



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'



[På Svenska](#) | [Suomeksi](#)

Katso Identification System and Authorization management

As a representative of your organization, you can sign in to Katso to set up a Katso ID, manage organization data, manage Sub-IDs and Authorizations.

The Katso ID is used for signing in, so you can safely enter the authorities' Online and electronic filing services.

Katso Identification Service

[Go to Katso](#)
[Set up Katso ID](#)
[Forget your Password?](#)
New passwordlist
[Run out passwords \(help\)](#)
[Still some passwords \(help\)](#)

Tips and facts

[User's Guide](#)
[FAQ](#)
[Katso registration offices](#)
[Katso roles](#)
[Developers of e-services](#)
www.vero.fi/katso
[Description of File](#)

Support

+358 20 697 040
katso@vero.fi

Electronic filing services

[Tax](#)
[Kela](#)
[The Finnish Centre for Pensions](#)
[Keva](#)
[Customs](#)
[Ministry for foreign affairs of Finland](#)
[City of Helsinki](#)

News releases

[2011.10.14 List of One-time passwords, Google Chrome users](#)
[2011.10.14 Online Power of Attorney of a private individual](#)
[2011.10.14 Excel-based POA process and automatic delegation of authorizations](#)
[News archive](#)

Some statistics

The Katso service had, on 30 November 2011, organizations 248,700 registrations and Katso IDs 194,000 issued.

At present, the Katso identification code permits the user to sign in to 31 different e-services.

In 2010, more than four million sign-in events to e-services with Katso IDs were recorded.

The Katso Identification services are provided free of charge.



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'>>



The screenshot shows the Katso ID management interface. At the top left is the Katso logo, and at the top right are links for 'Help', 'Suomeksi', and 'På svenska'. A 'Log Out' link is located in the top right corner of the main content area. Below the header, there is a paragraph describing the Katso Identification system. The main content is divided into two sections: 'Create IDs' and 'Katso ID management'. The 'Create IDs' section contains four menu items, each with an 'Open >' link. The 'Katso ID management' section contains three menu items, each with an 'Open >' link. The first item in the 'Katso ID management' section is highlighted with a dotted border, and an arrow points from the instruction text to this item.

Katso [Help](#)
[Suomeksi](#) | [På svenska](#)
[Log Out](#)

Katso Identification system for organizations with authorization management feature is a secure sign-in service, offered free of charge by the Finnish Tax Administration and the Social Insurance Institution Kela.

Create IDs

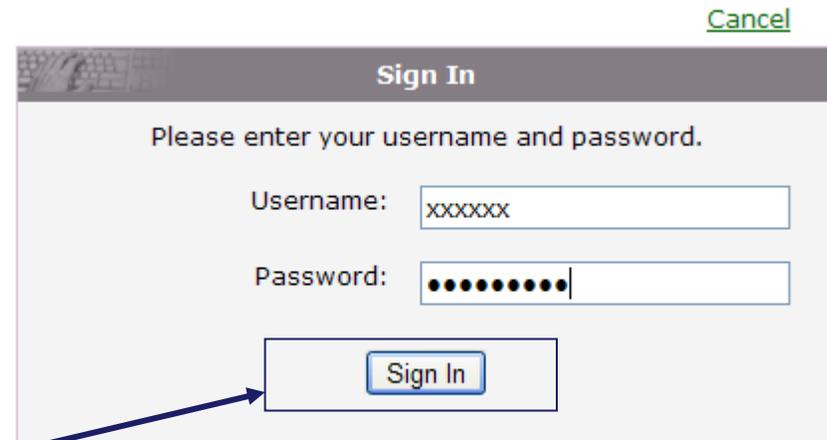
- I'd like to set up a Master User for the organization. [Open >](#)
- I want to activate my initialized Katso ID. [Open >](#)
- I want to upgrade my Katso Sub-ID to a Katso ID. [Open >](#)
- I'd like to transfer the Master User right to myself. [Open >](#)

Katso ID management

- I already have a Katso ID. I want to manage its data and Authorizations and adjust its settings. [Open >](#)
- I'd like to lock my Katso ID until further notice. [Open >](#)
- I have forgotten my Katso ID or Password, and I'd like to get it back. [Open >](#)

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.





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

- 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)

The screenshot shows the 'e-Services' management interface. On the left is a navigation menu with 'e-Services' selected. The main area is titled 'Active e-services' and contains a search form. The search form has four dropdown menus: 'Name of Service provider' (set to 'All'), 'Name of e-service' (empty), 'Online service status' (set to 'All'), and 'Type' (set to 'All'). A 'Search' button is located to the right of the dropdowns. Below the search form is a table of active e-services. The table has columns for 'Service provider', 'Name of e-service', 'Type', and 'Status'. The row for 'FICORA' is highlighted, showing 'Ficora eServices' as the service name, 'Free' as the type, and 'Enabled' as the status. A red box highlights the search filters and the 'FICORA' row. Red arrows point from the search filters to the 'FICORA' row.

