

KemIDigi

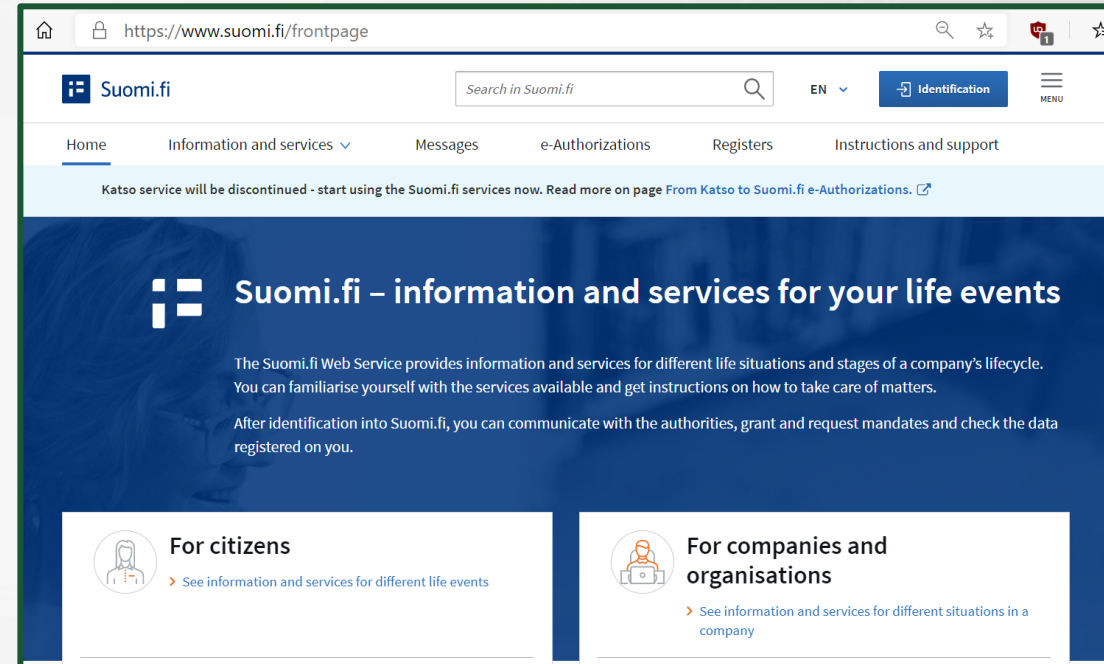
Chemical data in one service

Starting to use KemiDigi at a company

Updated 23.3.2023

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- KemiDigi introduction process for a company
- What are the Suomi.fi services in KemiDigi?
- Why does KemiDigi use the Suomi.fi services?
- How does KemiDigi use the Suomi.fi services?
- Login alternative
- User management: adding and removing users and user rights





KemiDigi introduction process for a company

KemiDigi introduction process for a company

1. Find out whether the company's future KemiDigi main user is Finnish and whether they have one of the following institutional roles: the CEO, deputy of the CEO, the signatory of the company who has the right to represent the company alone, or a private entrepreneur entered into the Trade Register.
 - a) If they do, they can already log in to KemiDigi using Suomi.fi e-Identification and add other people as KemiDigi users by granting them authorisation in the Suomi.fi service.
 - b) If not, they must be authorised in the Suomi.fi service. The authorisation can be granted by a person working in the aforementioned roles **or together by the representatives entered in the Trade Register**. Authorisation can only be granted to a Finnish person.
2. Log in to KemiDigi using Suomi.fi e-Identification. In this way, you'll become the company's main KemiDigi user.
3. If needed, authorise other KemiDigi users for the company in the Suomi.fi service.
4. Other users must log in to KemiDigi. Only after that, you can grant them user rights in KemiDigi. This is due technical limitations between Suomi.fi e-Identification and KemiDigi.
5. Grant user rights for other users as the company's main KemiDigi user.

