

Katso ID in electronic customs transactions

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1 Introduction

The Katso ID is a free-of-charge user ID meant for the use of companies. The Katso ID enables the use of electronic customs transactions. The Katso ID is administered through the Katso system. In addition to customs services, the Katso ID can be used for transactions with the Finnish Tax Administration and Kela (the Social Insurance Institution).

The Katso system has IDs of different types. A single ID can have several different roles. The use of the services can be administered through the different ID roles. One ID can have several roles. Apart from the Intrastat system, Customs' systems require a verified ID. A verified ID means that the identity of the ID holder has been verified and associated with the ID. Strong authentication ensures the identity of the user as well as the company represented by the user.

Katso ID	Description
Master user	The master user sets up and administers Katso sub-IDs. The master user also grants and receives authorisations. The master user ID contains all of the roles in the Katso system under which users can represent their companies. Master users must have powers of procuration granted by their companies. A company can also have a parallel master user who is responsible, for example, for ID administration.
Katso ID	The Katso ID is a strong authentication ID which is associated with the user's personal identification number. Users are to verify their identity in connection with registration. The Katso ID holder personally administers the ID data in the Katso system.
Katso sub-ID	The Katso sub-ID comprises a user ID and a password. It is not associated with the personal identity number of the user. A Katso sub-ID can be upgraded to a Katso ID. Not all roles can be granted for a sub-ID.

Table 1: Katso ID types

The table below describes the Katso ID types and roles used in Customs' transaction services which enable access to the services in question.

Katso-ID and role	Customs transaction services							
	ALA	Arex	Intrastat	Customs Authorisations	Web transit	Web import	Web export	Web Liitu
Master user*	X	X	X	X	X	X	X	X
Katso ID CUSTOMS Customs clearance role	X	X			X	X	X	X
Katso ID CUSTOMS Customs Authorisations				X				
Katso ID CUSTOMS Customs Excise taxation								X
Katso ID CUSTOMS Intrastat role			X					
Katso sub-ID CUSTOMS Intrastat role			X					
Katso sub-ID			X		X			

*=Master user or parallel master user ID

Table 2: The Katso ID and its roles in Customs' services

2 Katso ID requirements and restrictions

The master user should have powers of procuracy, i.e. powers to act on behalf of the company, indicated in the company's Trade Register extract. Such a Trade Register entry is not required of entrepreneurs and farmers. As for associations, the powers of procuracy are checked from the Register of Associations. If several persons are listed as having powers of procuracy, the role of Katso master user can be granted to all of them.

The identity of a Katso ID holder is to be verified either through a personal banking ID, an electronic identity card, or by paying a personal visit to an office of the Tax Administration.

It is not necessary to verify the identity of a Katso sub-ID holder. A master user can set up a new sub-ID for a company employee. Sub-IDs are not associated with user identity, which is why all roles cannot be accessed with sub-IDs.

For the time being, it is not possible to set up a Katso ID for a company that does not have a Finnish business ID. Furthermore, it is not possible for a responsible person with powers of procuracy who does not have a Finnish personal identification number to set up a master user ID (for example in the case of a company registered in Finland whose responsible persons are not Finnish citizens).

3 Instructions for obtaining a Katso ID

Below are summarised instructions for setting up a Katso master user ID, for setting up and verifying a sub-ID and for granting roles for IDs.

3.1 Setting up a master user ID

A master user ID can be set up in the Katso system. The ID is set up using the self-service interface at yrittys.tunnistus.fi.

The screenshot displays the Katso self-service interface. At the top left is the Katso logo and the URL yrittys.tunnistus.fi. At the top right, there are language options: "Suomeksi | På svenska". A yellow warning banner states: "Mac/Safari may not print out One-Time Passwords. [Read more](#)". A blue "Sign in" button is located in the top right, with the subtext "(Manage details and authorizations)".

The main navigation area consists of four blue tiles, each with an icon and a title:

- Set up Katso ID**: "You can set up a Master User for your business if you have the right to sign for the company." Includes a link for "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 tiles are two informational panels:

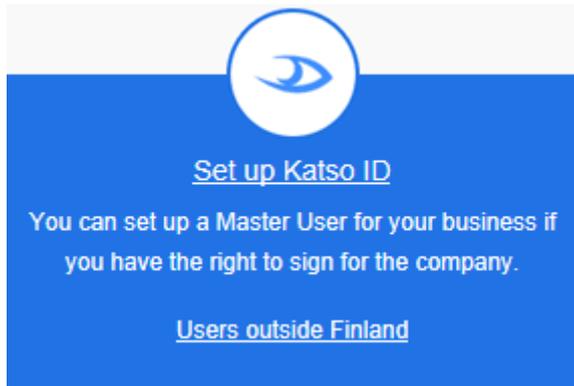
- Katso Identification System**: Explains that Katso is a service for organization identification and authorization management, provided by the Population Register Centre and the Tax Administration. It notes that the service will be provided until 31 December 2016 and then by the Population Register Centre from 1 January 2017. It also mentions that terms and conditions have been updated as of 1 January 2017.
- Tax Administration's Answer Bank**: Contains a warning: "My Katso ID has been locked and I don't have personal network banking ID to unlock the Katso ID. What to do?" It suggests visiting the tax office or support service [katso.support\(at\)vero.fi](mailto:katso.support(at)vero.fi) for further information and provides a link for "More questions and answers".

At the bottom, there are three navigation links: "Activate a User ID initialized in Ytj.fi >", "Katso Roles >", and "Guidance and support >".

