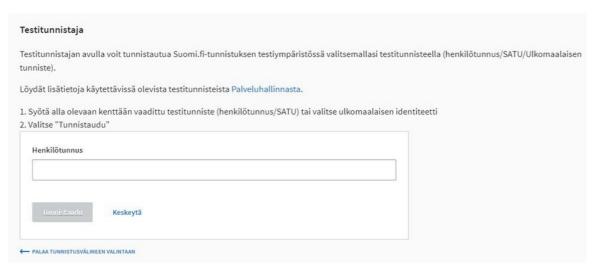


Figure 2: Entering the artificial personal identity code

4 TESTING OF AUTHORISATIONS

The data provider, i.e. payer, can authorise their employee or another organisation to act on their behalf in the Incomes Register's e-service. Authorisation can be tested in the e-service testing environment by using the artificial personal identity codes and artificial Business IDs provided to the stakeholder.

The authorisations are generated in the Suomi.fi e-Authorisations testing environment, from where information on the authorisations will be transmitted to the Incomes Register's e-service testing environment.

In the service, Suomi.fi authorisations can be granted to both companies and private individuals. The stakeholder should consider what types of authorisations it will need in the testing and limit the testing to authorisations reflecting the real circumstances. Once the authorisations have been created in the Suomi.fi service, a personal identity code with the required authorisations can be used to log in to the Incomes Register's e-service testing environment in order to test the authorisations, i.e. browsing data and reporting data on behalf of the testing organisation.

For more information about Suomi.fi authorisations, see Section 4.1.

The Incomes Register authorisation codes for testers acting on behalf of an organisation are as follows:

- Reporting earnings payment data
- Browsing earnings payment data
- Reporting benefits payment data
- Browsing benefits payment data
- Processing log, interface and report data related to income data
- Ordering and retrieving records related to the payer's earnings payment data

Reporting earnings payment data also contains the authorisation Browsing earnings payment data. Reporting benefits payment data also contains the authorisation



Browsing benefits payment data.

Read more about identification and authorisation.

4.1 Granting authorisations

Authorisations are granted in the Suomi.fi e-Authorisations testing environment. https://valtuusrekisteri.test.suomi.fi/landing.html

The authorising party must be an authorised signatory for the organisation.

Log in to the testing environment using an artificial personal identity code. On the front page, select "Act on behalf of a company". Select the company on the behalf of which you want to grant a mandate, confirm your selection and continue to the service.

You can choose from the following mandate types:

Mandate for transactions – I grant a mandate to another party to carry out transactions on my behalf in the matters I have chosen (Plc Ltd authorises its employee A or company B).

Right to grant a mandate – I authorise the persons to create mandates on behalf of this company in the matters I have chosen. This selection grants authorisation rights to employees in the organisation so that they can grant authorisations in matters concerning their own organisation (Plc Ltd grants authorisation to its employee A who can authorise employee B).

Mandate to represent – I grant the persons the right to carry out transactions within the scope of mandates given to this company in the matters I have chosen (e.g. Plc Ltd authorises Accounting Firm XY, and the accounting firm further authorises its employee C so that the employee can act on behalf of Plc Ltd).

Representative's right to grant a mandate – I grant the persons the right to create mandates for other people to act, based on the mandates received by this company, in the matters I have chosen. This selection grants the right to authorise to another person, who can then grant mandates to act on behalf of the company (Plc Ltd authorises Accounting Firm XY, and the accounting firm grants its employee A with the representative's right to grant a mandate, i.e. the right to authorise other persons to act on behalf of Plc Ltd).

4.2 Acting on behalf of several customers

An authorised entity, such as an accounting firm, can act on behalf of several customers in the e-service. The accounting firm can act on behalf of all the customer companies that have authorised it.

- The firm can act on behalf of several customers on the basis of a single identification.
- When the accounting firm sends a file via the upload service, one file can only contain incomes payment records for a single customer. However, incomes payment records can be sent for several customers at the same time, as long as they are in separate files. The authorisation is checked when sending the record.



When the accounting firm uses a section of the e-service other than
the upload service, the person who has logged in to the service
must first select one customer on behalf of which they are acting.
The customer can be changed during the same session.

Example:

One ID is selected from the artificial Business IDs provided by the Incomes Register (the Suomi.fi file) to act as the accounting firm. The selected ac- counting firm is then granted authorisation to act on behalf of the other Business IDs on the Suomi.fi list.

5 ADDITIONAL INFORMATION

<u>Stakeholder testing of the Incomes Register</u>
<u>Documentation</u>