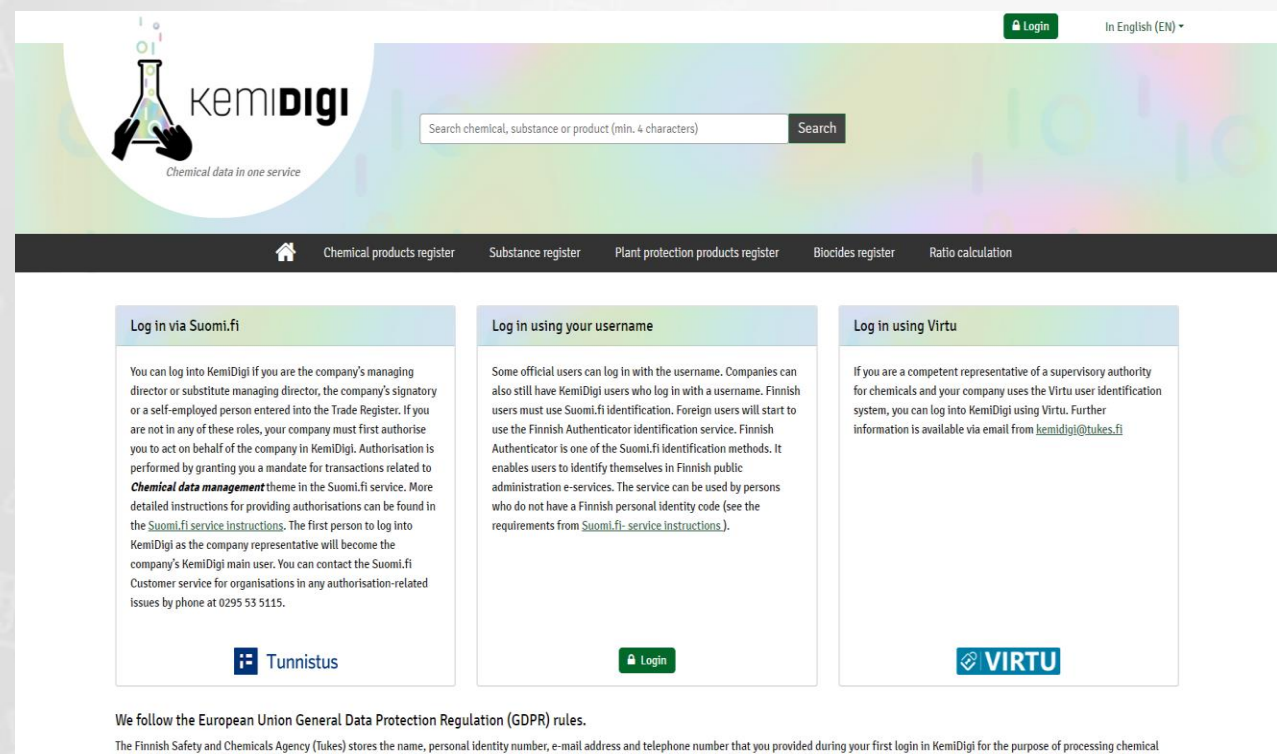


Suomi.fi services and KemiDigi

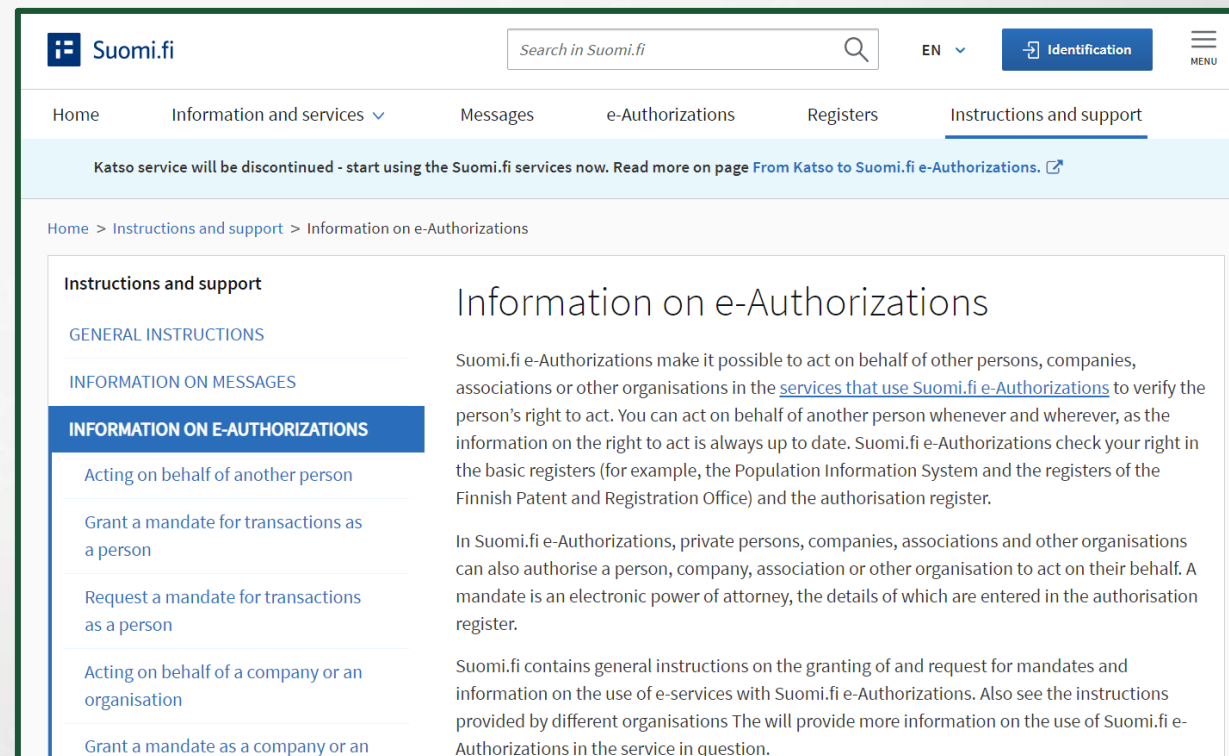
What are the Suomi.fi services in KemiDigi?

- Suomi.fi e-Identification
 - Used to log into KemiDigi
 - Done at www.kemidigi.fi

- Suomi.fi e-Authorizations
 - Used for adding and removing KemiDigi users
 - Done at www.suomi.fi



The screenshot shows the KemiDigi website homepage. At the top left is the KemiDigi logo with the tagline "Chemical data in one service". A search bar is located in the center, with the text "Search chemical, substance or product (min. 4 characters)". To the right of the search bar are "Login" and "In English (EN)" buttons. Below the search bar is a navigation menu with links: "Home", "Chemical products register", "Substance register", "Plant protection products register", "Biocides register", and "Ratio calculation". The main content area is divided into three columns, each with a "Login" button and a description of a login method: "Log in via Suomi.fi", "Log in using your username", and "Log in using Virtu". At the bottom, there is a footer with text about GDPR and the Finnish Safety and Chemicals Agency (Tukes).



The screenshot shows the Suomi.fi website. At the top left is the Suomi.fi logo. To the right is a search bar with the text "Search in Suomi.fi". Further right are "EN" and "Identification" buttons. Below the search bar is a navigation menu with links: "Home", "Information and services", "Messages", "e-Authorizations", "Registers", and "Instructions and support". A banner below the navigation menu reads: "Katso service will be discontinued - start using the Suomi.fi services now. Read more on page [From Katso to Suomi.fi e-Authorizations.](#)". Below the