

Katso Role naming convention

CHANGE LOG		
Change date	Change description	
07 August 2020	Added Customs role Viewing of customs activity customer data.	
22 April 2020	Added Finnish Tax Administration role Refund of withholding tax/tax-at-source card.	
11 February 2020	Added ARA roles Applying for a subsidy for residential areas, Applying for a subsidy for housing activity, Applying for a subsidy for building housing and Making a statement about building housing.	
06 February 2020	Enabled Finnish Tax Administration role Compliancereportrequestor.	
28 January 2020	Enabled Customs role Customs Authorisations.	
28 October 2019	Added Ministry of Employment And The Economy role Work try-out and pay subsidy jobs.	
19 September 2019	Update to Tax Administration roles Reporting pay data and Browsing pay data.	
29 July 2019	Added Finnish security intelligence service role Personnel security clearances.	
24 June 2019	Added Ministry of defence role MODExport Control.	
09 May 2019	Added Ministry For Foreign Affairs roles MFA Information request and MFAInformationrequestMFA.	
24 April 2019	Added Customs roles Customs Authorisation Service, consultative role, Customs Authorisation Service, administrative role and Customs Authorisation Service, executive role.	
29 November 2018	Update to Kela roles.	
02 November 2018	Update to Keva roles.	
24 August 2018	Added Tax Administration role MyTax for individuals and entrepreneurs. Update to Kela roles.	
15 August 2018	Added Tax Administration roles Reporting pay data and Browsing pay data.	
18 June 2018	Added Ministry of Employment And The Economy roles Viewing applicant info and contacting applicants, Updating the description of job provider and Administration of job advertisements.	
28 March 2018	Update to ARA role Applies for a subsidy (previous Applies for a lift or an accessibility subsidy).	

It is imperative that the Roles used within Katso system are named in a consistent way, so as not to make it difficult for end users to understand the purpose of various features. Role naming involves decision-making by the service provider regarding the following:



Role name - for end users to read

Roles should have well-designed, self-explanatory names. The goal is to help the end user understand what the role is for. Role names have the First Character Capitalized. Role name should consist of alphabetic characters (a-ö).

Example of a successfully named role: *Income Tax Returns*.

Role ID (role attribute value) - for Katso system use

Role ID is the internal role name that the system itself uses. End users will not see it. Max length of Role name ID (role attribute) is 50 characters. The ID includes, with no blanks, the name (or standard abbreviation) of the Service provider in CAPITAL LETTERS and the Role name with the first letter in capital. The ID must include letters only (Scandinavian å, ä or ö are not accepted).

Example of a successfully named role attribute value: VEROTuloveroilmoittaminen.

Role description - explanation of purpose for end users to read

The role description helps the end user to understand the purpose of the role. Include limitations of use in the description of the role.

Example of a well-written Role description:

This role lets you file income tax returns for the company. Please note that you cannot authorize a Sub-ID to have this role.

Note!

Three languages are being used within Katso. Consequently, naming routines of roles should include all languages: Role names in Finnish, Swedish and English.



Katso roles

<u>Katso system roles</u> <u>MAVI roles</u>

<u>ARA roles</u> <u>Ministry For Foreign Affairs roles</u>

<u>City of Helsinki roles</u> <u>Ministry of defence roles</u>

<u>City of Jyväskylä roles</u>
<u>Customs roles</u>

<u>Ministry of Education and Culture roles</u>

<u>Ministry of Agriculture and Forestry roles</u>

Evira roles Ministry of Employment And The Economy roles

Ministry of Interior roles

FICORA roles

Finnish Centre For Pensions roles

Ministry of Interior roles

Ministry of Justice roles

Finnish Environment Institute roles
Finnish forestcentrums roles

Ministry of Social affairs and Health roles
National land survey of Finland roles

Finnish security intelligence service roles Police roles

<u>Finnish Tax Administration roles</u>
<u>Finnvera roles</u>

<u>State Treasury roles</u>

<u>Statistics Finland roles</u>

General roles The Unemployment Insurance Fund roles

Kela rolesTrafi rolesKeva rolesValvira roles

Name of the role	Role ID (role attribute value tfi.roles. <n>, for IT developers)</n>	Description
KATSO SYSTEM ROL	.ES	
Master user	all	Full privileges to represent the organization. This role also covers all electronic services included in the service provider's set of services.
		Master users can set up sub-IDs, manage organization information, grant and receive authorizations, and delegate them further to another organization, to a specific Katso ID, and to a sub-ID.
Parallel Master user	secondary_admin	Full privileges to represent the organization. This role also covers all electronic services included in the service provider's set of services.
		Parallel Master users can set up sub-IDs, manage organization information, grant and receive authorizations, and delegate them further to another organization, to a specific Katso ID, and to a sub-ID.
		Only the Master user can grant this role. It cannot be delegated further.
Company employee	representative	This is a general role, entitling the Katso ID holder to represent the company. It does not include other service provider-defined roles. This role is a link between the Business ID and the Katso ID. All Katso users get this role automatically.



		It is decided by the relevant e-service itself whether this role will be included. If included, then almost anyone in possession of the Katso ID and the company-employee role can have access to the e-service.
FINNISH TAX ADMI	NISTRATION ROLES	
Accounting firm representative	accountor	Some accounting firms have had a temporary accounting firm status (VERO-Tilitoimistoedustaja in Finnish), which has allowed them to create and grant Authorizations on behalf of their clients up to 14 Dec 2009.
		The system will continue to support such Authorizations, granted by Accounting firm representatives by virtue of accounting firm status (VERO-Tilitoimistoedustaja), up to 30 June 2010. However, some of these Authorizations will expire prior to 30 June 2010.
Account operator	VEROTilinhoitajayhteiso	This Role lets you act on behalf of the actual taxpayer to file Periodic tax returns and declare the following taxes:
		 Tax withheld on interest income and investment-fund shares Tax withheld on dividends and interest accrued on the capital of a cooperative enterprise Tax withheld on dividends (nonresidents) Tax withheld on interest and royalties (nonresidents) Tax withheld on interest income (residents)
		This Role also lets you act on behalf of the actual payor/employer to file the following annual information:
		 Annual information return on payments to nonresidents (VSRAERIE) Annual information return on paid-out dividends, itemization (VSOSERIE) Annual information return on paid dividends, summary section (VSOSVYHT) (the special role of Euroclear) Annual information return on paid interest and aftermarket bonuses, governed by Income Tax Act, TVL, and on the shares in mutual funds and UCITS, itemization (VSTVERIE).
		Please note that this Role cannot be granted to a Katso Sub-ID.
Annual information returns	VEROVuosi- ilmoittaminen	This role lets you file Employer Payroll Reports, information returns on paid-out dividends, and other annual information returns for the company and handle employee-specific online transfers of



