KATSO master user guide

Creation and authorization of sub IDs

FICORA

30 November 2011

How to start using the KATSO service

1) Home page of KATSO

https://yritys.tunnistus.fi

2) Select 'Go to Katso'

Safeguards communications development

KATSO ID management

1) Select 'I already have a Katso ID. I want to manage its data and Authorizations and adjust its settings' and 'Open'>>

Safeguards communications development

How to sign into KATSO

1) **The OTP (One Time Password) signing into KATSO is made in two stages:**

2) **First, enter the KATSO master user's username and password, and then, move forward by clicking the 'Sign In' button.**

3) **Second, enter the KATSO master user's one-time password. The order number of the one-time password is indicated above the field. Move forward by clicking the 'Sign in' button.**

Cancel

Sign In

Please enter your username and password.

Username: xxxxxx

Password: •••••••••

Sign In

Cancel

Sign In

Please enter the next unused one-time password.

Password number: 4

Username: d43on6

One-Time Password: ••••••

Cancel   Sign In
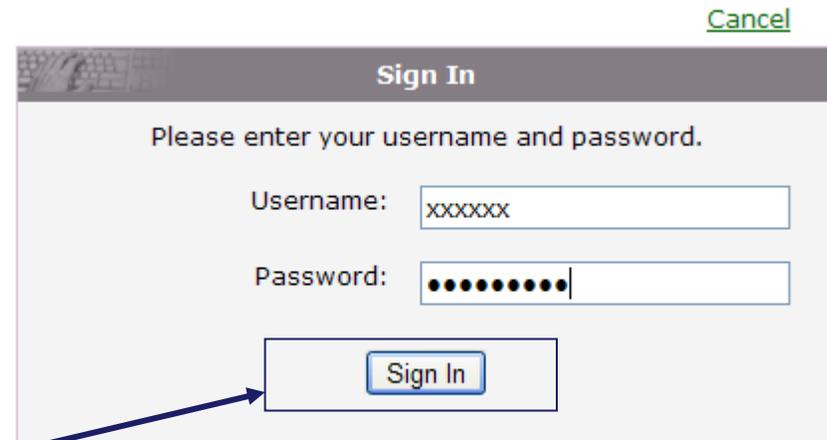
Selecting KATSO services (1/2)

Login to Organization info

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

Organization Viestintävirasto (0709019-2)

[●●●●] [●●●●] [●●●●] [●●●●]

If you have forgotten the Admin Password, please contact the Master User of you

[Next >] [Cancel]

1) **Before signing into KATSO master user services, enter your master user password and move forward by clicking the 'Next' button.**

Selecting KATSO electronic services (2/2)

1) **KATSO electronic services has a search for**

- **Service provider:** *FICORA*

- **Name of electronic service:** *leave empty*

- **Status of electronic services:** *All*

- **Type:** *All*

- **Move forward by clicking the 'Search' button**

Safeguards communications development

Creation of KATSO sub-IDs (1/4)

1) Move forward by clicking the 'New Sub-ID' button

Creation of KATSO sub-IDs (2/4)

ID	
Information	
Authorizations	
New Master User	
Organization	
Information	
Sub-IDs	
Role Groups	
e-Services	
Authorizations	
New Authorizations	
Valid Authorizations	
Granted Authorizations	
Powers of Attorney	
New Power of Attorney	
Created Powers of Attorney	
Approved Powers of Attorney	
Rejected, cancelled and	

New sub-ID - Information (1/3)

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

Organization association
Organization — Viestintävirasto (0709019-2)

Holder information
First name * — John
Last name * — Smith

Contact information
E-mail — john.smith@company.fi
Cellular (mobile) phone — 040-1348486

Katso password
You should use your Passwords for signing in. Password length is 6-10 characters, and Passwords a

Password * — ••••••
Retype Password * — ••••••

[Next >] [Cancel]

1) Enter the personal details of the new sub-ID and move forward by clicking the 'Next' button

Creation of KATSO sub-IDs (3/4)

1) Check the personal details of the new sub-ID holder, after which move forward by first clicking the 'Print' and then the 'Finish' buttons.

Creation of KATSO sub-IDs (4/4)

1) **The status of a sub-ID appears as active after you have clicked the 'Finish' button.**

2) **The new sub-ID will be delivered by e-mail to the ID holder, after which the holder authorizes the sub-ID by signing into KATSO with his or her bank identifiers.**

Authorization of KATSO ID

1) After the ID holder has signed in with his or her bank identifiers, the master user authorizes the ID.

2) The authorization is made for the company employee's ID and role

3) 'Roles' options (obligatory):

- Role: *FICORA - All*

- Role group: *FICORA - tiedonkeruupalvelut*

- Move forward by clicking the 'Add' button

Granted authorizations in KATSO

1) **The validity period of the authorizations of the granted IDs can be checked later, if necessary.**