banner is a breadcrumb trail: "Home > Instructions and support > Information on e-Authorizations". The main content area is divided into two columns. The left column has a heading "Instructions and support" and a sub-heading "GENERAL INSTRUCTIONS". The right column has a heading "Information on e-Authorizations" and a sub-heading "INFORMATION ON E-AUTHORIZATIONS". Below the sub-heading are four links: "Acting on behalf of another person", "Grant a mandate for transactions as a person", "Request a mandate for transactions as a person", and "Acting on behalf of a company or an organisation". At the bottom of the right column is a link: "Grant a mandate as a company or an".

Why does KemiDigi use the Suomi.fi services?

- Information security – legal and economic purpose:
 - KemiDigi is used to manage a company's statutory obligations
 - KemiDigi includes business secrets and personal data
 - The use of KemiDigi causes costs for companies (chemical notifications subject to a fee)
 - **Requires strong identification** (VAHTI instructions: Identification in public administration online services)
 - The 'shared IDs' cannot be used.
- The act on shared support services for eGovernment (571/2016):
 - Tukes shall use the support services provided by DVV in its online services *(unless the authority absolutely must use another service in its operations or a part of them for technical, functional, cost-efficiency, or information security reasons)*
 - One of the support services is 4) identification service of natural persons = Suomi.fi e-Identification that meets the requirements for strong identification.
 - The second is 6) transaction mandate service = Suomi.fi e-Authorizations

How does KemiDigi use the Suomi.fi services?