		withholding rates and send requests for employees' Individual Tax Numbers.
Asset management reporting	VEROVarainhoitoraporti t	This role lets you submit asset-management reports to the Tax Administration.
		Please note that you cannot authorize a Sub-ID to have this role.
Auditor	VEROTilintarkastaja	Not in use.
Browsing pay data	VEROPalkkatietojenkat selu	 This mandate allows the assignee to browse the following pay data: the assignor's basic data pay data reports produced by the assignor reports on the assignor messages sent and received by the assignor the assignor's archived documents.
		Please note that this Role cannot be granted to a Katso Sub-ID.
Employers payments	VEROTyonantajasuoritu kset	This role lets you file Periodic tax returns to report employer's contributions, and lets you handle employee-specific online transfers of withholding rates. Strong authentication and Katso OTP sign-in are required for Periodic tax returns. New Employer's payments roles will no longer be granted because they have been replaced by the Periodic tax return filer role.
Filer of self-assessed taxes	VEROKausiveroilmoittaj a	This Role lets you file all Self-assessed tax return filings. This role lets you send monthly information on construction jobs, contracts ande workers to the Tax Administration. This role lets you use the VAT Special Scheme. This role lets you submit ownerships changes in limited liability housing companies. Please note that this Role cannot be granted to a Katso Sub-ID.
Income tax returns	VEROTuloveroilmoittam inen	This role lets you file income tax returns for the company. Please note that this Role cannot be granted to a Katso Sub-ID.
MyTax for individuals and entrepreneurs	VEROHenkilonOmaVero	The role authorises use of MyTax and all its features on the behalf of individuals and self-employed business operators, for example reporting bank account numbers, ordering tax cards and filing tax returns. With the role, you can read and change the tax information of persons and self-employed operators of business, both where the individual and the business are concerned.
Online Income Tax Return filer	VEROVeroilmoitusverko ssa_ilmoittaja	This Role lets you sign into the interactive online site called Veroilmoitus verkossa – Online Income Tax Return and use its features. The online site is kept open for a



		restricted period only. This Role does not include an authorisation for changing the taxpayer's bank account number. Please note that this Role cannot be granted to a Katso Sub-ID.
Palkka.fi	VEROPalkka.fi	This role lets you sign in to www.palkka.fi for the company. Please note that this Role cannot be granted to a Katso Sub-ID.
Party submitting real property details	VEROKIVIImoittaja	The holder of the role is authorised to act in the Real Property Details Online service and use all its features within its opening hours.
Refund of withholding tax/tax-at-source card	VEROLave	This Role allows to act on behalf of an individual or organisation to submit through Ilmoitin.fi service an application for refund of withholding tax on dividend, interest and royalty income received from Finland. Furthermore this role allows to apply for an organisation 's tax-at-source card for dividend, interest and royalty income. Please note that this Role cannot be granted to a Katso Sub-ID.
Reporting pay data	VEROPalkkatietojenilm oittaminen	This mandate allows the assignee to complete the following pay data related actions on behalf of the assignor: - maintain the principal's basic data and pay data reports - submit earnings payment reports and employer's separate reportsproduced by the assignor - request reports on the assignor - send messages. This mandate also contains the mandate to browse pay data. Please note that this Role cannot be granted to a Katso Sub-ID.
Browsing earnings payment data	VEROPalkkatietojenkat selu	This mandate allows the assignee to browse the following items related to earnings payment data: - the assignor's basic data - earnings payment reports and employer's separate reports produced by the assignor - statements on the assignor - messages sent and received by the assignor - the assignor's archived documents. Please note that you cannot authorize a Sub-ID to have this role.
Supplier of Comparison Data	VEROVertailutietojen_il moittaja	This Role lets you send monthly information on construction jobs, contracts and workers, and to send tax number requests to the Tax Administration.



		The contract of the contract o
		This role lets you submit ownerships changes in limited liability housing companies.
Company MyTax	VEROVerotili	This Role lets you use the MyTax including submit a change of bank account number, Self-assessed tax return filings and VAT Recapitulative Statements. This Role also gives you access to Ilmoitin.fi and Tyvi services for electronic filing of Self-assessed tax returns and VAT EU Recapitulative statements. This role lets you use the VAT Special Scheme. The holder of this Role may utilise the Business Information System search interface to look up Tax Debt Register information on businesses operated by the self-employed and by estates of deceased persons. Please note that this Role cannot be granted to a Katso Sub-ID.
Tax Administration Car Taxation	VEROAutoverotus	Role to be used when submitting car tax declarations.
		Please note that this Role cannot be granted to a Katso Sub-ID.
Tax Admistration Excise taxation	VEROValmisteverotus	Tax Admistration role for submitting excise declarations and excise refund claims. At a later stage, claims for correction can also be submitted.
		Please note that this Role cannot be granted to a Katso Sub-ID.
Tax representative	VEROVero- asioiden_hoitaja	Not in use.
VAT payments	VEROArvonlisavero	This role lets you submit Periodic Tax Returns in order to report VAT, and also lets you submit a VAT EU Recapitulative Statement.
		Strong authentication i.e. the One-Time Password is required for Periodic Tax Returns.
		New Employer's payments roles will no longer be granted because they have been replaced by the Periodic tax return filer role.
VAT Refund Applicant	VEROUlkomaalaispalaut ushakija	This Role lets you submit VAT refund requests to other EU Member States. This role lets you use the VAT Special Scheme.
		Please note that this Role cannot be granted to a Katso Sub-ID.
KELA ROLES		
Accident and traffic insurance	KELAKelmuTapaturmav akuutus	Entitles to use The Social Insurance Institutions e-Service for Public Authorities when processing accident insurance.
Accident and traffic insurance	KELAKelmuValtiokontto ri	Entitles to use The Social Insurance Institutions e-Service for Public Authorities when processing accident and traffic