Service provider	Name of e-service	Type	Status
TAX ADMINISTRATION	ALVEU-service	Regular	Enabled
CUSTOMS	AREX	Regular	Enabled
CITY OF HELSINKI	City of Helsinki eServices	Free	Disabled
MINISTRY FOR FOREIGN AFFAIRS OF FINLAND	Electronic services	Free	Disabled
KEVA	Asta-Web Services for Employers	Free	Disabled
MINISTRY OF THE EMPLOYMNET AND THE ECONOMY	ELY Centre-Financing Application	Free	Disabled
CUSTOMS	EMCS	Regular	Enabled
KELA	Benefit information	Restricted	Disabled
FICORA	Ficora eServices	Free	Enabled
MINISTRY OF THE EMPLOYMNET AND THE ECONOMY	Application for employment subsidy	Regular	Enabled
TAX ADMINISTRATION	Ilmoitin-service	Regular	Enabled
CUSTOMS	Intrastat	Regular	Enabled
CUSTOMS	Intrastat 1	Regular	Enabled

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



Creation of KATSO sub-IDs (1/4)

ID
Information
Authorizations
New Master User

Organization
Information
Sub-IDs
Role Groups
e-Services

Authorizations
New Authorizations
Valid Authorizations
Granted Authorizations

Sub-IDs

Use this window to create new Sub-IDs for your organization. Furthermore, you can search for existing Sub-IDs using Search Terms.

Search string

Matching IDs

Sub-ID	Holder of the ID ^	State of the ID
u67xe6		<input type="button" value="Info"/>
z8ru86		<input type="button" value="Info"/>
pv8uo7		<input type="button" value="Info"/>
wz3im5		<input type="button" value="Info"/>

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



Creation of KATSO sub-IDs (2/4)

ID	New sub-ID - Information (1/3)
Information	Select organization, type Sub-ID holder information, and set Password.
Authorizations	
New Master User	
	Organization association
	Organization <input type="text" value="Viestintävirasto (0709019-2)"/>
	Holder information
	First name * <input type="text" value="John"/>
	Last name * <input type="text" value="Smith"/>
	Contact information
	E-mail <input type="text" value="john.smith@company.fi"/>
	Cellular (mobile) phone <input type="text" value="040-1348486"/>
	Katso password
	You should use your Passwords for signing in. Password length is 6-10 characters, and Passwords :
	Password * <input type="password" value="••••••"/>
	Retype Password * <input type="password" value="••••••"/>
	<input type="button" value="Next >"/> <input type="button" value="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)

ID
Information
Authorizations
New Master User
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Information
Sub-IDs
Role Groups
e-Services
Authorizations
New Authorizations
Valid Authorizations
Granted Authorizations
Powers of Attorney
New Power of Attorney

New sub-ID - Summary (2/3)

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

Organization association

Organization Viestintävirasto (0709019-2)

Information concerning the sub-ID

Sub-ID i47q28

Holder information

First name John
Last name Smith

Contact information

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

< Back Print Finish Cancel

- 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)

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](#)

Sub-IDs

Use this window to create new Sub-IDs for your organization. Furthermore, you can search for existing Sub-IDs using Search Terms.

Search string

Matching IDs

Sub-ID	Holder of the ID	State of the ID	
u67xe6			<input type="button" value="Info"/>
i47q28	John Smith	Active	<input type="button" value="Info"/>
z8ru86			<input type="button" value="Info"/>
pv8uo7			<input type="button" value="Info"/>
wz3im5			<input type="button" value="Info"/>

- 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

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 expired Powers of Attorney](#)
- [Change Master or Admin Password](#)

New Authorization

Use this window to grant new authorizations to another organization, to a Katso User ID, or to a Sub-ID. You can define a length of time as the a role group.

Alternatively, you can run [wizard to create Authorizations](#).

Grantor

Organization Viestintävirasto (0709019-2)

Authorization for company employee

Katso ID

Holder name

Personal identity number [Check the ID](#)

Katso Sub-ID

Holder name

User ID [Check the sub-ID](#)

Authorization for organization

Organization

Name Type ID and press 'Check Organization'

Organization ID Business ID [Check the organization](#)

Date of expiration

Valid until (DD.MM.YYYY)

Leave date empty if you want to have the Authorization valid until further notice

Roles

The Authorization does not include any roles

Select role(s) and press Add

Role FICORA - All

Role Group Ficora - tiedonkeruupalvelut



Granted authorizations in KATSO

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

This window shows the Authorizations and Powers of Attorney that your organization has granted. You can switch to another vi

Show : Active Authorizations

Granted Authorizations

State	Authorizee	Granted ▼	Valid until	Info
Active		30.11.2011	Valid until further notice	Info
Active		16.11.2011	Valid until further notice	Info
Active		16.11.2011	Valid until further notice	Info
Active		11.11.2011	Valid until further notice	Info
Active		9.9.2011	Valid until further notice	Info
Active		7.9.2011	Valid until further notice	Info
Active		21.4.2011	Valid until further notice	Info
Active		21.3.2011	Valid until further notice	Info
Active		12.4.2010	Valid until further notice	Info
Active		7.12.2009	Valid until further notice	Info
Active		25.10.2007	Valid until further notice	Info
Active		27.9.2007	Valid until further notice	Info

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