Two additional sections are visible at the bottom:

- More information for different customer groups**: Lists links for "Corporate users", "Representing an Estate or Consortium", "Instructions for Agents", and "Users outside Finland", each with a right-pointing arrow.
- News releases**: Lists three news items with dates: "2017.06.13 Disturbance in identification on 13 June 2017", "2017.02.07 Mac/Safari may not print out One-Time Passwords", and "2017.01.27 Extended user privileges for the Company MyTax role and for parallel master users".

First, the option "Set up Katso ID" is selected.



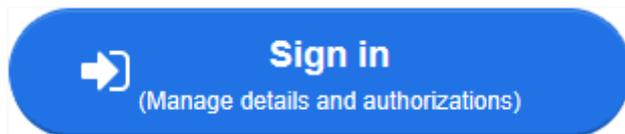
After this, the registration instructions are to be followed. Master users are to have powers of procuration from their companies. The identity of the user can be verified in connection with registration either through an online banking ID or an electronic identity card. If the above IDs are not available, the identity of the user can be verified at a Tax Administration office after the registration.

More detailed instructions for registration are available at the Tax Administration website in the document "Setting up Master User": http://www.vero.fi/en-US/Precise_information/eFiling/Katso_Identification/Users_guide/Instructions_for_corporate_Katso_users_w%2815179%29

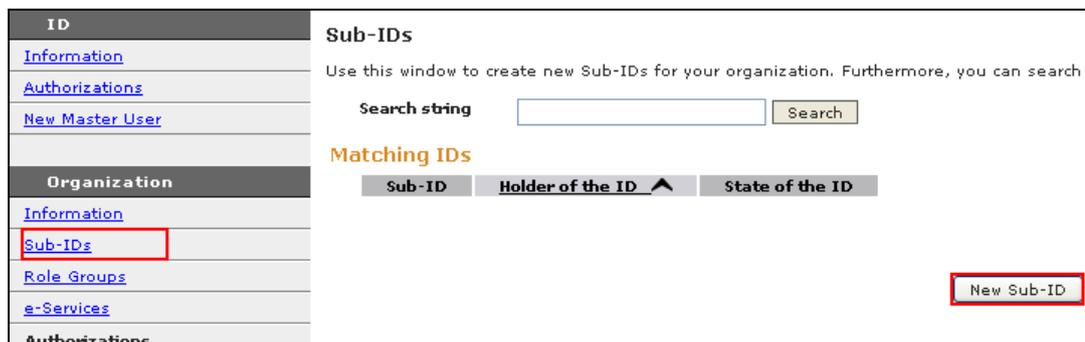
3.2 Setting up and verifying a sub-ID

The master user can set up sub-IDs for other company employees using the self-service interface of the Katso system. The master user will need a separate password for setting up sub-IDs. The password is created in connection with setting up the master user ID.

The master user starts setting up a sub-ID by selecting "Sign in".



Next, the master user selects "Sub-IDs" and then "New Sub-ID".

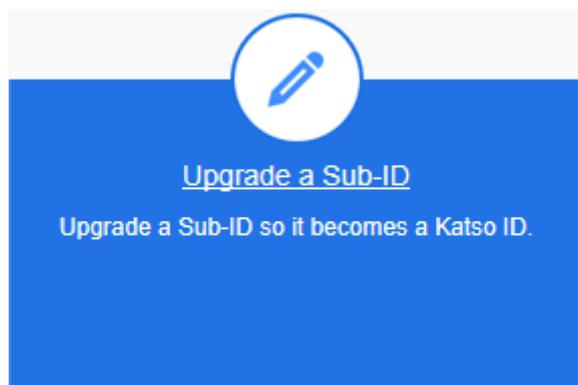


When the required fields are completed, the ID is given to the concerned employee.

The new ID holder should verify the new sub-ID as a Katso ID so that it can be used in all services/roles.

The verification can be done using the self-service interface of the Katso system. The verification requires an online banking ID, an electronic identity card or a visit to a customer service office of the Tax Administration.

In the Katso system, the option "Upgrade a Sub-ID" is selected.



After this, the ID holder simply follows the instructions of the system.

More detailed instructions concerning sub-IDs are available on the website of the Tax Administration in the documents "Setting Up a Sub-ID" and "Upgrade a Sub-ID into a Katso-ID":

http://www.vero.fi/en-US/Precise_information/eFiling/Katso_Identification/Users_guide/Instructions_for_corporate_Katso_users_w%2815179%29

3.3 Granting authorisations

By default, master users have access to all services used by their companies. Master users are also authorised to grant roles to other users. Most roles cannot be granted for a Katso sub-ID, which means that the sub-ID is to be verified so that roles can be granted.

More detailed instructions for registration are available at the Tax Administration website in the document "How to grant an Authorization": http://www.vero.fi/en-US/Precise_information/eFiling/Katso_Identification/Users_guide/Katso_detailed_instructions%2814133%29

4 Further information

Further information:

- <http://www.tulli.fi>-> Businesses -> eServices
- Katso website of the Tax Administration: http://www.vero.fi/en-US/Precise_information/eFiling/Katso_Identification
- Katso system: yritys.tunnistus.fi

Service numbers:

- In matters relating to Customs' services, the Electronic Service Centre provides assistance. The telephone number of the Electronic Service Centre is +358 295 5207 (24h/7).
- More detailed contact information is available in Finnish at http://www.tulli.fi/fi/yrityksille/sahkoinenasiointi/spake_palvelut/index.jsp
- The Katso support personnel of the Tax Administration can be contacted for advice in general problems concerning the Katso system.
Tel.: 020 697 040
Tax Administration's Answer Bank:
<https://vero24.vero.fi/vastauspankki/?lang=en#!answers?id=4b78ae36-647b-224b-bcdc-f119fbf486>