Log in via Suomi.fi

You can log into KemiDigi if you are the company's managing director or substitute managing director, the company's signatory or a self-employed person entered into the Trade Register. If you are not in any of these roles, your company must first authorise you to act on behalf of the company in KemiDigi. Authorisation is performed by granting you a mandate for transactions related to *Chemical data management* theme in the Suomi.fi service. More detailed instructions for providing authorisations can be found in the [Suomi.fi service instructions](#). The first person to log into KemiDigi as the company representative will become the company's KemiDigi main user. You can contact the Suomi.fi Public Service Info in any authorisation-related issues by phone at 0295 000.



How does KemiDigi use Suomi.fi services 1/2?

If you cannot log in to KemiDigi using Suomi.fi e-Identification...

How does KemiDigi use Suomi.fi services 2/2?

CEO or persons authorised to sign on behalf of the company.

Home Information and services Messages e-Authorizations Registers Instructions and support

Katso service will be discontinued - start using the Suomi.fi services now. Read more on page [From Katso to Suomi.fi e-Authorizations.](#)

Home > Instructions and support > Information on e-Authorizations

Information on e-Authorizations

Suomi.fi e-Authorizations make it possible to act on behalf of other persons, companies, associations or other organisations in the [services that use Suomi.fi e-Authorizations](#) to verify the person's right to act. You can act on behalf of another person whenever and wherever, as the information on the right to act is always up to date. Suomi.fi e-Authorizations check your right in the basic registers (for example, the Population Information System and the registers of the Finnish Patent and Registration Office) and the authorisation register.

In Suomi.fi e-Authorizations, private persons, companies, associations and other organisations can also authorise a person, company, association or other organisation to act on their behalf. A mandate is an electronic power of attorney, the details of which are entered in the authorisation register.

Suomi.fi contains general instructions on the granting of and request for mandates and information on the use of services with Suomi.fi e-Authorizations. Also see the instructions provided by different organisations. They will provide more information on the use of Suomi.fi e-Authorizations in the service in question.

In Suomi.fi e-Authorizations you will see

- granted and received mandates
- sent and received mandate requests
- the mandates that have expired or have been invalidated prior to expiry
- the mandates which are to be validated together by numerous persons with the right to represent the company and which will be valid only after they have been confirmed by the selected validators.

[Go to Suomi.fi e-Authorizations](#)

- Follow the Suomi.fi service's instructions for companies
- Grant mandate for **Chemical data management**

Act on behalf of a company

When you want to authorise on behalf of a company, association or some other organisation whose matters you are authorised to manage on the basis of a mandate or a register

Home > e-Authorizations > Granted mandates

Mandates of the selected company

[Get to know the mandate themes](#) [Grant a mandate](#)

Valid mandates

GRANTED MANDATES

RECEIVED MANDATES

Mandate requests

RECEIVED REQUESTS

Granted mandates

INSTRUCTIONS

The list shows all the persons, companies, and organisations to whom your company or organisation has granted a mandate. Click the name of the assignee to view the mandates in more detail.

Search

Name or identifier of the party, mandate theme or mandate specifier

Enter name or another search term

Extracts from the glossary of e-Authorizations

- <https://www.suomi.fi/instructions-and-support/information-on-eauthorizations/glossary-of-eauthorizations>
- **Mandate:** The right to act on behalf of another person, a company or organisation in a selected area. A mandate granted in Suomi.fi e-Authorizations is an electronic power of attorney that allows the holder to deal with certain matters.
- **Invalidation:** The assignor or assignee may cancel, i.e. invalidate an existing and validated mandate in Suomi.fi e-Authorizations. After invalidation, the mandate is no longer in use.
- **Mandate theme:** A theme or matter that the assignee can handle on the behalf of the assignor. Mandate themes are selected when the mandate is granted or requested. They describe the powers that the assignee has been granted by the assignor.
- **Mandate type:** A company or organisation can grant various types of mandates:
 - **Mandate for transactions:** A person, company or organisation granted a mandate for transactions may act on behalf of the company or organisation that has granted the mandate.
 - **Right to grant a mandate:** A person given the right to grant authorisation can grant mandates for transactions on behalf of a company or organisation to other persons, to companies or organisations.
 - **Mandate to represent:** A person with a mandate to represent may act on behalf of a person or another company or an organisation that has granted a mandate to the company the person represents.
 - **Representative's right to grant a mandate:** A person given a representative's right to grant authorisation can grant a company or organisation a mandate to represent the person, company or organisation and request mandate for transactions from other companies, organisation and persons to manage the affairs of the assignor.