		insurance.
Accident insurance annual earnings	KELAKelmuTatuVTA	Authority to use the Kela benefit information look-up service when calculating annual earnings in accordance with the accident insurance legislation.
Accident insurance daily allowance & pension	KELAKelmuTatuPRjaTE	Authority to use the Kela benefit information look-up service when handling matters related to daily allowance or pension available under the accident insurance legislation.
Accident insurance rehabilitation	KELAKelmuTatuKU	Authority to use the Kela benefit information look-up service when handling matters related to rehabilitation benefits available under the accident insurance legislation.
Accident insurance survivors' pension	KELAKelmuTatuPE	Authority to use the Kela benefit information look-up service when handling matters related to survivor's pension available under the accident insurance legislation.
Account number	KELASataTilinumero	Authorises the user to sign in to the online service for employers and to access the Account Number function available through the online service.
		Authorises the user to look up and notify changes to the employer's account number in order to enable payments of the maternity, paternity and parental allowance, rehabilitation allowance, compensation for annual leave costs and family leave compensation.
		Use of the service requires strong authentication and authorisation from the relevant organization.
Benefit information for the Tax Administration	KELAKelmuVero	Authorises users in the Tax Administration to access the Social Insurance Institution's benefit information service
Claims, payments and decisions	KELAsata	Authorises the user to sign in to the online service for employers and to submit decisions and notifications to Kela via the online service and as part of eSARA files via the Ilmoitin.fi service.
		Authorises the user look up information, based on specific personal identity codes, about payments and decisions from Kela to employers and about applications and notifications sent to Kela electronically.
		Also authorises the user to look up the decisions that Kela has issued to the organisation in question. The Päätöstiedot (Information on decisions) function can be used to look up decisions issued within a certain period of time.
		Use of the service requires strong authentication and authorisation from the



		relevant organisation.
Consent to receive electronic decisions	KELASataSuostumus	Authorises the user to sign in to the e-service for employers and to access the Suostumus (Consent) function.
		Authorises the user to look up, give or cancel an employer's consent to receive benefit decisions exclusively in electronic form. 'Benefit decisions' refers to decisions concerning sickness allowances, maternity, paternity and parental allowances, rehabilitation allowances, compensations for annual leave costs, family leave compensations, and decisions to recover any of the above. Also authorises the user to specify an email address to which Kela sends a message whenever there are new decisions available to be viewed on Kela's e-service.
		Use of the service requires strong authentication and authorisation from the relevant organization.
Kanta.fi - Archivist	KELAkantaArkistonhoit aja	Authorised to act as a KanTa archivist for a health care organisation.
		Please note that you cannot authorize a Sub-ID to have this role.
Kanta.fi - Administrative contact person	KELAkantaHallinnolline nYhteyshenkilo	Authorised to maintain and update data for health care organisations and pharmacies within the KanTa services.
		Please note that you cannot authorize a Sub-ID to have this role.
Kanta.fi - Reader	KELAkantaKeskustelu	Authorised to read-access kanta.fi extranet data.
		Please note that you cannot authorize a Sub-ID to have this role.
Kanta.fi - Technical contact person	KELAkantaTekninenYht eyshenkilo	Authorised to maintain and update technical data for health care organisations and pharmacies within the KanTa services.
		Please note that you cannot authorize a Sub-ID to have this role.
Kanta.fi - Implementer of data	KELAkantaTietoliikente enJaOhjelmistojenTote	Authorised to use KanTa services intended for technical implementers.
communication	uttaja	Please note that you cannot authorize a Sub-ID to have this role.
Kanta.fi - Data Protection Ombudsman	KELAkantaTietosuojava staava	Authorised to act as a KanTa data protection coordinator for a health care organisation or pharmacy.
		Please note that you cannot authorize a Sub-ID to have this role.
Medical expense reimbursement accounting	KELATYVISHtilitys	Authority to use the distribution service for accounting data on medical expense reimbursements



Municipal day care data	KELAKunnanPaivahoitot iedot	Authority to submit municipal day care data to Kela.
Muutoksenhakuelimet	KELAKelmuSomla	Oikeuttaa käyttämään Kelan etuustietopalvelua, kun käsitellään muutoksenhakuasioita.
Notification by day care provider	KELAeWH2	For use by day care providers with a business ID for communicating information relevant to the Private Day Care Allowance. Corresponds to Kela form WH2.
Payment Information	KELASataMaksutiedot	Authorises the user to sign in to the online service for employers and to access the Payment Information function available through the online service.
		Authorises the user to look up information about benefits paid out to the employer within the selected time frame.
		Use of the service requires strong authentication and authorisation from the relevant organisation.
Quarterly price notifications of medicines	KELAHilppaLaakeHinta NeljvuosiIlmoitus	Authority to submit quarterly price notifications for pharmaceuticals covered by generic substitution or the notification procedure of the reference price system. The service is for use by pharmaceutical companies.
Rehabilitation Course System	KELAkz	Authority to use the rehabilitation course system.
Reviewer of log data	KELAsatalokitiedot	Authorises the user to sign in to the online service for employers and to access the Log Data function available through the online service.
		Authorises the user to look up detailed information about the use of the service. Anyone accessing the log data must also have been assigned the Claims, Payments and Decisions role.
		Use of the service requires strong authentication and authorisation from the relevant organisation.
Sender of pension claims from pension provider	KELAEVEHTyoelakelaito s	The role gives the right to send data related to old-age pension claims to Kela
Sinetti Extranet workspace user	SinettiExtranetKayttaja	This role grants the user access to Kela's Sinetti service
Soky, municipality	KELASokyKuntaJaYhty ma	Requires the municipality or federation of municipalities to have concluded an agreement with Kela about the use of the Soky system. Authorizes employees of the municipality or the federation of municipalities to use the social and health services



