

Order

Ordering of the ePerehdytys online training is performed in several steps

For successful completion of your order, please note down some information before you start and make sure it is easily accessible. You will need:

- your company's registry code;
- your company's billing data;
- details of the person authorised to grant access to the ePerehdytys online training;
- details of your personnel that will participate in the ePerehdytys online training: *name, Valtti card details, tax number, personal identification code, mobile number.*

An employee can only be authenticated as an ePerehdytys user if their data are included in the Register of Tax Numbers. You can request addition of their data to the register by calling the Tax Administration service number 02 949 7070. For more information, please visit the [tax number register page](#) on the website of the Tax Administration, Vero.fi.

Company account in the Suomen Tilaajavastuu web service

To order the ePerehdytys online training, you will also need a company account in the Ilmoita service of Suomen Tilaajavastuu. If your company already has an account, you can proceed to the ePerehdytys login screen. If you have not used the service before, [please create a free company account with Suomen Tilaajavastuu](#) by clicking the *Registration (Rekisteröidy)* link at the top of their website.

Please remember that ePerehdytys orders can be submitted and access rights can be managed only by the same admin users of your company that have permission to use the Ilmoita service.

Placing an order

1. Log in to your company account.
2. Select ePerehdytys.
3. Go to the Employees (Työntekijät) tab.
4. Add details of the employee: name, Valtti card details / tax number and personal mobile number.
 - If unknown, leave the mobile number field blank. The employee can enter it later in the course of authentication.
 - Make sure that all entered employee data are accurate.
 - The employee data will be stored in the Ilmoita service. The name is marked as “*not verified*” (*tarkastamatta*) until a verification in the Register of Tax Numbers is made. It takes from a few hours to up to one day to complete verification and only then will the employee be able to access the ePerehdytys online training.
5. Go to the homepage of the Ilmoita service and order the ePerehdytys online training at the bottom of the page.
 - Add relevant rights for the employee to access the ePerehdytys online training. You can select employees one by one or all at once.
 - You can register all employees that require the ePerehdytys training simultaneously, but you can also stagger the allocation of their access rights in order to regulate the billing intervals.
6. Confirm your acceptance that ePerehdytys is a paid service.
 - An order confirmation is sent to the e-mail address of the admin user of the service when access rights are granted.
 - Billing will be based on allocated access rights.
7. Give your employee a link to the ePerehdytys website and let them know when they can start completing the ePerehdytys online training.

Always follow any instructions of the Ilmoita service when placing an order. Successful orders are displayed at the bottom of the Ilmoita homepage, showing your user name, the time when the order was placed and a notice that the ePerehdytys service is in use.

If you experience any problems placing an order for the ePerehdytys online training, please contact the [customer service of Suomen Tilaaavastuu](#).

MORE INFORMATION**Laura Sutinen**

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