Glossary Mandate, Invalidation and Mandate theme in KemiDigi

- **Mandate:** If the future user of KemiDigi does not have a sufficient institutional role (CEO, authority to sign, etc.), the user must first be granted a mandate.
- **Invalidation:** Access to KemiDigi can be denied from a person or organisation by invalidating a granted mandate. This should be done, for example, after the employment relationship or the consultation agreement has ended.
- **Mandate theme:**
 - Always ***Chemical data management*** for KemiDigi
 - For applying for a chemical safety permit and for the Luvat ja valvonta service: ***Procedures related to licence and supervision entities***

Glossary Mandate type in KemiDigi

- **Mandate for transactions:** Allows individual persons to log into KemiDigi using Suomi.fi e-Identification. It also enables outsourcing the use of KemiDigi to another company.
- **Right to grant a mandate:** A person who has been granted a mandate can “create new users in KemiDigi” if, for example, you want to avoid disturbing the CEO with each new user.
- **Mandate to represent:** If company A has granted a mandate for transactions to company B and company B has granted a mandate to represent to person H, then person H can log into KemiDigi on behalf of company A. This can be applied if the use of KemiDigi is completely outsourced to another company.
- **Representative’s right to grant a mandate:** A person with the representative’s right to grant a mandate may grant new mandates to represent.

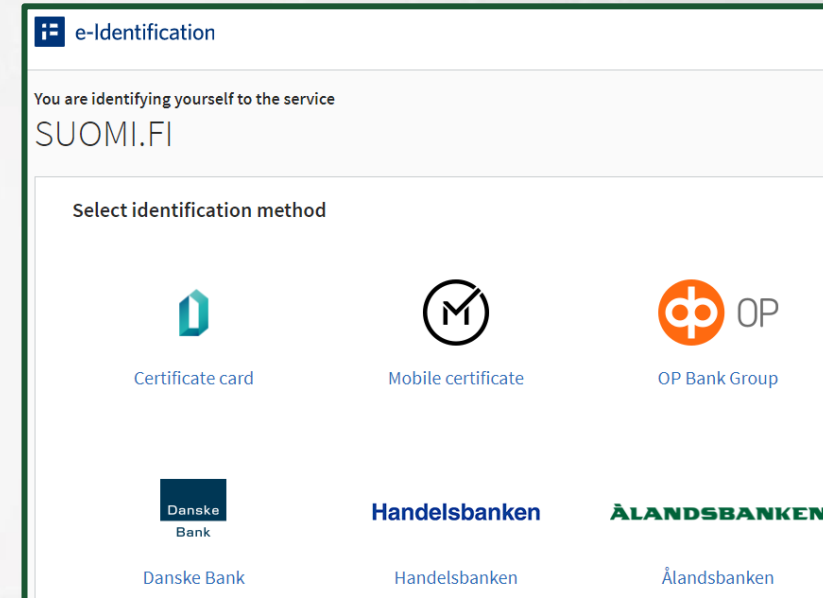
Using your personal online banking details

Principle:

- Suomi.fi e-Identification is used to identify a private person. At the same time, the system checks whether the person is alive according to the Population Information System.
- An individual has mandates and institutional roles in other systems (Suomi.fi e-Authorizations, Trade Register).
- In connection with identification, the mandates and institutional roles are associated with the individual, and the details are added to the online service, such as KemiDigi.

Preconditions and notes:

- A company's banking details cannot be used because they are not associated with an individual in the Suomi.fi e-Identification service.
- A Mobile ID can also be used instead of banking details.
- If a company wishes, the company can acquire [certificate cards](#) and card readers for identification in KemiDigi and other services.