		information system created by Kela to access benefit information maintained by Kela in order to assess the need for social services, to arrange such services and to implement related measures, to establish user fees in social and health services and to verify information as agreed between Kela and the municipality. Please note that you cannot authorize a Sub-ID to have this role.
Soky, contract collaboration	KELASokySopimusYhtei styo	Granted when a municipality has contractual authority from other municipalities to act on their behalf in matters related to social and health services without the municipalities forming a federation of municipalities. Use of the Soky system requires the municipality to have concluded an appropriate agreement with Kela. Provides authority to use the social and health services information system created by Kela (the Soky system) to access benefit information maintained by Kela in order to assess the need for social services, to arrange such services and to implement related measures, to establish user fees in social and health services and to verify information as agreed between Kela and the municipality. Please note that you cannot authorize a
Student enrollment	KELAOppilaitosasiointi	Sub-ID to have this role. Authority to use the Kela service for
	RED toppilatiosasion ti	educational institutions.
Studygrants board- user	KELAOPASOpintotukila utakuntakayttaja	Authorizes the use of kela´s E-access for educational institutions for Studygrants board representative.
Supplier of Rehabilitation outcome follow-up data	KELAAkvaKuntoutustul oksellisuus	Supplier of Rehabilitation outcome follow-up data
TATTH Dispatch of background information	KELATATTHPohjatietoje nLahetys	Authorizes the role holder to send background information on occupational health care claims filed by employers to the TATTH Collection service for background information. Depending on the authorization, information may be sent for a single site or for the entire organisation. Authorizations granted in the name of the main organization apply to all of its sites. The role may also be assigned to sub-IDs. The service is for use by occupational health service providers.
TATTH Dispatch of claim	KELATATTHHakemukse nLahetys	Authorizes the role holder to use the TATTH Online service for employers to access information submitted by occupational health service providers concerning claims for reimbursement, to edit the information, and



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		to file online claims for reimbursement of occupational health costs. Depending on the authorization, information may be available for a single site or for the entire organisation. Authorizations granted in the name of the main organization apply to all of its sites. The role may only be assigned to certified IDs. The service is for use by employers.
TATTH Editing of claim	KELATATTHHakemukse nMuokkaus	Authorizes the role holder to use the TATTH Online service for employers to access and edit information submitted by occupational health service providers concerning claims for reimbursement. Depending on the authorization, information maybe available for a single site or for the entire organisation. Authorizations granted in the name of the main organization apply to all of its sites. The role may only be assigned to certified IDs. The service is for use by employers.
Unemployment and student benefits	KELAKelmuTyOp	Entitles to use The Social Insurance Institutions e-Service for Public Authorities when processing unemployment and student benefits.
Unemployment benefits and job alternation comp.	KELAKelmuAnsiopai	Entitles to use The Social Insurance Institutions e-Service for Public Authorities when processing unemployment benefits and job alternation compensation.
Unemployment notifications	KELAKelmuTyollisyyspa lvelut	Entitles to use The Social Insurance Institutions e-Service for Public Authorities when processing unemployment notifications.
University user	KELAOPASOpintotukila utakuntakayttaja	
User of the VATU referral system	KELAVatu	Referral centre or provider of interpreter services as a user of the VATU referral system.
		Authorizes the use of Kela's VATU referral system.
KEVA ROLES		
Maintenance of employer data	KEVAJasenyhteisotietoj en_yllapito	The role is designed for persons responsible for ensuring that the employer data filed by Keva is correct.
		The role entitles the person to:
		 maintain the data relating to the employer in Keva's customer data file use Avaintiedot service use the statistics.
		Please note that you cannot authorize a sub-ID to have this role.
Personnel administration	KEVAHenkilostohallinno n_palvelut_suppea	This role is designed for persons such as personnel planners, occupational safety managers, occupational health care



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services, limited		representatives.
		The role entitles the person to: • use Avaintiedot service
		use Availitied of serviceuse the statistics.
		Please note that you cannot authorize a sub-ID to have this role.
Personnel administration	KEVAHenkilostohallinno n_palvelut_laaja	The role is designed for personnel managers or equivalent.
services, extensive	n_parvoiat_iaaja	The role entitles the person to:
		 browse limited information relating to pension contributions in the Pension Contributions use Avaintiedot service use the statistics.
		Please note that you cannot authorize a sub-ID to have this role.
Notification services, view rights	KEVAIImoitusliikenteen _palvelut_katseluoikeu s	The role is designed for payroll clerks or other persons responsible for submitting employment relationship information to the register.
		The role entitles the person to:
		 use the employment register with viewing rights and browse employment relationship information submitted by you in the register since 2005 use Avaintiedot service use the statistics.
		Please note that If you want the user to see the employment relationship information of only a specific notifier in the employment relationship register service, the notifier must be created as an employer's suborganisation in the Katso service and the suborganisation, instead of the employer, must be registered as the granter of authorisation.
		Please note that you cannot authorize a sub-ID to have this role.
Notification services, update rights	KEVAIImoitusliikenteen _palvelut_paivitysoikeu det	The role is designed for payroll clerks or other persons responsible for submitting employment relationship information to the register.
		The role entitles the person to:
		 use the employment relationship register with viewing rights and browse, add and correct employment relationship information submitted by you in the register since 2005 use Avaintiedot service use the statistics.
		Please note that If you want the user to see the employment relationship information of only a specific notifier in the employment



