



CLIENT INSTRUCTIONS: Escrow deposit

15/06/2020

Escrow deposit

These instructions explain how you can make an escrow deposit at the Helsinki Region Chamber of Commerce escrow service at secure.escrow.fi.

Registration as a user

You will receive an e-mail from address **noreply@escrow.fi** with **Kutsu Escrow-palveluun / Invitation to Escrow service** as the subject line. The message contains a link that allows you to enter a password for your user name. Your user name is your email address. If the message does not arrive, please check your junk e-mail folder.

The password must be **at least 10 characters long** and contain at least one lowercase letter, one uppercase letter, one number, and one special character. The password is formally correct when both rows “New Password” and “Confirm Password” become green.

After you have entered the password, click the **Save** button. No further settings need to be changed (Notifications, Folders, Additional).

User Settings

Language

Username

New password
Minimum length of password 10. The password must contain at least one lowercase, uppercase, numeric and special character.

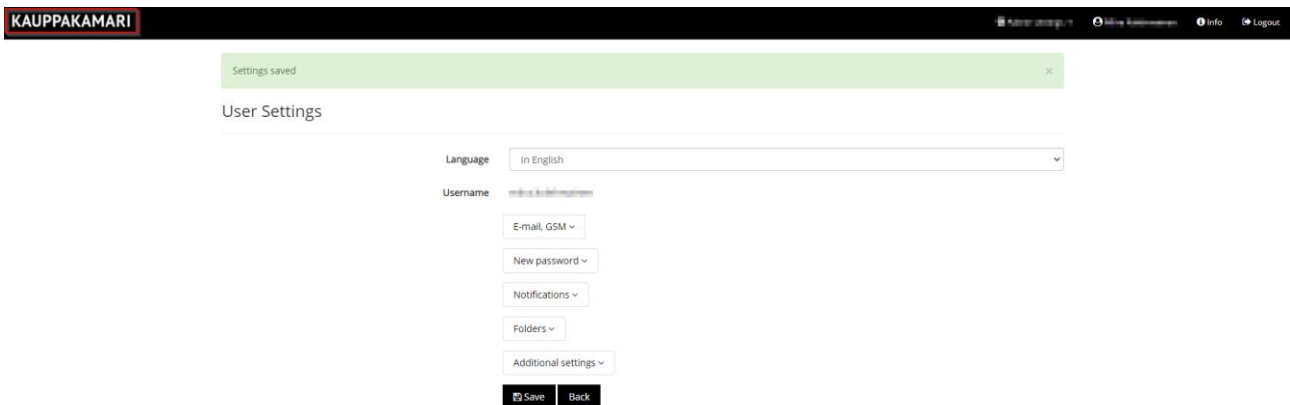
Confirm password



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After you have saved your password, you will be transferred to the page shown in the picture below. No changes are required on the page; you can just move forward by clicking the **Chamber of Commerce logo** (KAUPPAKAMARI) in the upper left corner.



Making a deposit

After clicking on the Chamber of Commerce logo in the upper left corner, you will be transferred to the deposit space selection view. Click the deposit space logo or name to select the deposit space.





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You can add a deposit file under **Drop files here or click to browse**. After selecting the file, click the **Send** button. Enter the identification information related to the deposit in accordance with the escrow agreement (see [Identification of the deposit](#)). Please note that messages cannot be edited after saving.

The screenshot shows the KAUPPAKAMARI web interface. At the top, there is a navigation bar with the logo and the text 'KAUPPAKAMARI'. Below this, there is a 'Message' section. The main area contains a 'Write a message' form with a rich text editor. The editor has a toolbar with various icons for text formatting (bold, italic, underline, text color, background color, link, unlink, list, indent, outdent, undo, redo) and a text area. Below the text area is a 'Tags' field. A red box highlights a file upload area with the text 'Drop files here or click to browse'. At the bottom left of the form is a 'Submit' button.



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Logging in

The login address is <https://secure.escrow.fi/>

Your user name is **your email address**.

Password is **the password you have chosen**.

If you forget your password, you can set a new password by entering your user name at that page, and then clicking the “Set/Reset Password” link.

The screenshot shows the login interface for KAUPPAKAMARI collabRoom. At the top, the KAUPPAKAMARI logo is displayed in a black box. Below it, the collabRoom logo and the tagline "SECURE INFORMATION SHARING" are visible. The prompt "Insert your user name:" is followed by a text input field with a cursor. Below the input field is a black "Submit" button.

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The screenshot shows the password input section of the login interface. It features the same KAUPPAKAMARI and collabRoom branding as the previous screenshot. The prompt "Insert your password:" is followed by a password input field with a cursor. Below the field is a black "Submit" button. Underneath the submit button is a link labeled "Set/Reset password" which is highlighted with a red rectangular box. At the bottom of the form, there is a link that says "Log in with a different account".

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Identification of the deposit

For each deposit, the deposit must be identified. The depositary will send a written notification to the escrow agent indicating at least the following:

- parties to the agreement;
- date of conclusion of the contract;
- the date when the material was given in escrow; and
- identification of the deposited material.

The notification is sent to escrow@helsinki.chamber.fi.

Contact information

If you need help in escrow related matters, please contact

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