Tips for using Suomi.fi 1/2

Processing personal identification numbers in connection with authorisation

- If a company feels uncomfortable about processing personal identification numbers when granting authorisations, the company can grant a representative's right to grant a mandate to a representative of its HR management who is already aware of the personal ID's of its employees. Then the representative with the right to grant a mandate can grant actual rights to use the service, i.e., add KemiDigi users to the system.
- The personal ID is also shown on the screen in the Suomi.fi e-Identification when logging in to KemiDigi. You can give feedback on this to the Digital and Population Data Services Agency. KemiDigi does not show personal IDs.

Suomi.fi e-Identification in other online services

- Suomi.fi e-Identification and e-Authorizations are also used in many other online services in addition to KemiDigi.
- Single login allows you to use all services that use Suomi.fi e-Identification without a separate login.
 - After logging into one online service, logging into another is simpler. For example, Mobile IDs or banking details only need to be used when logging into the first service.

Tips for using Suomi.fi 2/2

Suomi.fi Mandate service provided by officials

- If an assignor is unable to use Suomi.fi e-Authorizations, the mandate can be granted or invalidated by means of the Mandate service provided by officials.
- To whom:
 - Organisations that do not have representatives recorded in a register (e.g. municipalities, government agencies, educational institutions, foundations, parishes, partnerships, and estates of deceased persons which have a business ID).
 - Associations for which no persons entitled to represent the association alone have been entered in a register.
 - Finnish companies for which no persons entitled to represent the company or board members have been entered in the Trade Register (e.g. general partnerships and limited partnerships).
 - Private entrepreneurs who do not have personal means of identification for electronic services or who are unable to or do not know how to use electronic services.
 - A foreign company with no business ID or whose representatives have not been entered in the Trade Register
 - A foreign company where the persons entitled to represent the company do not have a Finnish personal identity code or identification token or whose authorised representative is another organisation



User management

Adding and removing users

Suomi.fi users

- **Adding:** grant a ***Chemical data management*** mandate for transactions in the Suomi.fi service
- **Removing:** invalidate a ***Chemical data management*** mandate for transactions in the Suomi.fi service

1 mandate

List order: Newest first Show on page: 25

| <input checked="" type="checkbox"/> | Mandate theme | Specifier | Mandate type | Period of validity |
|-------------------------------------|---------------|-----------|--------------|--------------------|
|-------------------------------------|---------------|-----------|--------------|--------------------|

Invalidate the selected

Copy as a template

Adding and removing foreign users

- **Adding a main user:**
 - Foreign user needs a foreigner's user identifier (UID). Go to the [Finnish Authenticator Identification Service - Suomi.fi](#) and follow the instructions to get the UID
 - Go to Suomi.fi e-Authorization service Authorisation with an application - Suomi.fi and follow the instructions. Authorisation is performed by granting you a Right to grant a mandate (Mandate type) related to Chemical data management theme in the Suomi.fi service
 - When you have Right to grant a mandate (Mandate type) related to **Chemical data management** theme in the Suomi.fi service, you need mandate yourself for transactions related to **Chemical data management** theme in the Suomi.fi service. You may also mandate company's other KemiDigi users. A company representative is not required to be a staff member of a company, externals are allowed
- **Adding a user:**
 - Foreign user needs a foreigner's user identifier (UID). Go to the [Finnish Authenticator Identification Service - Suomi.fi](#) and follow the instructions to get the UID
 - The company needs to mandate foreign user for transactions related to **Chemical data management** theme in the Suomi.fi service
- **Removing a user:**
 - invalidate a **Chemical data management** mandate for transactions in the Suomi.fi service

Presentation of user rights – background

- Duality
 - The Suomi.fi service provides access to KemiDigi
 - User rights set in KemiDigi determine what a user can do in KemiDigi.
- A company's structure in KemiDigi is
 - Company (business ID)
 - Office 1 (main office)
 - Office 2 (secondary office)
 - ...
- Some of KemiDigi's user rights are tied to the company level, some to the office level.
- A single user may have several user rights.