		relationship register, the notifier must be created as an employer's suborganisation in the Katso service and the suborganisation, instead of the employer, must be registered as the granter of authorisation. Please note that you cannot authorize a sub-ID to have this role.
Checking of earnings	KEVAAnsioiden_tarkist us	This role is intended for payroll clerks/accountants who check earnings data. The role entitles the person to: • browse earnings check lists concerning earnings notified by you as part of the pension contributions • use Avaintiedot service • use the statistics. Please note that if a person has the Keva accountant services role, s/he does not need this role as s/he will be able to see the earnings check lists as part of the pension contributions or contribution data. Please note that you cannot authorize a sub-ID to have this role.
Accountant services	KEVAKirjanpitajan_palv elut	 The role is designed for accountants or other persons responsible for the payment of pension contributions. The role entitles the person to: browse earnings check lists concerning earnings notified by you as part of the pension contributions browse additional information relating to pension contributions in the pension contributions use Avaintiedot service use the statistics. Please note that you cannot authorize a sub-ID to have this role.
Person responsible for economic planning	KEVATaloussuunnittelu sta_vastaavan_palvelut	The role is designed for finance management and senior management. The role entitles the person to:
FINNVERA ROLES		
Customer Service	FINNVERAAsiakaspalvel u	In this role, a user in Finnvera's organisation can act as a user of Finnvera's online services. N.B. You can also access the Online Services in the role of an employee. This role only



		enables you to send messages to Finnvera's customer service.
Financing Application	FINNVERARahoitushake mus	The role entitles the user to submit a binding financing application on behalf of the user's organisation and to exchange messages and follow the handling of the application. N.B. You can also access the Online Services in the role of an employee. This role only enables you to send messages to Finnvera's customer service.
Financing Liabilities	FINNVERARahoitusvast uut	The role gives the user extensive rights to see Finnvera's financing liabilities in relation to the user's organisation and to use Finnvera's services. N.B. You can also access the Online Services in the role of an employee. This role only enables you to send messages to Finnvera's customer service.
Submitting financial statements	FINNVERATilinpaatospa lautus	The holder of the role is authorised to submit the financial statements on behalf of his/her organisation and to exchange messages pertaining to the documents. A company may provide a third party (such as an accounting agency) with this role so that the third party in question can submit the financial statements.
CUSTOMS ROLES		
Service provider	TULLIPalveluntarjoaja	This role is a general role for acting on behalf of someone else. The role entitles the user to log in to the online services of Finnish Customs in the name of the organization and to use services that do not have any special competence requirements. For example, this role is needed when acting on behalf of the organization in customer testing of direct message exchange. Please note! The role cannot be granted to a Katso sub-ID.
Car Taxation	TULLIAutoverotus	Role to be used when submitting car tax declarations. Please note! The role cannot be granted to a Katso sub-ID.
Customs clearance	TULLITulliselvitys	Gives the right to submit customs declarations for export, import and transit and to copy old declarations as templates for new ones. Please note that you cannot authorize a Sub-ID to have this role.
Intrastat	TULLIIntrastat	This role lets you submit Intrastat declarations to Customs.
Excise taxation	TULLIValmisteverotus	Customs role Excise taxation Please note that you cannot authorize a Sub-



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		ID to have this role.
Customs Authorisation Service, consultative role	TULLITullinlupapalvelun Lukuoikeudet	The user can log in to the Customs Authorisation Service. The user can browse authorisation decisions in the main view and view detailed information on the decisions.
		Please note! The role cannot be granted to a Katso sub-ID.
Customs Authorisation Service, administrative role	TULLITullinlupapalvelun Kasittelija	The user can log in to the Customs Authorisation Service. The user can browse authorisation decisions as well as authorisation applications sent to Customs. The user has the right to enter information in authorisation applications. The user can manage appendices to an application. Please note! The role cannot be granted to a Katso sub-ID.
Customs Authorisation Service, executive role	TULLITullinlupapalvelun Paakayttaja	The user can log in to the Customs Authorisation Service. The user can browse authorisation decisions as well as authorisation applications sent to Customs. The user has the right to enter information in authorisation applications. The user can manage appendices to an application. The user can also send applications as well as authorisation-related information and requests to Customs. Please note! The role cannot be granted to a Katso sub-ID.
Viewing of customs activity customer data	TULLITullitoiminnanasia kastietojenkatselu	The assignee can view the customs activity customer data of the assignor of the mandate. Please note! The role cannot be granted to a Katso sub-ID.
FINNISH CENTRE FO	DR PENSIONS	
Employer filling in application	ETKyritys	In order to submit an electronic application, the person filling in the application should hold the roles of both "Employer filling in application" and "Sending employer". The person filling in the application is thus able to apply for coverage by Finnish social security legislation, either on behalf of the employer or on behalf of an employee of a customer company. • If a company files applications solely for its own employees, the same company will be entered as both employer filling in
		 be entered as both employer filling in application and sending employer. The administrator of Katso may file applications on behalf of his/her own company with-out being authorized for ETK roles.
Sending employer	ETKkirjanpito	As sending employer is registered the company that sends its employees abroad to



		work, and for whose employee an application is made for coverage by the Finnish social security legislation during the period of work abroad. The sending employer may also authorize another company to file the application. In such cases, the sending employer is the employer issuing the authorization and the
		employer filling in the application is the company receiving the authorization.
MINISTRY OF EMPLO	OYMENT AND THE ECO	NOMY
ELY Centre-Financing Application	ELY-KESKUS- Rahoitusasiointi	The role entitles the user to submit a binding financing application on behalf of the user's organisation and to exchange messages and follow the handling of the application.
EURA 2014 - service/signer	TEMEURA2014_nimenk irjoittaja	The role entitles to fill out forms in the EURA 2014 system designed for administration of EU structural funds and to submit forms for official processing.
		Please note that this Role cannot be granted to a Katso Sub-ID.
EURA 2014 - service/draftsperson	TEMEURA2014_valmist elija	The role entitles to fill out forms in the EURA 2014 system designed for administration of EU structural funds, but does not entitle to submit forms for official processing.
		Please note that this Role cannot be granted to a Katso Sub-ID.
My.EnterpriseFinland. fi owner	TEMOmaYrityssuomiHal linnoija	An owner can use all functionalities of the service and administer other users.
My.EntepriseFinland.f i user	TEMOmaYrityssuomiKa yttaja	A user has reading rights in the service and writing rights in specified functionalities.
Viewing applicant info and contacting applicants	TEMTyonhakijoiden_ko ntaktointi	With this authorisation, the authorised party may view the applicant information and contact applicants on behalf of the authoriser.
		Please note that this Role cannot be granted to a Katso Sub-ID.
Updating the description of job provider	TEMTyontarjoajan_kuv aus	This authorisation allows the assignee to update the information of the job provider, including contact details for recruitment, the text of the marketing description as well as the logo of the job provider on behalf of the assignor. Please note that this Role cannot be granted to a Katso Sub-ID.
Administration of job advertisements	TEMTyopaikkailmoitust en_hallinointi	With this authorisation, the authorised party may create, view, edit and delete the job advertisement on behalf of the authoriser.
		Please note that this Role cannot be granted to a Katso Sub-ID.
Work try-out and pay	TEMTyokokeilupalkkatu	This mandate allows the assignee to create,



