

### Agreement of using Ilmarinen's online services

An agreement of using Ilmarinen's online services, in accordance with the terms on the reverse, will be reached between Ilmarinen and the client, when the application has been approved in Ilmarinen.

You can return the signed contract electronically via our website at <https://www.ilmarinen.fi/en/contact-us/secure-message/> using the 'send attachment' feature. Change the recipient to: [verkkopalvelu@ilmarinen.fi](mailto:verkkopalvelu@ilmarinen.fi). You can also return the contract by post to the address Ilmarinen Mutual Pension Insurance Company, PL 2, 00018 Ilmarinen.

<b>Contact information</b>	Employer's/self-employed person's name (obligatory)	
	Business ID or social security number (obligatory)	
	Contact person	Telephone number
	E-mail address	
<b>User</b> <input type="checkbox"/> Limited access	First name and last name (obligatory)	Social security number
	E-mail address	Telephone number
<b>User</b> <input type="checkbox"/> Limited access	First name and last name (obligatory)	Social security number
	E-mail address	Telephone number

<b>Information of the accounting company taking care of the insurance</b> To be filled in if an accounting company takes care of the insurance.	Name of accounting company	Business ID of accounting company
	Street address	
	Postcode and post office	
<b>User at the accounting company</b> <input type="checkbox"/> Limited access	First name and last name (obligatory)	Social security number
	E-mail address	Telephone number
<b>User at the accounting company</b> <input type="checkbox"/> Limited access	First name and last name (obligatory)	Social security number
	E-mail address	Telephone number

Don't forget to inform Ilmarinen of an ending assignment with the accounting company as well as of changes of the users or their responsibilities.

I have familiarized myself with the terms of Ilmarinen's online services. I approve the terms and commit to follow them.	
I give my consent to the information that I have provided being processed in accordance with Ilmarinen's data protection policy ( <a href="https://www.ilmarinen.fi/en/ilmarinen/data-protection/">https://www.ilmarinen.fi/en/ilmarinen/data-protection/</a> ).	
Date	Signature included printed name and the name of the signer's company

## Special Terms of Ilmarinen's Online Services Requiring User Agreement

The purpose of these terms and conditions (hereinafter "User Agreement") required for the use of Ilmarinen's online services (hereinafter "Service") is to provide the client with access to the Services offered by Ilmarinen Mutual Pension Insurance Company (hereinafter "Ilmarinen"). Using the Service requires the client to accept and comply with the terms and conditions of this User Agreement. The Service is primarily subject to these special terms and conditions, and secondarily subject to the general terms and conditions.

The User Agreement between the client and Ilmarinen takes effect after Ilmarinen has accepted and registered the client as a user of the Service and the client has taken the User IDs into use.

### User rights/Restricted user rights

An online service user can view all information related to the insurance and create employee-specific listings. A user can change all alterable data contained in the service, such as contact details and the TyEL insurance due date and apply for an extended term of payment. A user can also be granted restricted user rights. In this case, the user can view all other insurance details but cannot create employee-specific listings nor view employee-specific payroll information.

### Accounting firms and insurance brokers

Accounting firms and insurance brokers providing services to Ilmarinen's clients are entitled to apply for user rights on behalf of their clients, provided that the agreement between the accounting firm and the client, or the insurance broker and client, permits this. Such User Agreements between the accounting firm and Ilmarinen, or the insurance broker and Ilmarinen, enter into force in the same manner as stated above in relation to User Agreements between Ilmarinen and the client.

In addition, accounting firms and insurance brokers' rights to use the Service on behalf of their clients requires that a person or persons authorised to sign for the client company give their consent to such use of the Service. The rights and obligations applied to the client in this User Agreement are also applicable to the accounting firm and the insurance broker.

Accounting firms and insurance brokers are required to inform Ilmarinen immediately of any termination of agreement with a client, so that the Service can be terminated.

### User ID and password

Access to the Service is based on either personal or client-specific user rights. Ilmarinen reserves the right to specify which user rights to use in connection with any given Service.

### Personal user rights

The person(s) identified by the client in its application for taking Ilmarinen's Service into use are authorised to use the Service specified in this User Agreement as the client's representative(s). The client is entitled to apply for additional user rights at any time during the validity of this User Agreement by informing Ilmarinen of the names of the new users.

To provide the users named by the client access to the Service, Ilmarinen will give them user IDs and passwords. The user IDs are sent to the client and the passwords to the users named by the client, to the client's address recorded in Ilmarinen's client register. When necessary, Ilmarinen may renew a user ID and/or password by delivering the new information to the client/user. User IDs and passwords are to be renewed whenever a specified user changes.

### Client-specific user rights

To provide the client with access to the Service, Ilmarinen will give the client a user ID and a password. When necessary, Ilmarinen may renew the user ID and/or password by delivering the new information to the client.

### General terms and conditions for the use of user IDs and passwords

The client undertakes to ensure that user IDs and passwords are stored separately in order to ensure that they do not fall into hands of a party who does not have the right to use the Service (hereinafter "Outsider") under the User Agreement.

If a client's right to use any specific Service terminates, or a person with authorisation to use a Service changes, the client must inform Ilmarinen of such change immediately, so that Ilmarinen may remove any unnecessary user IDs. Ilmarinen may remove any user ID that has been in disuse for over 12 months.

The client is responsible for its user or users being aware of the rights and obligations of the User Agreement. The client holds liability for any consequences arising out of the misuse of the Service.

If an authorisation code providing access to the Service has fallen into the hands of an Outsider, or the client has reason to believe so, the client is obligated to inform Ilmarinen immediately, so that Ilmarinen may terminate the user ID in question and, if necessary, close the Service. The client and its users are liable for any damage or loss arising out of the unauthorised use of the User IDs or of their falling into the hands of an Outsider.

### Applications, equipment and data communications

The availability of the Service requires an Internet browser specified by Ilmarinen. The client is to acquire the equipment, applications and telecommunication or other equivalent data communication connections needed in order to use the Service at its own expense. The client is also responsible for the service and maintenance costs of said acquisitions as well as their compatibility with the Service.

Ilmarinen and the client are liable for the security of their own information systems. Ilmarinen is not responsible for any damage or loss caused to the client due to IT security risks such as computer viruses.

Ilmarinen has the right to discontinue offering the Service in case the client's equipment, applications or data communications compromise the security of the Service or in the event that the information security of the Service is otherwise compromised.

Furthermore, Ilmarinen reserves the right to disrupt the availability of the Service for the duration of updates and maintenance measures both temporarily as well as permanently, if so required. Ilmarinen is not liable for any loss or damage caused by a termination or disruption of the Service. Ilmarinen reserves the right to execute changes to the functionalities of the Service.

### Data transmission

The client is responsible for the accuracy of any data sent via the Service. The client is also responsible for any consequences arising out of the use of inaccurate or incorrect data. If such errors are detected in the data supplied by the client, the client is obligated to resend the data upon request. The client may also be requested to resend data if said data is corrupted while it is being processed.

### Validity

The right to use the Service terminates either in connection to the termination of the User Agreement or an expiration of temporary user rights. Both parties have the right to terminate the User Agreement with immediate effect. The client is not entitled to any damages in relation to consequences arising out of activities within the scope of this agreement nor in relation to a possible termination of the agreement.