Presentation of user rights

The main user can

- Create new KemiDigi users for the company
- Change user rights
- Manage which of the company's users receive alarm messages from KemiDigi
- Introduce interface services (REST API)
- Company-specific user right

With the chemical notifications user right, you can

- Create new chemical notices for a company and modify them
- Company-specific user right

With the quantity report sum report user right, you can

- Approve quantity data of the chemical notifications compiled from secondary offices to be announced to authorities
- View old quantity reports of chemical notifications
- Company-specific user right

With the quantity report user right, you can

- Fill in the annual quantity report of chemical notifications
- Office-specific user right

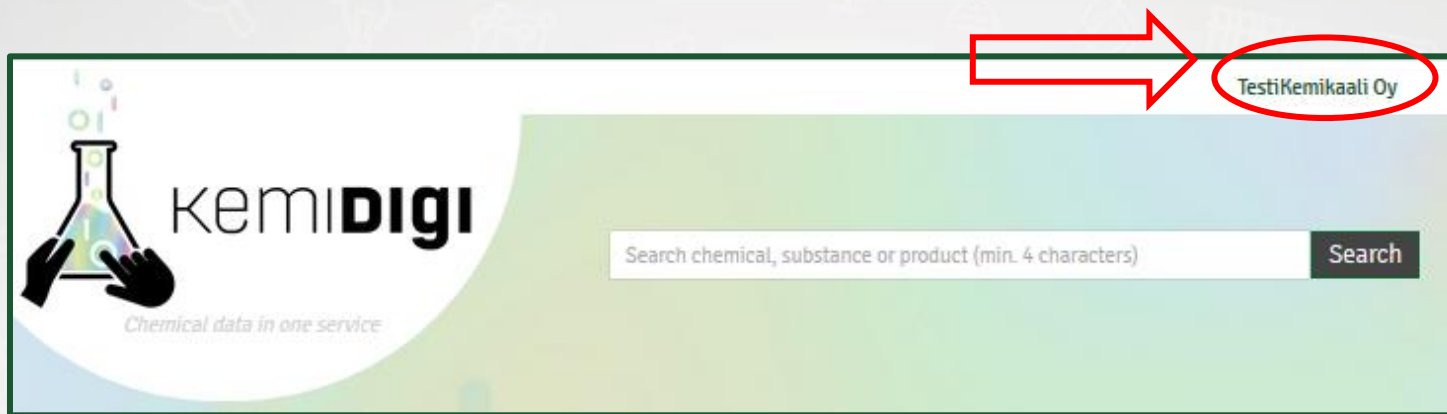
With the list of chemicals user right, you can

- View and edit an office's lists of chemicals
- Submit a list of chemicals to the authorities for a review
- Office-specific user right

Without user rights, you can

- Search for and view chemical notifications of your company
- Search for and view chemical notification details of other companies, with restrictions
- Search for and view substance information from the Tukes substance register

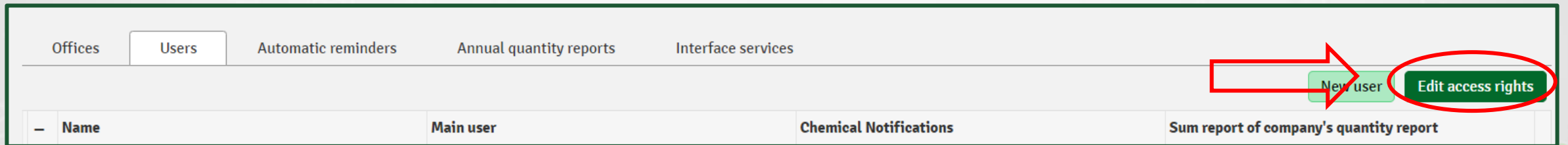
Setting user rights 1/3



- The first person to log into KemiDigi as the company representative will become the company's main KemiDigi user. At first, only they can set user rights for the company's other KemiDigi users.
- The company's other KemiDigi users do not automatically obtain any user rights. The company's main KemiDigi user must set them.
- User roles are specified on the company's information page: click on the company's name at the top of the page.