subsidy jobs	kipaikkojen_hallinnointi	see, edit and remove work try-out advertisements and pay subsidy jobs on behalf of the assignor.
		Please note that this Role cannot be granted to a Katso Sub-ID.
MINISTRY FOR FOR	EIGN AFFAIRS	
Civil Society Organisations	UMKansalaisjarjestot	Authorises a person to act on behalf of the organisation and fill in applications and issue notifications relating to civil society organisations' development cooperation.
Export Control	UMVientivalvonta	Authorises a person to act on behalf of the organisation and fill in applications and issue notifications relating to export control of dual use goods or defence materiel.
Export ControlCustoms	UMVientivalvontaTulli	The role authorises Customs' officials to view export licences of dual-use items or defence materiel and to make official entries in the e-Service.
MFACivil Society OrganisationsMFA	UMKansalaisjarjestotU M	Authorises MFA' officers to process applications and issue notifications relating to civil society organisations' development cooperation.
MFAExport ControlMFA	UMVientivalvontaUM	Authorises MFA's officers to process export organisations applications and notifications relating to export control of dual use goods.
MFA Information request	UMTietopyynto	Authorises a person to request for information related to the Finnish Foreign Service.
		Please note that this Role cannot be granted to a Katso Sub-ID.
MFAInformationreque stMFA	UMTietopyyntoUM	Authorises MFA's officers to process information requests related to Finnish Foreign Service.
		Please note that this Role cannot be granted to a Katso Sub-ID.
FICORA ROLES		
Data collection services	VIESTINTAVIRASTOTie donkeruupalvelut	The role is intended for submitting information and opinions related to communications services to FICORA. The role entitles to reply to queries through the data collection system.
e-services	VIESTINTAVIRASTOSa hkoiset_palvelut	Authorises to apply for licences, terminate licences and view the details of your own valid licences.
Network information point	VIESTINTAVIRASTOVer kkotietopiste	The role is intended for submitting information for the promotion of joint construction projects to the system maintained by FICORA. Network operators save basic information about their network construction plans in the system: type of network, schedule, specification of the project area, and contact information. Network operators also save



		information about areas where they have networks or such physical infrastructure that can be used in the construction of networks. In the service it is possible to search for
		construction plans and networks located in the search area as well as to send information requests and comments to a party notifying of a construction project in order to agree on joint construction.
CITY OF HELSINKI F	ROLES	
eServices portals basic user	HELSINGIN KAUPUNKIAsiointi.hel.fi	Role authenticates the use of City of Helsinki eServices portal.
STATISTICS FINLAN	ID ROLES	
Inquiries, all	TKTiedustelut_kaikki	Gives authority to answer all inquiries of Statistics Finland in which Katso identification is used.
Inquiries, limited authority to answer	TKTiedustelut_rajoitett u	Gives authority to answer the inquiries of Statistics Finland in which Katso identification is used and which Statistics Finland has not classified as highly sensitive. Thus, the holder of this role cannot access the questionnaires of inquiries in which Statistics Finland has specified the data as highly sensitive. Highly sensitive inquiries concern e.g. data on individual persons or data subject to insider rules.
THE UNEMPLOYMEN	T INSURANCE FUND R	OLES
Unemployment insurance contributions	TVRTyottomyysvakuutu smaksut	The role "unemployment insurance contributions" can be used for declaring information related to unemployment insurance contributions.
CITY OF JYVÄSKYLÄ	ROLES	
City of Jyväskylä eServices user	JKLEpalvelu	An eServices user is a representative of the company or organization, who performs electronic transactions through City of Jyväskylä eServices
POLICE ROLES		
Licence	POLIISILupa	Role is for the representative of a company or organization, who transacts on its behalf at the Police's e-services concerning licences.
Photographer	POLIISIValokuvaaja	Photographer can administrate the photos uploaded to the Licence Administration Photo Server.
VALVIRA ROLES		
Valvira services for social and healthcare units	VALVIRAasiointiSosiaali JaTerveydenhuolto	The role entitles social and healthcare units to use Valvira's online services.



		provided by Valvira (incl. annual report).
e-services	VALVIRAsahkoinenAsioi nti	Role gives the permission to use e-services provided by Valvira.
FINNISH FORESTCE	ENTRUM ROLES	
Metsään.fi user	METSAKESKUSMetsaan kayttaja	This role lets you sign in to www.metsaan.fi for the company. Note: The Role cannot be granted to a Katso Sub-ID.
NATIONAL LAND S	JRVEY OF FINLAND ROI	LES
Viewer role	MMLToimivaltuutus	Under this mandate, the user is able to view the property owned by the user's organization and real estate deeds. The user can also take into use a power of attorney provided to the user's organization and to draft documents within its scope. The mandate user is not allowed to sign documents. Note: The Role cannot be granted to a Katso Sub-ID.
EVIRA ROLES		
User of the Form Service	EVIRALomakekayttaja	Gives you the right to complete the forms, to edit your own forms and to delete the notifications in Evira's electronic form service.
Main User of the Form Service	EVIRALomakepaakaytt aja	Gives you the right to complete, edit and delete the forms in Evira's electronic form service as well as review all notifications of the company.
MINISTRY OF AGRI	CULTURE AND FORESTI	RY ROLES
IUU Importer	LISMaahantuoja	Importer for the IUU Application
IUU Forwarding Agent	LISHuolintaliike	Forwarding Agent for IUU Application
IUU Forwarding Agent of Importer	LISMaahantuojanHuolin taliike	The Forwarding Agent authorized by Importer for the IUU Application
A planting minutes recorder	VAKAtallennusoikeus	The role description for a planting minutes recorder includes the right to create new planting minutes and make changes to unfinished planting minutes. It also includes access to any electronic planting minutes created by the home organisation.
Stocking transcript browser	VAKAlukuoikeus	As a planting minutes recorder you are given access to the planting minutes by other organisations but cannot create new ones or make alterations to existing but unfinished planting minutes.
TRAFI ROLES		
Digital certification rights	TRAFIVarmenneoikeud et	The role enables the user to generate and remove digital certifications for vehicles. The role carries the right to perform vehicle registrations and provide notification of the



	rectification of defects identified during the inspection of a craft. Please note that this Role cannot be
	granted to a Katso Sub-ID.
TRAFIKulkuvalineRekist eroija	The role carries the right to perform vehicle registrations and provide notification of the rectification of defects identified during the inspection of a craft. The role does not carry the right to create or view vehicle certificates. Please note that this Role cannot be granted to a Katso Sub-ID.
TRAFIAjoneuvoVerotus	The role carries the right to notify and agree on information used in vehicle taxation. The role carries viewing rights to other data, but no right to view vehicle certificates. Please note that this Role cannot be granted to a Katso Sub-ID.
TRAFIKulkuvalineKatsel ija	The role carries the right to view data on vehicles under your ownership or possession (excluding certificates) and to print related documents. The role includes the right to order data products subject to charge from Information Services.
MAVIHYRRAhakija	The role entitles to browse, to fill out applications and to send the application for the organization.
	Please note that you cannot authorize a sub-ID to have this role.
MAVIHYRRAavustaja	The role entitles to browse and to fill out applications for the organization. The role does not include authorization for sending the application. Please note that you cannot authorize a sub-ID to have this role.
MAVIHYRRAselaaja	The role entitles to browse applications for the organization. Please note that you cannot authorize a sub-ID to have this role.
KOULUMAITOASPerusk ayttaja	Authority to use all functionalities of the Nekka e-service for school milk subsidy. However, this role does not include an authorisation for submitting a registration application or changing the bank account number.
KOULUMAITOASPaakay	Authority to use all functionalities of the
	TRAFIKulkuvalineKatselija MAVIHYRRAhakija MAVIHYRRAselaaja KOULUMAITOASPeruskayttaja



FINNISH ENVIRONM	FINNISH ENVIRONMENT INSTITUTE ROLES		
VEETI limited viewer role	SYKEVeetiRajattuKatsel ija	This role is authorized to view unrestricted information of Veeti system.	
VEETI viewer role	SYKEVeetiKatselija	This role is authorized to view the same information as VEETI limited viewer role and on top of that is also allowed to view restricted information.	
VEETI updater	SYKEVeetiYllapitaja	This role is authorized to view and update information of Veeti system.	
MINISTRY OF INTER	RIOR ROLES		
(Authorised) (EUSA) Signatory	SMEUSAnimenkirjoittaj a	Users with this role can fill in forms in the system for the management of EU Home Affairs Funds (EUSA system) and submit forms to competent authorities for processing.	
(EUSA) Case Officer	SMEUSAvalmistelija	Users with this role can fill in forms in the system for the management of EU Home Affairs Funds (EUSA system) but cannot submit forms to competent authorities for processing.	
MINISTRY OF JUSTI	CE ROLES		
Legal aid	OMOikeusapu	The role gives access to the e-service portal of the judicial administration.	
Legal aid history	OMOikeusapuhistoria	The role gives access to the legal aid history. Please note that you cannot authorize a sub-ID to have this role.	
PublicProcurement_E xtractFromCriminalRe cords	OMPoissulkemisperuste	Role gives right to apply for extract from criminal records for the purpose of public procurement. Please note that you cannot authorize a sub-ID to have this role.	
MINISTRY OF EDUC	ATION AND CULTURE F	ROLES	
Preparer	OKMValmistelija	The role gives permit for filling in the application forms but not for sending forms to official handling. Authentication method is Katso PWD.	
Signer	OKMNimenkirjoittaja	The role gives permit for filling in application forms and for sending forms to official handling. Authentication method is Katso OTP.	
ARA ROLES			
Reporter (comprehensive)	ARAValpas_raportointi_ laaja	Can complete and edit forms. Authorised to use all forms. Can send to ARA forms that do not require approval by a signatory. Can send messages to ARA and receive messages from ARA. Can maintain the community's basic and site information.	



		Can maintain the information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.
Administrator of the site and basic information	ARAValpas_kohde_ja perustietojenyllapito	Can complete and edit forms related to the community's organisational structure and forms related to possible other basic information that is notified using forms, as well as exchange messages about them with ARA.
		Can send to ARA forms related to the community's organisational structure and to possible other basic information that is notified using forms that do not require approval by a signatory.
		"Authorised to use forms of the type "organisation structure and the community's basic information", e.g. the following forms:
		 Notification of change in the owner and ownership information."
		Can maintain the community's basic and site information.
		Can maintain information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.
Reports financial statement information	ARAValpas_tilinpaatosr aportointi	Can complete, send and edit forms related to financial statements as well as exchange messages about them with ARA.
		"Authorised to use forms of the type "financial statements", e.g. the following forms:
		- profit and loss account, balance sheet
		- additional information in financial statements."
		Can look up the community's basic and site information.
		Can look up information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.
Reports information on non-profit status	ARAValpas_yleishyodyll isyysraportointi	Can complete, send and edit forms related to non-profit matters as well as exchange messages about them with ARA.
		"Authorised to use forms of the type "non- profit status", e.g. the following forms:
		- notification in accordance with legislation on non-profit status
		- application for non-profit status
		- application for cancelling non-profit status."
		Can look up community's basic and site information.
		Can look up information in the customer