Setting user rights 2/3

- Click *Users* at the bottom of the page
- Click *Edit access rights*



Offices **Users** Automatic reminders Annual quantity reports Interface services

New user **Edit access rights**

| - Name | Main user | Chemical Notifications | Sum report of company's quantity report |
|--------|-----------|------------------------|-----------------------------------------|
|--------|-----------|------------------------|-----------------------------------------|

Setting user rights 3/3

- Select the needed user rights, such as *chemical notifications*
- Click *Save*
- See how to place office-specific roles in [KemiDigi's instructional videos](#)
 - for example, rights related to lists of chemicals
- Changes become effective after the next login

The screenshot shows the 'Users' configuration page in KemiDigi. At the top, there are tabs for 'Offices', 'Users', 'Automatic reminders', and 'Annual quantity reports'. The 'Users' tab is selected. Below the tabs is a table with columns: 'Name', 'Main user', 'Chemical Notifications', and 'Sum report of company's quantity report'. The first row shows 'User 1 Company' with a checked checkbox in the 'Chemical Notifications' column. A red arrow points to this checkbox. In the top right corner, there are 'Save' and 'Cancel' buttons, with a red arrow pointing to the 'Save' button. Below the table, there is a section for 'Office' with a 'List of chemicals' and 'Quantity report' sub-section. The 'List of chemicals' section shows 'No data found with search terms!'. At the bottom left, there is a 'Select office' dropdown and an 'Add' button. At the bottom right, it says '0 - 0 lines out of 0 lines'.

| Name | Main user | Chemical Notifications | Sum report of company's quantity report |
|----------------|--------------------------|-------------------------------------|-----------------------------------------|
| User 1 Company | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Office:

List of chemicals: No data found with search terms!

Quantity report:

0 - 0 lines out of 0 lines

Notes on KemiDigi users 1/2

- A company's KemiDigi user can be a person outside the company. Applies to the main user as well.
- A company may have several main users of KemiDigi.
- Users that use Suomi.fi e-Identification to log in can use KemiDigi in different roles through different companies. The company represented is selected when logging in.
- New users must be given user roles before they can submit chemical notifications or view/edit chemical lists.
- An annual fee is charged for the use of KemiDigi according to the number of chemical notifications. Other functions of KemiDigi are currently free of charge.

Notes on KemiDigi users 2/2

| | Offices | Users | Automatic reminders | Annual quantity reports |
|---|--------------------------------|-------|---------------------|-------------------------------------|
| - | Name | | | Main user |
| + | User 1 Company | | | <input checked="" type="checkbox"/> |
| + | User 2 Company | | | <input type="checkbox"/> |

- Adding/changing a company's main KemiDigi user
 - The current main user of KemiDigi can assign a new main user who has successfully logged in once.
 - The current and new main users can disable the main user's user right from each other.
 - In other words, the main user role can be transferred from one person to another when both of them are already using KemiDigi.
 - If the main user leaves the company's service before the main user role is transferred:
 1. The new main user must have logged into KemiDigi at least once before. You can enable login by first granting them the **Chemical data managing** mandate for transactions in the Suomi.fi service.
 2. Please contact the user support of KemiDigi kemidigi@tukes.fi who can set a new main user.

Notes on KemiDigi users

Maintaining a shared “site chemical list” of several companies in KemiDigi is a challenge:

- The lists of chemicals are always office-specific and are therefore tied to only one company. In other words, one company must act as the owner of the site’s chemicals list.
- A company can grant “external parties” access to the list of chemicals in one of its locations, for example, but at the same time,
 - the external parties can view the company’s chemical notifications. The right to edit can be limited.
 - the list of chemicals can also be edited by external parties. The rights cannot be limited for mere viewing at the moment.
- Once work on the site is done
 - The rights of external persons must be removed, for example, by invalidating the mandate in Suomi.fi
 - The office’s list of chemicals must be cleared, or the entire office must be removed.

Management of office details

- Adding an office:

| Offices | | | | |
|----------------------------------------------------------|-----------------------------------------------------|---------------------|----------------------------|--------------------|
| Offices | Users | Automatic reminders | Annual quantity reports | Interface services |
| | | | New office | |
| Name ↑ | Address | Sector | | |
| Tukes Testiyritys, Tampere (main office) | Yliopistonkatu 38, 33100 TAMPERE (street address) | | | |

- Several offices may be added to the same address if their fields of activities differ from one another.
- If there are any changes in the office details, please contact KemiDigi's user support at kemidigi@tukes.fi

Office

Address

Street address *

Postal code *

Post office *

Sectors

Sector *

THANK YOU!

www.kemidigi.fi
[kemidigi \(at\) tukes.fi](mailto:kemidigi@tukes.fi)