		register.
		Please note that you cannot authorize a sub-ID to have this role.
Reports rent and resident charge information	ARAValpas_vuokra_ja_ vastikeraportointi	Can complete, send and edit forms related to rents and resident charges as well as exchange messages about them with ARA.
		"Authorised to use forms of the type "rents and residence charges", e.g. the following forms:
		- survey on residence charges
		- residence charge calculation
		 cost accounting (right-of-occupancy, rental housing)
		- occupier selections
		- rent survey
		- calculation for determining rent
		 applications for exceptional authorisations when determining rent (adjustment, provision, maximum amount of interest on the self-financing share)."
		Can look up community's basic and site information.
		Can look up information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.
Reports property and residence information	ARAValpas_kiinteisto_j a_asumisraportointi	Can complete, send and edit forms related to property and residence information and exchange messages about them with ARA.
		Authorised to use forms of the type "property and residence information", e.g. the following forms:
		- housing market survey.
		Can look up the community's basic and site information.
		Can look up information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.
Reports/resident selection & residential democracy	ARAValpas_asukasvalin ta_ja_demokratiaraport ointi	Can complete, send and edit forms related to information on resident selection and residential democracy and exchange messages about them with ARA.
		Authorised to use forms of the type "resident selections and residential democracy".
		Can look up the community's basic and site information.
		Can look up information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.



Reports limitation, demolition & handover matters	ARAValpas_rajoitus_pu rku_luovutusraportointi	Can complete, send and edit forms related to information on limitation, demolition and handover matters and exchange messages about them with ARA.
		Authorised to use forms of the type "limitation, demolition and handover matters", e.g. the following forms:
		 application regarding arava restrictions/ demolition authorisation
		- application to name the receiver in a hand- over situation
		- calculation for the assignment price fwhen a rental home is redeemed
		 limitation/demolition accord contracts / application for demolition support."
		Can look up the community's basic and site information.
		Can look up information in the customer register.
		Please note that you cannot authorize a sub-ID to have this role.
Reader of messages	ARAValpas_viestinluku	Can look up all messages addressed to the community (messages that have not been restricted to a certain role).
		Can send messages to ARA and receive messages from ARA.
		Can look up the community's basic and site information.
		Can look up information in the customer register.
		Cannot complete, send or edit forms.
		Please note that you cannot authorize a sub-ID to have this role.
Processes inspections	ARAValpas_tarkastuste nkasittelija	Can read the community's preliminary and final inspection reports as well as exchange messages about them with ARA.
		Cannot complete, send or edit forms.
		Please note that you cannot authorize a sub-ID to have this role.
Deals with rejoinders and complaints	ARAValpas_vastineiden kasittelija	Can reply to a report request sent by ARA in connection with rejoinders, requests for comments or complaints, and exchange messages with ARA about it. Cannot fill, send or edit forms.
		Please note that you cannot authorize a sub-ID to have this role.
Reader of financial statement information	ARAValpas_tilinpaatosti etojenluku	Can look up the community's financial statement information and restricted annexes in the final statement.
		Cannot send messages to ARA or receive messages from ARA.



		Cannot complete, send or edit forms.	
		The role can be granted to an employee in the community or a representative of an external financier.	
		Please note that you cannot authorize a sub-ID to have this role.	
Applies for a subsidy	ARAKorjausavustus_asi amies	Can apply for a lift and an accessibility subsidy. Can also apply for a subsidy to buy an electric vehicle charging station. Can apply for a subsidy and a payment.	
		Please note that you cannot authorize a sub-ID to have this role.	
Applying for a subsidy for residential areas	ARAAsuinalueidenavust ustenhakija	This role lets you apply for a subsidy for building or developing a residential area.	
		Please note that you cannot authorize a sub-ID to have this role.	
Applying for a subsidy for housing activity	ARAAsumistoiminnanav ustustenhakija	This role lets you apply for a subsidy for housing advice activities. Please note that you cannot authorize a sub-ID to have this role.	
Applying for a subsidy for building housing	ARAAsuntotuotannontu kienhakija	This role lets you apply for a subsidy for building housing. Please note that you cannot authorize a sub-ID to have this role.	
Making a statement about building housing	ARAAsuntotuotannonla usunnonantaja	This role lets you make statements about housing projects. Only city officials can make statements. Please note that you cannot authorize a sub-ID to have this role.	
MINISTRY OF DEFENCE	E ROLES		
MODExport Control	PLMVientivalvonta	Authorises a person to act on behalf of the organisation and fill in applications and issue notifications relating to export control of defence materiel	
		Please note that you cannot authorize a sub-ID to have this role.	
MODOfficer	PLMVirkailija	Authorises MOD's officers to process export license applications and notifications relating to export control of defence materiel.	
STATE TREASURY ROL	.ES		
Loan information	VKLainatiedot	Company can give user rights to other Company to have Access to their loan information.	
MINISTRY OF SOCIAL AFFAIRS AND HEALTH ROLES			
Hila Applicant, large	STMHilaHakijaLaaja	The role entitles to make an application for reimbursement and wholesale price, as well as to monitor the progress of application and to submit additional information in the Pharmaceuticals Pricing Board's e-service.	
		Applicant, large -role is company-specific. Role has visibility to all cases which are under	



		and the state of t	
		consideration and assigned to the company.	
Hila Applicant, limited	STMHilaHakijaSuppea	The role entitles to make an application for reimbursement and wholesale price, as well as to monitor the progress of application and to submit additional information in the Pharmaceuticals Pricing Board's e-service. Applicant, limited -role is user-specific. Role has visibility only to the cases initiated by	
		KATSO-user herself/himself.	
HILA Kela users	STMHilaKelaKayttajat	The role entitles the downloading of the request for Kela's opinion and related material concerning the reimbursement and wholesale price applications and the delivery of Kela's opinion in the Pharmaceuticals Pricing Board's e-service.	
FINNISH SECURITY INTELLIGENCE SERVICE ROLES			
Personnel security clearances	SUPOHenkiloturvallisuu sselvitykset	The role enables the security clearance clients to apply for security clearances and to manage their own clearances within the service.	

THE ALL ROLE GROUP

You can authorise an Organization, a Katso ID or a Katso Sub-ID to have the "All" role group (e.g. VERO-All, KELA-All).

The role group includes all the roles that the e-service provider has defined as being valid when the authorization is granted. If new roles are added to the e-service later, they must be granted in a separate authorization.

Please note that may not be able to authorise a Sub-ID to have all the roles that All role group covers.